

Policy Guide



S.F.C.A.S.C.N.A.

Southern Fairfield County Area Service Committee of Narcotics Anonymous

Revised August 2019

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The Twelve Steps

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

The Twelve Traditions

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 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. 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.

The Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

*** This body shall be known as the Southern Fairfield County Area Service Committee of Narcotics Anonymous, hereinafter referred to as the SFCASC or ASC. ***

1. Objective

Policy has been established to guide SFCASC in conducting business and maintaining the committee's focus on NA's primary purpose. In keeping with the second tradition, "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," Policy is to be utilized to guide ASC's work in emphasizing the "intent" of established Policy rather than the "letter" of established Policy.

2. Purpose

The primary purpose of the SFCASC is to carry the message of Narcotics Anonymous to the addict who still suffers and to further the unity of the fellowship within our area and other groups by maintaining communications between the groups represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions.

To ensure that our primary purpose is carried out, the SFCASC shall have subcommittees directly responsible to those they serve.

Note: Dates in parentheses following a policy refer to the date the policy was recorded in the minutes.

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3. ASC Function

- 3.a. To hold regularly scheduled ASC meetings.
- 3.b. To establish and maintain accountability throughout the ASC, including general funds and subcommittees.
- 3.c. To maintain a prudent reserve, and to practice fund flow by forwarding all moneys, above prudent reserve, to the Connecticut Regional Service Committee (CTRSC).
- 3.d. To hold elections as needed for the Administrative Committee, Subcommittee Chairs, and the Resource Positions of the ASC.
- 3.e. To create Ad Hoc Committees to respond to needs as they arise; to serve as a platform for the initialization of work to be finalized at the ASC level.
- 3.f. To maintain a non-interest-bearing Area checking account.
- 3.g. To maintain an Area post office box.
- 3.h. To sponsor a service-related learning day each fiscal year. (05/05/97)
- 3.i. To encourage support and coordinate all ASC Subcommittees.

4. Functional Policies

4.a. General

- 4.a.i Day, Time, and Location for the ASC meeting is determined by the SFCASC body; GSRs, Administrative, Subcommittee and Resource Personnel.
- 4.a.ii The ASC will meet on the third (3rd) Wednesday of every month. (06-03-17) * The ASC meeting may be cancelled/postponed (to a later date in the month, if resources are available) due to inclement weather or other unforeseen events. (03-20-19)
- 4.a.iii The ASC will meet at:
 - Saugatuck Congregational Church, 245 Post Road East, Westport, CT.
 - 6:30pm to 9:00pm. (06-03-17)
- 4.a.iv The ASC meeting will be non-smoking.
- 4.a.v **For flyers to be distributed at the ASC, they must include the following information:**
 - (a) One of the NA's registered trademarks. Some of the NA Fellowship's registered trademarks are: the name "Narcotics Anonymous," the stylized NA initials, the diamond in a circle, and the original NA group logo, all shown below:

Narcotics Anonymous[®]



**please refer to the FIPT bulletin #1 (Revised) for guidelines regarding internal use of NA's trademarks - <http://www.na.org/?ID=legal-bulletins-fipt>

- (b) A distribution date printed on the flyer (for non-event flyers)
- (c) Two contact names and phone numbers
- (d) Date, Time and Location of the event (for event flyers)
- (e) Name of the hosting group, area (or subcommittee), or region (or subcommittee)

4.b. **Learning Days**

- 4.b.i March of each year, a Learning Day Ad-Hoc will be formed to plan an Area service-related learning day.
* for Subcommittees see policy - 6.c.vi

4.c. **Literature**

- 4.c.i Indigent groups can obtain from Area (at no cost):
(1) Up to twenty (20) CT Region NA Meeting Schedules
(2) Up to forty (40) NA Information Pamphlets
- 4.c.ii The Area will donate to new meetings one (1) starter kit, to include:
(1) One (1) NA Basic Text
(2) One (1) Group Booklet
(3) One (1) NA Treasurer's Handbook
(4) One (1) set of NA Group Readings
(5) Thirteen (13) CT Region NA Meeting Schedules
(6) Seventy-Five (75) assorted NA Information Pamphlets
- 4.c.iii Two (2) Starter Kits shall be available from ASC Literature Resource

* for Literature finances see policy - 4.d.iii (c)

* for Subcommittees see policy - 6.c.viii

4.d. **Financial**

4.d.i **Fiscal Year**

- (a) The fiscal year for the ASC is January 1st to December 31st. (02-01-97)

4.d.ii **Prudent Reserve**

- (a) The ASC will maintain a Prudent Reserve of \$1,500.00

4.d.iii **Checking Account**

- (a) The ASC Chair, Vice Chair, Secretary, Treasurer & Alt. Treasurer, will be the only signers on the SFCA checking account.
- (b) Two (2) signatures are required to validate checks.
- (c) The SFCA checking account will maintain, and record as a separate line item, a restricted fund for the express purpose of literature purchases and deposits from literature sales.

