Bay Area Service Committee of Narcotics Anonymous

BASCNA

POLICY

GUIDELINES

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A GUIDE TO AREA SERVICES

The following is a guide to help new GSRs go through their first exciting day of area service. This summary has been compiled by the Policy Subcommittee and approved by the Area Service Committee (ASC) to help you understand what happens during an ASC. First, we'll explain what you can expect during the proceedings of the area. If you are representing a new group, please ask any of the ASC officers or specifically the secretary. Remember, this is just a summary. For more information, please refer to the group booklet or the Bay Area Policy Guidelines.

DEFINITIONS

OFFICERS:

Chairperson: Presides over the meeting and conducts the general order of business.

Vice Chairperson: Assists the Chairperson in running the ASC meeting and assumes responsibility in the absence of the Chairperson of Area as well as the chairperson of any subcommittee.

Secretary: Keeps minutes. If you need help filing any forms such as motion forms, subcommittee reports, or GSR group registration forms, the secretary can assist you in filling out these forms.

Treasurer: Collects and distributes funds for the area. If your group has made a donation to the area, you need to turn it into the treasurer, preferably at the beginning of the meeting.

Literature Distributor: This is the person who you will see concerning pamphlets, books, and any NA approved literature. If your group needs literature, please take your order form and funds to the literature distributor as early as possible to be filled in a timely manner.

BOD: (Board of Directors) of BASCNA, Inc. President/Chair, Vice President/Vice-Chair, Secretary/Director, Treasurer/Director and 3 Directors at large.

RCM: (Regional Committee Member) Your counterpart at regional level. Just as you represent your group to the Area, our RCMs represent our area to the Florida Region.

SUBCOMMITTEES:

H&I: (Hospitals and Institutions) carries meetings to addicts who are in institutions.

PR: (Public Relations) works with agencies outside the fellowship of NA that inquire about NA.

Helpline: Runs the Helpline and voice-mail system for those who call regarding information concerning meetings.

Literature (Newsletter): Helps to review and write NA literature; also, publishes the Bay Area Newsletter.

Activities: Coordinates activities, such as dances, picnics, and functions which promotes NA unity.

Policy: Discusses changes to Area policies and makes recommendations to the ASC on new motions. This is the body responsible for reviewing motions that may or may not conflict with our traditions and/or concepts.

SOME OTHER TERMS YOU MIGHT HEAR:

BASCNA: Bay Area Service Committee of Narcotics Anonymous.

ASC: Area service committee: This where all GSRs express any concerns that individual groups may have pertaining to the steps, traditions, and concepts of Narcotics Anonymous.

RSC: Regional Service Committee. Where the RCMs and the Area's subcommittee chairpersons meet to discuss issues relating to the Florida Region.

RD: Regional Delegate. This person represents the Florida Region at the WSC.

AD: Alternate Regional Delegate. This person represents the Florida Region at the WSC.

WSC: World Service Conference - The every three year meeting of all RD's- This is where they discuss NA policy, discuss problems, and vote on issues for the next three years.

WSO: World Service Office- An administration body which carries out the directions of the WSC (among other things).

Motion: To be voted on by the Area, any new idea must be presented to the Area in the form of a written motion and seconded by another member of the ASC body. Motion forms and assistance can be obtained from the secretary.

Prudent Reserve: Funds set aside by Area in case of an emergency.

Group Conscience: The decision of a group which is derived by a vote of the members.

AREA SERVICE COMMITTEE FORMAT

1) Moment of silence followed by The Serenity Prayer
2) Introduction of new ASC members.
    a. Orientation of new GSRs will immediately follow ASC.
3) Read the Tradition correlating to the current month
4) Read the Concept correlating to the current month
5) Reading of our Service Motivation:

    Service Motivation

    Everything that occurs during 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 this 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. (Reprinted from Basic Text, Narcotics Anonymous, 6th ed., p. xxvi)
6) Reading of the Decorum Statement
7) Reading of the Definition of an ASC
8) Video statement- In the spirit of anonymity, we ask that no pictures, videos or audio recordings be taken during ASC without the ASC floor's permission.
9) Roll call / GSR Attendance / Admin attendance
    a. GSR Reports - The completed GSR reports should be turned in to the secretary before the close of business, for their inclusion in the minutes. Any group problems or questions can be requested to be placed on the agenda for the Sharing Session. Announcements should be made during the announcements period.
    b. Admin Role call
10) Secretary's Report - The secretary will request amendments from the floor to the published minutes. Then they will make a motion to accept the minutes as published, or a motion to accept the minutes as amended.
11) Open floor/ Sharing session
12) If it is determined that the Policy subcommittee needs to meet, then it is convened and the ASC chair turns the meeting over to the policy chair until the business of the Policy Subcommittee is concluded. Only one motion will be considered on the floor at a time.
13) Old Business
14) New Business
15) Elections
16) Reports
    a. RCM
    b. Subcommittee & Admin Positions
        i. Administrative
        ii. Activities
        iii. Board of Directors
        iv. Helpline
        v. H&I
        vi. Literature (Newsletter)
        vii. Literature Distributor
        viii. Policy
        ix. PR
        x. Web Admin
17) Ad-Hoc Committees
18) Treasurer's Report - The treasurer will read the current month's financial activity and give the overall state of financial affairs. The treasurer will move to accept, as is or as amended, whichever is appropriate.
19) Optional recess

20) Roll call (can be requested by any member of ASC at any time)
21) Announcements for the good of NA, Open positions or Optional announcements from the Chair
22) Closing Prayer

DEFINITION OF AN ASC

The Area Service Committee (ASC) is a committee made up of representatives from within the designated area, which meets monthly for the express purpose of serving the specific needs of its members' groups.

The most important service which an ASC provides is that of its groups' support. Whenever a group has a specific situation, which it has not been able to handle on its own; it can come to ASC for help. These situations are almost always limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature, which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its ASC both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an area grows, the financial needs of the committee also grow. To provide a full line of service, an ASC requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility falls on the members of the groups.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in all committee decisions. GSRs should evaluate each vote in terms of the needs of those they serve and the needs of NA as a whole or the area they serve. In addition to this, a GSR participates in helping to carry out the ASC's specific functions (but not limited to): the attraction of new members, planning and implementation of activities, and the aid given to groups with specific situations and services which require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. Leadership and the ability to organize give the committee direction; and incentive must come from its officers. Upon election the officers (Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, RCM's, Literature distributor, Alternate Literature distributor, Subcommittee Chairpersons) shall resign as GSRs. Their groups then elect new representatives, thus ensuring all groups equality of representatives.

All Administrative members, Subcommittee Chairpersons, and GSRs are members of the Policy Subcommittee.

DECORUM STATEMENT

BASCNA meetings will be conducted according to these rules of order adapted from Robert's Rules of Order. This time honored system for conducting business is the clearest way yet devised for getting the maximum amount of business done in the minimum amount of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us make orderly, collective decisions in a cooperative, respectful way in the spirit of our 12 concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order, please respect the chairperson's right to conduct the proceedings so that you can have maximum benefit of its content.

VIDEO STATEMENT

In the spirit of anonymity, we ask that no pictures, videos or audio recordings be taken during ASC without the ASC floor's permission.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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 N.A. as a whole.

5) Each group has but one primary purpose - to carry the message to the addict who still suffers.

6) An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.

7) Every N.A. 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) N.A., 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 N.A. 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 film.

12) Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS OF NA SERVICE

1) To fulfill our fellowship's primary purpose, the N.A. groups have joined to create a structure, which develops, coordinates, and maintains services on behalf of N.A. as a whole.

2) The final responsibility and authority for N.A. service rest with the N.A. groups.

3) The N.A. 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 process

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 process.

10) Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

11) N.A. 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.

