

SHENANDOAH VALLEY AREA
OF
NARCOTICS ANONYMOUS
(SheVANA)

AREA SERVICE COMMITTEE
GUIDELINES

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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 ASC 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.

2.1 All Home Groups of the SheVANA Area shall be listed on the Area's meeting lists (printed and on Area website)

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 ASC of SheVANA shall conduct a Business Meeting once a month and shall comply in all its actions with the following in succession:

- a) Twelve Traditions of Narcotics Anonymous
- b) Twelve Concepts of Narcotics Anonymous
- c) The current version of the ASC Guidelines along with any motions passed but not yet incorporated into an updated version.
- d) Current Narcotics Anonymous "A Guide to Local Service"
- e) Current Robert's Rules of Order (newly revised)

4.1 WHEN – The regular scheduled meeting of 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 meeting 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. The GSR should also submit any 7th Tradition donations the Treasurer upon their arrival. 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 one (1) of the last two (2) 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. Each new group shall be provided with a hard copy of the SHEVANA Policy Guidelines and a Guide to Local Service booklet. The cost of the Guide shall be reimbursed by the ASC.

4.2.3 Reports

All ASC Trusted Servants shall provide written reports of the previous months' activities. This report must include any funds to be requested (whether or not a standing budget exists) that provides a simple itemized statement of the amount and purpose of the requested funds. Reports will be presented orally and will be followed by calling for questions about the report. When all questions are answered, the Chair will call for vote on the funds request on any non-standing budget requests or amounts over standing budget requests.

Written reports are to be submitted to the Secretary with a Budget Request Form provided to the Treasurer when funds are requested.

The Chair will call for reports from the following:

- a. ASC Chair, Vice Chair, and Secretary*** No report is required from Parliamentarian.
- b. Acceptance of ASC Minutes: After the Secretary's Report, the Chair shall call for a motion to accept the minutes of the previous months' ASC meeting. If an attendee of the ASC (voting or non-voting member) expresses corrections, the required changes are noted and the ASC Chair calls for a motion to accept the minutes as amended. A voting member moves to accept the minutes/amended minutes, a voting member shall second the motion and a vote is taken. A simple majority vote is required to accept the minutes.
- c. Elected or Appointed Representatives: Regional Committee Member (RCM), RCM-Alternate, VRCC Director and VRCC Director Alternate
- d. All Standing Subcommittee Chairs: Literature, Hospitals & Institutions, Public Relations, Newsletter, Outreach and Special Events.
- e. Ad Hoc Subcommittees
- f. Visiting Elected or Appointed Representatives
- g. Treasurer's Report

4.2.4 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 Motions: All motions must be presented to the ASC Secretary, in writing, prior to the end of the scheduled break and shall include:
 - Name of the maker (person or group making the motion).
 - Name of the seconding party if one exists at the time the motion is submitted.
 - The motion itself
 - The intent (purpose of and/or reason for the motion).

4.2.5 Scheduled Break /Motion Submission

A break not to exceed ten (10) minutes shall follow the Open Forum period. All 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.

4.2.6 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 2nd 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. [Refer to 4.2.2 a, b, & c for rest of Roll Call / Attendance procedures.]

4.2.8 Old Business

The Chair presents all items in Old Business from the Central Atlantic Region of Narcotics Anonymous (CARNA) RSC and ASC in the order presented in the accepted minutes. Old Business includes all unfinished business from the preceding months' ASC including all motions that were taken back to the groups for a group conscience vote. Nominations will be sought for any open Trusted Servant position.

4.2.9 New Business

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

- a. Motions:
 - (i) Presentation of Motion(s) - The ASC Chair shall present motions as follows:
 - (ii) Regional Motions will be sent back to groups and voted on at the next ASC (see Sect. iv Time Constraints) * VRCC Motions will be sent back to groups and voted on at the next ASC (see Sect. iv Time Constraints)
 - (iii) ASC Motions in the order they were submitted, starting with the name of the group or person making the motion, where applicable, and the name of the GSR seconding the motion. The ASC Chair and/or the Parliamentarian will determine if a motion is Structural or Procedural (see Article XV – Def. of Terms)
 - (iv) Question and Answer Period – Led by ASC Chair, follows 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.
 - (v) Pro and Con Statements – The Chair will entertain no more than two (2) pro and two (2) con statements on any motion. No member may speak on a motion more than once unless the Chair requests clarification on previous statements.

