

**SHENANDOAH VALLEY AREA
OF
NARCOTICS ANONYMOUS
(SHEVANA)**

**AREA SERVICE COMMITTEE
GUIDELINES**

REVISED JANUARY 2010

TABLE OF CONTENTS

ARTICLE I: NAME	3
ARTICLE II: SERVICE AREA	3
ARTICLE III: PURPOSE	3
ARTICLE IV: SHEVANA – ASC BUSINESS MEETING	3
4.1 WHEN	3
4.2 FORMAT/AGENDA	3-5
ARTICLE V: NOMINATION AND ELECTION OF ASC TRUSTED SERVANTS	6
5.1 ASC TRUSTED SERVANT POSITIONS	6
5.2 TERM	6
5.3 NOMINATIONS	6
5.4 ELECTIONS	7
5.5 INSTALLATION OF ELECTED TRUSTED SERVANTS	7
ARTICLE VI: AD HOC SUBCOMMITTEES	7
6.1 DUTIES	7
6.2 THE APPOINTMENT PROCESS	7
6.3 TERM	7
ARTICLE VII: REMOVAL OF A TRUSTED SERVANT	8
ARTICLE VIII: RESIGNATION OF A TRUSTED SERVANT	8
ARTICLE IX: TEMPORARY ASSUMPTIONS OF DUTIES OF VACATED POSITIONS AT THE ASC	8
ARTICLE X: PRO-TEMP ELECTIONS	8
ARTICLE XI: RESPONSIBILITIES OF THE ASC TRUSTED SERVANT POSITIONS	9
11.1 ASC Chair	9
11.2 ASC Vice Chair	9
11.3 ASC Secretary	10
11.4 ASC Treasurer	10
11.5 SHEVANA Regional Committee Member	10
11.6 RCM Alternate	11
11.7 VRCC Director (Virginia Regional Convention Committee)	11
11.8 Group Service Representative (GSR)	11
ARTICLE XII: STANDING SUBCOMMITTEES DUTIES, MISSION, AND FINANCES	11

TABLE OF CONTENTS (continued)

12.1	General Duties of Standing Subcommittee Chairs	11-12
12.2	Mission, Specific Duties, Budget and Expenses of ASC Subcommittees	12
12.2.1	Literature	12
12.2.2	Hospitals and Institutions	12
12.2.3	Public Information	12
12.2.4	Policy	12
12.2.5	Newsletter	13
12.2.6	Outreach	13
12.2.7	Special Events Subcommittee	13
12.2.8	Ad-Hoc Subcommittee Chairs	13
ARTICLE XIII: FUND FLOW AND ASC FINANCIAL ACCOUNTING		13-14
13.1	Centralization of Funds	14
13.2	Prior Approval of ASC	14
13.3	Annual Financial Statements	14
13.4	Prudent Reserve and ASC Standing Budgets	14
ARTICLE XIV: DEFINITION OF TERMS		14-15
ADDENDUM A – Welcome to Area Service Handout		16-17
ADDENDUM B – Absentee Trusted Servant Letter Template		18
ADDENDUM C – Motion Form		19
Twelve Traditions of Narcotics Anonymous		20
Twelve Concepts of Narcotics Anonymous		21

ARTICLE I: NAME

The name of the Area shall be SHEVANA (Shenandoah Valley Area of Narcotics Anonymous). The name of the committee for this area shall be the SHEVANA Area Service Committee referred to as the ASC throughout these guidelines.

ARTICLE II: SERVICE AREA

The SHEVANA service area shall include the following areas but it is the desire of the ASC not to have any set boundaries: Front Royal, Winchester, Mount Jackson, Virginia; Inwood, WV, and surrounding areas. Any group that so wishes may join SHEVANA Area.

ARTICLE III: PURPOSE

Our Fifth Tradition states that our primary purpose is to carry the message to the addict that still suffers. The mission of Narcotics Anonymous is that “no addict seeking recovery need ever die.” In March of 1998, to answer a need that was arising, SHEVANA was formed to be a conduit between the groups and the Region and thereby the World to keep to that mission.

No addict could ever benefit from competition between the areas and we choose to bring to the table only enthusiasm, cooperation and a commitment to abide by the Traditions, the Concepts and the Steps of Narcotics Anonymous.

ARTICLE IV: SHEVANA – ASC BUSINESS MEETING

The Area Service Committee of SHEVANA shall conduct a Business Meeting once a month.

- 4.1 **WHEN** – The regular scheduled meeting of the SHEVANA – ASC shall be the second Monday of each month unless otherwise decided by the ASC.
- 4.1.1 **National Holidays:** Should the second Monday of an upcoming month fall on a recognized national holiday, the meeting date and time shall be determined by the ASC at the meeting preceding it.
- 4.1.2 **Special (non-scheduled) meetings** may be called by the Chair of the ASC. A special non-scheduled meeting shall be called upon the written request of no fewer than two (2) active voting members of the ASC. The purpose of the meeting shall be stated in the written request. No business other than that which is stated in the written request shall be conducted a minimum of seven (7) days notice shall be given to all active voting members of the ASC.
- 4.2 **FORMAT/AGENDA** – The business of the SHEVANA-ASC shall follow a pre-determined agenda, which is as follows:
- 4.2.1 **Opening:** The meeting shall be called to order at 6:30 p.m. The Chair shall open the meeting with a moment of silence and the Serenity Prayer. A member shall read the Twelve Traditions, the Twelve Concepts and the SHEVANA Purpose.
- 4.2.2 **Roll Call / Attendance:** The Chair shall read out the list of the member groups of SHEVANA. Each Group Service Representative (GSRs or GSR-Alts in the absence of the GSR) will indicate their presence when their group name is called. When the roll call is complete, the Chair will calculate groups present to see if quorum is established.
- a. Definition of Active Group - Any group that was represented at least 1 of the last two ASC meetings. (current meeting included) is considered an Active group for the purpose of determining quorum. Quorum is equal to the simple majority of the active groups.
 - b. If quorum is not met, the ASC is able to:
 - i. Hear reports
 - ii. Conduct Open Forum
 - iii. Take care of all financial standing budgets
 - iv. Do announcements.