ASC GUIDELINES

1. General Guidelines

    a. All ASC meetings are open to any N.A. member.
    b. ASC will meet on the second Sunday of the month, with the exception of the month of May, when ASC members meet on the first Sunday of the month.
    c. All ASC members should acquaint themselves with the Area Policy Guidelines; "By Laws of BASCNA, Inc.," "A Guide to Local Service in N.A." as well as The Twelve Traditions and Concepts of N.A. Service.
    d. The RCM's and all subcommittee chairs shall sit together on one side of the room and GSRs shall sit on the other to facilitate vote counting.
    e. It is suggested that all new groups become members of the ASC.
    f. If an issue falls under the responsibility of an existing subcommittee, the issue is tabled to that subcommittee.
    g. Bay Area Policy Guidelines shall have a copy of Addendum (A) of the By Laws of BASCNA, Inc.
    h. A representative of the administrative committee shall visit each group NOT represented at three consecutive ASC's, to deliver minutes and determine if assistance from ASC is needed at the group and to facilitate that group's involvement at the ASC.
    i. It is suggested that the GSRs contact the Helpline, Literature distributor, and Web admin if there is any change, temporary or permanent, to a meeting. Changes can include, but are not limited to, a temporary closing of meeting, meeting place, time, format, etc.

2. Report Guidelines

    a. Reports from a GSR should consist of the following and should be written or typed, so the secretary can have accurate notes for the minutes. Reports shall consist of, but are not limited to:
        1. Name of GSRs group
        2. Day(s) of week the group meets
        3. Time of day the group meets
        4. Number of home group members
        5. Number of people attending
        6. 7th Tradition donation
        7. Group conscience decisions
        8. Situations, problems, difficulties, etc.
    b. Each subcommittee reports should consist of the following and should be written or typed, so the secretary can have accurate notes. Reports shall consist of, but are not limited to:
        1. Name of subcommittee
        2. When and where it meets
        3. Subcommittee activity
        4. Plans for the coming month
        5. Accomplishments
        6. Specific problems or situations
        7. Motions for the group conscience
    c. Reports from the RCM should consist of the following and should be written or typed, so the secretary can have accurate notes for the minutes. Reports shall consist of, but are not limited to:

        <u>REPORT TO AREA SERVICE COMMITTEE:</u>

        1. Proposals from Region (Including all informational feedback in regards to Proposal)
        2. Notes from Regional Area Support Meeting
        3. Open service positions at regional level
        4. Updates on Regional work groups
        5. Any additional information and/or requests that were requested by Region to bring back to the Area service body, including FRCNA information

        <u>REPORT TO REGIONAL SERVICE COMMITTEE:</u>

        1. Results from any motions voted on since the previous RSC
        2. Current number of meetings in the Bay Area
        3. Brief report for all Bay Area subcommittees including H&I (Including the current number of meetings we carry the Narcotics Anonymous message to), PR, Helpline and upcoming Bay Area activities.
        4. Any issues that need to be addressed
    d. All reports can be emailed to the ASC Secretary.

3. Motion Guideline
    a. Only those listed as follows can make or second motions; GSRs or their alternate in their absence, RCM I or RCM II in RCM I's absence, Vice-Chair, Secretary, Treasurer, Literature Distributor, Web Admin and all Subcommittee Chairpersons or Vice-chairpersons in the chair's absence.
    b. A motion cannot be tabled more than once. This is at the discretion of the chairperson.
    c. All motions should be submitted to the secretary in duplicates at time of proposal using the double Motion Form. The maker of the motion should be given time on the floor to explain the purpose and reason/intent for the motion.
    d. Motions not brought before new business shall be returned to the maker for resubmission at the next ASC as new business.
    e. After a motion is presented and discussed, it will be tabled automatically to a subcommittee or to the groups, at the chairperson's discretion, until the following ASC meeting.
4. Meeting List Guidelines
    a. All meeting lists shall contain a disclaimer of non-affiliation with the meeting place.
    b. Adding a new group – A meeting is put on the meeting list by a three/fourths majority vote of the GSRs.
    c. Removing a group:
        1. By other than a trusted servant of the group.
            i. A motion is made to remove a group from the meeting list.
            ii. The motion must be tabled for one month.
            iii. Within this month, Helpline members will attend the meeting to discuss the problems with the group and to give the group a chance to get involved in helping out the meeting.
            iv. At the next ASC meeting, a report will be given about the meeting.
            v. Three/fourth's majority votes are required to remove a group from the meeting list.
        2. By the group's trusted servants.
            i. A trusted servant of a group informs BASCNA that their group no longer meets.
            ii. A Three/fourth's majority vote is required to remove a group from the meeting list.
            iii. No administrative committee member would need to attend the meeting to confirm non-existence.
        3. If during the Admin. Subcommittee's normal duties, a meeting is visited and it is discovered that a meeting no longer exists, that meeting shall become a candidate for immediate deletion from the meeting list without a waiting period or a vote.
5. Flyer Guidelines for BASCNA groups
    a. All flyers or other items not pertaining to actual monthly minutes will be passed out at ASC. This section discusses only flyers for "NA events".
    b. All flyers passed out at ASC must be submitted, reviewed, and approved by two admin members (see "ASC Officers" section) before distributing at ASC.
    c. All flyers submitted and passed out at ASC must have complete information regarding function (i.e., date, time, and location with address) including city, state, directions, contact person, and disclaimer ("NA is not affiliated with this facility").
    d. If a flyer displays one of the NA logos, a registered trademark symbol (a small, circled letter "R" ®) should appear on the right of the logo, as per WSO bulletin "Internal use of NA intellectual property"
    e. A 50/50 raffle is to not be advertised on NA flyers, as per World Bulletin #21
6. Group Starter Kits shall contain the following:

1 – Guide to Local Service in NA	5 – White Key Tags
1 – Group Booklet	2 – Each Other Color Key Tag
1 – Set of Readings	40 – Meeting Lists
1 – Policy Packet	3 – Little White Books

5 - Each IP Listed: 1, 6, 7, 8, 9, 11, 16, 19, 22, By Young Addicts for Young Addicts, and Money Matters Self Support in NA

7. The Sharing Session – The sharing session has two types of agenda: Group Problems and ASC Issues.
    a. Agenda items for the sharing session usually come up during reports from the GSRs, Administrative officers, and Subcommittee chairpersons. After each report, anyone on the ASC, including the person who gave the report can ask the Area Chair to place a particular subject on the sharing session agenda.
    b. Members of NA, not on the ASC, can request the Area Chair to place a particular item on the agenda of the ASC as well (similar to open floor).
    c. The Area Chair may, at their discretion, refer lengthy discussions to a standing subcommittee or appoint an AD-HOC to approach specific issues.
8. Financial Guidelines
    a. It is strongly suggested that all monies brought to ASC be in the form of a check or money order for ease of counting, bookkeeping, and safety reasons.
    b. GSRs should give their contributions to the area treasurer at the beginning and/or before the opening of the meeting.
    c. Any request for reimbursements or distributions of funds, by check or electronic money transfers, from any member, groups, or subcommittee, must be done by submitting a "BASCNA CHECK REQUEST FORM"
9. Regional Weekend Guidelines
    a. Any addict who is not required to attend a regional weekend and stays in the area-funded room may do so, provided they bring back a written report to the ASC about the RSC weekend they attended.
    b. ASC will provide both male and female rooms at any Regional Service Conference outside of Pinellas County (up to two room nights for males and two room nights for females/ refer to RCM responsibilities, Item #7 for more details).