4.d.iv **Disbursements**

- (a) Subcommittees requesting ASC funding equaling more than 25% of the ASC Prudent Reserve must submit a Request of Disbursement form for ASC approval two (2) months in advance of the activity or event.
- (b) The Treasurer will reimburse Administrative, Subcommittee, Resource or Ad-hoc committee for budgeted expenses , providing a valid receipt is provided. (03-20-19)
- (c) The Treasurer will reimburse ASC trusted servants for copies at \$.11 per copy, up to \$25.00 without a store receipt providing:
 - (1) It is a reimbursable expense
 - (2) A legible, hand written receipt is submitted (05-02-15)

4.d.v **Rent**

- (a) Rent should be paid three (3) months in advance (07-07-07)

4.d.vi **Donations / Literature Purchases**

- (a) Area donations and/or Literature purchases in excess of \$25.00 must be made in the form of Check or Money order. (07-04-15)
- (b) Outside contributions/donations that can be, will be returned. Those that cannot will be anonymously forwarded to the NA World Service Office (WSO).

4.d.vii **Budgets**

- (a) Budgets for the upcoming fiscal year are to be submitted by October.
- (b) Proposed budgets will go out to the fellowship for thirty (30) days and will be up for funding consideration at the November ASC meeting.

4.d.viii **Serenity on the Sound**

- (a) The Activities Subcommittee shall be seeded \$600.00 for the advance preparations of the Serenity on the Sound Area picnic.

5. Rules of Order

5.a. General

- 5.a.i The ASC shall adopt, as relevant, those portions of the NA Guide to Local Services that apply to Area Service Committee. (03-20-19)
- 5.a.ii The ASC meeting is open to all members of Narcotics Anonymous.
- 5.a.iii The ASC uses Robert's Rules of Order for procedural rulings except where they may be conflicting with or contradictory to ASC policy, NA Guide to Local Services, the Twelve Traditions of NA, or the Twelve Concepts for NA Service.

5.b. Order of Business

Call to Order

Open with the Serenity Prayer

Reading of the Twelve Concepts for NA - Discussion

Recognition of New Groups, GSRs & Visitors

Roll Call

Open Forum

Approval of minutes from previous meeting - (additions and corrections are made)

Reports - Administrative Committee Reports - Subcommittee Reports - Resource Position Reports - Ad Hoc Committee Reports - SFCA BOD Seat - Group Reports

Break

Old Business

Elections

New Business

Adjournment

- 5.b.i All hands are to be raised in order to be recognized by the ASC Chair. When a person is done speaking, he/she will announce so by saying "I'm finished".
- 5.b.ii Discussion is open to all members of NA.
- 5.b.iii Comments are limited to the point being discussed.
- 5.b.iv Persons placing items on the ASC Agenda sheet must be in attendance when item is called for discussion by the Chair. If that person is not in attendance, the item is removed from the Agenda (without discussion). The item/s can be placed again on the following month's ASC Agenda sheet.
- 5.b.v All persons in attendance at the ASC meeting must clap for all group reports.

5.c. **Motions**

5.c.i **The Making of Motions**

- (a) The only persons allowed to make or second a motion are GSRs, or their alternate in their absence.
- (b) Subcommittee Chairs can make motions pertaining only to their committee.
- (c) Motions need to be seconded before any discussion takes place; no vote needed.
- (d) All main motions must be submitted to the ASC Chair, in writing (on adopted motion sheets), at least one (1) hour prior to the close of the ASC meeting.
- (e) Motion to table - needs a second, plus a vote. If tabled, the motion will be placed on the following month's ASC meeting agenda.

5.c.ii **Voting on Motions**

- (a) The only persons allowed to vote on motions are GSRs, or their alternate in their absence.
- (b) In case of a tie, a second discussion, two pros and two cons, will be taken. If a tie ensues again, the Chair may then break the tie.
- (c) No NA member with the authority to vote at the ASC meeting, be allowed to vote, or make motions, at any ASC meetings while on Drug Replacement Therapy as outlined in World Service Board (WSB) bulletin #29.
- (d) **Quorum**
 - 1. Should be established at the start of the ASC meeting and shall remain until adjournment
 - 2. Is defined as 2/3 of the average attendance of voting member over the last six (6) months
- (e) In order to *Set Policy*, there should be one (1) more than ½ of the voting members, in a simple majority vote.
- (f) In order to *Change Policy*, there should be a 2/3 vote.

