

United Wasatch Area Service Committee of  
Narcotics  
Anonymous  
UWANA  
POLICY GUIDELINES

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### **A GUIDE TO AREA SERVICES**

The following is a guide to help new GSR's go through their first exciting day of area service. This summary has been compiled by the policy committee, and approved by the ASC (Area Service Committee), to help you understand what happens during an ASC. First we'll explain what you can expect during the proceeding of the area. If you are representing a new group please ask any of the ASC officers or specifically the secretary. Remember this is just a brief summary for more information please

refers to the group booklet, United Wasatch Area Policy Guidelines, or TWGWSS.

#### **Definitions:**

##### **OFFICERS:**

**ASC:** Area service committee: This where all GSR'S express any concerns that individual groups may have pertaining to the step traditions and concepts of Narcotics Anonymous.

**Chairperson:** presides over the meeting and conducts the general order of business.

**Vice Chairperson:** assists the Chairperson in running the ASC meeting, and assumes responsibility in the absence of the Chairperson.

**Secretary:** Keeps minutes. If you need any forms, such as: motion forms, subcommittee report GSR group registration forms. The secretary can assist you in filling these forms out.

**Treasurer:** collects and distributes funds for the area. If your group has made a donation to the area, you need to turn that in to the treasurer, preferably at the beginning of the meeting.

**Literature Distributor:** This is the person who you will see concerning pamphlets, books, and any NA conference approved literature. If your group needs literature, please take your order and money to the literature distributor as early as possible, so that you can get order filled.

**RCM:** Regional Committee Member- your counter part at regional level. Just as you represent your group to the area; our RCM's represent our area to the Utah region.

##### **SUBCOMMITTEES:**

**H&I:** Hospitals and institution carries meeting to addicts who are in institutions.

**PI:** Public Information woks with agencies outside the fellowship of NA that inquire about NA.

**Helpline:** Runs the Helpline / voice-mail system for those who call for information concerning meetings.

**Literature:** Helps to review and write NA literature; also publishes the UWANA Newsletter.

**Activities:** Coordinates activities such as dances, picnic and functions, which promote NA unity.

**Policy:** Discusses changes to area policies and makes recommendations to the ASC on new motions. This is the body responsible for reviewing motions that may or may not conflict, with our traditions or concepts.

**Special needs:** this is the body responsible for facilitating access, for addicts with any impairment.

**UWANA:** United Wasatch Area Serves Committee of Narcotics Anonymous.

#### **SOME OTHER TERMS YOU MIGHT HEAR:**

**RSC:** Regional Service Committee. Where the RCM's and the area's subcommittee chairpersons meet to discuss issues relating to the Utah Region.

**RD:** Regional Delegate This person represents the Utah region at the WSC.

**WSC:** World Service Conference - The bi-annual meeting of all RD's- This is where they discuss NA policy, discuss problems, and vote on issues for the next two years.

**WSO:** World Service Office- An administration body which carries out the directions of the WSC (among other things)

**Motion:** In order to be voted on by the area, any new idea must be presented to the area in the form of a written motion and seconded by another member of the ASC. Motion forms and assistance can be obtained from the secretary.

**Quorum:** One more than one half of the voting participation. Quorum is set to determine if we have enough representation from the groups to have a clear conscience on motions.

**Prudent Reserve:** Funds set aside by area in case of an emergency.

**Group Conscience:** The decision of a group, which is arrived by a vote of the members.

**What to expect**

- A. A moment of silence followed by the serenity prayer, reading of the traditions: reading of the definition of an ASC.
- B. The floor is open to any member of Narcotics Anonymous who would like to speak.
- C. The secretary's report (including the text of last month's minutes).
- D. Treasurer's report: How much money we have and what are we spending it on.
- E. Roll call of group's present. This is done to establish quorum. If your group is not called, please make sure to speak up.
- F. GSR's - This is your big moment tell us how your group is doing, if you have any problems or if you are doing well. Ask the ASC if you need ANYTHING. We are your service committee.

**We are here to serve you.**

- G. RCM / Subcommittee reports each subcommittee presents a report on their activities.
  - H. Elections, if necessary, for any vacant positions.
  - I. Old business: This is when we discuss any business left over from the last months meeting or any motions which went back to your group to vote on .You will be asked to vote your home group's conscience-yes, no. or abstain.
  - J. New business: This is when any new motions that needs to be discussed and voted on, or tabled to home groups or sub-committees for discussion. This sometimes includes regional motions and adding new groups.
  - K. Close meeting with the serenity prayer.
- Congratulations! You just survived your first ASC! Now that wasn't so hard, was it? Remember- PLEASE ASK QUESTIONS. After all, we've all been in that same chair exactly where you are today, right? Thank you for participating!

**AREA SERVICE COMMITTEE FORMAT**

- 1) Moment of Silence Follow by Serenity Prayer
- 2) Introduction of new ASC members
  - A. Orientation of new GSR's will immediately follow ASC.
  - B. Orientation of GSR's is the responsibility of the ASC Chair.
- 3) Reading of the 12 Traditions
- 4) Reading of the 12 Concepts
- 5) Reading of the definition of an ASC.
- 6) Roll call/ Attendance
- 7) Reports
  - A. Secretary's Report
 

The secretary will request amendments from the floor to the published minutes and then will make motion to accept the minutes as published or a motion to accept the minutes as amended.
  - B. Group /GSR's (Groups Service Representatives)
 

Completed GSR reports should be turned in to the secretary before the close of business, for their inclusion in the minutes. Any group problems or, questions can be requested to be placed on the agenda for the Sharing Session. Announcements should be made during the announcements period.
  - C. RCM
  - D. Subcommittees:
    - 1. Administrative
    - 2. Activities
    - 3. Helpline
    - 4. H&I
    - 5. Literature (Newsletter)
    - 6. Literature Distributor