QUORUM, NOMINATIONS & VOTING

1. Quorum Guidelines
    a. Quorum is the minimum number of voting groups present to conduct business for that ASC.
    b. Quorum shall be calculated as the average of the previous three months attendance, divided by two, plus one.
    c. Quorum is needed for each motion.
    d. If quorum is lost before the motion is voted upon, the day's new business will be tabled to "old business" and will be dealt with at the next ASC.
    e. Of the voting members present:
        - Unanimous = 100%
        - Simple Majority = Greater than half of the voting members
        - Three/fourths Majority = 75%
        - Three/fourths Majority is needed to change Policy.
2. Each vacant position shall be announced.
3. Nominations
    a. Nominations should be solicited by the group conscience of each group within the area.
    b. A subcommittee may nominate its own chair.
    c. Each nomination must be seconded.
    d. At the time of nominations, each nominee should state, in person, his or her qualifications for serving the fellowship as a whole in this area (i.e., clean time, experience, why they want to and can serve the fellowship.)
4. The recommended qualifications and responsibilities shall be read for positions within nominations only by Policy.
5. A cycle of nominations and elections is repeated for all vacant positions.
6. Voting Procedures
    a. In the event of two nominations for an elected position, a simple majority decides who shall fill the position.
    b. In the event of a single nomination, three-fourths majority shall be required for approval.
    c. Vote shall be a show of hands or roll call vote or paper ballot if requested.
    d. GSRs are the only voting members at ASC meetings (Or in their absence, their alternates) or

another designated representative for the group.

e. All voting should be recorded in the Minutes, including votes on paper ballots. Votes may be submitted virtually.
f. Elections to FRCNA Support be by simple majority not the 3/4 required for uncontested elections.

ELECTIONS & RESIGNATION OF OFFICERS

1. All ASC members and officers, including BASCNA, Inc. Board of Directors may succeed themselves in office, but it is recommended that no officer serves more than two consecutive terms in the same office.
2. Resignations of ASC officers and subcommittee chairpersons may be as follows:
    a. Voluntary – Given in writing to an administrative committee member prior to the next ASC meeting.
    b. Involuntary
    c. Automatic
        i. Relapse during term of office.
        ii. Missing two consecutive ASC meetings. Except BOD at large.
        iii. RCM I and RCM II Missing two consecutive Regional Service Committee meetings.
    d. Impeachment
        i. This is needed in case of breach of the Traditions or for failure to perform duties or responsibilities.
        ii. The individual will be contacted at least seven days prior to ASC meetings.
        iii. Present the motion for impeachment with said due cause.
        iv. The respondent is given a rebuttal (if so desired) not to exceed five minutes.
        v. A closed ballot is taken.
        vi. A three/fourths majority vote is necessary to remove.

TERMS OF OFFICE

1. The Chair, Secretary, RCM, Treasurer, Literature Distributor, Vice Chair, Alt Secretary, Alt. Treasurer, RCM II, Alt. Literature Distributor, Web Admin, Alt. Web Admin, Policy Chair and Policy Vice Chair terms shall be from end of business at August ASC until end of business the following August ASC.
2. Subcommittee Chairperson terms of office shall be from end of business at September ASC until end of business the following September ASC.
3. The Directors at Large will serve three-year terms, arranged so that one Directors' term expires each year. (The three initial Directors at large shall be allocated a one year, a two year, and a three-year term in order to facilitate the expiration cycle. From the end of business at August ASC to the end of business the following August ASC).
4. Any partial terms shall terminate at the time of their next normal election.
5. Rotation:
    a. All trusted servant positions shall become effective at the next ASC following the vote for the position.
    b. At July ASC.
        i. The Vice Chair, Alt. Secretary, Alt. Treasurer, Alt. Literature Distributor, RCM II, Policy Vice Chair and Alt. Web Admin shall automatically be nominated to fill the Chair, Secretary, Treasurer, Literature Distributor, RCM, and Web Admin positions. If an alternate/vice position is vacant, nominations should come from the groups.
        ii. Nomination procedures are conducted for Vice Chair, Alt. Secretary, Alt. Treasurer, Alt. Literature Distributor, RCM II, and Alt. Web Admin.
        iii. Normal voting procedures apply (See item 6 Quorum, Nominations & Voting).
        iv. If the Chair, Treasurer, RCM, Web Admin, Secretary, or Literature Distributor positions remain unfilled at the end of August ASC, a simple majority vote of confidence will be required to maintain the standing officer, if willingness exists.
        v. Nominations & elections of the BOD at large
    c. A position with a carryover standing officer shall be listed and considered vacant until filled.

d. If these positions remain vacant, a monthly vote of confidence is required for continual carryover.
e. No NA member may hold two ASC positions at one time, Except BOD.
f. Other nominations are welcome from the groups at this time.
g. At the August ASC:
    i. Nominations for Subcommittee Chairs.

6. When a Subcommittee Chair becomes vacant midterm, normal voting procedures apply.
7. All Subcommittees shall elect their own officers, but the ASC elects Chairpersons.

QUALIFICATIONS & RESPONSIBILITIES OF ASC OFFICERS

CHAIRPERSON

RECOMMENDED QUALIFICATIONS:

1. A willingness and desire to serve.
2. Active for at least one year in Bay Area service structure.
3. A knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service and Guide to Local Services.
4. The willingness to give time and the resources to do the job.
5. A strongly suggested three years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.
9. Ability to delegate.
10. Willingness to learn Robert's Rules of Order.

RESPONSIBILITIES:

1. Arranges for and presides over the monthly ASC meeting. A simple majority vote of approval is required for any change in meeting venue unless there is an emergency where the current facility is unavailable.
2. Responsible for correspondence.
3. Co-signer on the Area bank account.
4. At ASC meeting, the Chairperson can vote only in case of a tie, maintains rules of decorum and discipline and attempts to be absolute, fair, and impartial.
5. Shall serve as a standing member of the Policy Subcommittee.
6. Signs all contracts entered into by the ASC or Subcommittees.
7. Serves as President/Director of BASCNA, Inc.
8. Required to submit a copy of the Area's annual IRS filing to the Florida Regional Service Office, to continue being included in the Florida Regional Service Office's Group Exemption due at the Florida Regional Service Committee meeting in July.

VICE-CHAIRPERSON

RECOMMENDED QUALIFICATIONS:

1. A willingness and desire to serve.
2. Active for at least one year in the Bay Area NA service structure. (Attachment B)
3. A knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service and a Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested three years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.
9. Willingness to learn Robert's Rules of Order.

RESPONSIBILITIES:

1. Coordinating all subcommittee functions.

2. Shall serve as temporary chairperson of a subcommittee when a subcommittee chairperson is absent.
3. Liaison between all subcommittees to assure proper cooperation of responsibilities.
4. Co-signer on the Area bank account.
5. The office of Vice-Chairperson is a two-year commitment. In the absence of the ASC chairperson, the ASC vice-chairperson shall perform all duties of the ASC chairperson.
6. Shall serve as a standing member of the Policy Subcommittee,.
7. Serves as Vice-President/Director of BASCNA, Inc.

SECRETARY

RECOMMENDED QUALIFICATIONS:

1. A willingness and desire to serve.
2. Active for at least six months in the Bay Area service structure.
3. A knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of service, and a Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested three years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.
9. Clerical skills or experience.
10. Willingness to learn Robert's Rules of Order.

RESPONSIBILITIES:

1. Keeps accurate records of each ASC meeting.
2. Types and distributes ASC minutes to each GSR and Administration member, no later than two weeks and two business days, following the ASC meeting.
3. Types and sends any letters and/or correspondence that the Administration committee dictates.
4. Maintains Area files and archives, including the archives of ASC minutes, both in paper and electronic copy. Archiving materials include Bulletins, Handbooks, and other Service-Related Materials.
5. Maintains the changes to local ASC forms.
6. Co-signer on the Area bank account.
7. Performs any miscellaneous task as required by the Administrative Committee.
8. Shall serve as a standing member of the Policy Subcommittee.
9. Serves as Secretary/Director of BASCNA, Inc.
10. The Secretary will submit a draft of the Minutes to two (2) members of Admin to be reviewed before emailing them to all GSR's, Subcommittee chairs, RCM's and members of the Administrative Committee.

