

2018 Bayou Recovery Area  
Service Committee  
of Narcotics Anonymous Guidelines

## Index

Glossary of Terms.....	2
Twelve Traditions of NA.....	3
Purpose of the ASC.....	4
Policy Statement .....	4
Functions.....	4
Boundaries .....	5
Participants.....	5
Administrative Committee.....	5-7
Standing Subcommittees.....	7-8
Ad Hoc Committees.....	8
The ASC Meeting .....	8-10
Operational Guide.....	10-13
Operational Expenses.....	11
Motions .....	11-12
Elections.....	12
Removal from Office .....	13
Emergency ASC Meeting .....	13
Emergency Phone Vote.....	13
Addendum A – Additional Operational Costs .....	14
Addendum B – Forms and Reports.....	15-20
Addendum C – Information Short Parliamentary Guide .....	21-23
Addendum D – Subcommittee Guidelines .....	24-36
2018 ASC Meeting Schedule.....	37

## Glossary of Terms

NA	Narcotics Anonymous
ASC	Area Service Committee
GSR	Group Service Representative
ASR	Area Service Representative
RSC	Regional Service Committee
RD	Regional Delegate
RSO	Regional Service Office
BRASCNA	Bayou Recovery Area Service Committee of Narcotics Anonymous
LRSCNA	Louisiana Regional Service Committee of Narcotics Anonymous
WSC	World Service Committee
WSO	World Service Office

# The Twelve Traditions of Narcotics Anonymous

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.



1. **Purpose:** The purpose of the ASC is to further unity and fellowship in the Bayou Recovery Area and NA as a whole in accordance with the Twelve Traditions of NA. Our further purpose is to coordinate NA functions common to the various Groups within the Bayou Recovery Area represented at the ASC.
2. **Policy Statement:** It is the intent of these guidelines to allow the Area Service committee (hereafter referred to as the ASC) to conduct business in a normal fashion. These guidelines are not intended to impede business.
3. **Functions:** In establishing channels of communication within the Bayou Recovery Area and NA as a whole, we:
  - a) Communicate NA-related information to and from Area Groups and the ASC.
  - b) Hold regular monthly service meetings, or as needed.
  - c) Maintain a general checking account with ASC Chair, Vice-Chair, and Treasurer as signatories. One signature and the initials of another administrative committee member are required for all checks written.
  - d) Maintain prudent reserves as follows:
    - Conference Agenda Report (CAR) and Conference Approval Track (CAT): \$20.00 monthly beginning at January ASC until a \$300.00 total is achieved. World Service Conference meets every other year. The number of CARs and CATs to be ordered will be based on the number of groups with voting rights at the January ASC. The ASR will be responsible for ordering the CARs and CATs. (16/03-003p)
    - Activities Reserve: \$1,350.00. (18/006-007p)
    - Operational Reserve: \$50.00 monthly until a \$900.00 total is achieved.
    - Group Supply: \$850.00 in basic inventory with an additional \$150.00 of inventory maintained for H&I (\$1,000.00 total).
    - Public Information: \$140.00 per month.
  - e) Maintain a Post Office Box.
  - f) Provide funding for the ASR, ASR-Alternate, and subcommittee chairs to represent BRASCNA at Louisiana Regional Service Committee Meetings. The amounts of such funding are described in Addendum A, Additional Operational Costs. Alterations in these amounts shall be entertained on the ASC floor during new business to coincide with the anticipated costs for exceptional circumstances on a case-by-case basis.
  - g) Establish and maintain standing subcommittees.
  - h) Record and distribute minutes of the regular ASC meetings to the Group Service Representatives (GSRs), their alternates, the ASC Administrative Committee, and Subcommittee Chairpersons.
  - i) Maintain an area phoneline through the Public Information Subcommittee.
  - j) The costs incurred for ASC rent, subcommittee meeting rents, the area phoneline, area minutes, area Post Office box, and the area bank accounts are outlined in Addendum A, Additional Operational Costs.
  - k) Obtain written agreements from vendors.
  - l) Two area committee members to represent Bayou Area with Secretary of State's office will be selected annually. (4/29/07).
  - m) Keep articles of incorporation current with Secretary of State's Office by paying filing and notary fees as needed. (4/29/07).

4. **Boundaries:** This body shall be known as the Bayou Recovery Area Service Committee of Narcotics Anonymous. This committee shall serve any group of NA that requests being a part of Bayou Recovery Area Service Committee.
5. **Participants:**
- The ASC is comprised of Group Service Representatives, their alternates, members of the Administrative Committee, and Subcommittee Chairpersons and/or their alternates. All participants are expected to be familiar with Robert's Rules of Order.
  - Administrative Committee:** This committee is comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Policy Chair, Area Service Representative, and Area Service Representative Alternate. It is suggested that they be elected from active participants in Narcotics Anonymous within the Bayou Recovery Area. Each should have shown the fulfillment of a previous service commitment at the area level, willingness to serve, resources to do the job, and an understanding of the Twelve Steps and Twelve Traditions of NA. All members of the Administrative Committee are expected to maintain a home telephone service.
  - Following the resignation, impeachment, or relapse of any member of the Administrative Committee, or any other area trusted servant with access to area monies, the remaining members of the Administrative Committee are responsible for the task of furnishing a full accountability of area funds to the ASC.
  - As detailed in the section, The ASC Meeting, the Administrative Committee bears the task of setting up emergency ASC meetings and conducting emergency telephone polls.

## 6. Administrative Committee

### a) Chairperson

#### Requirements:

- Previous service experience at the Area level.
- A suggested minimum of two years clean.
- Has a working knowledge of Parliamentary Procedure.

#### Duties:

- Arrange ASC agenda.
- Co-signer of the ASC bank account.
- Presides over regular ASC meetings in an orderly fashion.
- Assist Vice-Chairperson in the coordination and liaison work between all subcommittees to assure coordination of responsibilities.

### b) Vice-Chairperson

#### Requirements:

- One year service experience at the Area level.
- A suggested minimum of one year clean.
- Has a working knowledge of Parliamentary Procedure.

#### Duties:

- Performs the duties of the Area Chairperson in their absence.
- Co-Signer of ASC bank accounts.
- Act as the liaison between all subcommittees, to assure coordination of responsibilities.

**c) Treasurer**

Requirements:

- One year service experience at the Area level.
- A minimum of three years clean. Departure from this requirement constitutes a change in Area policy.
- Demonstrates a familiarity with acceptable accounting practices.