5.c.iii **Handling of Motions**

- (a) A motion to *Set or Change* ASC Policy will be tabled to the Groups for thirty (30) days.
- (b) If a motion falls under the responsibility of an existing subcommittee or resource position, the motion will be referred to that subcommittee or resource position.
- (c) Motions previously decided (voted on), cannot be brought back to the table for discussion or reconsideration for ninety (90) days. (06-01-13)

6. Trusted Servants

6.a. General

6.a.i The Administrative Committee shall consist of:

- (a) Chairperson
- (b) Vice Chair
- (c) Secretary
- (d) Treasurer
- (e) Alternate Treasurer
- (f) Regional Committee Member (RCM)
- (g) Alternate RCM

6.a.ii Subcommittee Chairs are:

- (a) Hospitals & Institution (H&I) Chair
- (b) Public Relations (PR) Chair
- (c) Activities Chair

6.a.iii Resource Positions are:

- (a) Literature
- (b) GSR Liaison
- (c) Web Servant
- (d) Policy Coordinator

- 6.a.iv All Trusted Servants of the ASC are required to be present throughout the ASC meeting. (03-20-19)
- 6.a.v All ASC Trusted Servant positions are elected by GSRs only; and only at the ASC meeting. (03-20-19)
- 6.a.vi When an ASC position becomes vacant or “Open”, the ASC position goes out to the fellowship for thirty (30) days. (03-20-19)
- 6.a.vii Administrative Committee members may not serve as GSR during their term of office. (08-21-19)
- 6.a.viii All ASC positions term of office will run from January 1st thru December 31st.
- 6.a.ix Elections for all Administrative Committee members and Subcommittee Chairs will take place at the December ASC meeting.
- 6.a.x All ASC Trusted Servants use the CTNA.org email address associated to their elected ASC position. (03-20-19)

6.a.xi Resignation or Removal of ASC Trusted Servants:

- (a) In writing prior to the next ASC meeting
- (b) Verbally at the ASC meeting
- (c) Relapse during term of office
- (d) Absence from two (2) or more consecutive ASC meetings without prior notification
- (e) Misconduct, misappropriation of funds, or failure to perform the duties and responsibilities of the held position

6.b. Administrative Committee

Administrative Officers (6.b.i)

Chairperson, a vice chairperson, treasurer and alternate treasurer, a secretary, and regional committee members (RCM). These individuals are responsible for administering the general affairs of the entire area committee.

- **Chairperson (6.b.ii)**

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and other various administrative duties

- **Vice chairperson (6.b.iii)**

The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems and attends subcommittee meetings.

If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs to prepare their annual reports and budget proposals.

The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.

- **Secretary (6.b.iv)**

Their responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

- **Treasurer (6.b.v)**

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings.

- **Treasurer (Alternate) (6.b.vi)**

The treasurer (alt.) receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings.

- **Regional committee member (RCM) (6.b.vii)**

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

- **Regional committee member Alternate (RCM Alt.) (6.b.viii)**

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

- 6.b.i **For all Administrative Officers:**
- (a) Clean time requirement is two (2) years (04-05-08)
 - (b) Length of commitment is one (1) year
 - (c) Willingness and desire to serve
 - (d) Working knowledge of the Twelve Steps and Twelve Traditions of NA
 - (e) Makes and distributes a monthly report pertaining to the position
- 6.b.ii **Chairperson**
- (a) Responsible for conducting the ASC meeting following the adopted ASC meeting format.
 - (b) Willingness to facilitate the ASC meeting without interjecting or being influenced by personal opinion.
- 6.b.iii **Vice Chair**
- (a) Coordinates with each subcommittee chairperson to stay informed of their projects and problems.
 - (b) Attends subcommittee meetings.
 - (c) Assists the ASC Chair in conducting ASC meeting.
 - (d) In the absence of the ASC Chair, the Vice Chair will serve as ASC Chair
- 6.b.iv **Secretary**
- (a) Takes clear and accurate minutes of the ASC meeting (*see Addendum 1)
 - (b) Maintains the ASC Attendance/Contact information
 - (c) Distributes the minutes from the prior month's ASC meeting at the beginning of current months ASC meeting
- 6.b.v **Treasurer**
- (a) Ability to handle personal finances
 - (b) Ability to handle the fiduciary responsibilities of the position
 - (1) Collect and record all monthly Group Donations
 - (2) Pays the rent for the ASC meeting facility
 - (3) Maintains the SFCASC checking account (see also ASC Policy 4.d – Financial)
 - (c) Keeps clear and accurate record of all ASC financial transactions
 - (d) Supplies the approved Area budget template to all Administrative and Subcommittee Chairs at the September ASC meeting.
- 6.b.vi **Alternate Treasurer**
- (a) Meets the same requirements as Treasurer
 - (b) Assumes the Treasurer position following the current Treasurer's term of office.
- 6.b.vii **Regional Committee Member (RCM)**
- (a) Attends all CT Regional Service Committee meetings
 - (b) Makes and distributes monthly reports on relevant and important issues being discussed at the CTRSC meeting; including:
 - (1) Regional motions (including Maker and Intent)
 - (2) Activities in neighboring Areas (NA Activity Flyers)
 - (3) Functions being sponsored by the CTRSC
- 6.b.viii **Alternate RCM**
- (a) Meets the same requirements as RCM
 - (b) In the absence of the RCM, the RCM (Alt.) will serve as RCM.