- (vi) Voting member may present a motion indicating time does not permit an issue to be taken to groups. The ASC then votes on the validity of time constraints. If the ASC agrees by a 2/3 vote that a valid time constraint exists, the motion is presented on the floor for immediate vote.
- (vii) 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.

b. Treasurer's Report - The report will state the following:

- Last months' closing balance
- Any interim expenses (e.g. PO Box payment)
- Total only for group donations
- Total of approved fund requests and subtraction of required ASC expenses (Article 14.4 a (i), (ii), (iii), (iv) and (v) when applicable)
- Closing ASC balance

4.2.10 Voting - Procedural and Structural Motions

- Procedural Motions only need a simple majority to pass and if not received, the motion dies or must be resubmitted with amendments as possibly indicated by polling of abstentions.
- Structural Motions must be passed by a two thirds (2/3) majority and are generally sent with GSRs to groups for a vote. During voting if two-thirds vote yay or nay is not received, the motion must be sent back to groups again if time permits. At the following ASC abstentions no longer count. The motion passes if two thirds (2/3) of those voting on this motion vote in favor
- Initial votes for procedural and structural motions are the same. The number of voting members is determined. Abstentions will be called and counted first. If the number of abstentions is one third (1/3) or greater 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.

4.2.11 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 the 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 Parliamentarian, ASC Secretary, ASC Treasurer

5.1.2 Elected Representatives

Regional Committee Member (RCM), RCM Alternate; Virginia Regional Convention Corp. (VRCC) Director, and Alternate VRCC Director.

5.1.3 Standing Subcommittee Chairs
Literature, Hospitals & Institutions, Public Relations, 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, with the exception of the H&I Chair, which has a clean time requirement of 18 months.

- 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. Those positions are elected or appointed by the subcommittee, 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 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 Each nominee submits written qualifications to the ASC Secretary to be included 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 ASC Chair shall ask the nominees to leave the room to allow the ASC a brief period of discussion not to exceed five (5) 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 performance of specific duties outside the 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, Literature 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 ASC Chair shall address the floor to outline their intent to establish an Ad Hoc Subcommittee.

6.2.2 The ASC Chair may request volunteers 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. The ASC Parliamentarian as outlined in Section 12.3 can be considered as candidate but would not automatically chair ad hoc committees not related to Policy issues.

6.3 TERM

The term for each Ad Hoc Subcommittee shall be two (2) 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 thirds (2/3) 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 the SheVANA Policy Guidelines, which include the policies of each standing sub-committee.
- 7.2 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 (5) days of the second (2nd) 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: REMOVAL OF A HOME GROUP FROM THE SHEVANA MEETING LISTS

Removal of a meeting will occur only if the meeting has been confirmed closed.

ARTICLE IX: 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 X: TEMPORARY ASSUMPTIONS OF DUTIES OF VACATED ASC POSITIONS

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

- 10.1 Vacated ASC Officers
Vice Chair of ASC assumes responsibilities for vacant positions until reviewed by ASC. If two (2) or more positions are vacant ASC will determine best course of action.
- 10.2 Vacated Subcommittee Positions
Subcommittee Vice Chairs and Trusted Servant Alternates shall assume the duties of vacated positions where applicable.
- 10.3 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.
- 10.4 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 XI: 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 temp shall retain all rights and responsibilities of the position through the normal term without prejudice such that holding a position on a pro temp basis will not be judged against the restriction on holding an office for two consecutive terms.