Duties:

- Custodian of the BRASCNA bank account.
- Maintains an accurate financial ledger.
- Ensures that all approved expenses are paid in a timely manner.
- Gives an oral report of the financial status of the area at each regular ASC meeting and provides a monthly written report to the area secretary to be included in the ASC minutes.
- Submits monthly bank statement to the secretary to be included in the ASC minutes.
- Co-Signer on the ASC bank account.
- Issues receipts for all monies received.
- Submits a written annual financial report, to include an annual projected budget, following their term of office at the January ASC. These reports shall follow the examples in Addendum B, Forms and Reports.
- Issues a record of "Group Donations" to at least two other members of the Administrative Committee other than himself/herself.

**d) Secretary**

Requirements:

- A suggested minimum of one year clean.
- Service experience at the Area level.

Duties:

- Records minutes of each regular meeting of the ASC. These minutes shall follow the example in Addendum B, Forms and Reports.
- Distributes copies of the minutes no later than two weeks following each ASC meeting.
- Maintains an updated mailing list of all BRASCNA participants and distributes the list to all participants quarterly.
- Keeps a record of the minutes for the previous year on hand at each meeting.
- Maintains the archive of all past BRASCNA minutes.
- Presents to new GSR's (or their alternates) a packet containing a copy of the Area Guidelines, a copy of "Parliamentary Procedures," and a literature order form when they first introduce themselves at the ASC.

**e) Area Service Representative**

Requirements:

- A suggested minimum of two years clean.
- One year service experience at the Area level. Service experience as the ASR-Alternate is desired.

Duties:

- Attends all regularly-scheduled area and regional service committee meetings.
- Serves as the link between BRASCNA and the LRSCNA.
- Provides a written and an oral report to the ASC following regional meetings.



**f) Area Service Representative- Alternate**

Requirements:

- A suggested minimum of two years clean.
- One year service experience at the Area level.

Duties:

- Attends all regular area and regional service committee meetings.
- Performs the duties of the ASR in their absence.
- ASR Alternate is a two year term, with the first year as Alternate and the second year as the ASR. The ASR Alternate automatically becomes ASR when ASR becomes vacant.

**g) Policy Chair**

Requirements:

- One year clean.
- The willingness, desire and resources to do the job.
- Three months service experience.
- A thorough understanding of Robert's Rules of Order, BRASCNA Guidelines, and the 12 Traditions of Narcotics Anonymous.

Duties:

- Serves as parliamentarian during the ASC meetings, ensuring that the meeting is conducted in accordance with Area policy.
- Reviews motions at the ASC.
- Maintains the Area Guidelines.
- Provides copies of the Area Guidelines to ASC participants.
- Provides a monthly report to the ASC.
- Provides the ASC with a cumulative Sequential Motion Form on a quarterly basis.

**7. Standing Subcommittees**

Through group conscience, a subcommittee may be established to serve any specific need which may arise within the Area. It is the duty of all subcommittee chairpersons (or their alternates) to attend at least every other Regional Service Committee meeting. It is the duty of all subcommittee chairpersons (or their alternates) to submit two copies of their monthly report, one to the Secretary and one to the ASR (Admin. Committee exempt). There is a minimum clean time requirement of one year for all subcommittee chairpersons.

Current guidelines for all standing subcommittees are found in Addendum D, Subcommittee Guidelines. Those subcommittees without operational guidelines, in addition to newly-formed subcommittees, are expected to formulate guidelines and present them to the ASC for approval. Additionally, all subcommittee chairpersons are expected to maintain home telephone service.

**a) Hospitals and Institutions Subcommittee**

The H&I Subcommittee carries the NA message to addicts who often have no other way of hearing our message. H&I carries this message into addiction treatment centers, mental health facilities, jails, prisons, and other such places where persons in those institutions are unable to otherwise hear the NA message.

**b) Group Supply Subcommittee**

The Group Supply Subcommittee maintains a stock of NA books, pamphlets, and other NA-related materials (i.e. key tags and medallions) which can be purchased by groups at the monthly ASC meeting. The Group Supply Subcommittee also maintains a stock of literature for the H&I Subcommittee. The Group Supply Subcommittee will set prices for literature based on our costs and notify GSRs of proposed changes in advance.

**c) Public Information Subcommittee**

The Public Information Subcommittee maintains a telephone information service (phone line) for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phone line volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship. PI also acts to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. The PI subcommittee also maintains and makes available Area Meeting Lists which may include any functioning NA meeting in the geographic Bayou Recovery Area. The PI subcommittee distributes information to the community regarding the availability of Narcotics Anonymous, conducts public meeting for community members, distributes public service announcements to local radio and television stations, and responds to public media inquiries. PI also serves to assist H&I in response to inquiries to bring the NA message into facilities.

**d) Activities Subcommittee**

The Activities Subcommittee organizes dances, picnics, camp-outs, speaker meetings, and other special events to be put on by the Activities Subcommittee. These activities seek to provide a greater sense of unity 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.

**e) Outreach Subcommittee**

The Outreach Subcommittee serves as the outstretched hand of the Bayou Recovery Area Service Committee. This subcommittee helps geographically isolated groups and addicts keep in touch with the mainstream of the NA Fellowship.

**f) Literature Subcommittee**

The Literature Subcommittee serves to assist the area in literature review and other such projects.

**8. Ad Hoc Committees**

Ad Hoc Committees shall be formed by the ASC as needed to carry out a short-term goal of the ASC. A simple majority of the voting participants present at the ASC is necessary to form an ad-hoc committee and appoint a chairperson for it. An ad-hoc committee shall be disbanded upon completion of its pre-determined purpose.

**9. The ASC Meeting**

**a) ASC Meeting Schedule**

All ASC meeting are normally held the 4<sup>th</sup> Sunday of each month from 2:00 p.m. to 4:30 p.m. In May, the ASC meets on the Sunday immediately preceding the Louisiana Regional Convention. Similarly, ASC meeting dates may change when they conflict with a holiday such as January



(Super Bowl Sunday), February (Mardi Gras), March/April (Easter), November (Thanksgiving) and December (Christmas). Additional changes may be voted on at the previous ASC of the one to be altered.

**b) Location of ASC meeting**

The regularly-scheduled ASC meeting will be held at a location designated by the GSRs.

**c) ASC Rent**

The ASC will pay rent in an amount and manner agreed to by GSRs.

**d) Rotation of ASC Meeting**

The ASC may change meeting locations (rotate) at the request of a GSR. The hosting Group or GSR must have an itemized budget, including a flyer with a map showing the way to the ASC Meeting location, for distribution at the ASC one month in advance. Copies of the flyer and map must also be included in the ASC minutes for those ASC participants not present at the ASC when the change was made.

**e) ASC Order of Chairs**

If the ASC Chairperson is absent, the Vice-Chairperson opens and “chairs” the ASC meeting. If both the Chair and Vice-Chair are absent, the ASR, ASR Alternate, or ASC Secretary may open and “chair” the ASC meeting, in the order listed. In their absence, the Policy Chair may open and “chair” ASC meeting.