6.c. Subcommittees

Subcommittee Officers (6.c.i)

Subcommittee Officers are responsible for administering the general affairs of the subcommittee they were elected to serve.

- **Hospitals & Institutions Chairperson (6.c.ii)**

The H&I chairperson is responsible for conducting the subcommittee meetings also reports to and is accountable in all matters concerning H&I-oriented services within the area to the ASC.

- **Public Relations Chairperson (6.c.iii)**

The Public Relations chairperson is responsible for conducting the subcommittee meetings, reports to and is accountable in all matters concerning Public Relation services within the area to the ASC.

- **Activities Chairperson (6.c.iii)**

The Activities chairperson is responsible for conducting the subcommittee meetings, reports to and is accountable in all matters concerning Activities within the area to the ASC

6.c.i **For all Subcommittee Officers**

- (a) Willingness and desire to serve
- (b) Working knowledge of the Twelve Steps, Traditions and Concepts of NA
- (c) Actively involved in NA service for one (1) year
- (d) Attends the monthly ASC meetings
- (e) Makes and distributes a monthly report to the ASC.
- (f) Facilitates monthly Subcommittee meeting
- (g) May also hold a GSR position/privileges at the ASC meeting. (08-21-19)

6.c.ii **Hospitals & Institutions (H&I)**

* See Hospitals & Institutions Policy page 13

6.c.iii **Public Relations (PR)**

* See Public Relations Policy page 17

6.c.iv **Activities**

* See Activities Policy page 20

6.c.v All standing Subcommittees and Ad-Hoc committees include with their Area report, a detailed financial statement of expenses and income. (10-05-99)

6.c.vi All Subcommittees will hold at least one (1) Learning Day per year to promote how they function and serve within the fellowship.

6.c.vii All Subcommittee and Ad-Hoc meetings of the SFCASC must be held in public meeting rooms.

6.c.viii Literature for all Subcommittees is purchased through the ASC Literature Resource

6.d. Resource Positions

6.d.i **For all Resource Positions:**

- (a) Willingness and desire to serve
- (b) Working knowledge of the Twelve Steps and Twelve Traditions of NA
- (c) Attends all ASC meetings
- (d) Makes and distributes a monthly report to the ASC.
- (e) May also hold a GSR position/privileges at the ASC meeting. (08-21-19)

6.d.ii **Literature**

- (a) Two (2) year clean time
- (b) Length of commitment is one (1) year
- (c) Maintains an inventory based on the needs of the area groups.
- (d) Tracks inventory and provides a written inventory as part of the ASC quarterly audits.

6.d.iii **GSR Liaison**

- (a) Two (2) year clean time
- (b) Length of commitment is one (1) year
- (c) Served as GSR for one (1) year
- (d) Makes and debates motions on the ASC floor
- (e) Ensures new GSRs receive a GSR Orientation Packet
- (f) Formally orientates new GSRs to the GSR position
- (g) Attends NA group meetings within SFCA that lack representation at the ASC
- (h) Contacts the groups that have not been attendance for two (2) consecutive ASC meetings.

6.d.iv **Web Servant**

- (a) One (1) year clean time
- (b) Length of commitment is one (1) year
- (c) Suggested six (6) month prior experience at the ASC
- (d) Basic knowledge of computer file types, emailing and emailing file attachments.
- (e) Attends one (1) Regional Service Committee (RSC) meeting to meet with the Regional Web Servant.
- (f) Sends Area Information, ASC Reports, ASC meeting minutes, monthly to the Regional Web Servant for posting on the SFCA web page.

6.d.v **Policy Coordinator**

- (a) Two (2) year clean time
- (b) Length of commitment is one (1) year
- (c) Ensures all policies set forth by the SFCASC body are upheld.
- (d) Proposes and Submits ASC Policy additions, omissions, and amendments to the ASC. (03-20-19)
- (e) Updates the SFCASC Policy Guide ONLY when the voting members (GSRs) have voted* to add, omit, or amend SFCASC Policy.

** see policy – 5.c.ii (d) & 5.c.ii (e)

Hospitals & Institutions Policy

1. Follow guidelines set by regional Hospitals and Institutions committee.
2. The voting policy is that all persons who attend area H&I meeting are allowed to vote.
3. Executive Committee Positions/Requirements

A. Chair

I. Requirements

- Minimum of 2 years clean
- Suggested 1 year prior experience on an H&I panel
- 1 year commitment
- Working knowledge of the 12 steps and 12 traditions
- Follow ASC policy for subcommittee chairs

II. Responsibilities

- Coordinates all NA activities related to Area H&I
- Must attend all regular, special, and general subcommittee meetings
- Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I. This will be done with direct cooperation of the Public Relations subcommittee
- Is responsible for interchanges of correspondence at the public level, as well as all correspondence within NA H&I, which involves all policy matters
- Makes regular reports to the H&I subcommittee on the status of all current and completed projects
- May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants
- Shall represent Narcotics Anonymous H&I at the regular meeting of the ASC
- Shall attend the Regional H&I subcommittee meetings
- Shall act as literature coordinator for the H&I committee

B. Vice Chair

I. Requirements

- 1 year clean
- Suggested 1 year experience on an H&I panel
- 1 year commitment
- Working knowledge of the 12 steps and 12 traditions.