The ASC is unable to take motions or vote on motions. All motions will be tabled to the next ASC meeting. The Chair shall adjourn the meeting after the announcements.

- c. If quorum is met, the Chair will ask anyone at their first ASC meeting to introduce themselves and state which group, if any, they represent. The Chair will provide all new attendees with the Welcome to Area Service handout (see Addendum A) and will partner them with a fellow attendee in close proximity to them to assist them with questions they may have. The Chair will encourage new attendees to ask questions at any time or speak with an ASC Committee member during break or after the meeting.

4.2.3 **Reports** – All elected officials shall provide written reports. Reports will be presented orally and will be followed by calling for questions about the report. Written reports are then submitted to the Secretary. Chair will call for reports from the following:

- (a) ASC Trusted Servants: Chair, Vice Chair, and Secretary
- (b) Acceptance of ASC Minutes: After the Secretary's Report, the Chair shall call for a motion to accept the minutes of the previous month's ASC meeting. If an attendee of the ASC (voting or non-voting member) expresses additions and corrections the required changes are noted and the ASC Chair then calls for a motion to accept the minutes as written and amended. A voting member moves to accept the minutes/amended minutes, a voting member shall second the motion and a vote will be taken. A simple majority vote is required to accept the minutes.
- (c) Elected or Appointed Representatives: Regional Committee Member (RCM), RCM-Alternate and VRCC (Virginia Regional Convention Corp.) Director.
- (d) All Standing Subcommittees: Literature, Hospitals & Institutions, Public Information, Policy, Newsletter, Outreach and Special Events.
- (e) Ad Hoc Subcommittees
- (f) Visiting Elected or Appointed Representatives

4.2.4 **Scheduled Break /Motion Submission:** A break not to exceed ten (10) minutes shall proceed the Open Forum period. All main motions to be presented during the ASC are to be submitted, in written form, to the ASC Secretary before the end of the scheduled break.

4.2.5 **Open Forum:** Not to exceed twenty (20) minutes. This open forum shall include but not be limited to a discussion about the Twelve Concepts, one per ASC.

- (a) The ASC Chair may call for additional breaks not to exceed ten (10) minutes during the meeting as deemed necessary.
- (b) Submissions of Main Motions: All main motions must be presented to the ASC Secretary, in writing, prior to the end of the scheduled break and shall include:
 - (i) Name the maker (person or group making the motion).
 - (ii) Name of the seconding party if one exists at the time the motion is submitted.
 - (iii) The motion itself
 - (iv) The intent (purpose of and/or reason for the motion)

4.2.6 **Announcements:** Announcements for the good of NA about upcoming NA events, celebrations, anniversaries, groups needing support, etc. may be made by any attendee.

4.2.7 **Old Business:** The Chair shall present all items in Old Business from the Region of the Virginias RSC and SHEVANA ASC in the order presented in the accepted minutes. Old Business includes all business

from the preceding month's Area Service Committee including all main motions that were taken back to the groups for a group conscience vote.

4.2.8 **New Business:** The process of presenting New Business to the ASC is as follows:

- (a) **Treasurer's Report** – Immediately following the Treasurer's Report the Chair will call for other requests for ASC funds.
- (b) **Motions:**
 - (i) **Presentation of Motion(s)** The ASC Chair shall present motions as follows:
 - Regional Motions will be sent back to groups and voted on at next ASC (see Sect. v Time Constraints)
 - ASC Motions in the order they were submitted, starting the names of the group or person making the motion, where applicable, and the name of the GSR seconding the motion. ASC Chair will determine if a motion is Structural or Procedural (see Article XIV – Def. of Terms)
 - (ii) **Question and Answer Period** – Led by the ASC Chair, shall follow the reading of the motion to help the body gain a clear understanding of the motion and its intent as well as the change or effect that will result if the motion is passed. The Chair shall determine an appropriate ending point to the Q&A discussion period.
 - (iii) **Pro and Con Statements** – The Chair will entertain no more than two pro and two con statements on any motion. No member may speak on a motion more than once unless the Chair requests clarification on previous statements.
 - (iv) **Time Constraints** - When a motion requires immediate attention due to time constraints, the ASC Chair or any voting member may present such a motion indicating time does not permit the issue to be taken to the groups. The ASC will then vote on the validity of the time constraints. If the ASC agrees by a 2/3 vote that a valid time constraint does exist, the motion shall be presented to the floor for immediate vote.
 - (v) **Withdrawal of a Motion** – The maker of a motion may withdraw the motion from the floor at any time prior to the motion being sent back to groups.

4.2.9 **Voting Procedural and Structural:** Procedural Motions only need a simple majority to pass. Structural Motions must be passed by a 2/3 majority.

Initial votes for procedural and structural motions will be the same. The number of voting members is determined. Abstentions are counted and will be called for first. If the Chair determines that the number of abstentions is greater than one third (1/3) voting cannot proceed. The Chair will poll the abstentions and ask them to present the reason for abstention. This is done to identify potential problems. The Chair can open the floor for brief discussion if determined necessary.

- If the Motion is a Procedural Motion it either dies or must be resubmitted with amendments as possibly indicated by polling of abstentions.
- If the Motion is a Structural Motion and has gone back to groups, it must be sent back to groups again if time permits. At the following ASC *abstentions no longer count* and the motion passes if it receives two thirds (2/3) of those voting on this motion.

4.2.10 **Closing:** The ASC Meeting shall close no later than 9:00 p.m. When all business before the ASC is concluded, the Chair shall call for a motion to close, a voting member shall second the motion and a vote will be taken. The Chair shall close the meeting with a moment of silence and the Serenity Prayer.

- (a) If there is Area business that must be resolved prior to the close of business and it is unfinished by 9:00 p.m. deadline it must be tabled to the next ASC.