- 7. Policy
- 8. PI
- 9. Additional Needs
- 10. Web Page
- 11. URCNA Programming Committee Representatives (Area Representatives)
- E. Ad-Hoc Committees
- F. Treasurer's Report - The treasurer will read current months financial activity and give the overall state of financial affairs. The treasurer move to accept (second) as is or as amended whichever is appropriate.
- 8) Open Floor/ Sharing Session
- 9) Optional Recess
- 10) Roll Call (can be requested by any member of ASC at any time)
- 11) Old Business
- 12) Elections
- 13) New Business
- 14) Announcements for the good of NA; Open positions; Optional announcements from the Chair
- 15) Motion to Adjourn
- 16) Closing Prayer

#### **DEFINITION OF AN ASC**

Any Area Service Committee (ASC) is a committee made up of representatives from (GSR's) within a designated area, which meets monthly for the express purpose of serving the specific needs of its members groups.

The most important service, which an ASC provides, is that of its groups' support. Whenever a group has a specific situation, which it has not been able to handle on its own; it can come to ASC for help. These situations are almost always limitless in scope: however we have learned that we can get much accomplished when we work together.

An ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature, which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to it groups.

In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its ASC both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an area grows, the financial needs of the committee also

grow. In order to provide a full line of service, an ASC requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility falls on the members of the groups.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in all committee decisions.

GSR's should evaluate each vote in terms of the needs of those they serve and the needs of NA as a whole in the area they serve. In addition to this, a GSR participates in helping to carry out the ASC's specific functions: the attracting of new members, planning and implementation of activities, and the aid given to groups with specific situations and services which require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. Leadership and the ability to organize give the committee direction; and incentive must come from its officers. Upon election the officers (Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, RCM's, Literature distributor, Alternate Literature distributor, Subcommittee Chairpersons) shall resign as

GSR's. Their groups then elect new representatives, thus ensuring all groups equality of representatives.

All GSR's and Subcommittee Chairpersons are members of the policy Subcommittee and encouraged to attend policy Subcommittee meetings.

## THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the twelve steps, so freedom for the group springs from the traditions. As long as the ties that bind us together are stronger than those that will tear us apart, all well be well.

- 1) Our common welfare should come first; personal recovery depends on NA unity.
- 2) For our group purpose there is but one ultimate authority a loving God as he may express himself in our group conscience. Our leaders are but trusted Servants; they do not govern.
- 3) The only requirement for membership is the desire to stop using.
- 4) Each group should be autonomous except in matters effecting other groups or NA as a whole.
- 5) Each group has but one primary purpose - to carry the message to the addict who still suffers.
- 6) An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige us from our primary purpose.
- 7) Every NA group ought to be fully self-supporting declining outside.
- 8) Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- 9) NA as such ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10) Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

11) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and film.

12) Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## THE TWELVE CONCEPTS OF NA SERVICE

1) To fulfill our fellowships primary purpose, the NA groups have joined to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.

2) The final responsibility and authority for NA service rest with the NA groups.

3) The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

4) Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when electing trusted servants.

5) For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

6) Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7) All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process

8) Our service structure depends on the integrity and effectiveness of our communications.

9) All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.

10) Any member of a service body can petition that body for the redress of personal grievance, without fear of reprisal.

11) NA funds are to be used to further our primary purpose, and must be managed responsibly.

12) In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## DECORUM STATEMENT

UWANA meetings will be conducted according to these rules of order adapted from Robert's Rules of Order. This time honored system for conducting business is the clearest way yet devised for getting the maximum amount of business done in the minimum amount of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us make orderly, collective decisions in a cooperative, respectful way in the spirit of our 12 concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at anyone time and no other discussion is in order, please respect the chairperson's right to be in control of the proceedings so that

you can have maximum benefit of its content.

### **ASC GUIDELINES**

#### 1. General Guidelines

- a. All ASC meetings are open to any NA member.
- b. ASC will meet on the second Sunday of the month with the exception of the month of May when ASC members meet on the first Sunday of the month.
- c. All ASC members should acquaint themselves with the Area Policy Guidelines; “A Guide to Local Service in NA” and The Twelve Concepts of NA Service.
- d. The RCM’s and all subcommittee chairs shall sit together on one side of the room and all GSR’s shall sit on the other to facilitate vote counting.
- e. It is suggested that all new groups become a member of the ASC
- f. If an issue falls under the responsibility of an existing subcommittee, the issue is tabled to that subcommittee.
- g. UWANA Area Policy Guidelines shall have a copy of literature order form attached to the back.
- h. A representative of the administrative committee shall visit each group NOT represented at three consecutive ASC’s to deliver minutes and determine if assistance from ASC is needed at the group to facilitate the particular group’s involvement at the ASC.
- i. It is suggested that the GSR’s contact the Helpline if there is any change, temporary or permanent to a meeting. Changes can include, but are not limited to; a temporary closing of, meeting place, time, formatted, etc.

