

GUIDELINES OF THE UNITED WASATCH AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

ARTICLE I NAME

Section 1. The name of this committee shall be the United Wasatch Area Service Committee of Narcotics Anonymous (UWASCNA)¹.

ARTICLE II PURPOSES

- Section 1. To unify and support the groups in the following ways:
- a. To provide a forum to voice concerns and to share experience.
 - b. To establish standing sub-committees and create ad-hoc committees.
 - c. To act as a liaison between UWASCNA, regional, zonal and world levels.
- Section 2. We will uphold the 12 Traditions in all of our affairs by referring, in part, to these guidelines the 12 Concepts and to the guide to Local Service.

ARTICLE III PARTICIPANTS

- Section 1. Any Narcotics Anonymous group expressing a desire to join the area and not belonging to another may do so.
- Section 2. This committee consists of two (2) classes of participants: (1) voting and (2) non-voting.
- a. The voting participants of the UWASCNA are the Group Service Representatives (GSR's), or in their absence, the alternate Group Service Representative (alt-GSR).
 - b. Non-voting members include officers and other NA members in attendance.
- Section 3. No member may hold more than one area position at a time.

¹ In this document, the UWASCNA body is sometimes referred to as "The ASC" or "ASC" (both of which mean "Area Service Committee").

- Section 4. Any member of this Area may participate in debate and discussion. (See Article IV for voting procedure)
- Section 5. It is the responsibility of all voting participants to attend all regular and special meetings of UWASCNA.

ARTICLE IV
Proposals and Voting

- Section 1. UWANA Make a Decision
- a. Officers and voting members may bring proposals to the ASC. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus-decision process. Chair presents the proposal to the ASC.
 - i. Proposals must have a second by a GSR
 - ii. Proposals may be submitted to the ASC at any point before or during the regular ASC meeting, though it's suggested that motions be submitted before the start of business.
 - b. Maker of the proposal speaks to the intent of the proposal.
 - c. Open the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure that everyone understands the proposal).
 - d. Chair asks whether anyone has concerns about the proposal. These are heard and they may be answered or the proposal may be changed with a friendly amendment. The chair ensures that all concerns are heard and addressed.
 - e. Any voting member can ask that the service body table the proposal. Such a request triggers an immediate vote. A vote on a request to table a proposal will not take place until the chair has ensured that all concerns are heard and addressed. Such a vote will require a simple majority to pass.
 - f. Once all concerns are heard and addressed, the chair will ask "Are we ready to vote?" The service body makes a decision on the proposal by a show of hands.
 - i. In favor of
 - ii. Opposed
 - iii. Abstain
 - g. For a proposal to pass:
 - i. Guideline-changing proposals require a 3/4 majority
 - ii. Non-guideline-changing proposals require a simple majority
 - h. Proposal Withdrawals, Referrals to Subcommittees, and Calls for Votes
 - i. The maker of the proposal has the ability to withdraw the proposal at any time during the decision-making procedure.

- ii. At any time during the decision-making procedure, any GSR or the Chairperson can suggest that the ASC come to a vote. At such a time, the chair will determine if all concerns have been heard and addressed. Following this determination, the ASC will come to a vote according to (IV.1.F).
- iii. At any time during the decision-making procedure, any voting member or ASC committee member can suggest that we “refer the proposal to committee.” At such a time, the ASC will conduct a vote according to (IV.1.F) to determine whether or not a subcommittee should revise and/or decide the proposal.