ARTICLE V: NOMINATION AND ELECTION OF ASC TRUSTED SERVANTS

All Standing Trusted Servant positions are filled through a nomination and election process. All members of the SHEVANA fellowship have the right to present nominations and vote for the nominee of their choice through the group conscience of their Home Group. The group vote is then carried to the ASC by the Group's Area Representative (GSR).

5.1 ASC TRUSTED SERVANT POSITIONS:

- 5.1.1 **The ASC Officers:** ASC Chair, ASC Vice Chair, ASC Secretary, ASC Treasurer
- 5.1.2 **Elected Representatives:** Regional Committee Member (RCM), RCM Alternate; Virginia Regional Convention Corp. (VRCC) Director.
- 5.1.3 **Standing Subcommittee Chairs:** Literature, Hospitals & Institutions, Public Information, Policy, Newsletter, Outreach and Special Events.

5.2 **TERM:** The term for each ASC Trusted Servant shall be from March ASC Meeting of the current year through the March ASC Meeting of the following year, unless otherwise determined by the nature of the position or at the direction of the ASC.

5.2.1 No trusted servant shall serve more than two (2) consecutive years in the same elected position.

5.3 **NOMINATIONS:** All Trusted Servants shall be nominated through the following process:

5.3.1 **Nominations:** for ASC Trusted Servant positions are presented to the ASC in January.

5.3.2 **WHO:** - Any member of Narcotics Anonymous may be nominated for any position. It is suggested that continuous clean time of one year be a guideline when considering nominees.

- (a) Any member of Narcotics Anonymous may nominate any other member or themselves for any Trusted Servant position.
- (b) No individual may hold more than one elected ASC Trusted Servant position at a time.
(Note 1: This does not include the GSR position as a GSR is elected or appointed by the Group and not the ASC.)
(Note 2: This does not include any elected/appointed subcommittee member as those positions are elected or appointed by the subcommittee and not the ASC OTHER THAN the subcommittee chair which is elected at the ASC.)
- (c) Any individual elected to an ASC Trusted Servant position does not have to resign his/her group position prior to taking office.
- (d) Non-addict restriction: No non-addict shall serve as a Trusted Servant of the SHEVANA ASC.

5.3.3 **A maximum of three (3) nominees** shall be accepted for each elected position.

5.3.4 **The nominee must be in attendance** to accept the nomination and to present their qualifications to the ASC attendees.

- (a) Qualifications should include clean time, service experience and any other pertinent information.
- (b) A question and answer period shall follow the statement of qualifications. Any member (voting or non-voting) may ask questions of the nominee for clarification of qualifications and commitment to the position.

5.3.5 **Written qualifications** of each nominee shall be submitted to the ASC Secretary for inclusion in the minutes.

5.3.6 **Additional qualifying statements by other than nominee.** When nominations for each position are complete, if further discussion is requested by any attending member, the AS Chair shall ask the nominees to leave the room to allow the ASC a brief period of discussion not to exceed five minutes.

5.4 **ELECTIONS** for ASC Trusted Servant positions are held, by written ballot, during the Old Business portion of the ASC Meeting in the month of February.

(a) The Vice Chair and the RCM shall tally the written ballots and announce the names of the newly elected Trusted Servants during Old Business.

5.5 **INSTALLATION OF ELECTED TRUSTED SERVANTS:** Newly elected Trusted Servants assume the responsibilities of their position during the ASC Meeting in the month of March. This is done through introduction after the outgoing trusted servants have presented their end of the year report.

5.5.1 At the March ASC Meeting, all outgoing elected and/or appointed trusted servants shall submit for the ASC archives a detailed report of their term. This report shall include, but is not limited to the following:

- (a) A detailed financial statement indicating how all subcommittees' funds were used, either from separate accounts or their standing budget, if one is in place.
- (b) Information about events and activities, both concluded and planned.
- (c) Suggestions for conducting the position during the next term.
- (d) Recommendations about how the ASC and the fellowship at large might increase participation and support for the subcommittee.

5.5.2 At the conclusion of their report, the outgoing Trusted Servant shall introduce the incoming Trusted Servant who may, at that time, announce future events, the time and location of their next meeting and any other pertinent information regarding their position or subcommittee.

ARTICLE VI: AD HOC SUBCOMMITTEES

When the Chair perceives a need for the performance of specific duties outside the duties or responsibilities of the existing Trusted Servant positions. The Chair may establish an Ad Hoc Subcommittee and appoint a Chair for that committee.

6.1 **DUTIES** Such duties may include but are not limited to:

- 6.1.1 Fact-finding missions.
- 6.1.2 Performance of annual audit of ASC and Special Events checkbooks and financial statements.
- 6.1.3 Research special needs or commitments being considered by the ASC.

6.2 THE APPOINTMENT PROCESS

- 6.2.1 The ASC Chair shall address the floor of the ASC and outline their intention to establish an Ad Hoc Subcommittee.
- 6.2.2 The ASC Chair may request volunteers wishing to serve and or he may offer the qualifications of a member of SHEVANA whom he believes will fulfill the duties and assume the responsibilities of the Ad Hoc Chair position and ask that individual if they are willing to serve in the appointed position.

6.3 **TERM** The term for each Ad Hoc Subcommittee shall be two months.

- 6.3.1 The ASC may vote to extend the term of an Ad Hoc Subcommittee for another two (2) months if the work assigned has not been completed.

ARTICLE VII: REMOVAL OF A TRUSTED SERVANT

Any elected or appointed ASC Trusted Servant may be removed from their position for non-compliance. Except in the case of loss of abstinence, a two-third vote is required for their removal.

7.1 **Non-compliance** includes but is not limited to:

- 7.1.1 Loss of abstinence
- 7.1.2 Non-fulfillment of duties as outlined in SHEVANA Policy Guidelines, which include the policies of each standing committee.

7.2 **Absence of two (2) consecutive ASC meetings.** Absence at two (2) consecutive ASC meetings could constitute non-fulfillment of duties. A letter from ASC (See Addendum B) will be sent by the Vice Chair or the Secretary within five days of the second missed ASC. This letter will state that the trusted servant **MUST** be present at the following ASC Meeting or their position will be considered vacated.