#### 2. Report Guidelines

- a. Reports from a GSR and RCM should consist of the following and should be written or typed, so the secretary can have accurate notes for the minutes. Reports shall consist of, but are not limited to:
  1. Name of GSR’s group
  2. Day of week the group meets
  3. Time of day the group meets
  4. Number of group members
  5. Number of people attending
  6. 7<sup>th</sup> Tradition donation
  7. Group conscience decisions
  8. Situations, problems, difficulties, etc.
- b. Each subcommittee reports should consist of the following and should be written or typed, so the secretary can have accurate notes. Reports shall consist of, but are not limited to:
  1. Name of subcommittee
  2. Subcommittee activity
  3. Plans for the coming month
  4. Accomplishments
  5. Specific problems or situations
  6. Motions for the group conscience

\*Subcommittee meeting minutes should be submitted for the ASC archives

#### 3. Motion Guidelines

- a. A motion cannot be tabled more than once. This is at the discretion of the chairperson.
- b. All motions should be submitted to the secretary in writing at time of proposal. The maker of the motion should be given time on the floor to explain the purpose and

- reason/intent for the motion.
- c. Motions not brought before new business. Shall be returned to the maker for resubmission at the next ASC, as new business.
  - d. After a motion is presented and discussed, it will be tabled automatically to a subcommittee or to the groups, at the chairperson's discretion, until the following ASC meeting.
4. Meeting List Guidelines
- a. All meeting list shall contain a disclaimer of non-affiliation with meeting place.
  - b. Adding a new group – A meeting is put on the meeting list by a (%) three-fourthsmajority vote of the GSR's
  - c. Removing a group:
    1. By other than a trusted servant of the group.
      - i. A motion is made to remove a group from the meeting list.
      - ii. The motion must be tabled for one month.
      - iii. Within this month, phone line members will attend the meeting to discuss the problem with the group and give the group a chance to get involved in helping out the meeting.
      - iv. At the next ASC meeting, a report will be given about the meeting.
      - v. Three fourth% (75%) majority votes are require removing a group from the meeting list.
    2. By the group's trusted servants.
      - i. A trusted servant of a group informs UWANA that their group no longer meets.
      - ii. A three fourth (%) (75%) majority vote required to remove a group from the meeting list.
      - iii. No administrative committee member would need to attend the meeting to confirm non-existence.
5. Flyer Guidelines- All flyers which mention the name of any outside organization, shall have "NA is not affiliated with "(blank to be filled in with organization, facility, etc.)
6. Group starter Kit shall contain the following:
- 1 - A Guide to local Service in NA
  - 1 - Group booklet
  - 1 - set of readings
  - 1 - Policy packet
  - 40 - Meeting list (sets)
  - 3 - Little White Books
  - 5 - of each of IP's listed: 1, 6, 7, 8, 9, 11, 13, 16,19, 22, and 24
7. The Sharing Session – The sharing session has two types of agenda: Group Problems and ASC Issues.
- a. Agenda items for the sharing session usually come up during reports from the GSR's Administrative officers, and Subcommittee chairpersons. After each report, anyone on the ASC, including the person who gave report, can ask the Area Chair to place a particular subject on the sharing session agenda.
  - b. Members of NA, not on the ASC can request the chair to place a particular item on the agenda in address of the ASC as well (similar to open floor).
  - c. The Chair may, at their discretion, refer lengthy discussion to a standing subcommittee

or appoint an AD-HOC to approach specific issue.

8. Financial Guidelines

- a.** It is strongly suggested that all monies brought to ASC be in the form of a check or money order for ease of counting, bookkeeping & safety reasons.
- b.** GSR's should give their contributions to the area treasurer at the beginning or before the opening of the meeting.

9. Regional Weekend Guidelines

- a.** Any addict who is not required to attend a regional weekend and stays in the area-funded room may do so, provided they bring back a written report to the ASC from the subcommittee they attended.
- b.** ASC will provide both male and female rooms at Regional Service Conference over 75 miles (two room nights).

**RULES OF ORDER**

1. To be recognized on the floor, a raise of the hand is necessary.
2. GSR's are the only voting members at ASC meeting. (or in their absences, their alternates).
3. Only those listed below can make or second motions.
  - a. GSR's or their alternate in their absence.
  - b. RCM or alternate in the RCM's absence.
  - c. Vice- chairperson, secretary, treasurer, and subcommittee chairpersons (or Vice chairperson in the chair's absence)
4. The following have a voice on the ASC floor:
  - a. GSR's or their alternate in their absence.
  - b. RCM or alternate RCM.
  - c. Administrative committee (Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Literature Distributor and Alternate Literature Distributor)
  - d. All Sub committee Chairpersons or Vice-Chairpersons in their absence.
  - e. Chairpersons of Ad-Hoc Committee
5. Discussion of main Motions
  - a. Discussion of motions should be kept to two pros and two cons.
  - b. If more discussion is in order, the motion may be tabled to the appropriate groups, subcommittee, policy, or ad-hoc, at the discretion of the chair.
  - c. All members of NA are encouraged to engage in discussion of any motion on the floor during any sub-committee meeting.
6. Parliamentary Motions:
  - a. Motion to Amend
    - 1) Simple majority required for passage.
    - 2) Is debatable.
    - 3) Used to change the wording of a main motion.
    - 4) If original maker and second of main motion agree, no second is required.
    - 5) If amendment is ratified, discussion reverts to the Main Motion as amended.
  - b. Motion to call the Previous Question.
    - 1) 2/3 Majority required for passage.
    - 2) Is not debatable.
    - 3) Used to stop debate immediately and call a vote.
    - 4) Should be used with caution to NOT to stop the debate all issues are approached.
  - c. Motion to table
    - 1) Simple majority for passage
    - 2) Is not debatable.
    - 3) Used to stop debate on motion until such and such meeting/date/time/info available.
    - 4) The table motion is placed on the agenda for the specified date.
  - d. Motion to remove from the table
    - 1) Simple majority required for passage.
    - 2) Is not debatable.
    - 3) Used to resume debate on a previously tabled motion before it comes up on the ASC agenda.
  - e. Motion to reconsider or rescind
    - 1) Simple majority for passage.
    - 2) Is debatable.
    - 3) Used to send a motion to a subcommittee in order to;
      - a. Gain more information.

b. Allow more time for discussion.