**f) Quorum**

A quorum consisting of a simple majority of voting members must be present at “Roll Call” to open the ASC meeting and conduct business. If a voting quorum is lost during the ASC meeting then business continues, not counting the uncast votes of absentees as abstention votes. (See Quorum and Attendance in Operational Guide that follows.)

**g) Area Reports**

All GSRs or Alternates, ASC Treasurer, and Subcommittee Chairpersons will provide written reports for each ASC meeting. The ASR will provide a written report for the next ASC meeting after each Regional Service Committee Meeting.

**h) Audio & Video Tape Recordings**

Audio recordings of the ASC meeting for replay to an audience require the unanimous consent of all in attendance. However, audio recordings made by the ASC Secretary for the purpose of creating area minutes are allowed but should be destroyed after their use.

**i) Storage of ASC property**

The ASC will maintain “a storage unit to keep area records, banners and such.” Rent will be paid for one year in advance. (Decided on 2/24/07 & 2/24/08).

**j) Format of Bayou Recovery ASC Meetings:**

- Call to Order
- Twelve Traditions of Narcotics Anonymous
- Purpose of the ASC



- Opening Roll Call:
    - Administrative Committee;
    - Subcommittee Chairpersons;
    - Ad hoc Committee Chairpersons;
    - Group Service Representatives
  - Establishment of voting rights
  - Serenity Prayer
  - Review and approval of minutes of the previous month's ASC meeting
  - Work session: for collection of motions, donations, Group Supply orders, and H&I pull
  - Administrative Committee reports (includes ASR report)
  - Subcommittee reports
  - Ad hoc Committee reports
  - GSR reports
  - Recess
  - Interim/New elections
  - Treasurer's balance update
  - Old business
  - Money motions
  - New business
  - Treasurer's ending balance report
  - Quick review of new business motions
  - Closing roll call
  - Closing prayer
- \*All reports must be in written form. No verbal reports.

## 10. Operational Guide.

### a) Quorum and Attendance

- The ASC shall begin conducting business only if a quorum is present. A quorum is defined as a simple majority of all the voting participants (groups) of the ASC. Once this quorum has been established, a simple majority of the voting participants in attendance at the time is used to consider quorum for voting.
- The Chair of the ASC shall call a roll at the beginning and close of the ASC and these roll calls will be reported in the minutes.
- All elected representatives of the ASC, that is, all members of the Administrative Committee and all Subcommittee Chairpersons, shall attend all regularly scheduled ASC meetings, from opening until close of the ASC. It is the responsibility for any elected representative unable to attend the ASC to personally notify a member of the Administrative Committee (not themselves).
- If two consecutive meetings are missed by an elected representative of the ASC, and no attempt has been made to inform the Administrative Committee, it is the responsibility of the Chairperson to bring the matter to the floor for review and appropriate action. We must always ensure that this is done in a loving and caring manner.
- When any Group or Subcommittee representative becomes an inactive participant of the ASC, the ASC Chair and/or Vice-Chair must inform them.
- All members of NA are welcome to attend regular ASC meetings.

**b) Voting Procedures:**

- Voting Participants are GSRs or their alternates (one voting participant per group). Meeting representatives are welcome and encouraged to attend ASC meetings, but only Group Service Representatives or their alternates have voting rights at the ASC meetings.
- Voting rights are granted immediately.
- The Administrative Committee may cast one collective vote in the event of a tie among GSR/GSR-Alts.
- A Voting Participant will become inactive after missing two consecutive ASC meetings. A voting member becomes "active" again on their return to the ASC meeting.
- No member of the ASC may hold more than one voting position at a time.
- Elections and all normal business matters will be decided by a simple majority.
- Policy matters, Guidelines, shall be decided by a 2/3 majority.
- WSC agenda reports shall be voted on by GSRs only and require a simple majority.
- "If an administrator of ASC is representing his group as GSR or Alternate GSR he would be excluded from any vote which the Administrative Committee may have to vote on to break a tie." (9/30/07)

**c) Operational Expenses:**

Normal operational expenses will be paid as they occur and accounted for in the monthly Treasurer's report. Dollar amounts for these expenses are further outlined in Addendum A, Additional Operational Costs. These expenses include:

- Rents.
- Phoneline expenses.
- Secretary's material expenses.
- Post Office Box rental.
- Travel advances for the ASR and ASR-Alternate to all regularly scheduled Regional Service Committee meetings.
- Travel advances for the ASC chair to attend RSC meetings. (11/25/07)
- Travel reimbursements to Subcommittee Chairs to RSC.
- Group starter kits (the one provided by WSO plus a set of reading cards and one dozen white key tags) for new groups requesting literature.
- 10% of unencumbered funds will be donated to the Regional Service Committee. (18/06-006p)

**d) Motions:**

Motions can only be made by participants of the ASC. Members of the Administrative Committee cannot make motions except for the ASR or the ASR Alternate who are only permitted to make motions pertaining to Area donations to Region and those motions that reflect the Area conscience carried to region for Regional business. Subcommittee Chairpersons can only make or second motions pertaining to their subcommittee business. All motions will be submitted in written form and will be dealt with as follows:

- Motions will be dealt with in the order received, however new money motions will be considered after all other motions.
- Motions will be numbered sequentially, beginning with the January ASC. The numbering will also reflect the year and month of the ASC. For example, the first motion for the January,

'98 ASC will be 98/01-001. Additionally, policy motions will include the letter "P" following the number (ex. 98/01-001P).

- Written motions that do not include an "Intent" are incomplete and are considered out of order.
- Policy motions, that is, motions that create new policy or change existing Area policy, must include affected changes to the Area Guidelines explicitly. All Policy motions, after review by the Policy Chair for accuracy, will be voted on by GSRs at the ASC meeting unless grater than 50% of voting members want the motion to go back to groups. In that case, motion will be tabled until next month's meeting.
- Motions brought back from groups will be considered during "old business."
- The format for the Area Motion Form can be found in Addendum B, Forms and Reports.

**e) Elections:**

For the purpose of the ASC the following are to be elected for a term of one year. Nominations are submitted by groups at the September ASC. Nominees must be present to be nominated. Nominations are returned to groups at the September ASC. Nominees must be present to be nominated. Nominations are returned to groups for their consideration. Groups vote at the October ASC. Nominees must be present in order to be elected and they can be asked questions at any time in the election process. The terms of office begin at the January ASC and end at the December ASC. These positions are:

Administrative Committee:

Chairperson

Vice-Chairperson

Treasurer (13-month commitment)

Secretary

Policy

Area Service Representative

Area Service Representative Alternate

Subcommittee Chairpersons:

Hospitals & Institutions

Group Supply

Phoneline

Public Information

Activities

Outreach

Literature

- A Simple majority is required for the election of all officers.
- A 2/3 majority is required for the removal of any elected officer.
- No elected officer may hold the same office for more than two consecutive terms.
- Short term replacements are defined as the filling of any elected position midterm.
- No short term replacement is counted as one of the two consecutive terms.