7.3 **Non-fulfillment of duties.** Any person may raise the issue of non-performance of duties of any elected official. This will prompt an open forum review by the ASC where the issue can be discussed. If the issue is not resolved during Open Forum, a motion for remedy can be submitted and presented under New Business.

ARTICLE VIII: RESIGNATION OF A TRUSTED SERVANT

Any Trusted Servant wishing to resign their position should notify the ASC in a timely manner. Their resignation should be in writing for inclusion in the minutes of the ASC meeting coinciding with their resignation.

ARTICLE IX: TEMPORARY ASSUMPTIONS OF DUTIES OF VACATED POSITIONS AT THE ASC

Until such time as pro-temp election occurs (Article X) vacant positions shall be filled as follows:

- 9.1 **Vacated ASC Officers** – Vice Chair of ASC assumes responsibilities for vacant positions until reviewed by ASC. If two or more positions are vacant ASC will determine best course of action.
- 9.2 **Vacated Subcommittee Positions** – Subcommittee Vice Chairs and Trusted Servant Alternates shall assume the duties of vacated positions where applicable.
- 9.3 **Chain of command for assumption of duties** – If there is no Vice Chair or alternate member of the subcommittee to fill a vacated position, the Vice Chair of the ASC shall assume the responsibilities of said position until it is otherwise filled or reviewed by ASC.
- 9.4 **Ad Hoc Chair vacancy** – Vacancy of an Ad Hoc Chair position shall require that the ASC Chair appoint another Chair to fulfill the vacancy for the duration of the Ad Hoc term unless a Vice Chair has been elected within the committee.

ARTICLE X: PRO TEMP ELECTIONS

If an ASC Trusted Servant position becomes open during the course of the year, the position may be filled on a pro temp basis until the end of the normal term (through the end of February). The member elected to the position pro tem shall refrain all rights and responsibilities of the position through the normal term without prejudice such that holding a position on a pro tem basis will not be judged against the restriction on holding an office for two consecutive terms.

- 10.1 **Election to fill a vacant Trusted Servant position:** An election to fill any ASC Trusted Servant position that has been vacant during the normal term of office shall occur within two (2) regular ASC meetings after the vacancy arises.

ARTICLE XI: RESPONSIBILITIES OF THE ASC TRUSTED SERVANT POSITIONS

11.1 ASC Chair

- (a) To attend all SHEVANA ASC Business meetings.
- (b) To open and conduct the monthly ASC business meeting, announce in order the business to come before the ASC and to put to a vote all legitimate motions as stated in Article 4 of the SHEVANA Policy Guidelines.
- (c) To enforce the SHEVANA Policy Guidelines related to order and decorum within the assembly when appropriate.
- (d) To conduct meetings with impartiality and fairness.
- (e) To protect the assembly from obviously ridiculous motions by refusing to recognize them.
- (f) To answer questions of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- (g) To decide all questions of order (such decisions are subject to appeal). The Chair may choose to submit such a question to the assembly for a decision or resolution.
- (h) To settle a tie vote of the GSRs by voting or, at the Chair's discretion, by tabling a motion until the next ASC Meeting.
- (i) To declare the meeting adjourned at any time in the event of a sudden emergency affecting the safety of those present.
- (j) To serve as a co-signor on the ASC, Special Events Subcommittee, and the Literature Subcommittee bank accounts.
- (k) To conduct the general correspondence of the ASC.
- (l) To authenticate by signature, when necessary, all acts, orders and proceedings of the assembly.
- (m) To maintain the registration of groups by calling roll.
- (n) To appoint all Ad Hoc Subcommittee Chairs and Annual Financial Auditors
- (o) To direct the ASC Treasurer and the Special Events Subcommittee to submit an End of Term financial statement to the ASC for review and audit.
- (p) To present a report of the year's work at the end of each term with a written copy of that report submitted to the Secretary for inclusion in the Minutes.

11.2 ASC Vice Chair

- (a) To attend all ASC monthly business meetings.
- (b) In the absence of the ASC Chair, the Vice Chair is to fulfill the duties and assume the responsibilities of the Chair during the course of that ASC business meeting.
- (c) To serve as parliamentary Authority. The ASC Vice Chair shall, as part of the positions' duty as Parliamentarian maintain a record of the policy as approved by the ASC and shall determine quorum required to conduct the business of the ASC.
- (d) To serve as co-signor of the ASC bank account.
- (e) To determine the number of active groups by the results of the roll call and determine quorum required to conduct business of the ASC.
- (f) To have on hand at the ASC Monthly business meeting a current copy of the SHEVANA Policy Guidelines and any amendments that may have been passed during their term.
- (g) To maintain record book(s) in which the SHEVANA Policy Guidelines and any amendments to the SHEVANA Policy Guidelines are properly recorded.
- (h) To support the various subcommittees, elected representatives, etc. in resolving issues of policy.
- (i) To serve as Acting Chair of any standing subcommittee or to assume the duties of any Trusted Servant position that has been vacant during the course of the term when no Vice Chair or alternative is available to do so.
- (j) To act as parliamentarian for the ASC meetings, unless the task is specifically assigned to another Trusted Servant.

11.3 ASC Secretary

- (a) To attend all ASC monthly business meetings.
- (b) In the absence of the ASC Chair, the ASC Vice Chair and the RCM, to call the meeting to order and preside until the immediate election of a Chair pro temp for that specific business meeting.
- (c) To keep a record, known as the minutes, of all proceedings of the ASC. These minutes shall include, but are not limited to: written reports from elected or appointed trusted servants; subcommittee reports; old business; new business; written motions; any dialogue concerning motions before the ASC; written submissions generated by other NA Areas, the Region or the World along with any other relevant information submitted to the ASC.
- (d) To distribute by mail copies of the Minutes to each requesting member on the attendance list, no later than 10 (ten) days following the ASC business meeting.
- (e) To make the Minutes available to any NA members upon request.
- (f) To keep on file all written reports submitted to the ASC.
- (g) To keep copies of all attendance lists.
- (h) To type and mail any ASC correspondence which is not the responsibility of other Trusted Servants or Subcommittees.
- (i) To maintain and archive the files of all information gathered/created by and/or submitted to the ASC during their term in office.
- (j) Minutes shall not include vote tallies for elections of trusted servants or names of members sharing during open forum.