**f. Motion to Reconsider or Rescind**

- 1) Simple majority required for passage.
- 2) Is debatable.
- 3) Used to reopen debate and voting on original motion. Also used to void the effect of (rescind) the original motion.
- 4) Special circumstances
  - a. Motion must have passed either in previous month's ASC or in this month's ASC.
  - b. The member making the motion has new information that was not available during previous debate.
  - c. The member must have been on the winning side of vote

**g. Request to Withdraw a Motion**

- 1) Unanimous consent required for passage.
- 2) Is not debatable
- 3) The maker of motion may request at any time before a Vote one objection will continue debate.

**h. Motion to Close/Adjourn**

- 1) Simple majority required for passage.
- 2) Is not debatable.

**i. Call for Order of the Day**

In a request for the chair to bring the meeting back on track and conduct the meeting according to procedure adhering to the agenda. This does not require a second, is not debatable, and does not require a vote. The chairperson is obligated to enforce the request unless two thirds of the body tells the chair otherwise.

**j. Point of information**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson "POINT OF INFORMATION." This means, "I have a question to ask" not "I have information to offer, a second is not required, only recognition from the chair.

**k. Point of order**

If it appears that something is happening that is in violation of the rules of order and if the chairperson has not done anything about it yet, a member may ask the chairperson for clarification of the rules at any time. The member needs only say "Point of Order" The chair should inquire, "What is point of order?"

The member should then ask their question. If the chair agrees that the rules are not being followed, the response is "Your point is well taken" and corrective measures should be taken. If the chair disagrees, they simply state "Overruled." This as all other decisions can be appealed.

**l. Point of Appeal**

At any time, the chair makes a decision, that decision may be appealed. Any voting member, who wishes to appeal a decision, may by saying "I appeal a decision of the chair" if the appeal is seconded, the chair then asks, on what grounds do you appeal my decision?" The member states his reasons. The chair then speaks to the intent of the decision being appealed. The ASC may debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the decision of the chair.

**m. Parliamentary Inquiry**

If a committee member wants to do something, but doesn't know how it fits in with the rules of order, all that member has to do is ask at any time by saying "Point of parliamentary inquiry requires no second, is not debatable, and is not a vote on.

**n. Point of Personal Privilege**

If the air is too cold, or the heat too high, or there is too much noise in the room, one can ask that something be done about it. If the request is reasonable, the chair should accommodate.

### **QUORUM, NOMINATIONS & VOTING**

#### 1. Quorum Guidelines

- a. Quorum is the minimum number of Voting Groups present to conduct business for that ASC (which is determined at the start of business)
- b. Quorum shall be calculated as the average of the previous three months attendance, divided by two, plus one.
- c. Quorum is needed for each motion.
- d. If quorum is lost the motion before is voted upon, the day's new business of ASC will be tabled to "old business" at the start of the next ASC.
- e. Of the voting members present: Unanimous = 100%, Simple Majority = 51%  $\frac{3}{4}$  Majority = 75%.  $\frac{3}{4}$  Majority is needed to change Policy!

#### 2. Each vacant position shall be announced.

#### 3. Nominations

- a. Nominations should be solicited by the group conscience of each group within the area.
- b. A subcommittee may nominate its own chair.
- c. Each nomination must be seconded.
- d. At the time of nomination, each nominee should state in person his or her qualifications for serving the fellowship as a whole in this area: i.e. clean time, past experience, and why they want and can serve the fellowship.

#### 4. The recommended qualifications and responsibilities shall be read for positions with nominations only.

#### 5. A cycle of nominations and elections is repeated for all vacant positions.

#### 6. Voting Procedures

- a. In the event of two nominations for an elected position, a simple majority decides who shall fill the position.
- b. In the event of a single nomination,  $\frac{3}{4}$  Majority shall be required for approval.
- c. Vote shall be a show of hands, or roll call vote, if requested.
- d. GSR's are the only voting members at ASC meetings (Or in their absence, their alternates) or another designated representative for the group.
- e. All voting should be recorded in the minutes, including votes on paper ballots. There shall be no phone polls.

### **ELECTIONS & RESIGNATION OF OFFICERS**

#### 1. All ASC members and officers may succeed themselves in office, but it is recommended that no officer serve more than two consecutive terms in the same office.

#### 2. Resignations of ASC officers and subcommittee chairpersons may be as follows:

- a. Voluntary – Given in writing to an administrative committee member prior to the next ASC meeting.
- b. Involuntary
- c. Automatic
  - i. Relapse during term of office.
  - ii. Missing two consecutive ASC meetings.
  - iii. RCM and Alt RCM Missing two consecutive Regional Service Committee meetings. (RSC) Meeting.
- d. Impeachment
  - i. This is needed in case of breach of the Traditions or for failure to perform

- duties or responsibilities. The individual will be given this in writing at least seven days prior to ASC meetings.
- ii. Present the motion for impeachment with said due cause.
  - iii. The respondent is given a rebuttal (if so desired) not to exceed five minutes.
  - iv. A closed ballot is taken.
  - v. A (%) three-fourths majority (75%) vote is necessary to impeach.

