

# **Clean and Free Area of Narcotics Anonymous**

## **Area Service Committee Policy**



Last Updated July 2008

**Clean and Free Area Service Committee Policy  
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## 1 Introduction

- This document serves as a guide for new and existing Group Service Representatives (GSR) and Area Trusted Servants. It also serves to collect experience that relates to the business and efforts of the Area Service Committee (ASC). This is a collection of **GUIDELINES** and is not designed or intended to serve as a set of unbreakable **RULES**.
- These guidelines may be waived or modified for 'one time use' by a 2/3 majority vote of the Group Representatives in attendance at the ASC meeting.

## 2 Abbreviations & Definitions

ASC	Area Service Committee
ASO	Area Service Office
GSR	Group Service Representative
H&I	Hospitals & Institutions
PI	Public Information
RCM	Regional Committee Member
RSC	Regional Service Committee
WSO	World Service Organization

**Group Representative:** The Group Service Representative (GSR), Alternate Group Service Representative (ALT-GSR), or duly noted (see Section 5) proxy of a recognized Narcotics Anonymous group in the Clean And Free Area.

## Clean and Free Area of NA – ASC Policy

### Suggested ASC Format

1. Open with a moment of silence, followed by the serenity prayer.
2. Reading of the Twelve Traditions, Twelve Concepts, Service Motivator
3. Roll Call & Reports
  - a. Executive Committee
    - i. ASC Chair
    - ii. ASC Vice-Chair
    - iii. ASC Secretary
    - iv. ASC Treasurer
    - v. ASC Regional Committee Member
    - vi. ASC Alternate Regional Committee Member
  - b. Subcommittees
    - i. Public Information
    - ii. Hospitals & Institutions
    - iii. Activities
    - iv. Literature
    - v. Any existing AD-HOC subcommittees
  - c. Groups (Ordered by day of week)
4. Old Business (New business from last ASC)
5. New Business
6. Financial Requests
7. Closing Treasurers Report & Regional Donation (if applicable)
8. Close with prayer

### 3 Open Forum

- Prior to the start of each Area Service Committee meeting, an Open Forum will be held.
- The Open Forum is open to participation by all members of the Fellowship, not just Group Representatives and ASC Trusted Servants.
- The Area Vice Chair is responsible to:
  - Preside over the Open Forum
  - Ensure that the Open Forum starts and ends on time
  - Choose topics for discussion at the beginning of Open Forum and add them to the agenda as they come up during discussion.
  - Ensure the discussion proceeds orderly and respectfully.
  - Ensure that all points of view be allowed their rightful expression.
  - Give a report to the ASC covering the topics covered during the Open Forum.
- The Open Forum is a good time for participants to express, as well as gain, a sense of the needs of the groups in the Clean and Free Area, as well as the Iowa Region and the NA Fellowship world-wide.
- No formal voting is to take place during the Open Forum; therefore motions are out of place.
- Agenda items (old or new business) of the ASC may be discussed at this time to allow for more thorough consideration. This may also serve to make the actual handling of an issue or motion simpler when it arrives on the floor during the ASC business meeting.
- Discussions during the Open Forum may provoke motions or resolutions to be agenzized under new business or at a later date. Other topics may be committed for further discussion and resolution at a formally scheduled service forum, (see “A Guide to Local Services”) or at the next Open Forum.
- Should the need arise, the Open Forum provides participants an opportunity to exercise NA’s Tenth Concept by petitioning “for the redress of a personal grievance, without fear of reprisal.” The Open Forum body will take great care to hear such grievances as well, responding swiftly and fairly, in its hope to continue operating smoothly.
- In the absence of the ASC Vice-Chairperson, the ASC Chair is next to lead the Open Forum. The order following the ASC Chair is ASC Secretary and then the ASC Treasurer.