11.4 ASC Treasurer

- (a) To attend all ASC business meetings.
- (b) To serve as custodian of the ASC funds.
- (c) To accept all donations to the ASC and maintain copies of receipts for said contributions.
- (d) To pay in a timely manner, all approved expenses and/or budgeted expenses incurred by the ASC, its elected or appointed Trusted Servants and its Subcommittees when the funds are available.
- (e) To serve as co-signor on the ASC bank account.
- (f) To present a monthly statement to the ASC to include:
 - (i) Income and Expenses for the period prior to the current ASC meeting and year-to-date expenses.
 - (ii) Standing budgets, current expenses, year-to-date expenses and the remaining budget allowances.
 - (iii) Beginning and ending balance of the ASC checking account or any other monies belonging to the ASC.
- (g) To submit a full annual financial report at the end of each term to be audited by an Ad Hoc Committee.
- (h) To present to the incoming Treasurer all checkbooks, receipt books, files, etc. pertinent to the administration of the duties and responsibilities of the Treasurer.

11.5 SHEVANA Regional Committee Member (RCM)

- (a) Attend all ASC business meetings.
- (b) In the absence of the ASC Chair and the ASC Vice Chair, the RCM is to fulfill the duties and assume the responsibilities of the Chair during the course of that ASC business meeting.
- (c) To attend all Region of the Virginias regional service Committee Meetings.
- (d) To carry the SHEVANA ASC donation to the RSC Meeting.
- (e) To represent SHEVANA as a voting member of the RSC.
- (f) To carry the group conscience of SHEVANA on issues/motions before the ASC.
- (g) At the direction of the ASC, carry any motions, issues and/or concerns of SHEVANA to the Region for consideration, vote and/or resolution.
- (h) To present a report of all business conducted at the RSC and submit a written report to the ASC Secretary for inclusion in the minutes.

- (i) To advise the ASC of any issues/business that requires input, support, or votes of the fellowship in the SHEVANA Area.

11.6 RCM Alternate

- (a) To attend all ASC business meetings.
- (b) In absence of the RCM, the RCM Alternate is to fulfill the duties and assume the responsibilities of the RCM.

11.7 VRCC Director (Virginia Regional Convention Corporation)

VRCC Director standing budget to be created in the amount of \$50. Bi-monthly receipts will be submitted and any unused portion will be returned at the next ASC meeting.

- (a) Have previous involvement in the NA service structure for at least 1 year.
- (b) Attend all ASC business meetings.
- (c) Attend all VRCC Committee Meetings (held bi-monthly)
- (d) To represent the Shevana area as a voting member of the VRCC
- (e) To carry the group conscience of SHEVANA on issues/motions before the VRCC.
- (f) At the direction of the ASC, carry any motions, issues and/or concerns of SHEVANA to the VRCC for consideration, vote and/or resolution.
- (g) To present a report of all business conducted at the VRCC and submit a written report to the ASC Secretary for inclusion in the minutes.
- (h) To advise the ASC of any issues/business that requires input, support, or votes of the fellowship in the SHEVANA Area.
- (i) In the event our Area is hosting a convention, report to the ASC about the convention.

11.8 VRCC Alternate

- (a) To attend all ASC business meetings.
- (b) In absence of the VRCC Director, the VRCC Alternate is to fulfill the duties and assume the responsibilities of the VRCC Director.

11.9 Group Service Representative (GSR)

The GSR answers to their home group and the Area Service Committee does not assign their duties or responsibilities. However, the following guidelines are suggested to make their participation at the SheVANA Area Service Committee more productive:

- (a) The meeting starts at 6:30 p.m. and it is recommended that all attendees be seated and ready for Chair to open meeting at that time.
- (b) Any attendee is able to address the group during the business meeting, but to keep order should raise their hand and be recognized by the Chair.
- (c) GSRs should make sure to be attentive to roll calls and calls for voting. Only a group's GSR or GSR-alt can vote, not both.
- (d) GSRs should be responsible for their own note taking. The secretary will be sending meeting minutes, however sometimes an announced meeting or event or a home group's group conscience meeting may take place before the GSR receives the minutes.
- (e) GSRs may request a 'Point of Order' from the Chair when they feel confused. The purpose of requesting a point of Order is to ask the chair for clarification of the pending proceedings

ARTICLE XII: STANDING SUBCOMMITTEES DUTIES, MISSION, AND FINANCES

12.1 General Duties of Standing Subcommittee Chairs

12.1.1 Attend all ASC business meetings or direct the subcommittee Vice Chair to attend in their absence.

12.1.2 Conduct the business of the subcommittee according to the policy of that subcommittee as entered into the SHEVANA Guidelines.

12.1.3 **Hold monthly subcommittee meetings** and present a report to the monthly ASC business meeting to include, but not limited to:

- (a) Activities of the subcommittee during the period prior to the current ASC meeting.
- (b) Upcoming planned activities of the subcommittee.
- (c) Any issues that cannot be resolved within the subcommittee.
- (d) Present a monthly financial statement where applicable.
- (e) Present an End of Term report to ASC.

12.1.4 The chair of the subcommittee will be a signor on the bank account of that subcommittee, plus another Trusted Servant of the Subcommittee, so that two signatures will be on any check written.

12.2 Mission, Specific Duties, Budget and Expenses of ASC Subcommittees

Standing Subcommittees have a mission to guide them and specific duties as outlined by the ASC in order to provide the best service to the Groups.

12.2.1 **Literature** - The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. Literature members process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. The subcommittee then goes to the treasurer for a check when it has to reorder stock. To participate in NA literature review when such opportunities are presented by NA World Service.

