

Policy and Procedure Guidelines for the Greensboro Area of Narcotics Anonymous

Revised March, 2018

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Section 1: The Purpose of the Greensboro Area

The purpose of the Greensboro Area of NA, as suggested in *A Guide to Local Services in Narcotics Anonymous*, is to be supportive of its home groups and their primary purpose by: associating a group with other groups locally, helping a group deal with its day to day situations and needs, and to support the availability of recovery through NA. Examples of services provided by area service committees include but are not limited to H&I, PR, translations, literature supply, activities, outreach, phone line, newsletter, website and conventions.

The H&I subcommittee initiates, coordinates, and conducts all local NA H&I meetings and H&I activities within the area. It is the hub of H&I planning and organization.

The PR subcommittee performs services to increase the awareness and credibility of the NA program by sharing information about who we are, how to find us and how we can help.

The Activities subcommittee is committed to organizing recovery centered events that support NA unity, fellowship, fun and learning.

The Conventions are held by members of NA to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. Because conventions are sponsored by service committees of NA, they should always conform to the NA principals and reflect our primary purpose.

Section 2: Operational Guidelines

- The Twelve Traditions of Narcotics Anonymous
- *A Guide to Local Services in Narcotics Anonymous*
- *The Policy and Procedure Guidelines of the Greensboro Area of Narcotics Anonymous*
- The Twelve Concepts of NA Service

Section 3: Membership

- The membership of the Greensboro Area will consist of each present NA home group, including its individual members, that is already a member of the Greensboro Area.
- Groups that choose to participate in the Area will elect a GSR (Group Service Representative) or GSR Alt. (Alternate). The GSR or GSR Alt. will carry the group's conscience to the ASC (Area Service Committee).
- New groups will become voting members upon completion of the following:
 - They should have a GSR or GSR Alt., or a representative.
 - A general majority vote by all GSR's is needed to accept new home groups into the ASC.
- If a member group is not participating at the area level, the ASC will send a representative from the administrative officers to that group to see if they need assistance in any way.
- New home groups will be added to the website meeting list after being voted into the Greensboro Area but will not be added to the printed meeting list until the home group has been meeting for 90 days.

Section 4: Voting

- A quorum, 75% of groups who attended the previous Greensboro Area meeting, is required to conduct business.
- **Types of votes that may be made on any given motion are as follows:**
 - Yes (in favor – self-explanatory)
 - No (not in favor – self-explanatory)

- Abstention – this vote is neither for nor against the motion. Voting abstention is most appropriate when there is no clear conscience on the issue.
- Withdrawal from quorum – this is a vote that applies to business issues only. Before voting on an issue the Chair will ask if any GSR wishes to withdraw from quorum *for that vote*. The ASC will then determine if the remaining quorum is sufficient to vote (**75%** of groups who attended previous Greensboro Area meeting is required to conduct business). A withdrawal from quorum is most appropriate when there is no conscience on the issue at hand.
- Within the ASC there are three voting designations as follows:
 - **Business issues:** GSR's or GSR Alternates take business issues back to their home groups for a vote. They then bring the results back to the ASC where a majority rules. They are defined as follows:
 - *Regional issues*
 - *Area issues that affect NA as a whole.* If there is a question prior to a vote about whether or not a matter affects NA as a whole, and should be taken back to the members for a vote, the Chairperson may rule on the matter, or call for a vote of the GSR's. Such a vote must occur if a motion to that effect is made and seconded, regardless of the ruling by the Chairperson. The vote will be a simple majority.
 - *Elections* – see “Section 4: Elections”.
 - **Administrative issues:** All GSR's or GSR Alternates, ASC officers, and subcommittee Chairperson vote immediately on administrative issues. Majority rules. Administrative issues are loosely defined as those issues that are to be handled as promptly as possible. Examples include:
 - *Approval of minutes*
 - *Financial disbursements*
 - *Subcommittee proposals*

(Subcommittee budget proposals are sent to home groups to ensure that each group and each member of that group is aware of any possible changes made to a subcommittee budget and can vote accordingly. Thus, allowing the GSR to carry the group conscience vote back to the area.)
- *Creating ad-hoc committees*

- ***Motion to adjourn***

Administrative votes that end in no clear majority or that are deemed sensitive issues by a passed motion of a member of the ASC, will be considered a business vote and sent to the home groups for voting.

- **Policy issues:** These issues will be handled in Section 10 – “Amendments to Policy”.
- Voting shall be of a majority of the votes cast, ignoring abstentions.