## **4 Group Suggestions**

- Groups are required to have representation at each Area Service Committee meeting if they wish to participate in Area business.
- A new group coming to the ASC to begin their probationary period should be given the following items at ASC expense (if the group disbands before completing its probationary period these items should be returned to the ASC):
  - 1 Clean and Free Area Service Committee Policy
  - 1 Guide to Local Service
  - 1 Group Treasurer's Handbook
  - 1 Set of Readings
  - Other literature at the group's request and subject to ASC approval.
- New groups are to be put on a 6 consecutive ASC probationary period. Evaluation will occur at the sixth consecutive ASC meeting the group attends. If approved, the group will be registered with the World Service Office (WSO), put on the Area meeting list at the next printing, and given ASC voting rights effective that meeting.
- New meetings from established groups will be put on the Area meeting list after two months of existence. This will occur at the next printing of the meeting lists.

## **5 Group Service Representatives (GSR)**

- Each GSR should be familiar with the Clean and Free Area
- Service Committee Policy. Each GSR should possess a copy and be ready to pass it on to the next GSR when their terms expire.
- Each GSR should be familiar with "A Guide To Local Service" especially the sections concerning the Group and the Area Service Committee.
- GSRs should possess a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts for Service of Narcotics Anonymous.
- GSRs are strongly encouraged to be involved with one Area subcommittee (Activities, Hospitals & Institutions, Public Information, etc.)
- GSRs are the link between their Groups and the rest of Narcotics Anonymous.
- GSRs are responsible to communicate the needs and concerns of their Group to the Area Service Committee.
- The Open Forum provides an excellent opportunity to address the challenges facing the Group Representatives' Groups.

- The primary responsibility of a GSR is to work for the good of NA by providing two-way communication between the Group and the rest of Narcotics Anonymous. (Continued on next page)
- The Group Representatives are the representatives of their Group and should report to the Area Service Committee on behalf of their group. The report should be in writing and should include at least the following:
  - Any new group officers (treasurer, secretary, etc.) as they occur
  - Meeting(s) attendance (approximate; growing, shrinking, etc.)
  - General feeling of the meeting(s)
  - Any 'needs' their Group may have
- If the GSR and the Alternate GSR are unable to attend the ASC Meeting, a duly appointed proxy may represent their Group. A letter stating this and signed by the GSR or Alternate GSR should be presented to the Area Chair prior to the ASC Meeting.

## **6 Subcommittees (Area Policy)**

### **6.1 Activities**

- From A Guide to Local Services in NA:

*'Dances, picnics, campouts, special speaker meetings – these events are put on by area activities subcommittees. Activities like these can provide a sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.'*
- The date of the Clean and Free Area Anniversary Celebration shall be Memorial Day weekend.
- The Activities Subcommittee will have its own bank account with an \$800 reserve, with the Activities Chair and Activities Treasurer as signers. This money will be used to put on the yearly events for this area and no money should be requested directly from the area groups. This account will be brought back to \$800 after each event with the excess deposited into the ASC treasury. If the balance falls below \$800 the ASC treasury shall provide the difference to bring the account balance back to \$800. An audit of the account will be held in June and December with the Activities Chair/Treasurer and ASC Chair/Treasure involved.

## **7 Subcommittee Office Requirements**

### **7.1 *Hospitals & Institutions Subcommittee Chair***

- 2 years clean time
- 1 year experience as a member of the Hospitals & Institutions Subcommittee
- Keeps order in subcommittee meeting
- Maintains order and focus at subcommittee level
- Prepares an agenda for each subcommittee meeting
- Ensures the Traditions are upheld in all matters
- Maintains a link of communication between the H&I Subcommittee and the ASC, including giving monthly reports at the ASC meeting
- Attends each meeting of the Regional H&I Subcommittee
- Coordinates requests with the H&I Subcommittee
- In cooperation with PI makes all initial contacts with facilities
- Responsible for overseeing of allocated funds
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Maintains communication with all ASC officers
- Chair is selected by subcommittee and approved by Group Representative vote
- Maintains subcommittee internal guidelines