II. Responsibilities and Duties

- In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- Works closely with the chairperson.
- May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panels.
- Attends the regular meetings of the H&I committee.
- Works with the panel leaders to assure that volunteers are placed as panel members

C. Secretary

I. Requirements

- 1 year clean
- 1 year commitment

II. Responsibilities and Duties

- Keeps a complete record in the form of minutes of every regular, special and general subcommittee meeting.
- Keeps a complete and updated panel member list with the names, recovery dates and telephone numbers of all current H&I members, which is updated monthly.
- Shall keep a continuing roster of monthly attendance at the business meetings.
- Sends notices or makes telephone calls for special meetings.
- Maintains all necessary stationary supplies and prepares correspondence as needed.
- Keeps a file of all such correspondence.
- Shall attend the regular meetings of the H&I subcommittee.

III. Reasons for removal from Executive Committee

- Relapse.
- Failure to perform responsibilities and duties as outlined in the H&I handbook and ASC policy.
- Failure to attend 2 consecutive subcommittee meetings or 3 meetings total during course of service.
- Failure to maintain ongoing recovery in NA.

D. Position of Panel Coordinator

I. Requirements

- 1 year clean time
- 1 year commitment
- Working knowledge of the 12 steps and 12 traditions
- Must attend area H&I committee meetings, and report on panel activity
- Suggested 6 months previous panel experience
- Contact panel members every 6 months to ensure the continuity of the panel

II. Responsibilities

- Maintain direct link between institution and area H&I committee
- Keep check on meeting and panel to insure:
 - Meeting is being held
 - Panel members and speakers are spreading a message of recovery through NA
 - Pick up and distribute literature from area H&I committee to institution
 - Relay any problems to area H&I committee

III. Reasons for removal from Panel Coordinator position

- Relapse
- Failure to perform responsibilities and duties as outlined in the H&I handbook
- Failure to attend 2 consecutive subcommittee meetings or 3 meetings total during course of service
- Failure to maintain ongoing recovery in NA

E. Position of Panel Member

I. Requirements

- 6 months clean time
- 9 months clean time to chair a meeting/presentation
- Initially must orientate at the committee business meeting to discuss orientation packet. Then attend 3 meetings/presentations with 2 different experienced panel members and it is suggested that you chair the last orientation meeting. Then will be placed on a panel where needed. It is recommended that that you orientate at the facility you plan to serve at. *Speaking at a facility is **not** considered one of the orientations.
- One (1) year commitment
- Working knowledge of the 12 steps and 12 traditions
- Willingness to share experience, strength and hope
- The ability to chair an H&I meeting/presentation on a regular basis as determined by the entire panel
- Maintain monthly contact with panel coordinator to give report on the status of presentation.

II. Responsibilities

- Work with panel leader and other panel members as to format
- Must attend meeting/presentation on a regular basis as determined by the entire panel
- Ensure that meeting/presentation is being run as an NA meeting
- Get speakers who share a message of recovery through NA, with a minimum of 6 months clean
- Ensure that the meeting/presentation is taking place
- If unable to attend, work with other panel members, panel leaders, and the rest of the H&I committee to ensure the meeting takes place

III. Re-involvement

- When a panel member's year commitment is completed, they need to come to H&I subcommittee meeting only, to re-orientate before being reassigned to another panel or to be able to continue on the present one
- Inactive members must come back to Area H&I committee meeting to re-quality, and re-orientate at committee meeting only to get reassigned
- Any member coming back after a relapse must re-do entire orientation process.

IV. Reasons for removal from panel

- Relapse
- Failure to carry a message of NA recovery.
- Failure to meet commitment.
- Failure to maintain ongoing recovery in NA.
- Failure to inform panel coordinator in the event that they cannot meet their commitment
- Missing 2 consecutive meetings/presentations without getting an authorized replacement or informing the panel coordinator.
- Calling facility when not authorized.
- Lack of participation.
- When a rule is broken by a panel member, the panel coordinator and/or executive subcommittee member will discuss said violation with that said member.
- If the same violation is repeated by same said member, the issue will be brought to the executive subcommittee meeting to discuss what action will be taken.
- However certain violations are not up for discussion; ex. Relapse, disruptive behavior, etc.