Section 5: Motions

- Any member of the Greensboro Area, including its individual members and/or a subcommittee representative, may offer a motion to the ASC, except for the Chairperson.
- All motions must be neatly printed or typewritten on the Greensboro Area motion form, signed by the maker, and seconded. Any motion without clear purpose, intent, and points of accountability may be ruled out of order by the Chairperson.
- The chairperson then reads the motion and intent. The motion maker explains intent. The chairperson then opens the floor for a brief question and answer period directed to the motion maker. The chairperson calls for two pros and two cons. If deemed necessary, two more pros and cons will be taken. Unresolved sensitive issues may be tabled by a majority vote for time and sanity considerations.
- After the motion is discussed, it may be passed, withdrawn, defeated, thrown out, amended, tabled, or referred (For a definition of these, see *A Guide to Local Services*).
- Pros and cons should be included with the motion in the minutes to assist development of group conscious within individual groups.

Section 6: Elections

- Area elections are to be held in July.
- Nominees must be present to state their willingness and service history at the time of nomination and election. In the event of a conflict, a nominee may forward a letter to be read by the ASC Chairperson, stating their willingness, service history, and reason for absence.

- Area elections are to be held annually. All administrative offices, except those with alternates, are open for nomination by home groups. The subcommittees themselves may nominate Subcommittee Chairpersons. Nominations will be open four months prior to elections, and a reminder will be placed in the ASC minutes.
- Nominations will be closed one month prior to the annual elections, and service resumes of all nominees will be placed in the minutes of the June ASC.
- The elections of any ASC officer will be done by secret ballot if more than one individual is seeking the same office.
- A vote of confidence should be cast by all GSR's, ASC officers, and Subcommittee Chairpersons before each alternate assumes his/her position.
- Any positions open at times other than the annual election will be filled by the aforementioned process.
- All ASC officers should be members of NA.

Section 7: ASC Officers

- The Greensboro Area will consist of the following officers:
 - Chairperson
 - Chairperson Alternate
 - RCM (Regional Committee Member)
 - RCM Alternate
 - Treasurer
 - Treasurer Alternate
 - Secretary
 - Secretary Alternate
 - H&I Chairperson
 - PR Chairperson
 - Activities Chairperson

- Convention Chairperson

These officers vote with GSR's on administrative issues, with the exception of the Chairperson. Alternate positions serve as follows:

- First year serving as Alternate.
- Second year serving in primary office (based on a vote of confidence at the ASC yearly election meeting)

Subcommittee chair nominations will have a home group vote once their nominations are submitted through their respective subcommittees.

No member of the ASC should hold more than one trusted servant position unless absolutely required by the lack of participation at the area. An officer cannot vote as a GSR except on business issues.

- The duties of the ASC officers are based on, but not limited to the description in *A Guide to Local Services in Narcotics Anonymous*.
- Dismissal of officers
 - An officer may be removed for the following reasons:
 - A loss of clean time.
 - Non-fulfillment of duties of office as defined by policy guidelines.
 - Absences from two consecutive regular meetings of the ASC.
 - Misuse of NA funds at any level.
 - The intentional presentation of misleading information to the area.
- Any ASC officer or GSR may call for the removal of an officer by a motion in New Business. The motion must state the reason and justification for removal.
- The vote to remove an officer would require two-thirds (2/3) majority of GSR's from the established quorum.

Chairperson

- Calls the meeting to order.
- Prepares an agenda and follows it, but can alter the agenda if necessary.
- Recognizes ASC and NA members who wish to speak at the ASC.

- Enforces rules that relate to order.
- Is familiar with area policies and rules of order for the purpose of responding to questions ASC members might have.
- Accepts motions from the floor and directs them to be submitted in writing before calling for a second.
- Makes certain that everyone who votes is eligible to do so.
- Chair does not vote on any issue.
- Expedites business.
- Adjourns the meeting.
- Acts as mediator between ASC and officers who fail to function as trusted servants.
- Calls special meetings when necessary.
- Represents the ASC, at the RSC (Regional Service Committee), when neither the RCM nor RCM Alt. can attend.
- Acts as a signer on the checking account.
- Suggested two years clean time.
- Should carry out the duties of this position in an unbiased manner.
- Is responsible for contacting all members on the area master list to notify participants of a cancellation of the area meeting in accordance with the inclement weather policy in Section 9.
- Acts as a neutral facilitator and offers no opinion regarding discussions, etc.

Chairperson Alternate

- Assists the Chairperson in his/her duties.
- Keeps in regular contact with the chairpersons of each subcommittee to stay informed of the projects and problems. Attends subcommittee meetings whenever possible.
- Serves as ASC Chairperson, if Chairperson cannot be present.
- Serves as Subcommittee Chairperson should there be a vacancy that the subcommittee could not fill.