### **7.2 *Public Information Subcommittee Chair***

- 2 years clean time
- 1 year experience as a member of the Public Information subcommittee
- Keeps order in the subcommittee meeting
- Maintains order and focus at subcommittee level
- Prepares an agenda for each subcommittee meeting
- Ensures that the Traditions are upheld in all matters
- Maintains a link of communication between the PI Subcommittee and the ASC, including giving monthly reports at the ASC meeting
- Attends each meeting of the Regional PI Subcommittee
- Coordinates requests with H&I subcommittee
- In cooperation with H&I makes all initial contact with facilities
- Responsible for overseeing of allocated funds
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Maintains communication with all ASC officers
- Chair is selected by subcommittee and approved by Group Representative vote
- Maintains current phone list and phone line service
- Maintains accurate information with the media
- Maintains subcommittee internal guidelines

- Maintains qualified speaker list and 12 Step call list
- Maintains current meeting list for Area
- Responsible for mailing fliers for Area events
- Responsible to inform Regional PI Chair of any changes in Area meeting list
- Holds key to ASO

### **7.3 Literature Subcommittee Chair**

- 2 years clean time
- Nominated and elected by Group Representative vote at Area Service Committee meeting
- The Literature Chair is only required to provide literature for sale to the Groups at each ASC meeting. Any other literature sales are at the discretion of the Literature Chair.
- In cooperation with Area Treasurer, makes all bulk literature purchases
- Responsible for overseeing budgeted funds
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Maintains communication with all ASC officers
- Literature Chair is selected by ASC
- Recommended prior service at Area level
- Maintains accurate list of available literature and provides monthly inventory to ASC
- Maintains literature stockpile as directed by ASC
  - May be store at ASO
- Maintains subcommittee internal guidelines
- Holds key to ASO
- Chairs area Literature Subcommittee
- Any monies generated by the sale of literature shall be given directly to the ASC treasurer at the next ASC meeting for deposit into the ASC bank account. The Area Literature shall hold only enough cash to make changes for literature sales, not to exceed \$20.00.
- The Literature chair is allocated up to \$100.00 per month for the purchase of literature. More may be allocated by a quorum approval of the Group Representatives at each ASC meeting. The check used to order the additional literature shall be written directly from the ASC bank account for the approved order amount.

### **7.4 Activities Subcommittee Chair**

- 1 year clean time
- Maintains order and focus at subcommittee level
- Prepares an agenda for each subcommittee meeting
- Ensures the Traditions are upheld in all matters
- Maintains a link of communication between the Activities Subcommittee and the ASC, including giving monthly reports to the ASC

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- Will provide a written report to the ASC Treasurer or Chair at the close of each event and provide a written report at the next ASC meeting
- Provides ASC with projected budget 60 days prior to each event
- Responsible for overseeing of budgeted funds
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Maintains communication with all ASC officers
- Chair is selected by subcommittee and approved by Group Representative vote
- Recommended prior service on Activities Subcommittee
- Holds key to ASO (April 2005)
- Co-signer on Activities Subcommittee's bank account (June 2005)

## **8 ASC Trusted Servant Positions**

### **8.1 General**

- Service is not a right. It is a privilege. After failing to adhere to these guidelines or being absent without explanation for two (2) consecutive ASC meetings, an ASC Trusted Servant (not Group Representatives) may be removed by a 2/3 vote of attending Group Representatives.
- ASC Trusted Servant positions will be held for a minimum of 1 year and a maximum of 2 consecutive terms except for interim positions.
- The ASC should try to follow the suggested service guidelines for electing trusted servants, especially in regard to clean time requirements.
- Nominations for ASC Trusted Servant positions will open in new business in July and close at the end of old business in August. Elections will be held in new business in August. Terms will begin in January of the next year. The intent of this motion is to allow new Trusted Servants a period of time (August to January) to learn the responsibilities of their new positions.
- All chair positions of subcommittees shall be approved by a 2/3<sup>rds</sup> Group Representative vote (Activities, Public Information, Hospitals & Institutions).