Section 2. UWASCNA Voting Definitions

- a. Quorum – Defined as at least 50% of the total number of groups on the roll call.
 - i. Quorum is established during group reports and is maintained throughout the ASC meeting.
 - ii. In the event that quorum is not established, due to lack of attendance, new business motions affecting guideline, area, regional and world motions will be table for one (1) month only. Motion will then be voted on amongst the groups that are present. Monthly area bills, included but limited to; subcommittees, earmarks, rent, etc. will be voted on based on number of groups present at each UWASCNA.
- b. In favor of – This means that a participant supports the proposal, all things considered. It may not mean that a participant is in agreement with every aspect, but it does mean that a participant has heard the discussion and has had a chance to participate in the process of finalizing the proposal and is prepared to support it.
- c. Opposed – This means that the participant has heard the discussion and has had a chance to participate in the process of finalizing the proposal. The participant, all things considered, does not favor the proposal.
- d. Abstain – This means that the participant has heard the discussion and has had a chance to participate in the process of finalizing the proposal. The participant is choosing not to vote. An abstention does not count in favor of or opposed to a proposal.
- e. Table a proposal – when a proposal is tabled, the GSR’s take the proposal back to their groups and the proposal is added to the following month’s agenda under “old business.”
- f. Simple Majority – 51% of the in favor of / opposed to votes

ARTICLE V
ELECTION OF OFFICERS & SUB-COMMITTEE CHAIRS

- Section 1. Officers and Sub-Committee Chairs in UWASCNA:
- a. Officers of this committee: Chairperson, Vice Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, Region Committee Member (RCM), Alternate-RCM.
 - b. Sub-committee chairs: Hospitals & Institutions (H&I), Public Relations (PR), Activities, Outreach, and Literature.
- Section 2. Elections:
- a. Elections are to be held every year in December. Officers and sub-committee chairs will begin their terms in January of the following year.
 - i. Sub-committees with guidelines may elect their own chairs; such elections need to be confirmed by a majority vote at the ASC.
 - b. Term of service is one year. No officer or sub-committee chair may serve more than two consecutive terms in the same office. Following a one-year absence from that position, a member is eligible again to run for that position.
 - c. No ASC member may hold more than one position simultaneously. "Position" here includes voting or non-voting member roles.
 - d. After any ASC vacancy occurs, an announcement of the vacancy should be taken back to the groups and the vacancy will be added to old business.
 - e. A proposal to waive a clean-time suggestion is a proposal to suspend guidelines. In the event that a member wishes to run for a position where the member doesn't have the suggested clean-time, a passing $\frac{3}{4}$ majority vote will be required to waive that clean-time suggestion.

ARTICLE VI
REMOVAL OF OFFICERS

- Section 1. A UWASCNA officer will be removed from their position in the following circumstances:
- a. Loss of Clean Time.
 - b. Non-fulfillment of the duties of the position.
 - i. Discussed and voted on by UWASCNA (Ad-Hoc committee if needed).
 - c. Absent from two (2) regular UWASCNA meetings without prior notification to an area officer. (These are known as unexcused absences.)

Section 2. It is suggested that any officer with intent to resign their position provide written notice at the soonest possible regular meeting of the ASC.

ARTICLE VII
REQUIREMENTS AND DUTIES OF OFFICERS
AND SUB-COMMITTEE CHAIRS

Section 1. Chairperson:

a. REQUIREMENTS:

- (1) Willingness to serve.
- (2) Suggested minimum of 3 years clean time.
- (3) Service experience at the Group, Area or Regional level.
- (4) Working knowledge of the 12 steps, 12 Traditions and the 12 concepts of NA service.
- (5) Time and commitment to fulfill the duties of this service position.

b. DUTIES:

- (1) To attend all regular and special UWASCNA meetings.
- (2) To open and facilitate the meeting at the appointed time.
- (3) To expedite business in accordance with the 12 Traditions, 12 Concepts, and ASC guidelines.
- (4) To be a co-signer of the UWASCNA bank account.
- (5) To appoint all UWASCNA ad-hoc committees and ad-hoc committee chairs.
- (6) Signs all contracts entered into by the UWASCNA or subcommittees.
- (7) On the occasion of a 50/50 tie in an ASC vote, the chairperson may:
 - i. Cast a tie-breaking vote.
 - ii. Send the proposal back to the groups and add it to old business for the following month's ASC agenda.

Section 2. Vice Chairperson:

a. REQUIREMENTS:

- (1) Willingness to serve.
- (2) Suggested minimum of two (2) years clean time.
- (3) Service experience at the Group, Area or Regional levels.
- (4) Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service.