- Any circumstances regarding any members legal issues will be dealt with on a case by case basis depending on the situation before action will be taken, if any.
- No H&I panel coordinator will purchase literature other than what is received at the committee meeting.
- Other than speakers, all persons interested in attending an H&I presentation must have attended the area H&I orientation.
- All area H&I meetings/presentations are considered "*closed*," that is, open only to panel members, speakers and addicts within the institution.
- H&I committee members, or people who have attended the area H&I orientation, may attend meetings/presentations only with the approval of the panel coordinator.
- A new H&I meeting/presentation will not be started until all present panels are full and there is enough support to start the meeting/presentation.
- A list will be maintained, by the H&I secretary, of institutions wishing/requesting H&I support, that list will be prioritized according to need.

V. Meeting Procedures:

- Panel members coming back to re-qualify or to be re-assigned will be assigned to panel as first order of business following the readings.
- There will also be time allotted within the meeting to update panel list.
- It is the hope of this committee that no H&I meeting/presentation will ever have to be shut down; our priority is to the addicts in the hospitals and institutions who have no access to outside meetings.

Public Relations Policy

A. Primary Purpose

- I. To serve as a link between NA and the Public
- II. To inform the public with special emphasis on the addict who still suffers about the existence, location, and purpose of NA
- III. It is the PR Subcommittee's responsibility to establish contact with all organizations, agencies, educational institutions, business groups, or individuals, who through their contact with active drug users and the general public, and create an awareness of the NA program
- IV. The task is accomplished through the following services: mailing bulletins, public service announcements (PSA's), presentations, and the media
- V. The PR Subcommittee will also make every effort to work with all other subcommittees of SFCA whenever the need arises
- VI. The PR Subcommittee acts under the direction of SFCANA, the guidelines of NA's Twelve Traditions, and Twelve Concepts of service.

B. Objectives

- I. Maintain the SFCA phone line.
 - To give meeting times and places with brief descriptions.
 - To have one on one conversations with a suffering addict via the phone.
 - To set up Twelve Step calls with suffering addicts.
 - To make referrals without endorsement (i.e.: community services, 211, 911, and other helplines).
- II. Any concerned member of NA may serve on this subcommittee.
- III. Every member present at the subcommittee meeting has an equal right to input of information. on decisions made by the subcommittee.
 - To vote, a member must attend two consecutive meetings.
 - That a member shall have a vote at his/her second meeting.
 - A member loses their vote if they miss two consecutive meetings.
- IV. New member orientation will be held immediately following the regularly scheduled PR Subcommittee meeting, if necessary.

C. Trusted Servant Qualifications and Duties

- I. Chairperson
 - Two years continuous abstinence from mind and mood-altering substances.
 - Willingness and desire to serve.
 - One (1) year experience with Public Relations.
 - A good working knowledge of the NA 12 Steps, 12 Traditions, and 12 Concepts of Service.
 - The ability to organize.
 - The ability to communicate.
 - It is recommended that no servant serve more than two (2) years.
 - Is responsible for attending the SFCASC meeting and provide a written report to that body.
 - Is responsible for holding a regular monthly subcommittee meeting.
 - Acts as coordinator of all PR projects.
 - Votes in case of a tie.

II. Vice Chair

- One (1) year continuous abstinence from all mind and mood-altering substances.
- Willingness and desire to serve.
- Active for at least one (1) year in the NA service structure.
- A good working knowledge of the NA 12 Steps, 12 Traditions, and 12 Concepts of Service.
- The ability to organize.
- The ability to communicate.
- It is recommended that no servant serve more than two (2) years.
- Is responsible for attending Regional PR meetings in the Chairperson's absence.
- Acts as chairperson in the absence or vacancy of the Chairperson.

III. Secretary

- Six months continuous abstinence from mind and mood-altering substances.
- Willingness and desire to serve.
- A good working knowledge of the NA 12 Steps, 12 Traditions, and 12 Concepts of Service.
- The ability to organize.
- The ability to communicate.
- It is recommended that no servant serve more than two years.
- Record subcommittee meeting minutes, prepare them, and make them available to the Chairperson prior to the SFCASC monthly meeting.

IV. PR Orientation Coordinator

- Six months continuous abstinence from mind and mood-altering substances.
- Willingness and desire to serve.
- A good working knowledge of the NA 12 Steps, 12 Traditions, and 12 Concepts of Service.
- The ability to organize.
- The ability to communicate.
- It is recommended that no servant serve more than two years.
- Be available at Subcommittee meetings to orient new PR volunteers

V. Meeting Format:

- Open meeting with a moment of silence followed by the Serenity Prayer
- Read the Twelve Traditions and Twelve Concepts of NA
- Read excerpt from PR manual
- Identify any newcomer(s) that may need to qualify to be oriented
- Elections
- Chairperson/Vice Chair reports, including a review of the Regional PR meeting
- Secretary report - read previous month's minutes
- Old business
- New business
- Schedule next meeting
- Close meeting with a moment of silence and the Unity version of the Serenity Prayer.