### **8.2 ASC Chair**

- 2 years clean time
- Term of ASC Chair is 1 year
- Expected to provide agenda to Group Representatives & subcommittees at beginning of each ASC meeting.
- Gives report at each ASC meeting
- Co-signer on the Area bank account(s)
- Keeps meetings in order
- Appoints AD-HOC chairs
- Responsibility of year-end audit
- Privilege or rule – subject to approval of Group Representatives. This means that the Chair is responsible for keeping order at the ASC meetings as well as ensuring that communication is complete but not overdone. The Chair may take whatever actions they deem necessary to do this, including ending discussion on an issue or tabling the issue until a later time or date. The Group Representatives may overrule any of these decisions with a 2/3<sup>rds</sup> vote.
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Chair can phone pool GSRs on matters of policy subject to approval of all GSRs. Chair report at ASC should include roll of GSRs' votes on such matter.
- Maintain communication with all ASC officers

**8.3 ASC Vice-Chair**

- 1 year clean time
- Term of ASC Vice-Chair is 1 year
- Leads ASC Open Forum (see section #)
- Gives report at each ASC meeting
- Coordinates all subcommittee functions
- Attends all subcommittee meetings
- In absence of Chair acts as Chair
- Maintains ASC archives during tenure
- Selects speaker order
- Times discussions
- Holds key to ASO
- Holder of PO Box key. Responsible for retrieving mail before each ASC meeting.
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Maintain communication with all ASC officers

**8.4 ASC Secretary**

- 1 year clean time
- Term of ASC Secretary is 1 year
- Takes accurate minutes of each ASC meeting
- Have approval of minutes by Chair/Vice-chair one (1) week prior to distributing minutes. Type or write and disperse the Area minutes at the opening of the ASC meeting (Chair, Vice-chair, RCM, RCM ALT, Treasurer, all subcommittee chairs, and Group Representatives)
- Holds key to ASO
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Maintains communication with all ASC officers

### **8.5 ASC Treasurer**

- 2 years clean time
- Term of ASC Treasurer is 1 year
- Shall make monthly written reports of expenditures and income and shall include a copy of the ASC bank account(s) statements(s) with monthly report.
- An audit of the ASC treasury should be held in December prior to the installment of the new treasurer. This audit shall be performed by the incoming Area Chair, outgoing Area Chair and Secretary. A midyear audit shall be held by the Treasurer and Area Chair prior to the June ASC meeting.
- Co-signer on the Area bank account(s)
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Maintains communication with all ASC officers
- Maintain prudent reserve as designated by the ASC
  - The prudent reserve for the Clean and Free ASC treasury shall be calculated by taking a total of all bills paid by the ASC in one month adding to this total 1/ 3 of each ASC subcommittee earmarked funds. This prudent reserve will be recalculated twice a year in January and June. The specific amount shall be approved by the ASC (2/3<sup>rd</sup> Majority).
- Monitors subcommittees allocated funds except for Activities, which maintains their own bank account.

### **8.6 Regional Committee Member (RCM)**

- 3 years clean time
- Term of RCM is 2 years
- Two way communication between ASC, other ASCs and Regional Committee
- Voice of Area group conscience at Regional Committee Meetings
- Attends ASC and RSC meetings
- Bring reports and agendas of RSC meetings to ASC meeting prior to next RSC meeting
- Oversees scheduling of Area CAR review (coordinated with Regional CAR review)
- Must have prior service experience, preferably at least GSR level
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service

### **8.7 *Alternate Regional Committee Member (RCM-ALT)***

- 2 years clean time
- Term of RCM-ALT is 2 years
- Two way communication between ASC, other ASCs and Regional Committee
- Voice of Area group conscience at Regional Committee Meetings
- Attends ASC and RSC meetings
- Bring reports and agendas of RSC meetings to ASC meeting prior to next RSC meeting in absence of RCM.
- Must have prior service experience, preferably at least GSR level
- Represents RCM at ASC and Regional in case of RCM's absence
- Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts of Service

## **9 Unfinished and New Service**

- Unfinished Service
  - Motions from the previous ASC meeting that need to be voted on
  - Any unresolved issues from previous ASC meeting
- New Service
  - Introduction of new motions/issues
  - Regional Donation (when applicable)