(5) Time and commitment to fulfill the duties of this service position.

b. DUTIES:

- (1) To attend all regular and special UWASCNA meetings and to assist the chairperson as needed.
- (2) To serve as chairperson in the absence of the ASC chairperson.
- (3) Liaison between all sub-committees to assure proper cooperation of responsibilities.
- (4) To be a co-signer of the UWASCNA bank account.
- (5) To be familiar with and to communicate the message of the ASC guidelines at all ASC meetings.
- (6) To maintain ASC guidelines, ensuring that they contain all amendments.
- (7) To serve as temporary Sub-Committee Chair of Sub-Committees(s) without a chairperson until such time as the ASC body fills the vacancy.

Section 3. Secretary:

a. REQUIREMENTS:

- (1) Willingness to serve.
- (2) Suggested minimum of 2 years clean time.
- (3) Service experience at the group, Area or Regional level.
- (4) Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- (5) Time and commitment to fulfill duties of this service position.

b. DUTIES:

- (1) To attend all regular and special UWASCNA meetings.
- (2) In the absence of the Chairperson, the Vice-Chairperson or the RCMs, to call the meeting to order and preside until immediate election of a temporary chairperson.
- (3) To keep minutes of all proceedings of the ASC.
- (4) To keep on file all ASC reports and guidelines.
- (5) To maintain all ASC files and archives.
- (6) To keep and update the ASC member list.
- (7) To read the minutes of the previous ASC meeting at each ASC.
- (8) To make minutes and records available to NA members upon request.
- (9) To furnish committees and sub-committees with whatever documents are required for the performance of their duties.

- (10) To notify the participants of each special meeting, utilizing such notification as is agreed upon by the ASC.
- (11) To type and mail/e-mail the correspondence of the ASC as required.
- (12) To prepare and distribute the agenda for each upcoming ASC meeting.

Section 4. Treasurer

a. REQUIREMENTS:

- (1) Willingness to serve.
- (2) Suggested minimum of 3 years clean time.
- (3) Service experience at the Group, Area or Regional levels.
- (4) Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- (5) Time and commitment to fulfill duties of this service position.

b. DUTIES:

- (1) To attend all regular and special ASC meetings.
- (2) To be the custodian of the ASC funds.
- (3) To distribute ASC funds as necessary, in accordance with approved ASC decisions, when the funds are available.
- (4) To make a monthly report to the ASC:
 - i. The monthly treasurer's report should consist of an itemized accounting of monthly bills, special bills, earmarks, income, and reserve accounts both of the area and of all subcommittees.
- (5) To make financial records available to NA members upon request.
- (6) To make a full financial report at the end of an ASC term. (see Article XIII, Section 15)
- (7) To be a co-signer of the UWASCNA bank account.

Section 5. Regional Committee Member (RCM):

a. REQUIREMENTS:

- (1) Willingness to serve.
- (2) Suggested minimum of 3 years clean time.
- (3) Service experience at the Group, Area or Regional levels
- (4) Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- (5) Time and commitment to fulfill duties of this service position.

b. DUTIES:

- (1) To attend all regular and special ASC meetings.
- (2) In the absence of the Chairperson and Vice-Chairperson, to serve as the chairperson.
- (3) To attend all Regional Service Committee meetings and to represent the ASC each of those meetings.
- (4) To make a written report to the assembly at the regular ASC meetings that follow each RSC meeting; such reports will (a) cover the business of the previous RSC meeting and (b) communicate all regional and world motions to the groups.
- (5) To facilitate registration of groups with World Service Office (WSO).
- (6) To be a co-signer of the UWASCNA bank account.

Section 6. Alternate Regional Committee Member (Alt-RCM):

a. REQUIREMENTS:

- (1) Willingness to serve.
- (2) Suggested minimum of 2 years clean time.
- (3) Service experience at the Group, Area or Regional levels.
- (4) Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- (5) Time and commitment to fulfill duties of this service position.

b. DUTIES:

- (1) To attend all regular and special UWASCNA meetings.
- (2) To attend all Regional Service Committee meetings and to represent the ASC each of those meetings.
- (3) In the absence of the RCM, to perform the duties of the RCM.