**f) Midterm elections:**

A person can be nominated and voted on the floor at the same area. Midterm nominations do not have to go back to groups.



**g) Removal from office:**

Upon any Area trusted servant's removal from office, the Administrative Committee will immediately seek to recover all area archives and area monies from that person. Reasons for removal are as follows:

- Relapse. Any member of the Administrative Committee and any Subcommittee Chairperson who relapses will be automatically removed from office.
- Voluntary Resignation. Voluntary resignations of ASC trusted servants will be accepted in writing by the Administrative Committee.
- Involuntary Resignation. Upon two consecutive unexcused absences from ASC meetings, or four unexcused or excused absences in a year, any ASC trusted servant may be removed by majority vote of ASC. After missing one meeting without a written excuse, the Administrative Committee will give that person a formal warning.
- Impeachment. Impeachment is a serious matter and should not be considered in haste. Generally, causes for impeachment center around a trusted servant failing to perform their duties. After repeated attempts to deal with their failures or what is vaguely referred to as a breach of the Twelve Traditions of NA, a request for impeachment IS NOT initially brought to the ASC floor but is given to the Administrative Committee. The person under question is informed in writing at least seven days prior to the ASC that an impeachment motion will be brought to the floor of the ASC. Rebuttal is allowed and a closed ballot is taken with a two-thirds vote necessary to remove that person from office.

**h) Emergency ASC Meeting:**

One week's notice must be given and all Area participants notified before an emergency ASC meeting can be held (see Emergency Phone Vote below).

**i) Emergency Phone Vote:**

- Two GSRs must contact the ASC Chair or Vice-Chair to request a phone vote be held.
- Unanimous consent of all voting participants in the ASC is required to pass and the Administrative Committee will act as directed.
- One week's notice must be given and ALL Area participants must be notified before any valid emergency ASC meeting can be held.

## Addendum A, Additional Operational Costs

### 1. **ASR and ASR-Alternate Travel Expenses:**

The ASR and ASR-Alternate are expected to travel to Louisiana Regional Service Committee meetings. The location of these meetings rotates throughout the Louisiana Region and the necessary travel expenses also vary. The Bayou Recovery Area allows, but does not limit to, an allowance of \$100.00 each for the ASR and ASR-Alternate to travel to these meetings. Exceptional circumstances do occur, and these circumstances can be dealt with on the ASC floor by motion and simple majority vote on a case-by-case basis. Receipts for all travel expenses are required.

### 2. **Subcommittee Chair Travel Expenses:**

Area subcommittee chairs (or their alternates) are expected to travel to every other Louisiana Regional Service Committee meeting. The location of these meetings rotates throughout the Louisiana Region and the necessary travel expenses also vary. The Bayou Recovery Area allows, but does not limit to, an allowance of \$100.00 each Area Subcommittee Chairperson. Exceptional circumstances do occur, and these circumstances can be dealt with on the ASC floor by motion and simple majority vote on a case-by-case basis. Receipts for all travel expenses are required. These expenses are to be reimbursed, not advanced as per Area conscience.

### 3. **Secretary's Cost to Produce Minutes:**

The ASC Secretary is allowed \$100.00 to cover costs to produce the ASC minutes. These minutes are to be mailed to all members of the Administrative Committee, Subcommittee Chairpersons, and all GSRs participating in the Bayou Recovery Area ASC, as represented in the ASC roll call. On occasion, costs may exceed those normally anticipated and these additional costs can be dealt with on the ASC floor by motion and simple majority vote on a case-by-case basis.

### 4. **Rents:**

Rents for subcommittee meetings are paid by the ASC.

### 5. **Phoneline:**

The Public Information Subcommittee maintains the Area Phoneline. This requires a monthly payment to the provider. This amount is approximately \$50.00 a month (Approximately \$600.00 a year) and is to be paid without motion or any other approval.

### 6. **H&I Literature Pull:**

The H&I Subcommittee is allowed  $\frac{1}{2}$  of group donations per month, not to exceed \$150.00, for literature to be used in H&I meetings in facilities they support. Literature to be received at the next ASC. This requires no motion or other approval.

### 7. **Post Office Box:**

The Area Post Office Box is an annual expense. This does not require a motion unless the price increases.

# Addendum B, Forms and Reports

## **Treasurer's Report Example:**

BRASCNA		
Treasurer's Report for January, 1998 ASC		
Balances as of 12/31/97		Balance
Working Balance (excludes reserves):		\$450.00
Prudent Reserves		
ASC Operational	\$300.00	
Activities Reserve	\$750.00	
C.A.R.	\$0.00	
Total Prudent Reserve:	\$1050.00	
January Expenses (prior to ASC)		
Check # Description	Amount	
1001 Statelink Paging	\$50.00	
1002 Bell South	\$50.00	
1003 H&I Rent (Club 12)	\$10.00	
1004 ASC Rent (FUM)	\$20.00	
Serve Charge bank service charge	\$10.00	
Total January expenses before ASC	\$140.00	\$310.00
January Deposit Summary		
Group Donations	\$750.00	
Group Supply (literature purchases)	\$250.00	
Returned funds from ASR, See, etc.	\$0.00	
Total January Deposit	\$1000.00	\$1310.00
Expense Summary at January ASC		
Replenish Group Supply	\$250.00	
ASC donation to RSC	\$200.00	
Travel expenses for ASR & ASR-A	\$200.00	
Secretary's expenses	\$60.00	
Transfer to C.A.R.	\$20.00	
Total Expenses at January ASC	\$730.00	
Ending Balance (excludes prudent reserves)		\$580.00
Prudent Reserves		
ASC Operational	\$300.00	
Activities Reserve	\$750.00	
C.A.R.	\$20.00	
Total Prudent Reserves	\$1070.00	
Actual balance in account	\$1650.00	
Working balance to carry forward to February ASC		\$580.00
Treasurer's Notes: This balance of \$580.00 will be carried over to February ASC less the expenses prior to the ASC (approximately \$140.00) as is shown on this report. Any discrepancies in funds collected, or deposits made, will be noted in the following Treasurer's Report (dollar amounts are not verified until after the ASC). Bank statement in following pages.		