## **10 Motions and Voting**

- At ASC meetings any active representative or ASC trusted servant will be allowed to speak. Gallery participants can only be heard after recognition by Area chair or by having their Group Representative speak for them.
- A quorum will be established at the beginning of each ASC meeting. Quorum will be  $\frac{1}{2}$  of the number of Group Representatives in attendance plus 1. For example, 5 Group Representatives in attendance, the quorum will be 3.
- A group that has voting right loses them after not attending three (3) consecutive ASC meetings without contacting one of the ASC trusted servants.
  - To regain voting rights the group must contact the Area Chair and at the next ASC meeting that group attends they must be approved by a 2/3rds majority vote of attending voting Group Representatives.
- Non-voting groups interested in ASC proceedings shall be welcomed to the ASC table in a non-voting manner (i.e. may discuss issues, but not vote)

- **Motions:**

- Only ASC trusted servants and Group Representatives can make motions.
- A motion may be made by an acting ASC subcommittee chairperson or other ASC officers when it applies to their service responsibilities.
- Motions involving subcommittee responsibilities should be reviewed by the appropriate subcommittee and then presented to the ASC by the acting subcommittee chairperson.
- Motions must be submitted in writing to the ASC secretary.
- The following information shall be used for motions:
  - Motion: Explanation of action the maker desires to see
  - Intent: Offers support and clarification to why the maker perceives action to be necessary
  - Maker signs motion and notes position they hold
- The motion will be explained, if required, by the maker.
- A motion must be seconded by a Group Representative or it dies.
- Policy changes may only be brought up in June and December of each year.
  - A 2/3 majority vote of attending Group Representatives can put a policy change on the agenda at other times.

- **Voting:**

- Only Group Representatives can vote on motions.
- Voting will be by written ballot for issues determined to be controversial by the ASC chair.
  - ASC officers are responsible to tally written ballot votes and report tally.
- Issues not involving policy change are decided by a quorum vote.
- Policy change or rescinding a motion requires a two-thirds majority vote of attending Group Representatives.

## 11 Nominations and Elections

- **Nominations**
  - Nominations for the ASC trusted servant positions of Chair, Vice Chair, Secretary, Treasure, RCM (if previous term is up), RCM-ALT (if previous term is up) and Literature Chair will open in new business in June and close at the end of old business in July.
  - Group Representatives and any ASC trusted servant can make nominations.
  - Qualifications of each nominee should be presented at the time of nomination and be recorded in the ASC meeting minutes.
- **Voting, Elections and Terms**
  - The ASC Chair shall write down their vote for each position before the Group Representatives vote. Their vote will only be used in the case of a tie vote between two nominees.
  - If there are more than two nominees for any position and the voting results in a two way tie there will be a runoff vote held for the two tied nominees with all Group Representatives re-voting (or abstaining).
  - Elections will be held in old business in August with terms for these positions to begin in January of the next year.
    - The intent of this is to allow new Trusted Servants a period of time (August to January) to learn the responsibilities of their new positions.
- **Subcommittee Chairs**
  - All chair positions of the Public Information, Hospitals & Institutions and Activities subcommittees shall be approved by a 2/3<sup>rd</sup> vote by Group Representatives.
    - If this approval vote fails the subcommittee will need to discuss and correct the issues that caused the approval vote to fail. Another approval vote will take place the next ASC. At this time the subcommittee may also present another person for approval.
  - This approval vote takes place in December of each year with the chair's term to begin in January of the next year.

## 12 ASC Business Meeting Guidelines

- Bidding by groups to host the monthly ASC meetings will be held quarterly beginning in January of each year. Groups should present the cost of renting their facilities as part of their bid.
  - All ASC trusted servants (Vice Chair, Secretary, Treasure, RCM, RCM-ALT, Literature Chair, all subcommittee chairs and Group Representatives) except for the ASC Chair will vote for the bids.
  - The ASC Chair will place their sealed vote before voting takes place and their vote will only be revealed and used in the case of a tie vote.
- Rent for the ASC meeting place should be taken from the ASC general fund and the basket (7<sup>th</sup> Tradition) should not be passed at ASC meetings.

