

NORTHSIDE AREA
SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS

POLICY
(1-09)

ARTICLE I
INTRODUCTION

SECTION A: Name

The name of this body shall be the Northside Area Service Committee of Narcotics Anonymous, herein called the ASC or Committee, which consist of group service representatives and area elected servants.

SECTION B: Purpose

The purpose of the committee is to be supportive of its groups and their primary purpose by providing a forum for them within the area, to help them with their situations and needs and finally by encouraging the growth of the Fellowship

SECTION C: PARTICIPATION

This committee shall not host or endorse a function that is not of or by the area

SECTION D: AGENDA

This committee shall meet on the 1st Sunday of the month in active group rotation, and if for any reason we do not hold the ASC as scheduled, it will be the following Sunday at the same location. All ASC's shall be NON-SMOKING meetings

ARTICLE II
PARTICIPATION

SECTION A: Voting Participants

1. Consensus based decision making participants shall consist of the entire service committee.
2. Consensus based decision making participants as stated above, shall have the ability to make proposals and participate in it's decision making process
3. Any GSR who feels the need to take a proposal back to his/her group will be allowed to do so, and that proposal shall be tabled till the next ASC.

SECTION B: Non-voting Participants

Non participating attendees shall be all others in attendance

4. A QUORUM SHALL CONSIST OF A SIMPLE MAJORITY OF ACTIVE MEMBER GROUPS. Groups not represented at three (3) consecutive ASC's shall have their participation privileges suspended and be informed of their inactive status, in person, by the ASC Chairperson and/or ASC Vice-Chairperson. Suspended participation privileges may be regained in the same manner as that of a new group. (This is not meant as a punitive measure. By limiting participation privileges in this way, we hope to ensure that decisions made at ASC's will reflect a more informed group conscience.)

ARTICLE III
ELECTION OF ASC SERVANTS

SECTION A: Nominations

1. Any participant of the ASC may nominate a qualified individual for an ASC position.
2. Nominations/Elections for each position shall take place as the last order of New Business in the month of November, or as needed.
3. Any nominee for an ASC position will be present to qualify him or herself.
4. Participants should be given the opportunity to ask questions and/or voice their objections concerning any nominee

SECTION B: Assumption of Duties

1. Newly elected servants shall assume their duties immediately following the closing of the ASC meeting at which they are elected, for the exception of the secretary whom shall complete his/her duties upon mailing out the minutes of that ASC.
2. Upon election to an ASC position, officers must resign GSR or Alternate position, if currently held, prior to the next ASC meeting

SECTION C: Term of Office

1. Each ASC servants term of commitment shall be a period of one year.
2. No ASC servant may be elected to more than one (1) ASC position at a time.
3. Interim servants shall be elected as required. Their term of service shall be for the remainder of the predecessor's term and conclude at the annual elections. When an interim servant serves for a period of six (6) months or longer, then it is considered a full term.
4. No ASC servant shall serve more than two (2) consecutive terms in the same position

ARTICLE IV REMOVAL OF ASC SERVANTS

SECTION A: Dismissal

1. An ASC officer may be dismissed from their position for non-compliance, which includes, but is not limited to:
 - a) Loss of clean time
 - b) Non-fulfillment of the duties of their position
 - c) Absent from two (2) consecutive ASC meetings without prior notification to the ASC Chairperson, Vice-chair or Secretary
 - d) Misappropriation of NA funds. Misappropriation of NA funds is using NA money for any reason other than what the area deemed the money for. Note: An NA member, who has misappropriated NA funds, shall not be eligible to hold an ASC position until one (1) year after full financial amends have been made.