- 11.1 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 XII: RESPONSIBILITIES OF THE ASC TRUSTED SERVANT POSITIONS

12.1 ASC Chair

- a. To attend all 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 IV 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 by voting or, at the Chair's discretion, by tabling a motion until the next ASC Meeting.
- i. In the event of a sudden emergency affecting the safety of those present to declare the meeting adjourned.
- j. To serve as single point of contact between the ASC and any facility used by the ASC.
- k. To serve as a co-signor on the ASC, Special Events Subcommittee, and the Literature Subcommittee bank accounts.
- l. To conduct the general correspondence of the ASC.
- m. To authenticate by signature, when necessary, all acts, orders and proceedings of the assembly.
- n. To maintain the registration of groups by calling roll.
- o. To appoint all Ad Hoc Subcommittee Chairs and Annual Financial Auditors
- p. To direct the ASC Treasurer and the Literature and Special Events Subcommittees to submit an End of Term financial statement to the ASC for review and audit.
- q. 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.

12.2 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.
- 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 serve as Acting Chair of any standing subcommittee or assume the duties of any Trusted Servant position vacated during the course of the term when no Vice Chair or alternative is available to do so.

12.3 ASC Parliamentarian

- a. To attend all ASC monthly business meetings.
- b. Determine quorum required to conduct the business of the ASC.
- c. To maintain and update the SheVANA Policy as approved by the ASC and have copies on hand
- d. To ensure ASC meetings operate using current and accurate updates
- e. Parliamentarian can request reimbursement for printing of ASC Policy Guidelines as needed.
- f. Compares and contrasts existing policy with other Areas for possible ways to improve it;

- g. Provide ASC with policy interpretations/clarifications when called upon and helps resolve policy issues as they arise.
- h. To hold a committee meeting to discuss and make recommendations concerning any policy changing motion referred to him/her.

12.4 ASC Secretary

- a. To attend all ASC monthly business meetings.
- b. In the absence of the ASC Chair, the ASC Vice Chair, the RCM, RCM Alternate, the VRCC Director and the Alternate VRCC Director - 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 which shall be numbered sequentially in the order of their submission; 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.

12.5 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 report to the ASC to include:
 - (i) Income and Expenses for period prior to current ASC meeting and year-to-date expenses.
 - (ii) Standing budgets, current expenses, year-to-date expenses and remaining budget allowances.
 - (iii) Beginning and ending balance of 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. (Terms are from March 1 to the end of February).
- 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.

12.6 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 CARNA Regional Service Committee (RSC) meetings.

- d. To carry the SheVANA 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 submits a written report to the ASC Secretary to include 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.

12.7 RCM Alternate

- a. To attend all ASC business meetings.
- b. In absence of the RCM, RCM-Alternate fulfills the duties and assumes the responsibilities of the RCM.

12.8 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.

12.9 Alternate VRCC Director

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

12.10 Group Service Representative (GSR)

The GSR answers to their home group and the ASC does not assign their duties or responsibilities.

However, the following guidelines are suggested to make their participation at the ASC more productive:

- a. Meeting starts at 6:30 p.m. and it is recommended that attendees be seated and ready for the Chair to open meeting on time. GSR should submit any 7th Tradition donations to the Treasurer upon their arrival.
- 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 GSRAalternate 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 XIII: STANDING SUBCOMMITTEES DUTIES, MISSION, AND FINANCES

13.1 General Duties of Standing Subcommittee Chairs

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

13.1.2 Conduct the business of the subcommittee according to the policy of that subcommittee as entered into the SheVANA Guidelines.

13.1.3 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. (Terms are from March 1 to the end of February).

13.1.4 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.

13.1.5 For all bank accounts Treasurer's to maintain a checkbook register and keep all paper bank statements as well as a receipt ledger.

13.1.6 Subcommittees with a separate bank account shall submit a full annual financial report at the end of each term to be audited by an ad hoc Committee within 2 months of the next term.

13.2 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.