ILS,  
Treasurer



## Addendum B, Forms and Reports

### **Annual Budget Report**

The Annual Budget Report example is not yet complete and will be added once your ASC Treasurer formulates one. At that point it will be added for the next printing, or the page can be added to your current set.

## Addendum B, Forms and Reports

### ASC Minutes Example:

#### BRASCNA Minutes January 1998

##### Opening Roll Call

##### Administrative Committee

Chair	(name)	Present/Not Present
Vice Chair	(name)	Present/Not Present
Treasurer	(name)	Present/Not Present
Secretary	(name)	Present/Not Present
Policy	(name)	Present/Not Present
ASR	(name)	Present/Not Present
ASR Alternate	(name)	Present/Not Present

##### Subcommittees

Activities	(name)	Present/Not Present
Group Supply	(name)	Present/Not Present
H&I	(name)	Present/Not Present
Literature	(name)	Present/Not Present
Outreach	(name)	Present/Not Present
Phoneline	(name)	Present/Not Present
Public Information	(name)	Present/Not Present

##### Ad-Hoc Committees (if any)

##### Groups

Fellowship	(name)	Present/Not Present
Free To Be Clean (etc...)	(name)	Present/Not Present

\*Groups identified in the minutes represent those groups active in the Area. After two consecutive absences from the ASC, groups are dropped from the roll and are not included in the quorum count. Additionally, if these groups wish to join the ASC, they must begin the process as if they were a new group. The previous month's minutes serve as the roll to establish quorum. A master phone/address list will be passed around at each ASC to ensure that all mailing information is correct.

### Administrative Committee Reports

Chairperson:

Vice-Chairperson:

Treasurer: Report and bank statement on attached pages:

ASR/ASR-Alt: Report not necessary unless the ASR-Alt took on the duties of the ASR at the RSC.

Secretary:

Policy:

### Subcommittee Reports

Activities:

Group Supply:

H&I:

Literature:

Outreach:

Public Information:

## Addendum B, Forms and Reports

### **ASC Minutes Example, continued:**

#### **Ad-Hoc Committee Reports (if any)**

#### **Group Reports**

Fellowship Group:

Free to Be Clean Group:

How it Works Group:

New Life Group:

#### **Elections**

#### **Old Business**

97/12-029P

Maker: How it Works

Second: Vision of Hope

Motion: (State the motion in exact wording as motion form.)

Intent: (State intent same as motion form's intent.)

Results: (Passed, failed, tabled, or sent back to groups.)

#### **New Business**

98/01-001

Maker:

Second:

Motion:

Intent:

Results: New policy motions should be sent back to groups. Money or other motions may have a result under new business.

#### **Closing Roll Call**

To be listed the same as the opening roll call.

\*Any Secretary's notes should be included here:

\*Any flyers or additional pages shall be attached to the minutes.

\*Backs of every page should be copied on to help reduce the cost of postage and paper. Some of the copies may be delivered in person to eliminate cost of postage.

\*Minutes should be mailed to allow receipt within 2 weeks of the ASC.

Addendum B, Forms and Reports

**ASC Motion Form Example:**

BRASCNA  
Motion Form

Policy: \_\_\_\_\_ Money: \_\_\_\_\_ None: \_\_\_\_\_ Order Rec'd.: \_\_\_\_\_

Motion (required): \_\_\_\_\_

Intent (required): \_\_\_\_\_

Maker: \_\_\_\_\_ Second: \_\_\_\_\_

Outcome:

In Favor: \_\_\_\_\_

Pass: \_\_\_\_\_

Opposed: \_\_\_\_\_

Fail: \_\_\_\_\_

Abstain: \_\_\_\_\_

Refer to Committee: \_\_\_\_\_

Tabled to: \_\_\_\_\_

Addendum B, Forms and Reports

**Resume Form Example:**

BRASCNA Service Position Resume

Name: \_\_\_\_\_ Clean Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Service Experience (list position and approximate dates served):

Group Service:

Area Service:

Regional Service:

World Service:

Have you failed to complete, or have you been removed from a position in the past five years? \_\_\_\_\_  
Please explain: \_\_\_\_\_

Have you read the guidelines for your position? \_\_\_\_\_

Do you meet the suggested clean time requirements? \_\_\_\_\_

Do you have, and are you willing to make the necessary commitment of time and resources to meet the service position to which you have been nominated? \_\_\_\_\_

Please give to ASC Secretary for inclusion in the minutes.

## Addendum C, Information

### **Short Parliamentary Guide**

#### **Main Motion:**

A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made in writing.

#### **Amendments:**

An amendment is a motion to modify the wording and, within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment is debatable only if the motion to be amended is debatable.

#### **Motion to Table:**

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made an intent is to be given. The motion to table is appropriate to get further information or to deal with more pressing business. A motion that is tabled remains on the table until taken up by the ASC through a motion to do so, at a specified time stated in the motion to table, or during old business at the next ASC. This motion is not intended to kill a main motion or suppress debate on it.

#### **Motion to Refer to Committee:**

When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instruction to the committee, and not the merits of the main motion. If passed, there will be two pro's and two con's on the original motion so as to obtain information to give direction to the committee.

#### **Motion to Reconsider:**

A motion to reconsider is meant to bring an item that has already been voted on, back onto the floor. This is used to permit the correction of a hasty, ill-advised, or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or a minority were not pleased with the outcome, this motion can only be made by a voting participant who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

#### **Unanimous Consent:**

This is a process that allows the ASC to move quickly through routine business or questions that have little or no importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to an action or motion GSRs are asked if there are any objections to the action/motion. If there are no objections, the chair rules that the motion or action is approved by unanimous consent and this is reflected in the minutes.



**Short Parliamentary Guide, Continued**

**Withdraw or Modify:**

A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After the motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson will treat this as a unanimous consent matter, that is, if there is no objection, permission is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

**Motion to Call the Vote:**

A motion to call the vote must be seconded and allows for only one pro and one con. A simple majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

**Point of Information:**

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

**Point of Order:**

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method to dispute the accuracy or validity of another member's remarks but is instead a means to bring to the attention of the Chairperson that a member feels that proper procedure is not being followed.

**Suspend the Rules:**

A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority (if a policy matter).

**Appeal the Decision of the Chairperson:**

By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. But any two members have the right to appeal his/her decision on such a question, by one member making the appeal and another seconding it, the question is taken from the Chairperson and given to the ASC for final decision. The Chairperson shall speak to the motion and the maker of the appeal shall speak pro to the appeal not to exceed one minute each.