Section 7. Sub-committee Chairs

a. REQUIREMENTS:

- (1) Willingness to serve.
- (2) Suggested minimum of 1 year clean time.
- (3) Service experience at the Group, Area or Regional level.
- (4) Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- (5) Time and commitment to fulfill duties of this service position.

b. DUTIES:

- (1) To attend all regular and special UWASCNA meetings.
- (2) To attend all regular and special meetings of sub-committee that they chair.
- (3) To give a monthly report, to the ASC, of the proceedings of the sub-committee that they chair.
- (4) To submit records for an audit of the sub-committee in which they chair, as requested by the ASC.
- (5) To submit budget and suggested guidelines to be approved by the ASC.

ARTICLE VIII
MEETINGS

Section 1. Regular meetings of the UWASCNA will be held on the third Sunday of every month at 5pm.

Section 2. Special meetings of the UWASCNA may be called by the Chairperson of the UWASC, and should be called upon written request of any member of the ASC. The purpose of special meetings requested by members of the UWASCNA shall be stated in writing. No business other than that which is stated will be conducted at the special meeting. The special meeting of the UWASCNA should be held within 30 days of the written request.

Article IX
ASC Agenda

Section 1. Agenda will follow attached Schedule A. Changes to agenda must be agreed upon by the officers of the UWASC.

ARTICLE X
STANDING SUB-COMMITTEES

Section 1. Standing sub-committees may include, but are not limited to: Public Information, Hospitals & Institutions, Literature, Activities Committee, and other standing sub-committees that are deemed necessary to perform the work of the ASC. Sub-committees will be formed upon the approval of the member-groups of the ASC. At the inception of these standing sub-committees, the voting members of the ASC will elect a chairperson. Subsequent officers of each standing sub-

committee will be elected by the sub-committee membership, in accordance with their guidelines.

- Section 2. All standing sub-committees of the UWASC should create and adopt guidelines that are consistent with the *Guide to Local Service*, the *Twelve Traditions of Narcotics Anonymous* and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.
- Section 3. The guidelines of each sub-committee are subject to review and approval by the UWASC as a whole.

ARTICLE XI
AD HOC COMMITTEES

- Section 1. The Chairperson of the UWASC has the responsibility to appoint ad hoc Committees and/or Chairpersons. Ad hoc committees are created only to fulfill specific and special functions that arise from time to time. The Chairperson of the ASC will designate specifically the purpose and duration of existence.

ARTICLE XII
AMENDMENT OF GUIDELINES

- Section 1. Excluding the chairperson, any UWASCNA member may propose amendments and additions to the UWASCNA guidelines. The proposals must be submitted in writing (exact wording) to the ASC Chairperson at the regular UWASCNA meeting. Any such proposals should be heard and clarified in accordance with Article IV, and sent to the groups for review, in order for the UWASC to hold a vote at the following month's meeting.
- Section 2. The amendment will go into effect immediately upon its adoption unless otherwise specified in the amendment.

ARTICLE XIII
FINANCIAL MANAGEMENT

- Section 1. Sources of income and holdings: any funds accumulated from group donations and other sources of income (i.e. literature, New Year's Event, etc.) will be maintained in the UWASCNA checking account.
- Section 2. Rent: Rent will be paid in the amount negotiated with the facility at which our meetings are held on a monthly basis to that facility.