VI. Accountability:

- A simple majority is required to elect trusted servants
- A trusted servant may be removed from their position for one or more of the following reasons:
 - (1) Loss of clean time.
 - (2) Non-fulfillment of duties.
 - (3) Non-attendance without prior notification at two meetings.
 - (4) No member shall hold more than one trusted servant position at one time within this subcommittee.

VII. Funds

- A yearly itemized budget is prepared and approved first by this subcommittee, then:
- Submitted yearly at the October SFCASC meeting to be sent out to the fellowship for final approval.

VIII. Spiritual Guidance

- This subcommittee shall not make any motion nor take any action that conflicts with the Spiritual Principles of the Twelve Steps, Twelve Traditions, or Twelve Concepts of NA service.

IX. Revision and Amendment to this Policy

- Any voting member may propose a revision and/or amendment to this Policy at a regular meeting of the SFCA Subcommittee.
- The proposal must be seconded.
- A simple majority of voting members present is necessary to draft the proposed revision or amendment to this Policy.
- The draft must then go to the next SFCASC meeting for distribution to the fellowship for review and approval in accordance with SFCASC Policy.
- The draft must then go to the next SFCASC meeting for distribution to the fellowship for review and approval in accordance with SFCASC Policy.

Activities Policy

Requirements and Responsibilities of the Southern Fairfield County Area Activities Committee Administrative Officers

A. Chair

I. Requirements

- Minimum three (3) years clean
- One (1) year commitment
- Working knowledge of the 12 Steps and 12 Traditions
- One (1) year serving on the Activities Subcommittee or one (1) year serving at the Area Service Committee
- Willingness to give time and resources necessary.

II. Responsibilities and duties

- Presides at all regular, special, and general subcommittee meetings
- Coordinates all activities related to the activities Subcommittee.
- Shall act as the single point of accountability for all subcommittee finances.

B. Vice Chair

I. Requirements

- Minimum two (2) years clean
- One (1) year commitment
- Working knowledge of the 12 steps and 12 traditions
- One (1) year serving on the Activities Subcommittee or one (1) year serving at ASC
- Willingness to give time and resources necessary.

II. Responsibilities and duties

- Acts as chairperson in the absence or vacancy of the chairperson (until the ASC has elected
- The vice chair shall act as the subcommittee secretary in the absence of the secretary.

C. Secretary

I. Requirements

- Minimum six (6) months clean
- One (1) year commitment

II. Responsibilities and duties

- To take minutes of subcommittee meetings and provide copies.
- To maintain a record of all minutes, correspondence, and related materials concerning Activities subcommittee work.

ADDENDUM: I

ASC Meeting Minutes

- (1) Verbatim (word for word) recording of minutes are not necessary. Minutes should be objective, including concrete points and facts not personal opinion.
- 2) Format for ASC minutes should follow ASC Order of Business (see policy 5.b.i) (03-20-19)
- 3) The monthly ASC meeting Attendance/Contact info be included as an addenda.
- 4) All Trusted Servant reports (Administrative, Subcommittee, Resource, and Ad-hoc committees) be included in the minutes - either entered into the body of the text or as an addenda.
- 5) Motions are listed in the following form.

Motion #1 (9/20/2014):

Intent:

Maker: 2nd by:

Passed/Failed 6.2.1 (Passed 6 for ,2 against, 1 abstaining)

Tabled (reason - i.e. – Back to Groups for 30 days)

* “Motion #1 (9/20/2014)” will always be “Motion #1 (9/20/2014)” in future minutes if not disposed of during the session in which it was introduced.

* Designation of whether the motion passed, failed, or tabled and the actual count of votes is required for each motion.

- 6) ASC Minutes are to be made available to the Area fellowship within 7 to 10 days following an ASC meeting.

--- ROBERT'S RULES OF ORDER ---

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *Main Motions and Parliamentary Motions*

MAIN MOTIONS - A motion is a statement of an idea a committee member wants the committee to put into practice.

After being recognized by the Chairperson, the member says, "I move that such and such by (this committee, one of its subcommittees or a particular group or individual) under these terms." The person making the motion speaks briefly as to the intent of the motion. Because *the secretary must record all motions, the motions must be submitted at this time in writing*.

Every motion requires a second. The Chairperson will ask if there is a second. He person seconding simply raises his/her hand and when recognized by the chair says, "I second that motion". If nobody seconds the motion the chairperson will state, the motion dies for lack of second. This means the idea will not be discussed any further because there is not enough interest in it. The committee the moves on to other business.

Once a motion was made, the chair may rule it *out of order*. A motion may be ruled out of order for any number of reasons: the motion goes against the committees standing policy, clearly contradicts one of the *Twelve Concepts for NA service or the Twelve Traditions* or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions that are out of order at any given time. Any member of the committee who wishes to challenge the ruling made by the chair may appeal that ruling as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS - Parliamentary motions can be best understood as "sub-motions" that are made during the debate on a Main Motion, which affects in some way the Main Motion. There are many more of these than space and practicality permit us to include here, but a few that seem to be practical are discussed here.