Duties

- To bring literature supply to each ASC meeting for GSR purchase.
- Work with GSR's on orders when literature is not on hand and arrange delivery in a timely manner.
- Supply starter kits for new meetings consisting of material requested by the new meeting, not to exceed \$40 to be reimbursed by the ASC.

Budget and Expenses

This subcommittee shall maintain its own bank account.

12.2.2 **Hospitals and Institutions** – To carry the message of Narcotics Anonymous to addicts in institutions who are unable to attend outside meetings. Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. *Treatment panels* are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. *Correctional panels* are held for inmates at jails, prisons, and forensic hospitals.

Duties

- Provide literature and carry an NA message to addicts at H&I meetings;
- increase participation in H&I by holding workshops and Learning Days.

Budget and Expenses

This subcommittee has a standing budget of \$50.00. Expenses include: Purchase of literature for H&I meetings supported by Area; reproduction of Information Pamphlets (IP's), printing of fliers when needed

12.2.3 **Public Relations (formerly Public Information)** - The general mission of the Public Relations Subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. One PR project is the production and distribution of fliers throughout the community announcing that NA is available and that more information is available by calling the local NA information phoneline or by attending an NA meeting. A PR subcommittee can conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries.

Duties

- Keep updated copies of SHEVANA meeting lists available

- track changes to meeting opening and closing times and the locations between printings;
- research and work with community to inform about meeting time and locations;
- respond to any inquiries about NA that come to the SHEVANA P.O. Box. or the Shevana website.

Budget and Expenses

This subcommittee does not have a standing budget. Budget requests can be presented at the ASC meeting. Expenses include: printing of semi-annual updated meeting lists; purchase of I.P.s/Literature for P.I. Presentations; printing fliers to increase participation or inform SHAVANA and surrounding fellowships of scheduled workshops or learning days; and expense of presenting same.

12.2.4 **Policy** - To maintain or improve the ability of the SHEVANA ASC to conduct business in a manner that best supports its purpose.

Duties

- Update policy with any amendments passed during ASC and have copies of current Guidelines available;
- frequent review of Guidelines for clarity and to correct grammar and spelling errors;
- compares and contrasts existing policy with other Areas for possible ways to improve it;
- provide ASC with policy interpretations when called upon.

Budget and Expenses

This subcommittee has no standing budget. Expenses include printing of SHEVANA ASC Policy Guidelines when needed.

12.2.5 **Newsletter** - To be the written voice for those who want to share their experience strength and hope with others; to provide information about events, committees and anniversaries. The Newsletter committee will be responsible to publish a newsletter listing area and regional events. Some newsletters also run articles on local service activities and members' recovery experiences. These area newsletters are often read as if they speak for Narcotics Anonymous as a whole, so it is important for this committee to follow the Fifth Concept, ensuring the newsletter has a responsible editorial policy. *A Handbook for NA Newsletters* is available and provides more information on the work of the newsletter subcommittee.

Duties

- To request and collect articles, stories, announcements, art, etc. for inclusion in monthly newsletter;
- edit material as needed in keeping with WSC Newsletter Guidelines;
- responsible for layout and printing of collected material.

Budget and Expenses

This subcommittee has a \$40 monthly standing budget. Expenses include printing of a monthly newsletter for SHEVANA fellowship and H&I meetings. Payment to the Newsletter Subcommittee Chair may be as follows:

1. \$40 if the newsletter is produced on a monthly basis
2. \$80 if the newsletter is produced on a bi-monthly basis
3. \$120 if the newsletter is produced on a quarterly basis

12.2.6 **Outreach** - Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship. Help overcome the obstacles that hinder the growth and survival of our groups.

Duties

- Determine meetings needing support and visit those meetings on a rotating basis;
- provide any information that will help them feel connected to the Area.
- Support new GSRs attending SHEVANA ASC by providing information and answering questions.

- Meet with new attendees during break to see what questions they may have and to provide in information packet.

Budget and Expenses

This committee does not have a standing budget. Outreach Chair may request reimbursement for travel to meetings based on actual gas receipts; printing fliers to increase participation or advise SHEVANA and surrounding fellowships of scheduled workshops and learning days; and expense of presenting same.

12.2.7 Special Events - To provide a variety of ways and opportunities to fellowship with members of NA. Dances, picnics, campouts, special speaker meetings are examples of events that can be put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

Duties

- Plans all aspects of events in a variety of types;
- presents all proposed special events at ASC meeting along with the projected budget,
- carries out the event including set-up, clean-up;
- purchase of refreshment and supplies;
- pre- and post-event accounting.

Budget and Expenses

The Special Events Subcommittee will maintain its own bank account with a maximum balance of \$1000.00. Any money in excess of \$1000.00 at the time of the monthly ASC meeting will be forwarded to the area.

12.2.8 Ad Hoc Subcommittee Chairs

Ad Hoc Subcommittee Chairs are assigned SPECIFIC duties and responsibilities by the ASC Chair for the purpose of gathering information, fact finding efforts, auditing of the ASC bank accounts and any other function required by the ASC that is not the responsibility of any other Trusted Servant or Standing Subcommittee. The directions given by the ASC Chair and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous govern these positions/subcommittees.

ARTICLE XIII: FUND FLOW AND ASC FINANCIAL ACCOUNTING

- 13.1 Centralization of Funds** All money for SHEVANA ASC, Subcommittees and Service Boards is the sole property of the SHEVANA ASC.
- 13.2 Prior Approval of ASC** Any funds to be used for purposes other than the activities of each position or subcommittee as specified in their policy or the SHEVANA Policy Guidelines shall require prior approval of the ASC. This would include monies requested from subcommittees who do not have a regular monthly budget or monies requested from subcommittees who do not have a regular budget in excess of that budget.
- 13.3 Annual Financial Statements** All Subcommittees, elected and/or appointed representatives of the ASC and Service Boards are required to submit an annual financial statement.
- 13.4 Prudent Reserve and ASC Standing Budgets** – The SHEVANA ASC shall maintain a prudent reserve of \$520.00. Standing budgets are pre-approved. In fulfillment of the Seventh Tradition of Narcotics Anonymous, at the ASC directly prior to the upcoming RSC Meeting, any monies over our prudent reserve after all expenses and budget requests are addressed, shall be donated to the RSC. Standing budgets are in place to cover the expense of supplies to conduct the business of the position/subcommittee, i.e. office supplies, postage, etc. and may included but are not limited to the expenses noted below:

(a) The Area Service Committee:

- (i) Payment of rent for the ASC meeting place.