- Coordinates and conducts the annual Area Inventory every January at the ASC meeting instead of open forum.
- Suggested one year clean time.
- Serves as the Policy Chair of the ASC.

Regional Committee Member (RCM)

- Attends all ASC and RSC meetings.
- Acts as the ASC's representative at the RSC.
- Acts as the Area Service Committee contact for communication with the NA World Services and forwards RSC and World Services correspondences to the Secretary for distribution.
- Acts as Chairperson in the event that the Chairperson and Chairperson Alt. are absent.
- Attends Regional C.A.R. (Conference Agenda Report) workshop, and coordinates an area workshop for GSR's and interested members.
- Prior service experience suggested.
- Suggested two years clean time.

Regional Committee Member Alternate (RCM Alt.)

- Requires a two year commitment.
- Assists the RCM in his/her duties.
- Attends all ASC and RSC meetings.
- Serves as RCM in his/her absence.
- Suggested one year clean time.

Treasurer

- The Treasurer will not accept cash without giving a receipt. All checks should be made payable to Greensboro Area.

- Two signatures will be required for checks drawn on the area account from the following three choices: the Treasurer, the Chairperson, or the Secretary.
- Responsible for making deposits and paying bills in a timely manner.
- The area treasury will keep one month's expenses as a prudent reserve.
- Recommends a quarterly donation to the NC Region of NA, subject to review of the ASC based on the Treasurer's report.
- Suggested prior treasurer experience.
- Suggested two years clean time.
- All reimbursable expenses must be receipted.
- The treasurer must alert the body of the ASC during his/her report of all service entities that have not submitted monthly financial reports of budget versus actual expenditures.
- Analyzes the previous year's expenses after all budgets have been approved in order to recommend, if needed, an adjustment to the prudent reserve from the previous year.
- The ASC Treasurer should make an annual written financial report of contributions and expenditures.

Treasurer Alternate

- Assists the Treasurer in his/her duties.
- Fills in the as the Treasurer, if the Treasurer cannot be present.
- Suggested one year clean time.

Secretary

- Conducts an oral roll call of ASC officers and GSR's to determine who is present, and the status of quorum.
- Keeps accurate minutes of each ASC meeting.
- Types and distributes copies of the minutes to all GSR's and ASC officers, within ten days of previous ASC.

- Makes records and approved archived minutes available to any NA member.
- Maintains a copy of the following: *A Guide to Local Services in Narcotics Anonymous, H&I Handbook, Public Relations Handbook, Policy and Procedure Guidelines for the Greensboro Area of Narcotics Anonymous*, and Twelve Concepts.
- Compiles and maintains a contact list with names, addresses, phone #'s, and email addresses of two persons (preferably GSR and GSR Alt.) from each member group, as a distribution list for area minutes. The list is also made available to the ASC participants who need to contact all the groups.
- Acts as a signer of the ASC checking account.
- Suggested two years clean time.
- In an effort to clarify Section 7: 2, 4 – The secretary is to be responsible for archiving minutes, meaning the accumulation of printed archived minutes for the previous six months ((to take place January and July of each year) and take items to approved business center for transfer of printed materials to a master and loaner CD (loaner is for interested home groups to borrow), maintain these discs with GASC records, and destroy hard copies.
- Removes members from the mailing list of the minutes if they have not been present at the area meeting for three months consecutively unless the person contacts the ASC and specifically asks to continue to receive minutes.
- Keeps seven copies of the *Policy and Procedure Guidelines for the Greensboro Area of Narcotics Anonymous* on hand to give to new GSR's as needed.

Secretary Alternate

- Assists the Secretary in his/her duties.
- Fills in as the Secretary, if the Secretary cannot be present
- Suggested one year clean time.

H&I Chairperson

- Coordinates all H&I meetings within the area on accordance with the approved *H&I Guidelines*.
- Provides the ASC with a monthly written report.
- Conducts monthly subcommittee meetings.
- Demonstrates knowledge of and commitment to H&I.
- Prior service experience on the H&I subcommittee.
- Suggested two years clean time.
- Attends regional subcommittee meetings.

Public Relations Chairperson

- Coordinates all PR meetings within the area on accordance with the approved *Public Relations Handbook*.
- Provides the ASC with a monthly written report.
- Conducts monthly subcommittee meetings.
- Updates and prints an area meeting schedule, and makes it available to area groups at ASC meetings on an as needed basis.
- Demonstrates knowledge of and commitment to PR.
- Prior service experience on the PR subcommittee.
- Suggested two years clean time.
- Attends regional subcommittee meetings.