- a) As discussed in the Guide to Local Service, SheVANA strives to strike a balance with its subcommittees between accountability and delegation and giving them sufficient liberty to serve. Therefore subcommittees set their own meeting schedule and format, prioritize and organize their own tasks and elect their own officers as needed with exception of the Subcommittee's Chair who is elected at the ASC.
- b) A subcommittee may choose to develop guidelines to help them uphold their mission more effectively.
- c) If such guidelines are developed and adopted by the subcommittee, it is recommended – but not required – that a copy be submitted to the ASC Parliamentarian to be archived.
- d) If guidelines are developed and adopted by the subcommittee, it is recommended - but not required – that they be implemented by future subcommittees through the elected Subcommittee chair although they may be revised as needed.

13.2.1 Literature

The literature subcommittee maintains a stock of NA literature that can be purchased by telephone and online at Shevana.org or at shevanaliterature@gmail.com. Literature members process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. 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 to arrange timely delivery.
- Supply starter kits for new meetings consisting of material requested by the new meeting, not to exceed \$40 to be reimbursed by the ASC.

- Supply a Guide to Local Service booklet to new homegroups, to be reimbursed by the ASC. The cost of this booklet is NOT included in the \$40 allowance for the starter kit.

Budget and Expenses - This subcommittee shall maintain its own bank account.

13.2.2 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 monthly budget of \$100.00. (with the \$10 for secretary separate)
Expenses include: Purchase of literature for H&I meetings supported by Area; reproduction of Information Pamphlets (IP's), printing of fliers when needed

13.2.3 Public Relations (formerly Public Information)

The general mission of the Public Relations Subcommittee is to inform addicts and 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 phone line or by attending an NA meeting. A PR subcommittee can conduct public meetings for community members, distribute public service announcements to local radio/television stations, and respond to public media inquiries.

Duties

- Keep updated copies of SheVANA meeting lists available in print and online
- Track changes to meeting opening and closing times and the locations between printings
- Work with the community to provide information about meeting times 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: Purchase of I.P.s/Literature for PR Presentations; printing fliers to increase participation or inform SheVANA and surrounding fellowships of scheduled workshops or learning days; and expense of presenting same.

13.2.4 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

- Request and collect articles, stories, announcements, art, etc. to include 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 the SheVANA fellowship and H&I meetings. Payment is to go to the Subcommittee Chair provided a newsletter and receipt are produced. Payment 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

13.2.5 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 or 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;
- Attend a meeting of any group who has not had GSR or Alternative GSR representation at the ASC for four consecutive months to determine if they are still a viable group and to offer education, if needed, on how to participate at ASC.
- Provide any information that will help them feel connected to the Area.
- Support new GSRs attending ASC by providing information and answering questions.
- Meet with new attendees during break to see what questions they may have and to provide an information packet.

Budget and Expenses

This subcommittee has \$30.00 monthly standing budget. Expenses include printing of flyers and facility rental. Chair may request reimbursement for travel to meetings based on actual gas receipts.

13.2.6 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 the Special Events 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 \$1500.00. Any money in excess of \$1500.00 at the time of the monthly ASC meeting will be forwarded to the area.

13.2.7 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 XIV: FUND FLOW AND ASC FINANCIAL ACCOUNTING

14.1 Centralization of Funds

All money for ASC, Subcommittees and Service Boards is the sole property of the ASC.

14.2 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 includes monies requested from subcommittees who do not have a regular monthly budget or monies requested from subcommittees who do have a regular budget in excess of that budget.

14.3 Annual Financial Statements

All Subcommittees elected and/or appointed representatives of the ASC and Service Boards are required to submit an annual financial statement.