SECTION B: Resignations

1. An ASC servant may resign at any time, however, in order to maintain continuity of service and reasonable transition, it is suggested that the resignation be submitted in writing to the ASC at least one (1) ASC meeting in advance.
2. In the event the Vice-Chair of the ASC cannot assume the position then a member shall be appointed to fill the position until a permanent trusted servant is elected by the area as stated in Article IV. (This is done in accordance with the 12 Concepts of Service)

ARTICLE V REQUIREMENTS AND RESPONSIBILITIES OF COMMITTEE MEMBERS

SECTION A: Chairperson

1. Requirements
 - a) Minimum three (3) years clean time (NON-WAIVABLE)
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service
 - c) Working knowledge of Consensus based decision making
 - d) Area level service experience (GSR/GSRA shall be considered area level service)
 - e) Willingness to give time and resources necessary for the position
 - f) Capable of conducting a meeting with a firm yet understanding hand
 - g) All other duties as stated in the guide to local services
2. Responsibilities
 - a) Arranges an agenda for, and presides over, the monthly ASC meeting
 - b) Assists the Vice-Chair in the coordination and liaison work between subcommittees And

groups to assure cooperation of responsibilities

- c) To protect the assembly from obviously ridiculous proposals by refusing to recognize. Them in order to expedite business in every way compatible with the rights of Members and observers.
- d) To enforce the rules relating to Consensus based decision making, policy matters, or factual Information bearing on the business of the ASC
- e) To make a report of the year at the annual meeting in December.
- f) In the event that there is no vice-chair, assumes the duties of the vice-chair.
- g) To serve as one (1) of the signing officers of the ASC bank account

SECTION B: Vice-Chairperson

- 1. Requirements
 - a) Minimum two (2) years clean time (NON-WAIVABLE)
 - b) Working knowledge of the Twelve Traditions, Twelve Steps, and Twelve Concepts for NA Service
 - c) Willingness to give the time and resources necessary for the position
 - d) Working knowledge of Consensus based decision making
 - e) Area level service experience (GSR/GSRA shall be considered area level service)
 - f) All other duties as stated in the guide to local services
- 2. Responsibilities
 - a) Perform all the responsibilities of the Chairperson in his/her absence
 - b) Coordinate and act as a liaison between subcommittees and groups to assure cooperation of responsibilities
 - c) Act as Pro Tem Chair of subcommittees and/or Secretary
 - d) Submit a written report detailing the previous month's activities and accomplishments
 - e) To serve as one (1) of the signing servants on the ASC bank account
 - f) Facilitate a service workshop annually prior to elections/nomination in November.

SECTION C: Treasurer

- 1. Requirements
 - a) Minimum three (3) years clean time (NON-WAIVABLE)
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service
 - c) Willingness to give time and resources necessary for the position
 - d) Skills in bookkeeping and/or accounting
 - e) Steady financial income
 - f) All other duties as stated in the guide to local services
- 2. Responsibilities
 - a) Custodian of the ASC bank account
 - b) Keeps an accurate financial ledger
 - c) Makes sure all approved expenses are paid in a timely manner following the Guidelines outlined under "Financial Procedures" of this policy
 - d) Prepares a written financial report of contributions, expenditures, and account balances at each ASC
 - e) Deposits of ASC funds are to be made within two (2) banking days after receipt of funds
 - f) Makes a full financial annual report at the January ASC meeting to be audited by an Ad-hoc Subcommittee
 - g) Shall turn over the records to the successor and webservant in order to preserve continuity of financial history in the archives.
 - h) Issues receipts for all funds received
 - I) In the absence of the Chairperson, Vice-Chairperson, RCM 1, and RCM 2 shall preside over the ASC
 - j) In an effort to comply with Article 8 Section A #5, shall purchase checks with 2 lines for