Addendum C, Information

**Short Parliamentary Guide, Continued**

Parliamentary Rules of Order				
Motion	Second Required	Debatable	Amendable	Vote
Main Motion	Yes	Unlimited	Yes	**
Refer to Committee	Yes	2 Pro, 2 Con	No	**
Call to Vote	Yes	2 Pro, 2 Con	Yes	**
Table	Yes	2 Pro, 2 Con	No	**
Adjourn	Yes	No	No	**
Point of Order	No	No	No	None
Appeal Chair's Decision	Yes	2 Pro, 2 Con	No	**
Suspend Rules	Yes	No	Yes	2/3
Point of Information	No	No	No	None
Reconsider	Yes	2 Pro, 2 Con	No	**
Remove from the Table	Yes	2 Pro, 2 Con	No	**

(\*\* simple majority)

**H&I Subcommittee Guidelines**

**1. Purpose of H&I**

The Bayou Recovery Area Hospitals and Institutions subcommittee is responsible for carrying the Narcotics Anonymous messages of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. A hospitals and institutions meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility. The Hospitals and Institutions subcommittee initiates, coordinates and conducts all H&I meetings/presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

**2. Functions of the H&I Subcommittee**

- a) Communication and distribution of all information to and from all panels through their panel leader.
- b) The distribution of Narcotics Anonymous literature to the panel leaders.
- c) To conduct a monthly business meeting.
- d) To provide an H&I service representative for participation in the regional H&I committee.
- e) To coordinate the development of new H&I meetings.
- f) The election of officers to communicate with facilities and panel leaders to conduct the H&I meetings.
- g) To provide orientation for members interested in H&I work.

**3. Qualifications and Duties of H&I Officers:**

**a) H&I Chairperson**

Requirements:

- Minimum of two years clean time.
- Experience in NA service at the H&I level.
- Completion of one full term as a panel leader of a H&I presentation.
- One year experience on the H&I committee.
- An understanding of the Twelve Traditions of NA.
- Willingness, time and resources to do the job.
- One year commitment.

Duties and Responsibilities:

- The H&I chairperson is elected by the area service committee as outlined in BRASCNA Guidelines.
- The H&I subcommittee is directly responsible to the ASC through the H&I chairperson.
- The H&I chairperson must attend all H&I subcommittee meetings and ASC meetings.
- The H&I chairperson is a voting member of the regional H&I subcommittee and should attend all of its meetings.
- He/she must attend at least every other Regional H&I committee meeting.
- He/she acts as a link of communication between the subcommittee, the ASC and the regional H&I subcommittee.
- He/she also makes sure that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the panel leader, but the chair should ensure that it is taking place.



## Addendum D, Subcommittee Guidelines

- The H&I chairperson is responsible for ensuring that all panel leaders and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of the individual facilities.
- The chairperson is responsible for giving a monthly report of all budget expenditures except literature disbursements, which the Vice-Chair reports.
- The H&I chair must register the committee with the WSO at the beginning of their term.
- The chair is responsible for keeping all archives for the committee and turning them over to the newly elected chair.
- The chairperson should be aware of all matters that affect H&I in the Bayou Recovery Area.

### b) H&I Vice-Chairperson

#### Requirements:

- A minimum of one year clean time
- Experience in NA service at the H&I level.
- Completion of one full term as a panel leader of a H&I presentation.
- Six months experience on the H&I subcommittee.
- An understanding of the Twelve Traditions of NA.
- Willingness, time and resources to do the job.
- One year commitment.

#### Duties and Responsibilities:

- The H&I Vice-chairperson is elected by the area H&I subcommittee. The vice chair assumes the duties of the chairperson if the chairperson is unable to serve, or until a new chair is elected by the ASC.
- The H&I vice chair is responsible for providing literature to the panel leaders. The vice chair must keep all literature disbursements on forms provided.
- The vice chair works with the chairperson to maintain the smooth operation of this subcommittee.
- The vice chair must attend all H&I subcommittee meetings. It is suggested that the vice chair attend ASC and regional H&I subcommittee meetings if possible.

### c) H&I Secretary

#### Requirements

- A minimum of one year clean time.
- An understanding of the Twelve Traditions.
- Willingness, time and resources to do the job.
- One year commitment.

#### Duties and Responsibilities:

- The H&I subcommittee elects its own secretary. The position's responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the chairperson, and distributed to all subcommittee members prior to the next subcommittee meeting. The secretary is also responsible to keep these records:
  - A file of all correspondence to and from the subcommittee.
  - An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with.
  - An updated list of all subcommittee members.
  - An updated list of all members willing and eligible to be panel members.

## Addendum D, Subcommittee Guidelines

**\*\*All files are to be turned over to the H&I chairperson at the end of the secretary's term.**

### **d) H&I Panel Leader/Panel Leader Alternate**

#### Requirements

- A minimum of one year clean time.
- Six months experience in Area H&I.
- An understanding of the Twelve Traditions and a strong message of recovery in NA.
- A four month commitment to any particular facility, except/or jails in which case the commitment may be determined by the H&I committee.

#### Duties and Responsibilities:

- Panel leaders are elected as needed by the H&I subcommittee. He or she must be a member of the Bayou Recovery Area H&I Subcommittee, attend all regular H&I subcommittee meetings and give a written report using the panel leader form provided.
- The panel leaders are responsible for all aspects of the meeting/presentation such as keeping supplies (literature, serial publications, etc.) and making sure the meeting begins and ends on time.
- They are to maintain a link of communication, keeping the H&I chairperson aware of any problems that affect the meeting/presentation. Panel leaders should have regular communication with the panel facility to ensure that all is as it should be.
- Panel Leader Alternate will serve as panel leader in their absence. At the end of the panel leader's term the panel leader alternate shall assume the position of panel leader. Panel leader alternates position is an eight month commitment (4 months as alternate followed by 4 months as panel leader.)

### **e) H&I Orientation Coordinator**

#### Requirements

- A minimum of one year clean time.
- Six months experience on the H&I committee.
- Six months experience as a H&I panel member.

#### Duties and Responsibilities:

- Conduct regular orientation meetings.
- Contact NA. members who are interested in H&I work.
- Keep an attendance record of all orientation.