DEBATE LIMITS

Debate is a formal exchange of views on an idea. Debate is usually limited to two cons and two pros. Speakers are usually limited to two to three minutes in which to speak their minds.

MOTION TO AMEND

*** SIMPLE MAJORITY REQUIRED**

*** IS DEBATEABLE**

This is perhaps the most commonly used parliamentary motion. During debate on a motion. If a member feels the motion would benefit from a change in its language, she/he can say "I move to amend the motion"and suggest specific languages changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended if the amendment carried). When the debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business.

OFFERING A SUBSTITUTE MOTION

*** SIMPLE MAJORITY REQUIRED**

*** IS DEBATABLE**

A substitute motion is almost the same as an amendment to the main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

MOTION TO TABLE

*** SIMPLE MAJORITY REQUIRED**

*** IS NOT DEBATABLE**

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying “I move we table this motion until such –and- such a date/meeting.” This motion is not debatable; if it is made and seconded it is voted on immediately. If it fails, debate continues on the motion itself. If it passes the committee moves onto its next item of business. The tabled motion will be included in the committee agenda on the date or time specified.

MOTION TO REFER

*** SIMPLE MAJORITY REQUIRED**

*** IS NOT DEBATABLE**

Sometimes the committee does not have enough information to make a decision on motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or it can be sent to a special *ad-hoc committee*. This can be done by a member saying, “I move to refer the motion to such-and-such committee.” If the motion to refer passes, the body moves on to the next item of business. The subcommittee will report back on what it has come up with at the next meeting if the full committee.

MOTION TO RECONSIDER OR RESCIND

*** TWO- THIRDS MAJORITY REQUIRED**

*** IS DEBATABLE**

Sometimes a member feels that a motion the committee has passed will prove harmful. He/she can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions of motions to reconsider or rescind. The motion or motions must have passed in either the last months or the current meeting. The member making the motion must have information on the issue that was not available in the original debate on the motion. The member must have been on the winning side in the original vote. These limits are placed to protect the committee from having to reconsider again and again the motion it passes. While allowing it to examine potentially harmful situations it has created inadvertently.

MOTION TO CALL THE PREVIOUS QUESTION

*** TWO THIRDS MAJORITY REQUIRED**

*** IS NOT DEBATABLE**

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “I call for the question” or “I move the previous question”. It is another way of saying “I move that debate stops right now and that we vote immediately”. This is one of many that can be used to prevent lengthy debate once an issue is clearly understood. This motion is in order after any speaker has finished. You need not be called on. The chair must recognize you when you make this motion and a vote must be taken with no debate. If 2/3 of the body feels that no more debate is necessary, then it is time to vote and move on. One-point worth making about this motion is that you must not squelch debate before an issue has been thoroughly aired. Be sure to vote no to this motion if you are still confused about an issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this notion makes it unnecessary for the chair to be heavy handed in stopping questions, because he/she knows it will stop it soon enough.

MOTION TO ADJOURN

*** TWO THIRDS MAJORITY REQUIRED**

*** IS NOT DEBATABLE**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

ORDERS OF THE DAY

If a committee member feels that the meeting has gone too far astray from the original agenda, he/she can help things back on track. He/she say, "I call for the order of the day." This means "I move that the chair brings us back on track and conducts the meeting according to procedure, adhering to the agenda." This does not require a second and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

POINT OF ORDER

If a committee member feels that something that is happening is in violation of the rules of order, and if the chair does not appear likely to do anything about it, the member can raise a point of order. He/she need not raise his/ hand, but simply says out loud "Point of order". Then chair then says, "what is your point of order?" The member then states how she/he feels that the rules of order are being violated. If the chair agrees with his/her judgment, he/she says, "Your point is well taken, and the situation is cleared up. I he/she does not agree; He/she says, "Overruled" This decision, as all other can be appealed.

POINT OF APPEAL

Anytime the chair makes a decision that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair". The chair then says, "On what grounds?" The member states her/his reasons. The chair then speaks briefly to the intent of his/her ruling. A vote is taken requiring a two-thirds majority to overrule the decision of the chair.

PARLIAMENTARY INQUIRY

If a committee member wants to do something but doesn't know how it fits with the rules of order, all he/she has to do is ask. Without raising his/her hand, he/she simply says out loud "Point of parliamentary inquiry. The chair must immediately recognize the member, so that they may ask how to do such-and-such. The chair will refer the question to the policy chair for an answer. Possibly referring to a specific passage in this document in his explanation.

POINT OF PERSONAL PRIVILEGE

If the smoke is getting to heavy for you, the air conditioner or heater is on to high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying," Point of personal privilege." The chair must recognize you immediately. State situation and ask that it be corrected. The chair may request that whatever need to be done and is reasonable, be done to help make you comfortable.