- Section 3. All UWASCNA expenditures shall be paid by a check/debit card tied to the UWASCNA checking account.
- Section 4. All checks are required to have two (2) signatures. Signatures must include that of the Treasurer and one of the following officers:
- a. Chairperson
 - b. Vice-Chairperson
 - c. RCM (Regional Committee Member)
- Section 5. In the event a check is made payable to one of the authorized signers of the UWASCNA bank account, the payee is not authorized to sign the check.
- Section 6. No expenditure should be made from the UWASCNA bank account without receipts or itemized listing of accountability.
- Section 7. For Subcommittee's to use their reserve account funds they will need to provide a written itemized list of projected spending in their monthly report. Receipts need to be turned in for all funding.
- Section 8. The UWASCNA will maintain a prudent reserve of \$500.00
- Section 9. Regular Bills:
- a. All regularly occurring bills will be paid with monthly income before earmarks are met or any other dispersal of funds occurs.
 - b. Regular bills are as follows:
 - i. Phone-line
 - ii. Bank charges
 - iii. Rent
 - iv. Web Page (i.e. Web Domain and Hosting Fees)
 - v. P.O. Box
 - vi. Regional Donation (see Article XIII, Section 9)
 - vii. Supplies, as needed
- Section 10. Every month, the UWASCNA will make a \$50 donation to the Utah Regional Service Body.
- Section 11. Earmarks: An earmark is defined as a designated amount of funds given regularly to the following subcommittees:
- a. Hospitals and Institutions Subcommittee
 - i. Monthly earmark for H&I is \$75.
 - ii. Earmark will not be paid if the H&I reserve is at or exceeds \$300.

- b. Public Relations Subcommittee
 - i. Monthly earmark for PR is \$50.
 - ii. Earmark will not be paid if the PR reserve is at or exceeds \$300.
- c. Outreach Subcommittee
 - i. Monthly earmark for Outreach is \$25.
 - ii. Earmark will not be paid if the Outreach reserve is at or exceeds \$100.
- d. Campvention/URICNA Subcommittee's
 - i. Monthly earmark for Campvention/URICNA Subcommittee's is \$30.
 - ii. Earmark will not be paid if the Campvention /URICNA Subcommittee reserve is at or exceeds \$360.

Section 12. Literature.

- a. The literature reserve is funded by group, subcommittee, or individual member literature orders.
- b. Literature orders from NAWS will be funded by the literature reserve.
 - i. Literature orders from NAWS will not exceed the literature reserve without approval from the ASC body (as the extra funds would have to be drawn from the UWASCNA budget).

Section 13. New Year's Event

- a. The annual New Year's event is intended to be self-supporting.
- b. The event will be organized and put on by the Activities Subcommittee of the UWASCNA.
- c. The NYE reserve will be \$800.
- d. The reserve for one year will be funded by the last year's event.
- e. The reserve for each year, should it not be built immediately from the funds from the previous year's event, will be built and maintained throughout the year from the UWASC income.
- f. Any amount of money over the \$800 reserve brought in by a NYE event will be considered income (see other sections in Article XIII for dispersal of income).

Section 14. Activities Subcommittee.

- a. The activities subcommittee is intended to be self-supporting.
- b. The activities reserve will be funded by the subcommittee's events.
- c. The reserve will not exceed \$300, except with approval from the UWASCNA.

Section 15. Dispersal of All Funds:

- a. Pay Bills (see Article XIII, Section 8 and 9).
- b. Fulfill Area prudent reserve (See Article XIII, Section 7).
- c. Meet earmarks (See Article XIII, Section 10).
 - i. If all earmarks cannot be met, a proposal should be made to decide what earmarks will be fulfilled – and which, if any, are to be left unmet.
- d. All remaining funds:
 - i. A proposal can be made to decide where the remaining funds will be applied (i.e. ad-hoc committees, additional regional donations, subcommittee reserves, special events, or special needs of subcommittees beyond their reserves, etc.).
- e. Working balance will be at \$0 at the end of every area meeting.

Section 16. Auditing Procedure.

- a. Financial records will be audited on a yearly basis. This will take place during the first of the year and will be reported at the February ASC meeting. The audit will regard the previous year's records (January through December including New Year's Eve income). The UWASCNA incoming chairperson, the RCM, and the incoming treasurer in this case will perform the audit.
- b. The audit shall examine the following:
 - i. Receipts
 - ii. bank statements/deposit slips
 - iii. Treasurer's reports
 - iv. checkbook
- c. An audit can be requested by any area member and will be performed if the request is approved by a $\frac{3}{4}$ majority vote. The chair will appoint an ad hoc committee to perform the audit.