ALTERNATE-SECRETARY

The office of Alternate secretary is a two-year commitment. The first year of service is spent becoming familiar with the responsibilities, attending all ASC meetings, and assisting the secretary wherever possible. If for any reason the Secretary is unable to complete the term in office, the Alternate Secretary fills in for the Secretary until the Alternate Secretary receives a vote of acclamation or a new Secretary is voted in. The recommended qualifications for the Alternate Secretary are the same as for Secretary with one exception, a strongly suggested two years abstinence from all drugs.

TREASURER

RECOMMENDED QUALIFICATIONS:

1. A willingness and desire to serve.
2. Active at least six months in the Bay Area NA service structure. (See chart on pg. 24)
3. Knowledge of the Twelve Steps, The Twelve Traditions, and Concepts for NA Service and A Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested three years abstinence from all drugs.

6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.
9. Financial skills and experience.
10. Have the willingness and capabilities of being trained in the use of accounting software.

RESPONSIBILITIES:

1. Make reports of contributions and expenditures at every ASC meeting, including subcommittee transactions, as well as quarterly and annual reports. Following the ASC meeting, the Treasurer's report shall be forwarded to the Area Secretary within seven (7) days from the last ASC meeting so that it may be included in the minutes and distributed within the minutes as a separate document.
2. A prudent reserve shall be established to provide a monetary reserve to adequately serve the Area for two months, based on the current approved Area budget.
3. After covering budgeted monthly expenses, and maintaining the prudent reserve, any funds above the prudent reserve will be distributed 70% to the FRSC and 30% to NA World Services (NAWS). All monies are channeled through the Treasurer. The Treasurer is the one who distributes the money to pay bills as needed and keeps accurate receipts.
4. Shall verify all electronic withdrawals.
5. Shall serve as a standing member of the Policy Subcommittee.
6. Shall provide a BASCNA CHECK REQUEST FORM whenever applicable.
7. That no checks be written, or handed out, until a list of checks being requested is reported to the body (ASC) before the end of business.
8. Serves as Treasurer/Director of BASCNA, Inc.
9. Shall turn over the financials by July 1st to the Tax Accountant to determine filing requirements which are presented back to Area.
10. Audit treasury annually after elections of new treasurer to be completed by new treasurer and a BOD member.

ALTERNATE-TREASURER

The office of Alternate Treasurer is a two-year commitment. The first year of service is spent becoming familiar with the job, attending all ASC meetings, and assisting the Treasurer wherever possible. If for any reason the Treasurer is unable to complete the term in office, the Alternate Treasurer fills in for the Treasurer until the Alternate Treasurer receives a vote of acclamation or a new Treasurer is voted in. The recommended qualifications for Alternate Treasurer are the same as for Treasurer with one exception, a strongly suggested two years abstinence from all drugs.

LITERATURE DISTRIBUTOR

1. A willingness and desire to serve.
2. Active for at least two years in the Bay Area NA service structure. (Attachment B)
3. Knowledge of the Twelve Steps, the Twelve Traditions, Concepts for NA Service and a Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested three years abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize.

RESPONSIBILITIES:

1. Responsible for and keeps a stockpile of literature, to include ASC forms, meeting lists, commemorative medallions, and any other items the ASC wishes to stockpile and sell to its groups and subcommittees.
2. Keep the Area aware of price changes, new items and is responsible for updating the literature order form. Literature order form shall be time stamped with the date of the latest revision.
3. The Area Literature Distributor and/or Alternate Lit. Distributor must be present during Area motions concerning literature orders and /or distributions are discussed.
4. The updating of meeting lists and forwarding those, to RSO, prior to placing the Area's Literature order.

5. Shall serve as a standing member of the Policy Subcommittee.

A complete record of all transactions must be kept with receipts and reported in full at the monthly ASC meeting. The Literature Distributor turns money over to the treasurer regularly as prearranged. The Literature Distributor will be allowed to purchase literature on an "as needed" basis not to exceed one per month. Orders are to be limited to monies available and require approval by at least three members of the Administrative committee. Literature should be ordered seven to ten days after the ASC meeting.

ALTERNATE LITERATURE DISTRIBUTOR

The office of Alternate Literature Distributor is a two-year commitment. The first year of service is spent becoming familiar with the responsibility, attending all ASC meetings, and assisting the Literature Distributor wherever possible. If for any reason the Literature Distributor is unable to complete the term in office, the Alternate literature Distributor receives a vote of confidence or a new Literature Distributor is voted in. The recommended qualifications for the Alternate Literature Distributor are the same as for the Literature Distributor with one exception, a strongly suggested two years abstinence from all drugs.

LITERATURE ASSISTANT 1

One year commitment spent attending all ASC meetings and assisting Lit distributor. A strongly suggested one year abstinent from all drugs.

LITERATURE ASSISTANT 2

One year commitment spent attending all ASC meetings and assisting Lit distributor. A strongly suggested one year abstinent from all drugs.

RCM (REGIONAL COMMITTEE MEMBER)

PURPOSE: To serve as a link of communication between the Bay Area Service Committee of NA (BASCNA) and the Florida Regional Service Committee of NA (FRSC). The RCM carries the conscience of the Area and by taking part in decisions which affect the Region, Area, or NA as a whole.

RECOMMENDED QUALIFICATIONS:

1. A willingness to serve (this is a two-year commitment).
2. Active for at least one year in the Bay Area service structure.
3. Knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and a Guide to Local services.
4. Willingness to give the time and resources to fulfill responsibilities.
5. Strongly suggested three years of abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.

RESPONSIBILITIES:

1. Shall serve as a standing member of the BASCNA Policy Subcommittee.
2. Provides the BASCNA Secretary with a copy of the minutes from each RSC meeting to go into the BASCNA archives.
3. Provides the Area with the agenda of all Regional Service meetings. Announce date, time and location (full address and telephone number) of the next regional meeting in the monthly ASC report.
4. Responsible for handing all flyers from region to the web to be posted; and all flyers from ASC GSR's to be emailed to web to be posted.
5. Gives meeting schedules received from other Areas at the Regional meeting to the ASC, H&I, and Secretary.
6. Responsible for making an annual budget to consist of the previous year's projected budget, the previous year's actual monies spent, and the current year's projected budget, to be submitted to the Area in April. Keeping records of monies spent throughout the year is required for obtaining an accurate budget (i.e., gas, copies, regional hotels, itemized misc. expenses etc....)
7. Responsible for ensuring that the hotel rooms for the RCM's and subcommittee chairs are reserved for the next

regional meeting and working in conjunction with the ASC Treasurer. This should consist of 1-2 rooms depending on need, one for males and one for females. The RCM should invite all GSRs and members at large to attend the regional meetings. They are responsible for informing these individuals that there are only 1-2 beds available per room. The rooms are reserved for the (2) RCMs and/or (4) ASC Subcommittee Chairpersons who wish to attend the Regional Conference. The room space is then based on a first come first serve basis. The exceptions are the GSR Assembly and Service Symposium weekends where other accommodation may need to be made.

8. All new GSRs and Alternate GSRs will be given an orientation by the RCMs.

RCM II

The office of RCM II is a four-year commitment. The first year of service is spent becoming familiar with the position, attending all ASC and RSC meetings, and filling in for the RCM, if the RCM is absent or unable to complete the term of office. The recommended qualifications for RCM II are the same as for RCM with one exception, a strongly suggested three years of abstinence from all drugs.