14.4 Prudent Reserve and ASC Standing Budgets

The ASC shall maintain a prudent reserve of \$830.00. 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 include but are not limited to the expenses noted below:

a. The ASC:

- (i) Payment of rent for the ASC meeting place.
- (ii) Payment of annual rental on Post Office Box.
- (iii) Payment of storage unit rental
- (iv) Payment for Area Meeting Lists (invoice or receipt provided by the Public Relations Chair)
- (v) Payment for *Shevana.org* domain name and web site hosting (invoice or receipt provided by the Public Relations Chair)

b. The ASC Secretary

- (i) \$16.00 per month to cover expenses of copying and mailing of ASC minutes and necessary printing supplies. Receipts will be provided for all expenses. Expenditures in excess of the standing budget must be approved in advance at the ASC, unless such purchase or copying/printing was at the direction of the ASC.

c. 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 ASC Groups.

d. VRCC Director

- (i) \$100.00 VRCC Director and VRCC-Alt 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 VRCC. Requests for funds needed beyond \$100.00 can be made at the ASC following the VRCC that was attended when receipts are submitted

e. Subcommittee Budgets

- (i) Literature - This subcommittee maintains its own bank account.
- (ii) H&I - Standing budget is \$100.00 for literature and \$10.00 for secretary monthly
- (iii) Public Relations - There is no standing budget for this subcommittee, expenses must be pre-approved.
- (iv) Newsletter - Standing budget is \$40.00 monthly, \$80 bimonthly or \$120 quarterly.
- (v) Outreach - Standing budget is \$30.00 monthly
- (vi) Special Events - Prudent Reserve is \$1,500 this subcommittee maintains its own bank account. (vii) 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.

14.5 OPERATING BUDGET ASSESSMENT

ARTICLE XV: 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 the Parliamentarian 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:
 - a. For – The Group Conscience approved the motion
 - b. Against – The Group’s Conscience did not approve the motion

- c. Abstention – Group Conscience was not taken on motion or the motion was not clear.
 - d. 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.
- a. The ASC Chair will determine the appropriate person to supply the needed information.
- (ii) Point of Order: 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 Parliamentarian of the ASC,
- a. As well as the Policy Subcommittee Chair. A member can ask the Chair for clarification of b. Robert’s Rules of Order at any time.
- (iii) Quorum: Number of voting members required to continue with the business of the ASC.
- a. 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.
- a. (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 at the Grace Community Church, 2333 Roosevelt Blvd. in Winchester, VA, then you may have planned to attend Shenandoah Valley Area of NA Area Service Committee meeting.

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 Relations; Hospitals & Institutions; Special Events; Literature; Outreach; 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 9:00pm Chair may have to table unfinished business to next meeting.
(ADDENDUM A – continued)

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

SHEVANA Area Service Committee

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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ADDENDUM C – Motion Form

MOTION FORM

Date: _____

Motion Maker: _____ Second By: _____

Article: _____ Section: _____ Item: _____

Motion: _____

_____ Intent:

_____ () _____

MOTION FORM

Date: _____

Motion Maker: _____ Second By: _____

Article: _____ Section: _____ Item: _____

Motion:

Intent: _____

ADDENDUM D - BUDGET REQUEST FORM

BUDGET REQUEST FORM

Date: _____

Requester: _____

Position Held: _____

Amount Requested: _____

Receipt(s) Attached (check one)? Yes No

Reason for Request:



BUDGET REQUEST FORM

Date: _____

Requester: _____

Position Held: _____

Amount Requested: _____

Receipt(s) Attached (check one)? Yes No

Reason for Request:

TWELVE TRADITIONS OF NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will 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 a desire to stop using.
4. Each group should be autonomous except in matters affecting 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 divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
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 films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Understanding these Traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our Traditions. The Twelve Traditions of NA are not negotiable. They are the guidelines that keep our Fellowship alive and free. By following these guidelines in our dealings with others, and society at large, we avoid many problems. That is not to say that our Traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the Fellowship. However, when we apply these principles, we avoid some of the pitfalls. Many of our problems are like those that our predecessors had to face. Their hard won experience gave birth to the Traditions, and our own experience has shown that these principles are just as valid today as they were when these Traditions were formulated. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work. Twelve

Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together 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 services rests 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 selecting 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 processes.
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 processes.
10. Any member of a service body can petition that body for the redress of a 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.

The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc., and have evolved specific to the needs of Narcotics Anonymous.