- (ii) Payment of annual rental on Post Office Box.
- (iii) Printing and mailing of the Minutes and all other ASC correspondence.

(b) The Regional Committee Member:

- (i) \$100.00 for RCM and RCM-Alternate together to cover registration, food and gas. Receipts and unused portion (if any) will be returned to the Area at the next ASC following the RSC. Requests for funds needed beyond \$100.00 can be made at the ASC following the RSC that was attended when receipts are submitted.
- (ii) Purchase or printing of the Conference Agenda Reports (CARs) when so directed by the ASC Chair for disbursement to active SHEVANA ASC Groups.

(c) VRCC Director

- (i) The VRCC Directors Standing budget will be \$50.00. Receipts will be provided and any unused portions will be returned at the next ASC meeting.

(d) Subcommittee Budgets

- (i) Literature – This subcommittee maintains it’s own bank account.
- (ii) H&I – Standing budget is \$50.00 for literature and \$10.00 for secretary monthly
- (iii) Public Information: There is no standing budget for this subcommittee, expenses must be pre-approved.
- (iv) Policy – There is no standing budget for this subcommittee, expenses must be pre-approved.
- (v) Newsletter - Standing budget is \$40.00 monthly, \$80 bimonthly or \$120 quarterly.
- (vi) Outreach - There is no standing budget for this subcommittee, expenses must be pre-approved.
- (vii) Special Events - Prudent Reserve is \$1,000 this subcommittee maintains it’s own bank account.
- (viii) Ad-Hoc – No standing budget. Expenses must be pre-approved.

NOTE: Any changes to the budgeted amounts (either an increase or a decrease to the standing budget) must be presented by a GSR as a structural motion, seconded by another GSR and after a Question & Answer period and the offering of pros and cons, taken back to the groups for a vote. The motion must have a two-thirds vote to pass.

ARTICLE XIV: DEFINITION OF TERMS

a. MOTIONS

- (i) Amending a Motion: A motion may be amended while on the floor to strengthen/alter/clarify the wording and intent.
- (ii) Procedural Motion: Procedural motions affect what we do rather than how we do it. Procedural motions do not have to be sent back to groups although this may be requested and require a simple majority to pass. Example: Choosing to have a fundraiser in our area.
- (iii) Structural Motion: The format used and methods followed by the ASC are defined by the structural “rules” we have developed. Offering a motion to change how we operate involves a structural change to the ASC or SHEVANA Policy. Structural motions must be sent back to home groups and require a two-thirds (2/3) vote to pass. Example: Changes to SHEVANA Policy like subcommittee budget amounts, voting procedures, etc. Any Structural Motion that has an impact on SHEVANA Guidelines may be sent to Policy Subcommittee by the ASC Chair at their discretion for further review, input and/or clarification of the motion with the motion-maker.
- (iv) Tabling a Motion: Any voting member may request that a motion be put on hold until the next ASC meeting for the purpose of gathering specific or more general information regarding the motion. The Chair shall ask for a motion to “table”. If there is a motion and a second, the Chair calls for a vote. If the motion to table is approved, the maker of the motion may be asked to bring more general or specific information to the next ASC for the purpose of clarification. Tabling a motion must occur prior to the pros and cons being requested

b. VOTING

- (i) **Voting Options** are as follows:
 - 1. For – The Group Conscience approved the motion
 - 2. Against – The Group’s Conscience did not approve the motion
 - 3. Abstention – Group Conscience was not taken on motion or the motion was not clear.
 - 4. The ASC Chair may vote in the event of a tie.
- (ii) **Voting Members**: The GSR or GSR-Alternate, in the absence of the GSR, of a group in SHEVANA is a voting member. Each group represented may cast only one vote on any motion. An individual may represent only one group for voting purposes.
- (iii) **Non-voting Members**: The non-voting members of the ASC shall be all others in attendance.

c. CLARIFICATION

- (i) **Point of Information**: A point of information is a question pertinent to the discussion at hand. The ASC Chair will determine the appropriate person to supply the needed information.
- (ii) **Point of Order**: *Is a question by any member about the process of the Rules of Order or a particular motion.* The Chair may ask for policy clarification from the Vice Chair of the ASC, as well as the Policy Subcommittee Chair. A member can ask the Chair for clarification of Robert’s Rules of Order at any time.
- (iii) **Quorum**: Number of voting members required to continue with the business of the ASC. Quorum is equal to the simple majority of the active groups. An active group is any group that was represented at least at one of the two (2) previous ASC meetings.
- (iv) **Active Group** - Any group that was represented in at least 1 of the last two ASC meetings. (current meeting included) is considered an Active group for the purpose of determining quorum. Quorum is equal to the simple majority of the active groups.

ADDENDUM A

Welcome to Area Service

Well if it is the second Monday of the month and you have found yourself in the Joist-Hite Room of the War Memorial Building at Jim Barnett Park, then you may have *planned* to attend Shenandoah Valley Area of NA Area Service Committee Meeting. (Square-Dancing lessons are down the hall).

What to Expect – generally the meetings will follow the same general format and things happen in the following order:

Meeting should open by the Chair promptly at 6:30 p.m., it is helpful to all if you are on time!!

Moment of Silence; Serenity Prayer; Traditions read; Concepts read; SheVaNA Purpose read.