WEB ADMIN & ALTERNATE WEB ADMIN

The purposes of these positions are to maintain the BASCNA Web page. It is the responsibility of the Web Admin & Alt. Web Admin to update the page monthly after every ASC; update individual Subcommittee guidelines as they are provided; and post (BASCNA POLICY) on the website. This policy will be the same as the official Policy that is passed out to each GSR, Subcommittee Chairs, RCMs, and members of the Administrative Committee bi- annually. On the task of maintaining BASCNA Administrative positions and subcommittee Chairpersons on World Service Office database, the Web Admin will be the "Single Point of Accountability" to the Bay Area ASC.

The Bay Area Web Admin is to post the minutes from ASC on the web site (www.bascna.org). These minutes will be the same as the official minutes that are emailed out to each GSR, Subcommittee chairs, RCM's and members of the Administrative Committee. "

The following exceptions shall be exercised:

1. That all contact information be removed (i.e. telephone numbers.)
2. That all financial information be omitted.
3. The minutes posted on the web site will not include flyers.

The secretary will remain the single point of accountability for the content of these minutes, as the text of the minutes may not be altered in any way. The exception will be the removal of all contact and financial information in a cooperative effort between the Secretary and the Bay Area Web Admin.

The purpose of the Bay Area Website to foster unity in the form of communication by allowing addicts the ability to find meetings in the Bay Area, to carry meeting information to addicts still suffering, and to our current members.

WEB ADMIN RECOMMENDED QUALIFICATIONS:

1. A minimum of two years abstinence from all drugs.
2. Active for at least 6 months in the Bay Area service structure.
3. Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
4. Accountable to the Bay Area Service Committee of NA
5. Working knowledge of the Internet
6. Working knowledge of HTML (Hyper Text Markup Language).
7. Internet connection and email
8. A willingness and desire to serve
9. A knowledge of the BASCNA Policy Guidelines
10. Organizational Skills

RESPONSIBILITIES

1. Maintains area files and archives, including the archives of ASC Minutes in electronic copy. Archiving materials include Bulletins, Handbooks and other service-related materials.

ALT. WEB ADMIN RECOMMENDED QUALIFICATIONS:

1. A minimum of two years abstinence from all drugs.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
3. Accountable to the Bay Area Service Committee of NA
4. Working knowledge of the Internet.
5. Working knowledge of HTML (Hyper Text Markup Language).
6. Organizational Skills

ADMINISTRATIVE COMMITTEE

The administrative committee shall meet one half hour before the regularly scheduled area service meeting to discuss the agenda, business, and issues expected to be presented to the GSRs at Area Service. This Committee consists of the following: ASC Chairperson, ASC Vice-Chairperson, Secretary, Treasurer, RCM, Literature Distributor, Web Admin, Policy Chair, BOD, and all subcommittee Chairpersons. The Alternate Secretary, Alternate Literature Distributor, Alternate Web Admin and RCM II and all subcommittee Vice-Chairpersons are voting members of this committee in the absence of the Secretary, Literature Distributor, Web Admin, RCM, and all subcommittee Chairpersons. This body serves as a committee and must make each group aware of its decisions at each ASC.

FINANCIAL RESPONSIBILITIES:

1. All persons handling money will have a minimum of three years clean time.
2. Any activities' money collected will be immediately turned over to the Activities Chairperson or Vice-chair and a member of Administration.
3. After counting the money, it will immediately be turned over to the BASCNA Treasurer, Area Chairperson, Vice-Chairperson, or Secretary (in the aforementioned descending order) to be deposited into the BASCNA account within two business days. A member of administration must accompany the treasurer to make the monthly deposit directly after ASC.
4. A full financial report will then be presented with the Activities Subcommittee report at the following BASCNA meeting.
5. To audit ASC policy annually after elections of new policy chair to be completed by new chair and a BOD member.
6. To audit treasury annually after elections of new treasurer to be completed by new treasurer and a BOD member.

BOARD OF DIRECTORS MEMBERS AT LARGE

RECOMMENDED QUALIFICATIONS:

1. A willingness and desire to serve.
2. A knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service and Guide to Local Services.
3. The willingness to give time and the resources to do the job.
4. A strongly suggested three years abstinence from all drugs.
5. Leadership ability.
6. Ability to communicate.
7. Ability to organize.
8. Ability to delegate.
9. Willingness to learn Robert's Rules of Order.

RESPONSIBILITIES:

1. Adheres to BASCNA, INC. Bylaws.
2. Attend 2 meetings annually.
3. May with another Director, call a Board Meeting
4. To determine, along with other BOD Members, who will be the registered agent for BASCNA, Inc.
5. To audit policy annually after elections of new policy chair to be completed by new chair and a BOD member.
6. To audit treasury annually after elections of new treasurer to be completed by new treasurer and a BOD member.

QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEES

RECOMMENDED QUALIFICATIONS OF SUBCOMMITTEE CHAIRPERSONS (with the exception of Policy)

1. A willingness and desire to serve.
2. Active for at least six months in the Bay Area NA structure. (Attachment B)
3. A knowledge of the Twelve Steps, Twelve Traditions of NA, Twelve Concepts of Service and A Guide to Local Services.
4. A willingness to give time and resources to do the job.
5. A strongly suggested one year abstinence from all drugs.
6. Leadership ability.
7. Ability to communicate.
8. Ability to organize

DEFINITION OF A SUBCOMMITTEE CHAIRPERSON

1. Make and debate motions.
2. May speak without consent.
3. Call meetings.
4. May act as Secretary.
5. Take reports to the ASC.
6. The Vice Chairperson acts as Chairperson, in the absence or vacancy of the Chairperson.
7. The Vice Chairperson is elected by the subcommittee. A minimum of six months abstinence from all drugs is suggested.

RESPONSIBILITIES:

1. It is suggested that each subcommittee submit written plans of its activities for approval of the ASC as needed. This includes generating guidelines in accordance with The Twelve Traditions, Twelve Concepts for NA Service.
2. Guidelines shall be congruent with the NA fellowship. Approved literature should reflect the subcommittee's needs.
3. Bulletins, Handbooks, and other Service-Related Materials can be obtained from Area Literature Distributor or ASC archives. Pertinent guidelines for subcommittees shall be generated and approved within the subcommittee then presented to ASC.
4. Addendums to Policy are posted as they occur, review is done semi-annually and updates are recompiled yearly.
5. It is suggested that all subcommittees hold workshops to promote an awareness of how they function within the fellowship, as well as with the community at large.
6. It is strongly suggested that subcommittee chairs (H&I, Helpline, PR) attend RSC Area Support Group (Saturday morning on RSC Weekend) or have a representative present.
7. Subcommittee Chairpersons should ask GSRs or get a groups conscience before using the group's meeting place for a subcommittee meeting.
8. All Subcommittee Chairpersons are members of the Policy Subcommittee.
9. Each subcommittee will be responsible for the purchase of any software required to publish documents for BASCNA. The software is to be registered to BASCNA for ownership, so trusted servants would have that software available to them to carry out their duties and responsibilities.
10. Subcommittees shall be responsible for maintaining inventories of software and any other materials tangible or intangible related to subcommittees' duties and responsibilities.
11. These inventories shall be submitted to Area Web Admin for BASCNA archives.

SUBCOMMITTEES

HOSPITALS & INSTITUTIONS

The purpose of an H&I presentation/meeting is to carry the message of recovery to addicts who do not have full access to regular meetings. H&I presentations/meetings, except for those in long term facilities, are intended to simply introduce those attending to some basics of the NA program.

The Area H&I subcommittee keeps a record of H&I meetings, coordinates panels, and establishes new meetings to as many hospitals and institutions as possible. The subcommittee is accountable for all disbursed literature.