### **f) H&I Panel Members**

*6 months clean time*

- Panel members are determined on a volunteer basis. In the event of any inconsistencies, the panel leader makes any adjustments necessary. The need for balanced panels, (i. e. age, race, sexual identity, creed, religion, or lack of religion) should be taken into consideration whenever possible.
- The panel may include a member who is currently in the H&I panel orientation process, this member must have three months clean time and attends to observe and learn only.
- No panel member with less than six months clean time is to share at a H&I presentation.
- It is not mandatory for panel members to attend the H&I committee to be scheduled to a particular facility, but everyone is encouraged to attend if possible. Prospective panel members must contact the H&I committee to express their desire to serve on any panel.
- Panel members that have been inactive in H&I work for the last twelve months must be re-



## Addendum D, Subcommittee Guidelines

- orientated before attending an H&I presentation.
  - The panel should never consist of less than two and no more than six members.
  - These panel members should be made aware of all their responsibilities and rules of each facility during the orientation staged.
- 4. Involuntary Resignations from H&I**
- a) Relapse.
  - b) Missing two consecutive committee meetings (un-excused).
  - c) Missing a total of 25% of the H&I committee meetings.
  - d) Violating any known facility rules.
  - e) 2/3 vote by H&I committee.
- 5. Voting Eligibility in H&I Subcommittee**
- a) All members who have attended two of the last three meetings will be eligible to vote on anything put on the floor of the H&I committee.
  - b) The chairperson does not vote except in the case of a tie.
- 6. H&I Policy**
- a) Any policy affecting the H&I committee that is passed at the Area service committee supersedes anything in these guidelines. For any matters arising concerning the policy of this committee that is not included in these guidelines, we will refer to the WSC H&I HANDBOOK. In any case, no policy changes will be made without first being voted on at the committee level and passing with a 2/3 majority of the voting members present, and then being passed by a 2/3 majority at the Area service committee.
  - b) Procedure for amending these guidelines:
    - A motion for amendment is seconded and passed by a 2/3 majority at the H&I committee.
    - The amendment is then passed by a 2/3 majority at the Area service committee.
- 7. H&I General Information**
- a) Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
  - b) Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.
  - c) No Narcotics Anonymous meeting presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
  - d) Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.



#### Addendum D, Subcommittee Guidelines

- e) Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- f) Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
- g) Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.
- h) H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
- i) Printed instructions, which will include the preceding, and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.

**Group Supply Subcommittee Guidelines**

**1. Purpose of Group Supply**

The purpose of the Group Supply Subcommittee is to maintain a stock of NA books, pamphlets, and other NA-related materials (i.e. key tags and medallions) which can be purchased by groups at the monthly ASC meeting. The Group Supply Subcommittee also maintains a stock of literature for the H&I Subcommittee.

Requirements

- Suggested 1 year clean
- Suggested 1 year are level service
- Willingness and desire to serve

Duties:

- Bring literature to area service every month. If unable to attend make sure someone else can bring literature.
- Fill orders from members, GSRS, H&I, etc.
- Create and/or provide order forms
- Keep accurate record of purchases and orders
- Re-order./replenish whatever literature is used
- Provide a report to area each month

**Public Information Subcommittee Guidelines**

**1. Purpose of PI Subcommittee:**

The purpose of this subcommittee is to maintain lines of communication between the public and NA. It is important if not imperative to always remember that we are directly responsible to the members and groups within this area. When work is being done with the public, it always needs to be done in a timely and effective manner. All actions shall be carried out in accordance with the 12 Traditions of NA.

**2. Meetings and Membership:**

The P.I Subcommittee will meet once/twice monthly. Everyone is encouraged to attend the meeting. The chairperson is the only member not allowed to vote, unless a tie has occurred there must be a minimum of 2 voting members for voting to occur.

**3. Requirements and Duties for Officers:**

**a) Chairperson**

Requirements

- Suggested one year clean.
- Understanding of 12 Steps and 12 Traditions of NA.
- Willingness and desire to serve.
- Three months service experience.
- One year commitment.

Duties:

- Chairs and sets the agenda for each subcommittee meeting.
- Gives a monthly report to ASC and consults with ASC treasurer to ensure bills are paid.
- Coordinates communication with other area subcommittees.
- Is suggested that Chairperson attend at least every other RSC P.I. meeting.

**b) Vice-Chair**

- Works with the chair to understand the objectives of the subcommittee and assumes the responsibilities of the Chair in their absence.
- Suggested six months clean.

**c) Secretary**

- Takes minutes of subcommittee meeting and gives to members before next subcommittee meeting.
- Suggested three months clean.

**d) Phone Line**

- Provide meeting times and locations to interested phone callers.
- Report to proper subcommittees any community requests.
- Reminds volunteers of time slots.
- Report monthly to ASC with written report of activity.

**4. Responsibilities of the Subcommittee:**

- a) Respond to requests for information from the public.
- b) Assist H&I in making initial contacts when appropriate.
- c) Print and distribute 1000 updated meeting lists every 3 months, with meeting lists available at every Area.

#### Addendum D, Subcommittee Guidelines

- d) Keep NA members informed of P.I. contingency plan for media contacts.
  - e) Maintain communication with other subcommittees.
  - f) Establish and maintain contact with individuals and organization outside of the fellowship.
  - g) Develop a yearly agenda and budget to be presented to the ASC for approval every March.
  - h) Keeps contact list updated.
  - i) Keeps information on surrounding P.I. events.
  - j) Maintain Phone Line.
5. **Public Presentations:**
- a) Six months minimum clean time is required for a subcommittee member to attend a presentation as an observer.
  - b) One year minimum clean time and at least 6 months subcommittee attendance are required for a subcommittee member to attend a presentation as a speaker. Any member speaking at a presentation must have first attended at least one presentation as an observer.
  - c) Clean time and requirements must be strictly adhered to, and can only be waived if decided by the subcommittee and approved by the ASC.



## Addendum D, Subcommittee Guidelines

### Activities Subcommittee Guidelines

#### **1. Purpose of Activities Subcommittee:**

The purposes of this subcommittee are to plan, coordinate, and conduct functions within the Bayou Recovery Area which provide addicts with a positive, clean atmosphere of fun and fellowship, and to raise money in order to continue providing Bayou Recovery Area services. It is important if not imperative to always remember that we are directly responsible to the members and groups within this area. All actions shall be carried out in accordance with the 12 Traditions of NA.

#### **2. Responsibilities of the Subcommittee:**

- a) Plan and conduct functions which the Groups (through the ASC) have decided to have. This includes, but is not limited to setting a time and date, securing the location, making and distributing flyers, purchasing necessary supplies, cooking when necessary, setting up and cleaning the location, finding speakers, and ensuring that all runs smoothly during the function.
- b) Maintains communication with other subcommittees and assists them when appropriate (i.e. Learning Days, etc.).
- c) Holds Bayou Recovery's annual camp-out, Moonlight Madness, each October. When possible, it is scheduled to coincide with the full moon.

#### **3. Meetings and Membership**

The Activities Subcommittee will meet at least once a month. Everyone is encouraged to attend the meeting but can only be a voting member after attending two consecutive meetings. The chairperson is the only member not allowed to vote, unless a tie has occurred. There must be a minimum of 2 voting members for voting to occur.