Executive Reports – Chair; Vice Chair; Secretary (this includes approval of the minutes of the last area service meeting. ‘Approving the minutes’ means they accurately captured what transpired at the last meeting. Treasurer (report just before new business); Regional Committee Member (RCM) (this is the person who is designated to attend the bi-monthly Regional Service Meetings and report back to the area); RCM-alternate

Subcommittee Reports - Public Information; Hospitals & Institutions; Special Events; Literature; Outreach; Policy; Newsletter. The subcommittee chairs will give a report on the committee’s activities and fund accounting for the preceding month. Most committees have monthly committee meetings that all may attend and the chair should announce the date, time and location of these meetings. If you do not know the function or purpose of any of these committees, get with the chair during the break and they will be happy to explain.

Open Forum - Discussion about Twelve Concepts and any other issues- not to exceed 20 minutes; **Break** - ten minutes; **Group Roll Call** – A majority of Active groups is needed to make “quorum” and a quorum is needed to continue with business. This number has been set by a count of all Active Groups in the area and a majority of that number. An Active group has not missed more than two consecutive area service meetings (is your group active?) If you are GSR for a Home Group, when your Group’s name is called you say your name and your position (GSR or alternate)

Old Business– “Old Business” refers to motions submitted at the previous area service that were taken back to Home Groups to collect a conscience (vote) on the motion. Old Business can contain motions from the Region as well that have been previously presented by the Regional Committee Member (RCM). Old Business also contains **Elections** (Committee Positions needing filled) (nominations for all positions come up in January; full elections are held in February)

New Business – New Business begins with Treasurer’s report: Beginning Balance (which should be end balance from last ASC); Checks Written; Donations In; Other items. After Treasurer’s report is the introduction of New Motions - first are **Regional Motions** and then **Area Motions**. Motions are presented and then discussed briefly. Some motions may be voted on at this time but most you will take back to your Home Group for more discussion and then to get your group’s conscience to bring back to next area service when it will then come up under Old Business

Announcements - Anniversaries, Special Events, Subcommittee meetings – You will want to get this information to take back to your group.

Meeting Closes no later than 9:00 p.m. Chair may have to table unfinished business to next meeting.

Questions – Frequently Asked and Ones You Really Want to Ask

I don't understand a thing!! That is very natural for a first time. There is terminology used in N.A. Service Meetings that is not typical for Recovery Meetings. Until you get more familiar on how these meetings work, the Area Service Committee (ASC) Meeting may seem to go fast and be chaotic. After you get the hang of it, it will not seem to go too quick to follow, but it may still seem chaotic at times. That is because none of us are professionals at this. We just do our best.

When should I vote? The Chair will indicate when he/she is “calling for a vote”. A motion is made either from the ‘floor’ (body of people attending meeting) or given to the Chair in writing. Every motion needs a ‘Second’. Only a GSR can second a motion but anyone can make a motion. Sometimes there is discussion of the motion, then the Chair will call for a vote. Motions which will change our Guidelines are sent back to Home Groups for you to present to your group for discussion and vote. You will bring that vote back to the next area service. Only GSRs or alternates (but not both) are allowed to vote on issues. They are the only carriers of a Home Group Conscience.

How should I vote? The simplest answer is to say you vote how your group has directed you to vote on motions. There may be times when you are asked to vote on an issue that your group has not previously considered (whether because it came up at a prior meeting or has come up now and will not be sent back to groups for a vote). At this time you should vote as you feel your group would want you to vote. This may be to abstain on a motion (meaning to not vote either yes or no). You will want to keep track of what happened; how you voted on motions and the results of the motion (did it pass, fail or will it be coming up again). As GSR, you are bound to represent your group and vote the collective conscience even if YOU do not agree. There is something very selfless and spiritual about doing that.

Can I ask questions? Absolutely. You can raise your hand at any time and ask the Chair to explain what is happening. This is actually better in some ways than turning to your neighbor to ask as that way neither of you misses anything. You know what they say ‘There are NO Stupid Questions’. If you have the question probably others do too. We all were new to area service at one time.

People seem to be getting mad at each other ... why? People seem very polarized in their view of ASC meetings. They either love them or hate them – sometimes both feelings at the same time. But there can be no argument to the fact that these meetings are necessary. There may be tension at these meetings. Our egos seem to flare here more than in recovery meetings. The Chair will try to keep things in control and not allow for personal attacks, but things may still feel a bit tense. Do not let this scare you away. NA needs representation from Home Groups. All major decisions made in NA are usually in some way determined by Home Group Consciences from around the world. Often you will see the same people who seem about to go to blows, work the Tenth Step with each other and exchange hugs and smiles at the end of the meeting. You can talk to your sponsor if feelings come up for you during these meetings.

Glossary of Terms

Group Conscience = your groups vote on a motion or opinion on an issue

Quorum = pre-determined number of GSRs needed to conduct business at Area Service

GSR = Group Service Representative attends Home Group Meeting and **ASC** = Area Service Committee

RCM = Regional Committee Member attends ASC and **RSC** = Regional Service Committee

RD, RD-A, RD-2 = Regional Delegate & two alternates attend RSC and **WSC** = World Service Committee***

*** there is an intermediary level called **ZONAL FORUM**, RDs attend these meetings as well.

World Service >>> Zonal Meeting >>> Regional Service >>> Area Service >>> HOME GROUP!!!

Motion = item requiring vote; motion **seconded** = GSR seconds to open item for discussion

Motion **tabled** = motion postponed until later;

Motion **out of order** = Chair determines, but this decision can be challenged

Motion **amended** = changed;

Old Business = introduced at previous meeting; **New Business** = coming up for first time

ADDENDUM B
Trusted Servant Absentee Letter

PO Box 2436, Winchester VA 22604



Date

Member name
Street address
City, State, Zip

RE: _____ Position

Dear (member name),

This letter is written out of concern; you have missed 2 consecutive Area Service Committee meetings. The committee is concerned about your level of commitment to the _____ Chair position. The guidelines state that if a third ASC meeting is missed your position will be vacated. We hope to see you at the next Area Service Committee meeting on _____. If there is some problem, please notify me or the ASC Chair.

Sincerely,

(name) _____ - Secretary
Shevana Area Service Committee


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ERROR: syntaxerror
OFFENDING COMMAND: --nostringval--

STACK:
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