## 13 ASC Finances

- It is suggested that the ASC Treasurer follow the guidelines and information provided in the NA publication Treasurer's Handbook Revised.
- ASC Financial Audits
  - There shall be two yearly audits of the ASC Finances:
    - December – Audit shall be performed by the current ASC Chair, the incoming ASC treasurer and outgoing ASC treasurer. If the ASC treasurer is not changing then the ASC Vice-Chair shall also help perform the audit.
    - June – Audit shall be performed by the ASC Chair and ASC Treasurer.
  - Audits should investigate if all payments made by the ASC were justified and if all monies donated to the ASC (by groups or other service bodies) were deposited into the ASC bank account(s). For more information please refer to the NA publication Treasurer's Handbook Revised.
  - Complete written audit results shall be provided to the ASC following the audit and shall be recorded in the ASC Meeting Minutes.
- Two authorized signatures are required on the ASC Bank Account(s). Approved signers are the ASC Chair and Treasurer.
- The Area Treasurer is required to submit an itemized report showing line item expenses, assets, and balances and accompanying each form with the most current ASC bank account(s) statement(s). This report should be submitted to the ASC Secretary each ASC meeting.
- Rent for the ASC meeting place should be taken from the ASC general fund and a donation basket should not be passed at ASC meetings.

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- All funds donated to the ASC at the ASC meeting should be deposited into the ASC bank account within one week of the ASC meeting.
- The prudent reserve for the Clean and Free ASC treasury shall be calculated by taking a total of all bills paid by the ASC in one month adding to this total 1/3 of each ASC subcommittee earmarked funds. This prudent reserve will be recalculated twice a year in January and June. The specific amount shall be approved by the ASC (2/3<sup>rd</sup> Majority).
- List of common ASC operating expenses:
  - Phone Line Answering Service
  - Phone Line Telephone Line
  - ASO rent
  - ASC Meeting rent
  - Subcommittee(s) meeting rent
  - Literature purchasing allocation (\$100.00/month)
  - Meeting lists (approximately every three to four months)
  - Regional donation (quarterly)
  - Area Web Site (yearly)
  - Secretarial expenses
- Other ASC operating expenses:
  - PI/H&I Budgets
  - Reimbursing Activities Subcommittee bank account back to \$800
  - Other miscellaneous expenses such as copies.

## **14 Addendum A – Area Service Office Policy**

- A 3 year agreement with Don Ross to rent an Area Service Office at 619 Mulberry #107 was entered into by the ASC. The lease is for 3 years, beginning in Aril 2005. Rent (due each month, to Don Ross at 619 Mulberry #???) for the 1<sup>st</sup> year is \$360.00 @ \$30.00 per month. Rent for the 2<sup>nd</sup> and 3<sup>rd</sup> year is \$720.00/year @ \$60.00 per month. Keys would be kept by Vice-Chair, Activities Chair, Secretary, PI Chair and Literature Chair.
- Area literature supply may be stored at the ASO.

## **15 Addendum B – Area H&I Subcommittee Guidelines**

*To Be Added At A Later Date*

## **16 Addendum C – Area PI Subcommittee Guidelines**

*To Be Added At A Later Date*

## **17 Addendum D – Area Literature Subcommittee Guidelines**

*To Be Added At A Later Date*

## **18 Addendum E – Area Activities Subcommittee Guidelines**

*To Be Added At A Later Date*

## **19 Addendum F – Area Service Office Guidelines**

*To Be Added At A Later Date*

## **20 Addendum G – Readings (at ASC meeting)**

### ***20.1 Service Motivation (Reprinted from Basic Text, Narcotics Anonymous, 5th ed., p. xvi)***

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began work. We must always remember that as individual members, groups, and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