#### **4. Motions:**

- a) A second is required on all motions.
- b) Motions pass by majority rule except for removal from office which requires a two-thirds majority vote, and motions by the subcommittee to amend these guidelines which not only require a 2/3 majority vote by the subcommittee, but must be brought before the ASC for vote.

#### **5. Requirements and Duties of Voting Participants:**

- a) Personal time and abilities to perform duties.
- b) Willingness and desire to serve.
- c) Three months clean time to vote. All voting members must attend two consecutive subcommittee meetings in order to vote at the third meeting.
- d) Voting rights must be reestablished after 2 consecutive un-excused absences.
- e) Practical experience of the 12 Steps and 12 Traditions.

#### **6. Requirements and Duties for Officers:**

##### **a) Chairperson**

Requirements:

- Minimum of one year clean time.
- Working knowledge of 12 Steps and 12 Traditions of Narcotics Anonymous.
- Desire to serve and willingness to do the job.
- Three months service experience.
- One year commitment (or until next ASC election)

## Addendum D, Subcommittee Guidelines

### Duties:

- Prepares the agenda and chairs the Activities Subcommittee meetings.
- Gives a monthly report to ASC.
- Coordinates communication among the various subcommittees and with the ASC Treasurer to ensure that obligations are met.
- Stores supplies for the Activities Subcommittee.
- Attends at least every other RSC Activities meeting.
- Registers with WSO at beginning of term.

### b) Vice-Chair

- Works with the chair to understand the objectives of the subcommittee.
- One year minimum clean time.
- Acts as chair when chair is not present.
- If position of chairperson becomes vacant, serves as interim chair until confirmed by ASC or another chair is elected.

### c) Secretary:

- Takes minutes of subcommittee meeting and gives to members before next subcommittee meeting.
- Six months minimum clean time.

## 7. Removal from Office:

With the exception of the Activities Subcommittee Chairperson, whose removal from office is the concern of the Area Administrative Committee and the Area Service Committee, any trusted servant serving in the Activities Subcommittee can be removed from office by failure to maintain clean time requirements, missing two consecutive subcommittee meetings, or by being voted out by a 2/3 majority vote of the subcommittee members.

## Addendum D, Subcommittee Guidelines

### Outreach Subcommittee Guidelines

#### 1. Purpose of Outreach Subcommittee:

To assist new and struggling meetings in the Bayou Recovery Area and loner groups in and around our area.

#### 2. Responsibilities:

- a) To make announcements and fliers to provide information about new meetings and meetings needing support to more established groups.
- b) To provide WSO approved literature to new meetings in need (starter kits).
- c) To contact isolated groups and meetings that are not represented at the ASC.
- d) To assist new groups in getting started.
- e) To attend suffering meetings.

#### 3. Subcommittee Membership:

The committee member is any recovering addict, with 24 hours clean, who expresses a desire to be part of the outreach subcommittee.

#### 4. Duties and Responsibilities of Officers:

##### a) Chairperson

- Compiles a pre-arranged agenda prior to each subcommittee meeting.
- Presides over all Outreach Subcommittee meetings.
- Maintains lines of communication between this subcommittee and the ASC.
- Coordinates and keeps records, files and archives of this subcommittee.
- Submits a written report to ASC monthly.
- Attends at least every other RSC.
- Acts as Treasurer of the committee's budget.
- Must contact the ASC Chairperson prior to an absence of an ASC meeting.
- Knows all ASC Policies and Guidelines concerning subcommittees and subcommittee chairpersons.

##### b) Vice-Chairperson

- Fulfills all the duties of the chairperson in their absence.
- Helps in taking up the slack of any positions that are vacant.

##### c) Secretary

- Takes the minutes at meetings and has them prepared and distributed at the next meeting.
- Read minutes of previous meetings.
- Keeps archives of the minutes and phone numbers of all committee members.

##### d) Policy Chair

- Serves a parliamentarian during the ASC meetings, ensuring that the meeting is conducted in accordance with Area policy.
- Reviews motions at the ASC.
- Maintains the Area Guidelines.
- Provides copies of the Area Guidelines to ASC participants.

## **Addendum D, Subcommittee Guidelines**

- Provides a monthly report to the ASC.
- Provides the ASC with a cumulative Sequential Motion Form on a quarterly basis.

### **5. Qualifications of Elected Officers**

#### **a) Chairperson**

- Willingness and desire to serve.
- One year commitment.
- Has served as Outreach Committee member or elected officer for at least 6 months prior to election.
- Have an active knowledge of the 12 Traditions of NA.
- Have an active knowledge of Outreach.
- Minimum 1 year clean time.
- Have the time to serve this position and means of travel.

#### **b) Vice-Chairperson**

- Willingness and desire to serve.
- One year commitment.
- Served as an Outreach Committee member or elected officer or has prior NA service experience of 6 months.
- Have a working knowledge of the 12 Traditions of NA.
- Minimum 1 year clean time.
- Have the time to serve this position and means of travel.

#### **c) Secretary**

- Willingness and desire to serve.
- One year commitment.
- Has access to a typewriter or has legible handwriting.
- Minimum 90 days clean time.
- Have the time to serve this position and means of travel.

#### **d) Policy Chair**

- One year clean.
- The willingness, desire and resources to do the job.
- Three months service experience.
- A thorough understanding of Robert's Rules of Order, BRASCNA Guidelines, and the 12 Traditions of Narcotics Anonymous.

### **6. Voting, Motions and Discussion**

- a) The Chairperson is elected at the ASC by the GSRs and not this subcommittee, but this subcommittee can nominate a new Chairperson through the Chairperson at the end of term through the Vice-Chairperson if the Chairperson was to resign or relapse.

#### **b) Voting:**

Anyone attending two consecutive meetings has the right to vote. The Chairperson is not allowed to vote and neither is the Vice-Chairperson while presiding as Chair. Anyone missing 2 consecutive



## Addendum D, Subcommittee Guidelines

un-excused meetings loses their voting rights and must attend 2 consecutive meetings to reestablish their voting rights. Voting quorum must be established at the beginning of each meeting. There must be at least 2 voting members to establish quorum. Chairperson can only vote in the case of a tie vote.

**c) Motions:**

Anyone attending the Area Outreach Subcommittee meeting has the right to make and second motions. Chairperson cannot make or second motions.

**d) Discussion:**

Anyone in attendance at the Area Outreach Subcommittee meeting may partake in discussion of motions including the Chairperson. It is the Chairperson's responsibility to ensure that order is maintained during the subcommittee meetings and will take the necessary steps to ensure that end.

### 7. Budget

- a) The Subcommittee has access to \$20.00 per month from Area for travel (gasoline) expenses.
- b) The Subcommittee has access to \$20.00 a month in literature from Area Group Supply for distribution to suffering groups.