PUBLIC RELATIONS

The public relations subcommittee attempts to carry the NA message of recovery to those who help or have contact with addicts. PR attempts to establish an idea of cooperation, not affiliation; it attempts to establish lines of communication via radio shows, public service announcements, posters, mail-outs, scheduling interviews, attendance at related conventions of the professional field, etc. The ways and means are innumerable.

HELPLINE

The Helpline subcommittee establishes, maintains, and coordinates an effective twenty-four hour a day, seven days a week answering service. The helpline subcommittee does so by following the Twelve Traditions of NA and the Policy guidelines of the Bay Area Service Committee. It is the responsibility of the Helpline Chairperson to submit in writing to the ASC Chair and Web Servant all passwords and necessary instructions to access and operate web-based scheduling.

ACTIVITIES

The Activities subcommittee coordinates and plans activities which promote unity and fellowship in the Bay Area. Any functions planned by the committee are brought to the ASC to help coordinate functions without running into a conflict of dates and times with other Regional Activities. The Activities subcommittee is accountable to the ASC for monthly written reports on all Activities transactions, including receipts. No Activities will be funded by the ASC except those organized by the BASCNA Activities subcommittee. In the event that there is no Activities subcommittee, each function will be voted on by the groups before the provision of funds. Minimum requirement for activities chair is 3 years to coincide with 3 years minimum requirement to handle BASCNA money. The subcommittee will plan at least 5 events each year: New Year's Eve (Jan), Unity Day (April), Anniversary (Aug), Monster Ball (Oct) and Gratitude (Nov).

POLICY

1. The Policy Subcommittee has two major purposes.
    a. To handle revisions of Policy guidelines.
        i. Works with Group Services Representatives, Area Officers and Subcommittees Chairpersons to insure a group conscience.
        ii. It takes a three/fourths majority vote to change Policy.
    b. To be an open forum to discuss Area problems relating to group-to-group relationships and ASC to group relationships. It is the responsibility of this subcommittee to deal with these in accordance with the Twelve Traditions of NA and Twelve Concepts of Service.
2. The Policy Chairperson shall be responsible for updating addendums to the policy guidelines each month and providing the GSRs with the previous month's changes.
    a. The Policy Chair will provide the Literature Distributor with an updated copy of the Policy Guidelines semi-annually.
    b. In the event of a vacancy in the Policy Chairperson's position, the Secretary of the Area shall assume the responsibility of updating the Policy Guidelines. All Administrative members, subcommittee chairs and GSRs are members of the Policy Subcommittee.
3. Audit policy annually after elections of new policy chair to be completed by new chair and a BOD member.
4. The electronic copy of the policy shall be updated to reflect motions that change policy after each ASC in which those motions are passed.

CHAIRPERSON RECOMMENDED QUALIFICATIONS:

1. A willingness and desire to serve.
2. Active for at least one year in the Bay Area NA Service structure. (See attachment B)
3. Knowledge of the Twelve Steps, the Twelve Traditions, Concepts for NA Service and Guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A strongly suggested two years abstinence from all drugs.
6. Leadership ability
7. Ability to organize.
8. Ability to communicate.

VICE-CHAIR RECOMMENDED QUALIFICATIONS:

1. A willingness and desire to serve.
2. Active for at least six months in the Bay Area NA Service structure. (See attachment B)
3. A knowledge of the Twelve Steps, Twelve Traditions of NA, Twelve concepts of Service and A guide to Local Services.
4. The willingness to give the time and resources to do the job.
5. A minimum of six months abstinence from all drugs (preferably one year).
6. Strong leadership, communications and organizational skills.
7. May not perform the GSR functions concurrently with Policy Chairperson functions. Must delegate the GSR functions to the Alternate or substitute.

LITERATURE (NEWSLETTER)

The duties of the literature subcommittee are gathering input from the fellowship in the Area, formulating new literature, reviewing new literature, and working on projects as directed by the Region and/or World. The Literature Subcommittee is also responsible for producing and distributing the Area Newsletter.

AD-HOC (TEMPORARY COMMITTEE)

This is a subcommittee appointed as the need arises to carry out a specific task. At the completion of the task, the subcommittee gives a final report to the ASC, at which time it ceases to exist. An Ad-Hoc Subcommittee should not be appointed to perform a task that falls within the assigned functions of an existing subcommittee.

METHODS OF CREATING AN AD-HOC SUBCOMMITTEE

1. Specify in a motion.
2. By general consent, or majority vote, at the time the subcommittee is appointed.
3. Election by ballot.
4. Nominations from the floor.
5. Nominations by the ASC Chairperson (confirmation by voice-vote).
6. Appointment by the ASC Chairperson.
7. Appointment by the adoption of a motion naming the members of the sub-committee.

ASC BUDGET GUIDELINES

All subcommittee chairpersons shall submit a proposed budget for the forthcoming year at the April ASC. If no budget is received at the end of April ASC, each subcommittee's previous year's expenses shall automatically become that subcommittee's new budget for the forthcoming year (excluding Activities). Any increase shall be submitted to ASC in the form of a motion.

1. All budgets for ASC be itemized for clarification and a full budget including last year's budget, last year's expenses, project budget, and totals:

Subcommittee / Line Item	Last Year's Budget		Actual Spent	Projected Budget
BASCNA BOD	$0		$464	$540
Administration	$1,200		$1,200	$1,860
Literature	$1,617.60		unknown	$2,932
H&I	$4,200		$4,200	$4,600
Secretary	$2,380		$2,886	$3,000
Helpline	$1,200		unknown	$1,200
Public Relations	$2,500		Unknown	$2,500
RCM	$3,600		$1,935.29	$3,600

EXAMPLE

2. The budget of the BASCNA should reflect our primary purpose. In case of a shortfall of funds, the following is the priority of services which available funds shall be used for:
   a. Helpline
   b. Hospitals and Institutions
   c. Public Relations
   d. Administration
      - Lit. Dist.
      - Activities
   e. Literature (Newsletter)
   f. Regional – donations, travel expenses, etc.
   g. FRCNA Support Committee positions

ACTIVITIES BUDGET GUIDELINES

1) BASCNA will set aside funds for Activities for the purpose of supporting BASCNA events. These funds will be held in the BASCNA Activities savings account.
2) Monthly activities fund flow:
   a) Once Activities rent and storage expenses have been paid for the month, any remaining funds from the monthly Activities budget will be transferred into the Activities Savings Account from BASCNA checking by the area treasurer.
   b) Check request submitted by Activities will be deducted from the Activities Savings Account and put in the Activities checking/workflow account by the area treasurer.
   c) Proceeds from Activities events will be deposited to the Activities checking/workflow account by the Activities treasurer and then transferred to the Activities Savings Account by the Area treasurer.
   d) Any monies over the annual budget minus the year expenses (storage and rent) in ASC will be transferred into the BASCNA checking account by the Area treasurer. In the event that the Activities subcommittee needs to submit check request that exceeds the amount for their subcommittee, Activities will need to request additional funds from Area in the form of a motion.
3) The area treasurer & the activities subcommittee will reconcile their accounting of activities funds on a monthly basis to ensure proper checks and balances.
4) In any event of a shortfall of the ASC prudent reserve, activities funds will be used.