### **TERMS OF OFFICE**

1. The Chair, Secretary, RCM, Treasurer, and Literature Distributor, Vice Chair, Alt Secretary, Alt Treasurer, Alt. RCM and Alt. Literature Distributor. Terms shall be from March until February inclusive.
2. Subcommittee Chair terms of office shall be March until February inclusive.
3. Any partial terms shall terminate at the time of their next normal election.
4. Rotation
  - a. All trusted servant positions shall become effective at the next ASC following the vote for the position.
  - b. At the February ASC.
    - i. The Vice Chair, Alt. Secretary, Alt. Treasurer, Alt. Literature Distributor and Alt. RCM shall automatically be nominated to fill the Chair, Secretary, Treasurer, Literature Distributor and RCM positions. If an alternate/vice position is vacant, nominations should come from the groups.
    - ii. Nominations procedures are conducted for Vice Chair, Alt. Secretary, Alt. Treasurer, Alt. Literature Distributor and Alt. RCM.
    - iii. Normal voting procedures apply (See item 4).
    - iv. If the Chair, Treasurer, RCM, Secretary, or Literature Distributor positions remain unfilled at the end of February ASC, a simple majority vote of confidence will be required to maintain the standing officer, if willingness exists.
  - c. A position with a carry over standing officer shall be listed and considered vacant until filled.
  - d. If these positions remain vacant, a monthly vote of confidence will be required for continual carry over.
  - e. No NA member may hold two ASC positions at one time.
  - f. Other nominations are welcome from the groups at this time.
  - g. At the December ASC:
    - i. Nominations for Subcommittee Chairs.
    - ii. Elections for item 5.
5. When a Subcommittee Chair becomes vacant mid term, normal voting procedures apply.
6. All Subcommittees shall elect their own officers. But the ASC elects Chairpersons.

### **QUALIFICATIONS & RESPONSIBILITIES OF ASC OFFICERS**

#### **AREA CHAIRPERSON**

#### **RECOMMENDED QUALIFICATIONS:**

1. A willingness and desire to serve.
2. Active for at least one year in UWANA Area service structure.
3. A knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service and Guide to Local Services.
4. The willingness to give time and the resources to do the job.
5. A strong suggested **Three** years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.

9. Ability to delegate.
10. Willingness to learn Robert's Rules of Order.

**RESPONSIBILITIES:**

1. Arranges for and presides over the monthly ASC meeting.
2. Responsible for correspondence
3. Cosigner on the Area bank account.
4. At ASC meeting, the Chairperson can vote only in case of a tie, maintains rules of decorum and discipline and attempts to be absolute, fair, and impartial.
5. Shall serve as a standing member of the policy Subcommittee.
6. Signs all contracts entered into by the ASC or Subcommittees.

**AREA VICE-CHAIRPERSON**

**RECOMMENDED QUALIFICATIONS:**

1. A willingness and desire to serve.
2. Active for at least one year in the UWANA Area NA service structure.
3. A knowledge of the Twelve Traditions, Twelve Concepts for NA Service and a Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested **Three** years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.
9. Willingness to learn Robert's Rules of Order.

**RESPONSIBILITIES:**

1. Coordinating all subcommittee functions.
2. Shall serve as temporary chairperson of a subcommittee when a subcommittee chairperson is absent.
3. Liaison between all subcommittees to assure proper cooperation of responsibilities.
4. Cosigner on the Area bank account.
5. The office of Vice-Chairperson is a two-year commitment. In the absence of the ASC chairperson, the ASC vice-chairperson shall perform all duties of the ASC chairperson.
6. Shall serve as a standing member of the Policy Subcommittee.

**AREA SECRETARY**

**RECOMMENDED QUALIFICATIONS:**

1. A willingness and desire to serve.
2. Active for at least six months in the UWANA Area service structure.
3. A knowledge of the Twelve Steps and the Twelve Traditions, Twelve Concepts of service, and a Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested **Three** years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.
9. Clerical skills or experience.
10. Willingness to learn

**RESPONSIBILITIES:**

1. Keeps accurate records of each ASC meeting.
2. Types and distributes ASC minutes to each GSR and Administration member, no later than two weeks & two business days following the ASC meeting.
3. Types and send any letters and/or correspondence that the Administration committee so

dictates.

4. Maintains Area files and archives, including the archives of ASC minutes both in paper and electronic copy. Archiving of materials includes Bulletins, Handbooks, and other Service-Related Materials.
5. Maintains the changes to local ASC forms.
6. Co signer on the Area bank account.
7. Performs any miscellaneous task as required by the Administrative Committee.
8. Shall serve as a standing member of the Policy subcommittee.

#### **AREA ALTERNATE-SECRETARY**

The office of Alternate-secretary is a two year commitment. The first year of service is spent becoming familiar with the responsibilities, attending all ASC meetings, and assisting the secretary wherever possible. If for any reason the Secretary is unable to complete the term in office, the Alternate Secretary fills in for the Secretary until the Alternate Secretary receives a vote of acclamation or a new Secretary is voted in. the recommended qualifications for the Alternate Secretary are the same as for Secretary with one exception, a strongly suggested six months abstinence from all drugs.

#### **AREA TREASURER**

##### **RECOMMENDED QUALIFICATIONS:**

1. A willingness and desire to serve.
2. Active at least two years in the UWANA Area NA service structure.
3. Knowledge of the Twelve Steps and the Twelve Traditions, Concepts for NA Service and a guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested **three** years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.
9. Financial skills or experience.

**RESPONSIBILITIES:**

1. Make reports of contributions and expenditures at every ASC meeting, including subcommittee transactions, as well as quarterly and annual reports.
2. Ultimately responsible for bulk purchases of literature and the Area literature stockpile.
3. A prudent reserve shall be established to provide a monetary reserve to adequately serve the Area for two months, based on current approved Area budget.
4. After covering budgeted monthly expenses, any funds above the prudent reserve will be forwarded to the URSC.
5. All moneys are channeled through the Treasurer. The Treasurer is the one who distributes the money to pay bills as needed and keeps accurate receipts. To verify the electronic withdrawal of the phone & pager bills.
6. Shall serve as a standing member of the Policy subcommittee.
7. Shall provide UWANA CHECK REQUEST FORM whenever applicable.
8. That no checks be written or handed out until a list of checks being requested is reported to the body (ASC) before the end of business.