Activities Chairperson

- Coordinates all Activities subcommittee meetings within the area.
- Provides the ASC with a monthly written report.
- Conducts monthly subcommittee meetings.
- Demonstrates knowledge of and commitment to Activities subcommittee.
- Prior service experience on the Activities subcommittee.

- Suggested two years clean time.
- Attends regional subcommittee meetings.

Convention Chairperson

- Coordinates all Convention subcommittee meetings within the area.
- Provides the ASC with a monthly written report.
- Conducts monthly subcommittee meetings.
- Demonstrates knowledge of and commitment to NA conventions.
- Prior service experience on a Convention subcommittee.
- Suggested 5 years clean time.
- Attends regional Convention subcommittee meetings, if it exists.

Section 8: Finance

- The GASC shall provide each new area officer with *A Guide to Local Services in Narcotics Anonymous* upon request.
- The GASC shall fund the RCM up to \$130.00 for travel, lodging and food expenses to each regional workshop or RSC meeting.
- The GASC shall fund the RCM Alt. up to \$130.00 for travel, lodging and food expenses to each regional workshop or RSC meeting.
- The GASC shall fund each subcommittee chairperson up to \$100.00 for travel, lodging, and food expenses to each corresponding subcommittee meeting.
- Expense monies for items B, C, and D may be distributed prior to meetings upon request at a previous ASC meeting. Receipts and change should be returned to the area Treasurer by the next ASC meeting.
- ASC subcommittee chairpersons, in conjunction with the area Treasurer, should submit an annual budget to the ASC one month after area elections to be approved by the ASC. Such approval shall constitute authorization for expenditures throughout the year unless the Treasurer should report an unexpected decrease of ASC funds, and then all budgets would have to be adjusted evenly with the approval of the ASC.

- Each subcommittee must submit monthly financial reports of budget versus actual expenditures, to be included in the Treasurer's report, which will be included in the area minutes.
- The GASC will pay rent annually to the facility where the meeting is held.
- In keeping with the 7th Tradition, the area shall not provide funding for the startup expenses of new home groups.

Section 9: General Policies

- ASC meetings are to be conducted in Greensboro. The ASC meets at 2:30 pm on the Sunday following the second Saturday of each month and, if possible, in the same location.
- ASC officers and subcommittee chairpersons must submit a written report at each ASC. These reports will be included in the area minutes.
- The most recent 15 months of approved minutes will be posted on the website.
- No reports by trusted servants will be removed or censored from the area website except by a vote from the home groups.
- Any ASC officer who misses two consecutive or three nonconsecutive ASC meetings will have their positions reviewed and may be asked to resign.
- Should the area's subcommittees not be represented by either the Chairperson or the Vice-Chairperson of that subcommittee, at either two regional subcommittee meetings or two ASC meetings, then that Subcommittee Chairperson's position should be reviewed.
- All motions and policy proposals will be included in the area minutes.
- All ASC meetings are non-smoking.
- The officers and the Subcommittee Chairpersons will hold an annual orientation for new GSR's and GASC officers within two months following the July elections; including workshops on the service structure of NA, GASC policy, the Twelve Concepts, the Twelve Traditions and the subcommittees of the Greensboro Area.
- If the location/facility where the area meets is closed due to inclement weather the day that the area meets, the area will not meet that month. The area Chairperson is responsible for contacting all members of the ASC on the area master list to notify the members of the cancellation. If the location/facility is open, the area meeting will take place at the normal scheduled location, date and time.

Section 10: Amendments to Policy

Policy and Procedure Guidelines for the Greensboro Area of Narcotics Anonymous may be amended at any time in accordance with the following:

- Proposed amendments or motions pertaining to the *Policy and Procedure Guidelines for the Greensboro Area of Narcotics Anonymous* will be discussed and tabled directly to home groups for a conscience.
- The proposed policy or amendment will then be voted on by GSR's at the following ASC meeting.

Appendix A

Ad-Hoc Committees

- Purpose: ad-hoc committees are committees established to perform a special function.
- Any motion to form an ad-hoc committee should include the following:
 - The specific purpose of the ad-hoc committee
 - The name(s) of the person(s) willing to chair the ad-hoc committee
 - A proposed timeline for the ad-hoc committee
 - Any budgeting for the ad-hoc committee
- The motion to form an ad-hoc committee is voted on as an administrative issue unless a motion is made to send it back to home groups.
- The Chairperson is voted in as an administrative issue.