RULES OF ORDER

1. To be recognized on the floor, a raise of the hand is necessary.
2. GSRs are the only voting members at the ASC meeting (or in their absences, their alternates or another representative of the group).
3. Only those listed below can make or second motions.

    a. GSRs or their alternate in their absence.
    b. RCM I or RCM II in the RCM I's absence.
    c. Vice chairperson, secretary, treasurer, Web Admin, BOD, and subcommittee chairpersons (or subcommittee Vice- chairperson in the chair's absence)
4. The following have a voice on the ASC floor:
    a. GSRs or their alternate in their absence.
    b. RCM I or RCM II.
    c. Administrative committee (Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Web Admin, Alternate Web Admin, Literature Distributor and Alternate Literature Distributor, Policy and Alt. Policy and BOD)
    d. All Subcommittee Chairpersons or Vice-Chairpersons in their absence.
    e. Chairpersons of Ad-Hoc Committees.
5. Discussion of main Motions
    a. Discussion of motions should be kept to two pros and two cons.
    b. If more discussion is in order, the motion may be tabled to the appropriate groups, subcommittee, policy, or ad-hoc, at the discretion of the chair.
    c. All members of NA are encouraged to engage in discussion of any motion on the floor during any sub- committee meeting.
6. Parliamentary Motions:
    a. <u>Motion to Amend</u>
        i. Simple majority required for passage.
        ii. Is debatable.
        iii. Used to change the wording of a main motion.
        iv. If the original motion maker and second of main motion agree, no second is required.
        v. If amendment is ratified, discussion reverts to the Main Motion as amended.
    b. <u>Motion to call the Previous Question.</u>
        i. Two Thirds majority required for passage.
        ii. Is not debatable.
        iii. Used to stop debate immediately and call a vote.
        iv. Should be used with caution to NOT stop the debate before all issues are approached.
    c. <u>Motion to table</u>
        i. Simple majority for passage
        ii. Is not debatable.
        iii. Used to stop debate on motion until such a meeting/date/time/info available.
        iv. The tabled motion is placed on the agenda for the specified date.
    d. <u>Motion to remove from the table</u>
        i. Simple majority required for passage.
        ii. Is not debatable.
        iii. Used to resume debate on a previously tabled motion before it comes up on the ASC agenda.
    e. <u>Motion to reconsider</u>
        i. Simple majority for passage.
        ii. Is debatable.
        iii. Used to send a motion to a subcommittee in order to;
            1. Gain more information.
            2. Allow more time for discussion.
    f. <u>Motion to Rescind</u>
        i. Simple majority required for passage.
        ii. It is debatable.

iii. Used to reopen debate and vote on original motion. Also used to void the result of (rescind) the original motion.

iv. Special circumstances

1. Motion must have passed either in previous month's ASC or in this month's ASC.
2. The member making the motion has new information that was not available during the previous debate.
3. The member must have been on the winning side of the vote.

g. Request to Withdraw a Motion

i. Unanimous consent required for passage.

ii. Is not debatable

iii. The maker of the motion may request at any time before a vote. One objection will continue debate.

h. Motion to Close/Adjourn

i. Simple majority required for passage.

ii. Is not debatable.

i. Call for Order of the Day

Is a request for the chair to bring the meeting back on track and conduct the meeting according to procedure adhering to the agenda. This does not require a second, is not debatable, and does not require a vote. The chairperson is obligated to enforce the request unless two thirds of the body tells the chair otherwise.

j. Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson "POINT OF INFORMATION." This means, "I have a question to ask" not "I have information to offer, a second is not required, only recognition from the chair.

k. Point of order

If it appears that something is happening that is in violation of the rules of order and if the chairperson has not done anything about it yet, a member may ask the chairperson for clarification of the rules at any time. The member needs only say" Point of Order" The chair should inquire, "What is point of order?" The member should then ask their question. If the chair agrees that the rules are not being followed, the response is "Your point is well taken" and corrective measures should be taken. If the chair disagrees, they simply state "Overruled." This as all other decisions can be appealed.

l. Point of Appeal

At any time, the chair makes a decision, that decision may be appealed. Any voting member, who wishes to appeal a decision, may by saying "I appeal a decision of the chair" if the appeal is seconded, the chair then asks, "on what grounds do you appeal my decision?" The member states his reasons. The chair then speaks to the intent of the decision being appealed. The ASC may debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the decision of the chair.

m. Parliamentary Inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask at any time by saying "Point of Parliamentary Inquiry" requires no second, is not debatable, and no vote is needed.

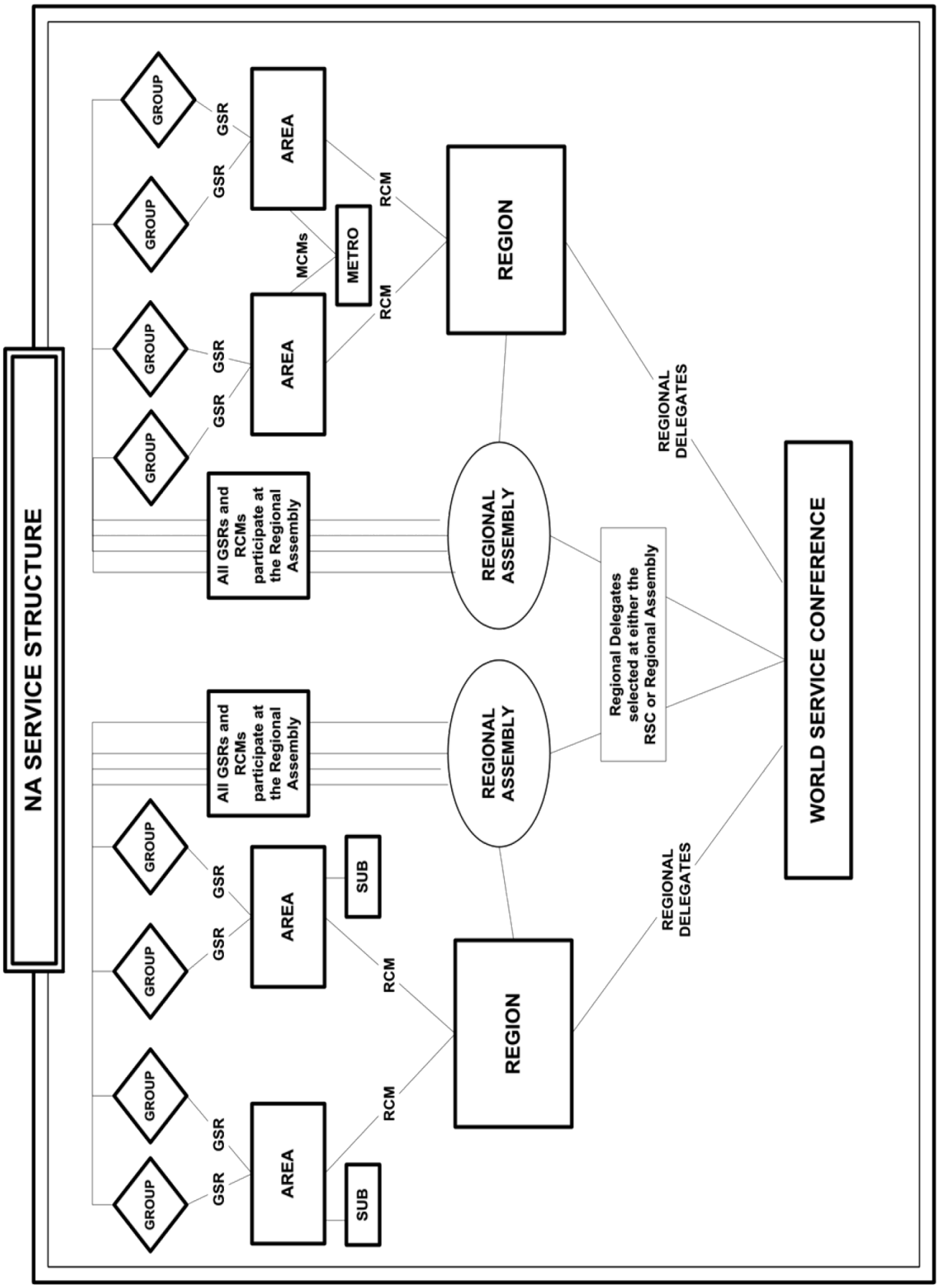
n. Point of Personal Privilege

If the air is too cold, or the heat too high, or there is too much noise in the room, one can ask that something be done about it. If the request is reasonable, the chair should accommodate.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its Intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, Point of	To be allowed to ask a question about a motion being discussed, not to offer information	Yes	No	No	None
Main Motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to the agenda if it gets onto another track.	Yes	No	No	None
Order, Point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary Inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-Thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the affect of a motion previously passed.	No	Yes	Yes	Two-Thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

ATTACHMENT "B" - NA SERVICE STRUCTURE



ADDENDUM "A" (BYLAWS)

of
BASCNA, INC.
(Adopted September 12, 2011)

ARTICLE I
NAME

Section 1.01. The exact name of the Corporation is Florida Regional Service Office, Inc. d/b/a BASCNA, Inc.