**AREA ALTERNATE-TREASURER**

The office of Alternate Treasurer is a **two**-year commitment. The first year of service is spent becoming familiar with the job, attending all ASC meetings, and assisting the Treasurer wherever possible. If for any reason the Treasurer is unable to complete the term in office, the Alternate Treasurer fills in for the Treasurer until the Alternate Treasurer receives a vote of acclamation or a new Treasurer is voted in. the recommended qualifications for Alternate Treasurer are the same as for Treasurer with one exception, a strongly suggested two-years abstinence from all drugs.

**LITERATURE DISTRIBUTOR**

1. A willingness and desire to serve.
2. Active for at least **two** years in the UWANA Area NA service structure.
3. Knowledge of the Twelve Steps and the Twelve Traditions, Concepts for NA Service and a Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested Three years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.

**RESPONSIBILITIES:**

1. Keep stockpiles of literature, to include ASC forms, meeting list, commemorative medallions and any other items the ASC wishes to stockpile and sell to its groups and subcommittees.
2. Keep the Area aware of price changes and new items and is responsible for updating the literature order form.
3. The Area Literature Distributor and/or Alternate Lit. Distributor must be present during Area motions concerning literature orders and /or distributions are discussed.
4. Coordinate with Helpline Committee the updating of meeting lists and forwarding the same to RSO prior to placing the Area's Literature order.

A complete record of all transactions must be kept with receipts and reported in full at the monthly ASC meeting. The Literature Distributor turns money over to the treasurer regularly as prearranged. The Literature Distributor will be allowed to purchase literature on an "as needed" base not to exceed one per month. Orders are to be limited to monies available and require approval by at least three members of the Administrative committee. Literature should be ordered seven to ten days after the ASC meeting.

### **ALTERNATE LITERATURE DISTRIBUTOR**

The office of Alternate Literature Distributor is a two-year commitment. The first year of service is spent becoming familiar with the responsibility, attending all ASC meetings, and assisting the Literature Distributor wherever possible. If for any reason the Literature Distributor is unable to complete the term in office, the Alternate literature Distributor receives a vote of confidence or a new Literature Distributor is voted in. The recommended qualifications for the Alternate Literature Distributor are the same as for the Literature Distributor with one exception, a strongly suggested two years abstinence from all drugs.

### **RCM (Regional Committee Member)**

**PURPOSE:** To serve as a link of communication, between the UWANA Area Service Committee of NA (UWANA) and the Uah Regional Service Committee of NA (URCNA). The RCM expresses the will of a loving Higher Power by carrying the conscience of the Area and by taking part in decisions, which affect the Region, Area, or NA as a whole. The RCM must work for the common good: always placing principles before personalities.

#### **RECOMMENDED QUALIFICATIONS:**

1. A willingness to serve (this is a two year commitment).
2. Active for at least one year in the UWANA Area service structure.
3. Knowledge of the Twelve Traditions, Twelve Concepts of NA and a Guide to Local services.
4. Willingness to give the time and resources to fulfill responsibilities.
5. Strongly suggested three years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.

#### **RESPONSIBILITIES:**

1. Shall serve standing member of ASC Policy Subcommittee.
2. Provides the UWANA Secretary with a copy of the minutes from each RSC meeting, to go into the UWANA archives.
3. Provides the Area with the agenda of all Regional Service Committee meetings, Announces date, time location (full address and telephone number) of the next Regional meeting in monthly ASC report.
4. If an ASC subcommittee chairperson is unable to attend the Regional Subcommittee Chair, and relays any pertinent information back to the Area's subcommittee chair. May sit in on the subcommittee, but is not required to.
5. Responsible for making copies of flyers from Region to be given to GSR's at the next ASC and makes copies of flyers from ASC to be given to other RCM's
6. Gives meeting schedules received from other Area at the Regional meeting to the ASC, H&I, Secretary (gives a copy of the UWANA Area meeting schedule to the Regional web page Coordinator).
7. Responsible for making an annual budget to consist of the previous years projected budget, the previous years actual monies spent, and the current years projected budget, to be submitted to the Area in February. Keeping records of monies spent throughout the year is helpful in obtaining an accurate budget (gas, copies, Regional hotels, itemized misc. expenses).
8. Responsible for ensuring that the hotel rooms for the RCM's and subcommittee chairs are reserved for the next Regional meeting. (Working in conjunction with the ASC Treasurer) Consisting of 1-2 rooms (depending on the need: one for males and one for females) inviting all GSR's and members at large to attend the Regional meetings; is responsible for informing these individuals that there are only 1-2 beds available per room. The rooms are reserved for the (2) RCM's and all (5) ASC Subcommittee Chairpersons, who are required to attend the Regional conference; the room space is then based on a first come first serve basis, (with the exception of the GSR Assembly weekend, where other accommodations may need to be made at that time);

“per ASC Guidelines, #9, Regional Weekend Guidelines.

9. At the end of ASC, all new GSR's and Alternate GSR's be given an orientation by the RCM's As long as it takes.

10. If the RCM and Alt RCM fails to attend two consecutive Regional Committee Meetings, it shall be considered as an involuntary resignation of there position as RCM. (see elections & resignations of officers) The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be able to work for the common good placing principals before personalities at all times.