signatures

k) Shall be the primary signer of the ASC bank account

SECTION D: Secretary

1. Requirements
 - a) Minimum one (1) year clean time (NON-WAIVABLE)
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service
 - c) Willingness to give time and resources necessary for the position
 - d) Skills necessary to produce accurate and legible minutes
 - e) All other duties as stated in the guide to local services
2. Responsibilities
 - a) Records minutes of each ASC meeting
 - b) Distributes copies of the minutes, postmarked or emailed, no later than ten (10) days following. Each ASC meeting to each GSR or GSRA, and Area Trusted Servants. These minutes should include a phone list of all ASC Trusted Servants, GSR's, and GSRA's.
 - c) Maintains a current mailing list of ASC Trusted Servants, GSR's, and GSRA's
 - d) Maintains the area archives on CD format
 - e) Regularly collects and distributes area mail
 - f) Maintains the area registration of groups and their status
 - g) Performs roll call for attendance
 - h) Maintains and updates the Area registration form with the WSO
 - i) In the absence of the Chairperson, Vice-Chairperson, RCM 1, RCM 2, and Treasurer shall preside over the ASC meeting.
 - j) Serves as one (1) of the signing servants of the ASC bank account

SECTION E: RCM1 & RCM2

1. Requirements
 - a) Minimum three (3) years clean time (NON-WAIVABLE)
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service
 - c) Area level service experience (GSR/GSRA is considered area level service)
 - d) Willingness to give time and resources necessary for the position
 - e) All other duties as stated in the guide to local services
2. Responsibilities
 - a) Represents and carries the Area's conscience at all the RSC meetings
 - b) Provides the Chairperson with the Regional issues that need Area input, support, and/or votes
 - c) Makes a report to the ASC meeting about the business of the RSC
 - d) Acts as a liaison to surrounding area service committees
 - e) In the absence of the Chairperson, Vice-Chairperson, RCM 1 will preside over the ASC meeting. In the absence of the RCM 1, the RCM 2 will preside
 - f) Serves as one (1) of the signing officers on the ASC bank account

SECTION F: Hospitals and Institutions Subcommittee Chair

1. Requirements
 - a) Minimum one (1) year clean time (NON-WAIVABLE)
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service
 - c) Willingness to give time and resources necessary for the position
 - d) Previous H&I involvement
 - e) At least 6 months experience of carrying the message into hospitals and institutions
 - f) All other duties as stated in the Guide to Local Services
2. Responsibilities
 - a) Shall attend and give a written report to all ASC and RSC meetings
 - b) Insures that the purpose of the sub-committee is carried out as expressed by the ASC and the H&I Sub-committee

SECTION G: Public Relations Chair

1. Requirements
 - a) Minimum one (1) year clean time (NON-WAIVABLE)
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service
 - c) Willingness to give time and resources necessary for the position
 - d) Previous PI involvement
 - e) All other duties as stated in the Guide to Local Services

2. Responsibilities
 - a) Shall attend and give a written report to all ASC and RSC meetings
 - b) Insures that the purpose of the sub-committee is carried out as expressed By the ASC and PI Sub-committee
 - c) Maintains NSA meeting schedule and provides revised schedules quarterly at each ASC Meeting prior to the RSC meeting. Work is in conjunction with HASCONA to maintain updated schedules

SECTION H: Activities Chair

1. Requirements
 - a) Minimum two (2) years clean time (NON-WAIVABLE)
 - b) Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service
 - c) Willingness to give time and resources necessary for the position
 - d) Steady financial income
 - e) All other duties as stated in the Guide to Local Services

2. Responsibilities
 - a) Shall attend and give a written report to all ASC meetings
 - b) Insures that the purpose of the sub-committee is carried out as expressed by the ASC and the Activities Sub-committee

Section I: Web Servant

1. Requirements
 - a) Minimum 1 year clean time (NON-WAIVABLE)
 - b) Knowledge of 12 Steps, 12 Traditions, and 12 Concepts of Service
 - c) Willingness to give time and resources necessary for the position
 - d) Basic computer skills
 - e) Possesses own computer and carries internet access throughout term of position
 - f) Knowledge of chapter 10 of the public relations handbook.

2. Responsibilities
 - a) Shall attend all ASC meetings and provide written report when necessary
 - b) Updates web pages with current information submitted monthly
 - c) Attaches all flyers submitted monthly
 - d) Keeps area meeting schedule updated quarterly on website.
 - e) Keep Treasurer's Archives.
 - f) Keep all domain and webspace charges current with web hosting services.