ARTICLE II
ORGANIZATIONAL PURPOSE

Section 2.01: Organization. The BASCNA, INC. was organized on August 31, 2011 as a Florida Not For Profit Corporation.

Section 2.02: Purpose. The Corporation is organized to coordinate the efforts of Narcotics Anonymous Groups in the Bay Area in carrying the message of Narcotics Anonymous. The BASCNA, INC. will carry the message of Narcotics Anonymous by providing community public information services, telephone contact lines, various educational events and panel presentations to addicts in treatment centers and jails.

To conduct such other activities and programs in furtherance of the foregoing purposes as may be carried out by a Corporation organized under Florida General Laws Chapter 617 and described in §501(c) (3) of the Internal Revenue Code.

Section 2.03: Limitations on Activities. Consistent with its charitable and educational status, (a) BASCNA, INC. shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; (b) no part of BASCNA, INC.'s net earnings shall inure to the benefit of officers, Directors or other private persons, except that it is authorized and empowered to pay reasonable compensation for services rendered and otherwise to make payments and distributions in furtherance of its charitable and educational purposes; and (c) BASCNA, INC., shall take only actions permitted by an organization exempt from taxation under §501(c) (3) of the Internal Revenue Code of 1986 ("the code") and pertinent Income Tax Regulations, as amended and as they may be amended.

ARTICLE III
MEMBERSHIP

Section 3.01: Voting Members. BASCNA, INC.'s voting membership shall be all current groups in Bay Area of Narcotics Anonymous that are organized and operated exclusively for §501(c) (3) purposes. Membership in BASCNA, INC. is at will.
Section 3.02: Membership Meetings.

a) Annual Meeting. There will be at least one membership meeting held annually in the month of September on the second Sunday.
b) Special Meetings. Additional membership meetings may be called by a simple majority of the members. A request for a special meeting shall be made at the monthly Bay Area Service Committee Meeting and the special meeting shall take place within 45 days of the request.
c) Quorum. A quorum for a membership meeting shall be a simple majority.
d) Actions. The voting membership, acting pursuant to these bylaws, shall elect and may remove

Directors, may amend the bylaws, shall establish general policies for BASCNA, INC., and may adopt resolutions and take other actions regarding BASCNA, INC.'s affairs whether or not mentioned in these Bylaws. The Board of Directors shall implement BASCNA, INC.'s policies and take all other actions needed for BASCNA, INC.'s management and operations that are consistent with these bylaws and with the membership's actions, resolutions and policies.

e) Removal/Suspension. A voting member is a member at will and cannot be removed or suspended.

ARTICLE IV
DIRECTOR
S

Section 4.01: Meetings. There shall be at least two meetings annually of BASCNA, INC.'s Board of Directors ("the Board"). Any two Directors may call a meeting. Reasonable notice, verbal or written, shall be given to all Directors.

Section 4.02: Board Size, Authority. The Board shall consist of no more than seven Directors. The Board shall manage and oversee BASCNA, INC.'s affairs pursuant to subsection 3.02(d) and other pertinent provisions of these Bylaws.

Section 4.03: Election of Directors. The Board shall consist of four Officers of the BAY AREA (Chair, Vice-Chair, Secretary, and Treasurer) plus three Directors-at-large that shall be elected by simple majority of the votes cast by members at the annual membership meetings. The Officers shall serve one year terms and be replaced annually by Officers elected at the annual meeting of the membership. The Directors at Large will serve three year terms, arranged so that one Directors' term expires each year. The three initial Directors at large shall be allocated a one year, a two year, and a three year term in order to facilitate the expiration cycle.

Section 4.04: Quorum; Majority Vote. A simple majority of the Board's total membership shall constitute a quorum. When quorum is present at a duly called Board Meeting, all actions shall be by vote of a majority of those present and entitled to vote.

Section 4.05: Removal or Suspension. The Board of Directors can make a recommendation as to whether the Director should be removed. A Director may be removed or suspended, with or without cause, by the vote of the majority of the voting membership.

Section 4.06: Board's Total Membership. Reference in any Bylaw to "the Board's total membership" shall mean the total number of Directors actually in office at a particular time, not the number of Directors authorized or permitted by these Bylaws or by Director resolution.

ARTICLE V
COMMITTEES

Section 5.01: Committees. The Board or the voting membership from time to time may establish one or more committees, which shall include at least two voting members. Committee members need not be Directors, but if any committee contains no Directors, it shall report to a designated Board liaison.

ARTICLE VI
OFFICERS

Section 6.01: Officers. The officers of Bay Area shall be on the Board of Directors of BASCNA, INC. and serve as their respective officer positions. The same person may not serve as an officer and as a Director-at- Large.

Section 6.02: Duties. Officers shall have such duties and powers as normally are associated with their titles, except as the Board may otherwise provide.

ARTICLE VII
DISSOLUTION

Section 7.01. Upon BASCNA, INC.'s dissolution, the Board, after paying or making provision for payment of all liabilities, shall dispose of BASCNA, INC.'s assets in such a manner, or to such organizations described in §501(c) (3) of the code of 1986 as amended, or the corresponding section of any future federal tax code, as the Board determines to be consistent with BASCNA, INC.'s purposes, in accordance with the fund flow structure of Narcotics Anonymous, and with applicable provisions of law.

ARTICLE VIII
BYLAW AMENDMENTS

Section 8.01. These bylaws may be amended or revoked, in whole or in part, by vote of a majority of the total voting membership.

ARTICLE IX
COMPLIANCE WITH LAW

Section 9.01. BASCNA, INC.'s officers and Directors are authorized and directed to take all steps necessary to assure that BASCNA, INC. operates and transacts its affairs in full compliance with all applicable provisions of the law.

ARTICLE X
LIABILITY AND INDEMNIFICATION

Section 10.01: Liability. To the fullest extent permitted by law, no officer or Director shall be personally liable to BASCNA, INC. or any third party for monetary damages for breach of fiduciary duty. Nothing herein, however, shall limit the liability of any officer or Director to BASCNA, INC. for gross negligence or misconduct, which shall be defined as any (a) act or omission in bad faith, or which constitutes a knowing violation of law, or (b) any transaction from which the Officer or Director derived a fraudulent or otherwise improper personal or business benefit.

Section 10.02: Indemnification. BASCNA, INC. shall indemnify and/or insure, to the maximum extent allowed by law, each former and current Officer and Director for expenses and costs (including reasonable attorney's fees) actually and necessarily incurred in connection with any claim asserted by reason of being or having been an officer, Director, or employee, except in relation to matters involving such person's actual gross negligence or misconduct as defined in section 10.01.

ARTICLE XI
FISCAL YEAR

The fiscal year of BASCNA, Inc. shall be from June 1 through May 31 (Adopted 04.08.2013).