#### **ALTERNATE RCM**

The office of Alternate RCM is a two-year commitment. The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings, and filing in for the RCM if the RCM is absent or unable to complete the term of office. The recommended qualifications for Alternate RCM are the same as for RCM with one exception, a strongly suggested two years continuous abstinence from all drugs.

#### **ADMINISTRATIVE COMMITTEE**

This Committee consists of the following; ASC Chairperson, ASC Vice-Chairperson, Treasurer, RCM Literature Distributor, and all subcommittee Chairperson. The Alternate Secretary, alternate Literature Distributor and Alternate RCM are voting members of this committee in the absence of the Secretary or the RCM, respectively. This body serves as a committee must make each group aware of its decisions at each ASC

#### **FINANCIAL RESPONSIBILITIES:**

1. All persons handling money will have a minimum of (3) three years clean time.
2. Any activities' money collected will be immediately turned over to Activities Chairperson or Vice-chair and a member of Administration.
3. After counting, money it will immediately turned over to the UWANA Treasurer, Area Chairperson, Vice-Chairperson, or Secretary (in the aforementioned descending order) to be deposited into the UWANA account within (2) two business days. That a member of administration must accompany the treasurer to make the monthly deposit directly after ASC.
4. A full financial report will then be presented with the Activities Subcommittee report at the following UWANA meeting.

#### **QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEES**

##### **RECOMMENDED QUALIFICATIONS**

(of subcommittee chairpersons with the exception of Policy and Web page)

1. A willingness and desire to serve.
2. Active for at least six months in the UWANA NA structure.
3. A knowledge of the Twelve Steps and Twelve Traditions of NA, Twelve Concepts of Service and A Guide to Local Services.
4. A willingness to give time and resources to do the job.
5. A strongly suggested one year abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.

##### **DEFINITION OF A SUBCOMMITTEE CHAIRPERSON**

1. Makes and debates motions.
2. May speak without consent.
3. Calls meetings.
4. May act as Secretary.

5. Takes reports to the ASC.
6. Vice Chairperson acts as Chairperson, in the absence or vacancy of the Chairperson.
7. Vice Chairperson is elected by the subcommittee. A minimum of six months abstinence from all drugs is suggested.

#### RESPONSIBILITIES:

1. It is suggested that each subcommittee submit written plans of its activities for approval of the ASC as needed. This includes generating guidelines in accordance with The Twelve Traditions Twelve Concepts for NA Service.
2. Guidelines shall be congruent with the NA fellowship – approved Literature and should reflect the subcommittee’s needs.
3. Bulletins, Handbooks, and other Service-Related Materials can be obtained from Area Literature Distributor or ASC archives.
4. Pertinent guidelines for subcommittee shall be generated and approved within the subcommittee then presented to ASC.
5. Addendums to Policy are posted as they occurred, review is done semi-annually and updates and recompilation yearly.
6. It is suggested that all subcommittees hold workshops to promote an awareness of how they function within the fellowship, as well as with the community at large.
7. It is also the responsibility of chairpersons to attend RSC subcommittee meetings or have a representative present, with the exception of Policy Chairperson.
8. Subcommittee Chairpersons should, ask GSR’s or get a group’s conscience before using the group’s meeting place for a subcommittee meeting.
9. All Subcommittee Chairpersons are members of the Policy Subcommittee.
10. Each subcommittee will be responsible for the purchase of any software required to publish documents for UWANA. The software is to be registered to UWANA for ownership, so trusted servants would have that software available to them, to carry out their duties and responsibilities.
11. Subcommittees shall be responsible for maintaining inventories of software and any other materials tangible or intangible related to subcommittees’ duties and responsibilities.
12. These inventories shall be submitted to Area Secretary for UWANA archives.

### ***SUBCOMMITTEES***

#### **HOSPITALS & INTUITIONS**

The purpose of an H&I presentation / meeting is to carry the message of recovery to addicts who do not have full access to regular meetings. H&I presentations / meetings, except for those in long term facilities, are intended to simply introduce those attending to some basics of the NA program. The Area H&I subcommittee keeps a record of H&I meetings, coordinates panels, and establishes new meetings to as many hospitals and institutions as possible. The subcommittee is accountable for all disbursed literature.

#### **PUBLIC INFORMATION**

The public information subcommittee at Area level attempts to carry the NA message of recovery to those who help or have contact with addicts; attempts to establish an idea of cooperation, not affiliation; attempts to establish lines of communication via radio shows, public service announcements, posters, mail-outs, one-on-one interviews, attendance at related conventions of the professional field, etc. the ways and means are innumerable.

#### **HELPLINE**

The Helpline subcommittee at the Area level establishes, maintains, and coordinates an effective twenty four hour/seven days a week answering service. The helpline subcommittee does so by following the Twelve Traditions of NA and the Policy guidelines of the UWANA Service Committee. The Helpline subcommittee will keep the meeting list accurate and up to date, and will direct such printing and information to the literature Distributor.

#### **ACTIVITIES**

The Activities subcommittee coordinates and plans activities, which promote unity and fellowship in the NA, program. Any functions planned by the committee are brought to the ASC. And help coordinate functions without running into a conflict of dates and times with other Regional Activities. The activities subcommittee is accountable to the ASC for monthly written reports on all activity transactions, including receipts. No activities will be funded by the ASC except those organized by the UWANA activities subcommittee. In the event that there is no activities subcommittee, each function will be voted on by the groups before the provisions of funds.