### ***20.2 12 Traditions (Reprinted from Basic Text, Narcotics Anonymous, 5th Ed., p. 57)***

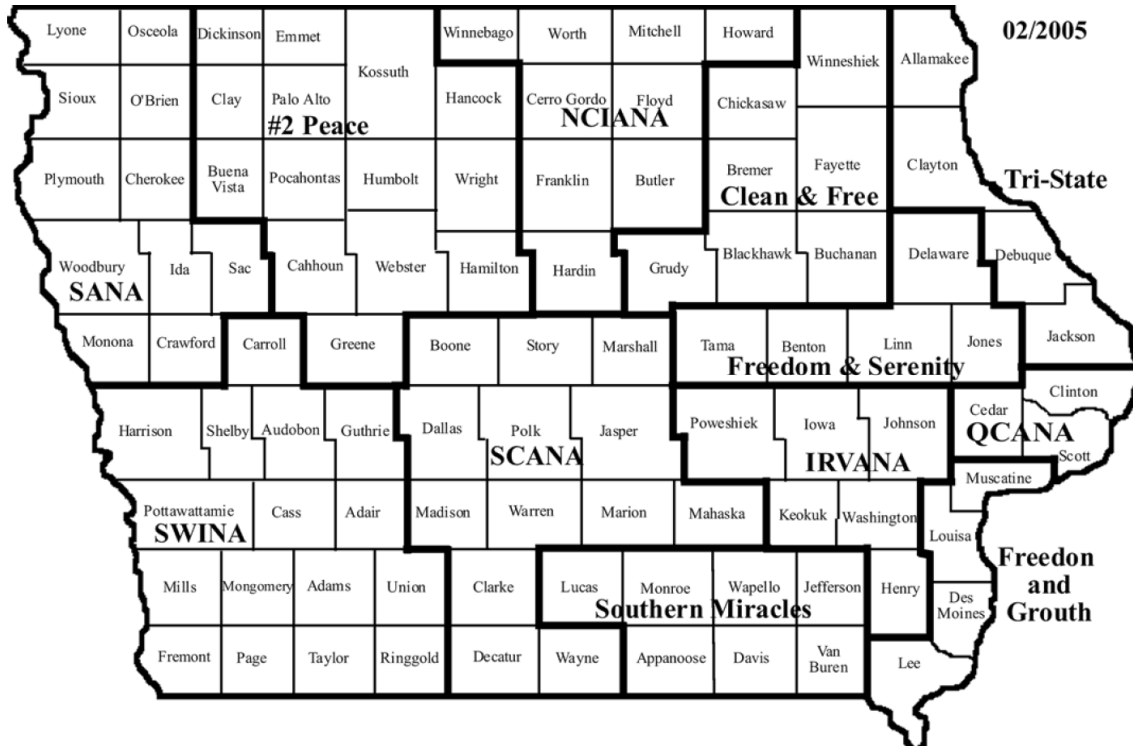
We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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 the 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 tradition, ever reminding us to place principles before personalities.

**20.3 Twelve Concepts (Reprinted from *The Twelve Concepts for NA Service*, p. 1-2)**

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.

## 21 Addendum I – Regional/Area Map



## 22 Addendum J – Offer of Help Letter to Group

This letter is intended to be hand delivered by a person chosen at the ASC meeting to a group that has not attended the ASC meeting in some time. The ASC should choose when to send this letter.



Date: July 13, 2008

To:

This letter is to extend an offer of assistance from the Clean And Free Area of Narcotics Anonymous. We have noticed a lack of attendance from your group in the last several Area Service Committee meetings.

We are very interested in having your group attend our Area Service Committee meetings and function as a part of our Area. NA functions and grows with the input of conscience from all parts of our fellowship and that conscience is lacking due to your groups absence.

If your group needs any assistance relating to things such as group organization and leadership, travel expenses, and the actual date and time of the Area Service

## Clean and Free Area of NA – ASC Policy

Committee meetings, please do not hesitate to contact us. We will do anything we can to help your group become a functioning part of the Area again.

You may contact the Area in the following ways:

1. Call the Area Chair, XXX at XXXX
2. Email the Area at [info@cleanandfreeia.org](mailto:info@cleanandfreeia.org)
3. Send a letter to:

PO Box 971  
Waterloo, IA  
50704

In Service,

XXX  
Clean and Free Area Chair