ARTICLE VI SUB-COMMITTEES

SECTION A: Standing Sub-Committees

1. General Guidelines
 - a) Chairpersons for these sub-committees are considered ASC officers and shall be elected in the manner prescribed under Article IV of this policy
 - b) Sub-committees shall elect their own officers excluding the chairperson

- c) All standing sub-committees shall follow the guidelines as stated in the Guide to Local Services, Twelve Traditions, Twelve Concepts for NA Service, and the best information available from the WSC in the form of WSC approved handbooks and guidelines.
- 2. Hospitals and Institutions
The purpose of this sub-committee is to act as a resource to groups and individual members in their efforts to carry the message into hospitals and institutions.
- 3. Public Relations
The purpose of this sub-committee is to inform the public that NA exists. It offers information about how and where to find us.
- 4. Activities
The primary purpose of this sub-committee is to bring us together to celebrate our recovery in functions and to promote unity. This sub-committee organizes and conducts 3 fundraising events to provide funds at the area, regional, and world levels. Events may also be held, as needed, to provide funds for special purposes when approved by the ASC.

SECTION B: Ad-Hoc Sub-Committees

- 1. Ad-hoc sub-committees shall be formed when deemed necessary by the ASC. These sub-committees are formed for special purposes and once their purpose is completed the sub-committee is dissolved. A written report must be presented to the body prior to dissolving of these particular sub-committees

ARTICLE VII
FINANCIAL PROCEDURES

SECTION A: General Guidelines

- 1. All revenues will be maintained in a general non-interest bearing bank account, with separate bookkeeping of individual sub-committee funds.
- 2. All non-recurring expenditures must be approved by the consensus of the ASC
- 3. No reimbursement for any expenditure shall be made without receipt or proof of payment. All expenditures shall be paid by check. Any trusted servant that has money given to them in advance, in their name, must present receipts at the following ASC or else they can no longer have funds given to them in advance. Unspent funds shall be returned to the ASC Treasurer
- 4. All checks should be signed by the treasurer and at least one (1) of the authorized co-signers as defined in Article VI of this policy
- 5. The assets of the ASC, upon dissolution, shall be dispensed to the next level of service
- 6. World and Region shall be paid on a quarterly basis, amount determined by consensus of trusted servants.

SECTION B: Audits and Reviews

- 1. An annual financial review shall be conducted by an ad-hoc sub-committee, made up of the Trusted Servants of the ASC and any other interested members of the area with the previous treasurer

SECTION C: Expenses and Reimbursements

- 1. Prudent Reserve
The account will be used to cover expenses for quarterly travel, bank service charges, schedules, copies, PO box fees, web hosting fees and any charges incurred to send out the minutes when there is no money in the general fund.
- 2. Travel Account
The account will be used to cover the quarterly travel expense, a maximum of \$80, for both RCM's, the H&I and PI chairs to attend the RSC or for the RCM to attend a surrounding ASC meeting as requested by the area

SECTION D: Account Guidelines

- 1. Prudent Reserve is to be maintained at \$600.00. This includes our travel account of \$320.00 per quarter.
- 2. Region and World shall be given te amount determined by consensus of the trusted servants

each quarter.

APPENDIX I
SUGGESTED ASC MEETING FORMAT

1. Meeting is called to order followed by the Serenity Prayer
2. Reading of the Twelve Traditions
3. Reading of the Twelve Concepts for Service
4. Chair reads the Purpose of an ASC followed by the Unity Statement
5. Reading of the Service Prayer
6. Roll call by the Secretary (quorum is announced)
7. New Groups are recognized
8. Secretary's report
9. Treasurer's report
10. RCM report
11. H&I report
12. P.I. report
13. Activities report
14. Literature report
15. Ad-Hoc report
16. Vice-Chair report
17. Break (Optional based on group conscience)
18. Seventh Tradition Basket
19. Group reports
20. Sharing Session
21. Unfinished business
22. New business
23. Elections (if necessary)
24. Select location and time of next ASC
25. Announcements
26. Thank hosting group and close the meeting.