#### **POLICY**

1. The Policy Subcommittee has two major purposes;
  - a. To handle revisions of Policy guidelines.
    - i. Works with Group Services Representatives, Area Officers and Subcommittees Chairpersons to insure a group conscience.
    - ii. It takes a majority to change Policy (3/4) majority or 75%(percent) of the voting GSR's
  - b. To be open forum to discuss Area problems relating to group-to-group relationships and ASC to group relationships. It is the responsibility of this subcommittee to deal with these in accordance with the Twelve Traditions of NA and Twelve Concepts of Service.
2. The Policy Chairperson shall be responsible for updating (Addendums) to the policy guidelines each month and providing the GSR's with the previous month's changes.
  - a. The Policy Chair will provide the Literature Distributor with an updated copy of the Policy Guidelines semi-annually.
  - b. In the event of a vacancy in the Policy Chairperson's position, the Secretary of the Area shall assume the responsibility of updating the Policy Guidelines. All Administrative members, subcommittee chairs and GSR's are members of the Policy Subcommittee.

#### **RECOMMENDED QUALIFICATIONS (Chairperson)**

1. A willingness and desire to serve.
2. Active for at least one year in the UWANA Area NA Service structure.
3. Knowledge of the Twelve Steps, the Twelve Traditions, Concepts for NA Service and Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested two years abstinence from all drugs.
6. Leadership ability
7. Ability to organize.
8. Ability to communicate.

#### **RECOMMENDED QUALIFICATIONS (Vice-Chairperson)**

1. A willingness and desire to serve.
2. Experience.
3. A knowledge of the Twelve Steps, Twelve Traditions of NA, Twelve concepts of Service and A guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A minimum six months of clean time (preferably one year).
6. Strong leadership, communications and organizational skills.
7. May not perform the GSR functions concurrently with Policy Chairpersons functions. Must delegate these GSR function to the Alternate or substitute.

**LITERATURE (Newsletter)**

The duties of the literature subcommittee are gathering input from the fellowship in the Area; formulating new literature; reviewing new literature; and working on projects as directed by the Regional Literature Subcommittee. The Literature Subcommittee is also responsible for producing and distributing the Area Newsletter.

**ADDITIONAL NEEDS**

Additional Needs (formerly known as Special needs), subcommittee is responsible for the feasibility of persons with disabilities to more completely access meetings. to help those individuals successfully meet their needs, examples; help to find rides for wheelchair ridden or blind individuals, enable a deaf person access to what is being said in a meeting. Our subcommittee is responsible for the education of those interested in making their meetings more accessible to addicts with additional needs. Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs.

**WEB PAGE**

The purpose of this committee is to maintain the UWANA Web page. It is the responsibility of this committee to update the page on a monthly basis after every ASC. It is the hope of this committee to foster unity in the form of communication by allowing addicts the ability to find meetings in the UWANA, and to carry meeting information to addicts still suffering and to our current members. That the UWANA Website, ([www.UWANA.org](http://www.UWANA.org)) post the minutes from ASC on the web site. These minutes

will be the same as the official minutes that are mailed out to each GSR, Subcommittee chairs, RCM's and members of the Administrative Committee.

The following exceptions shall be exercised:

1. That all contact information be removed i.e. telephone numbers.
2. That all financial information be omitted.
3. The minutes posted on the web site will not include flyers.

The secretary will remain the single point of accountability for the content of these minutes, as the text of the minutes may not be altered in any way. The exception will be the removal of all contact and financial information in a cooperative effort between the Secretary and the UWANA Web Page coordinator.

On the task of maintaining UWANA Administrative positions and subcommittee Chairpersons on World Service Office, database. The Web Page trusted servant will be that "Single Point of Accountability" to the UWANA ASC.

**RECOMMENDED QUALIFICATIONS (Chairperson):**

1. 3 years clean.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT Intellectual Property Trust) and copyright laws.
3. Accountable to the UWANA.
4. Maintain and update the Pages on a monthly basis.
5. Working knowledge of the Internet and the WWW (World Wide Web).
6. Working knowledge of HTML (Hyper Text Markup Language).
7. Internet connection and email.

**RECOMMENDED QUALIFICATIONS (Vice-Chairperson):**

1. 3 years clean.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT Intellectual Property Trust) and copyright laws.
3. Accountable to the UWANA.

4. Maintain and update the Pages on a monthly basis.
5. Working knowledge of the Internet and the WWW (World Wide Web).
6. Working knowledge of HTML (Hyper Text Markup Language).

#### **AD-HOC (Temporary Committee)**

This is a subcommittee appointed as the need arises to carry out a specific task. At the completion of the task, the subcommittee gives a final report to the ASC, at which time it ceases to exist. An Ad-Hoc Subcommittee should not be appointed to perform a task that falls within the assigned functions of an existing (standing) subcommittee.

#### **METHODS OF CREATING AN AD-HOC SUBCOMMITTEE**

1. Specify in a motion.
2. By general consent, or majority vote, at the time the subcommittee is appointed.
3. Election by ballot.
4. Nominations from the floor.
5. Nominations by the ASC Chairperson (confirmation by voice-vote).
6. Appointment by the ASC Chairperson.
7. Appointment by the adoption of a motion naming the members of the sub-committee.

#### **ASC BUDGET GUIDELINES**

All subcommittee chairpersons shall submit a proposed budget for the forthcoming year at the August ASC. This budget will remain in effect until a new budget is approved.

The budget of the UWANA should reflect our primary purpose. In case of a shortfall of funds, the following is the priority of services which available funds shall be used for:

1. Helpline
2. Hospitals and Institutions
3. Public Information
4. Administration
  - a. Lit. Dist.
  - b. Activities
5. Newsletter
6. Literature
7. Regional – donations, travel expenses, etc.