APPENDIX II
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 that 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 non-professional, 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. NA 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 and external 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.

APPENDIX III TRADITION NINE

This Tradition states that we ought never be organized, but we may create service boards and committees. This seems to be at first glance almost a contradiction in terms, but somehow we must untangle this mess. We ought never be organized; however, disorganization is killing us. What can we do without violating this Tradition? The purpose of laying out these committees in an orderly form, showing what they do and how they relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method; a method by which services necessary to NA can be provided and performed with the very minimum of confusion. These area guidelines are in keeping with our Ninth Tradition.

APPENDIX IV TWELVE CONCEPTS FOR SERVICE

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 NA. 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 the 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 government.

APPENDIX V PURPOSE OF AN ASC

The purpose of an ASC is to be supportive of its groups and their primary purpose by providing a forum

for them within the area, to help them with their unique situations and needs, and finally by encouraging the growth of the fellowship.

APPENDIX VI UNITY STATEMENT

In keeping the Steps and Traditions of NA, we ask that you use the NA language in all that you say at this meeting. That is, we refer to our disease as simply "addiction". We identify as simply an "addict". We refer to our time in the program as "clean time" or "recovery". This is not done to be different, better than, or controversial. It is done because in our First Step we have shifted the focus off of the specific drug and onto the recovery process, leaving us with the single focus necessary for unity. Any labels, which imply specific drugs, or imply more than one disease, dilute that focus and some of the unity called for in our First Tradition is lost.

APPENDIX VII SERVICE PRAYER

"God, grant us the knowledge that we may work according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that no addict anywhere need die from the horrors of addiction."

Consensus

Consensus is a decision making process that works creatively to include all persons making the decisions. It is the most powerful decision process as all members agree to the final decision. This is truly radical democracy as all participants have a direct voice and veto power.

In short, consensus takes into account and validates each participant. Everyone gets the opportunity to voice their opinion, or block a proposal if they feel strongly enough about a decision.

Consensus Based Decision Making

1. Presentation
The proposal is presented as clearly as possible by its author
2. Clarifying Questions
Questions are asked by anyone about the proposal to make sure that everyone understands it before you discuss it. This is not a debate over the proposal, just clarification.
3. Discussion or Reservations
The proposal is discussed and debated. Possible amendments to the proposal are made at this time. The author always reserves the right to alter the proposal as he/she sees fit.
4. Take general feelings on proposal – Do we have a consensus?
 - A. Assent – I agree and/or go with it
 - B. Assent with Reservations – I don't like this but I trust the Group and the process. It does not block the passing of a proposal, but it is a public statement of why you dislike it. All strong concerns are recorded in the minutes of the meeting by the secretary.
 - C. Stand Aside – I don't agree. It does not block the passing of the proposal, but is a public statement of why you dislike it. All strong concerns are recorded in the minutes of the meeting by the secretary.
 - D. Block – blocks the proposal from passing. If you block it means that you cannot live with the proposal if it passes. It is so objective to you/those you represent that you will stop the proposal from passing. A block isn't an "I don't really like it" or an "I liked the other idea better", it is an "I cannot live with this proposal if it passes, I think that it violates traditions/spiritual principles, and here's why..." Tradition/Spiritual principle must be stated.

Does the Proposal Pass?

If the feelings of the group are generally positive and there are no major objections, then the proposal passes. If the general feelings are positive, but someone has blocked the proposal, the proposal doesn't pass. It may get sent to a reconciliation committee, or withdrawn and reworked on and re-presented at a later date. If the group feelings are generally negative, the proposal doesn't pass. If the group feelings are mixed, not generally positive or negative, discussion continues, or the proposal is tabled until the next meeting, or until more information is available. If discussion seems to be going on forever without the possibility of resolution, the group can:

1. decide to drop the proposal
2. move onto approval consensus of specific options within the proposal
3. send the proposal to a 'reconciliation committee' or perhaps the original author for rewriting to work out the objections