

**POLICY AND PROCEDURE
GUIDELINES FOR THE
GREENSBORO AREA OF
NARCOTICS ANONYMOUS**

REVISED OCTOBER 2011

Table of Contents

<u>Section 1: Purpose</u>	<u>1</u>
<u>Section 2: Operational Guidelines</u>	<u>1</u>
<u>Section 3: Membership</u>	<u>1</u>
<u>Section 4: Voting</u>	<u>2</u>
<u>Section 5: Motions</u>	<u>3</u>
<u>Section 6: Elections</u>	<u>3</u>
<u>Section 7: A.S.C. Officers</u>	<u>4-8</u>
<u>Section 8: Finance</u>	<u>9</u>
<u>Section 9: General Policies</u>	<u>9</u>
<u>Section 10: Amendments To Policy</u>	<u>10</u>
<u>Appendix A: Ad-Hoc Committees</u>	<u>11</u>

Section 1: The Purpose of the Greensboro Area

The purpose of the Greensboro Area of NA, as suggested in the *Guide To Local Services* 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.

Section 2: Operational Guidelines

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

Section 3: Membership

- A) The membership of the Greensboro Area will consist of each present NA Group that is already a member of the Greensboro Area.
- B) Groups that choose to participate in the Area will elect a GSR (Group Service Representative) or GSR alternate. The GSR or GSR alt. will carry the Group's conscience to the A.S.C.
- C) New Groups will become voting members upon completion of the following:
 - 1) They should have a GSR or GSR alt., or a representative
 - 2) A general majority vote by all GSRs is needed to accept new Home Groups into the A.S.C.
- D) If a member Group is not participating at the Area level, the A.S.C. will send a representative from the administrative officers to that Group to see if they need assistance in any way.

Section 4: Voting

A) A quorum, 85% of groups who attended previous ASC meeting after the break roll call is required to do business at the ASC.

B) Types of votes that may be made on any given motion are as follows.

Yes, or in favor- self-explanatory.

No, or 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.

Withdraw 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 A.S.C. will then determine if the remaining quorum is sufficient to vote (85% of groups who attended previous A.S.C. meeting after the break roll call). A withdraw from quorum is most appropriate when there is no conscience on the issue at hand.

C) Within the A.S.C. there are three voting designations as follows:

1) **Business Issues**: GSRs or GSR alternates take business issues back to their Home Groups for a vote. They then bring the results back to the A.S.C. where a majority rules. They are defined as follows:

a) ***Regional Issues***

b) ***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 member groups for a vote, the Chairperson may rule on the matter, or call for a vote of the GSRs. 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 by a simple majority.

c) ***Elections***- see section 4, elections

2) **Administrative Issues**: All GSRs or GSR alternates, A.S.C. officers, and subcommittee Chairpersons vote immediately on administrative issues. Majority rules. Administrative issues are loosely defined as those issues that are to be handled as promptly as possible. Example include:

a) ***Approval of minutes***

d) ***Creating Ad- Hoc Committees***

b) ***Financial disbursements***

e) ***Motion to adjourn***

c) ***Subcommittee proposals***

Administrative votes that end with no majority, or that are deemed sensitive issues by a passed motion of a member of the A.S.C., will be considered a business vote and sent to the Home Groups for voting.

3) **Policy Issues**: These issues will be handled in section 10, Amendments to policy

D) A simple majority is defined as greater than 50% of quorum.

Section 5: Motions

- A)** Any member of the Greensboro Area may offer a motion to the A.S.C., except for the Chairperson.
- B)** 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.
- C)** The motion will be discussed, and the Chairperson may limit discussion. The person making the motion should be prepared to answer questions about it.
- D)** 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 in NA*).

Section 6: Elections

- A)** Area elections are to be held in July.
- B)** 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 A.S.C. Chairperson, stating their willingness, service history, and reason for absence.
- C)** Area elections are to be held annually. All Administrative officers, except those with alternates, are open for nomination by Home Groups. The subcommittees themselves will nominate subcommittee chairpersons. Nominations will be open four months prior to elections, and a reminder will be placed in A.S.C. minutes.
- D)** 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 A.S.C.
- E)** The election of any A.S.C. officer is to be done by secret ballot.
- F)** A vote of confidence should be cast by all GSRs, A.S.C. officers, and subcommittee Chairpersons before each alternate assumes his/her position.
- G)** Any positions open at times other than the annual election will be filled through the aforementioned election process.
- H)** All A.S.C. officers should be members of NA.

Section 7: A.S.C. Officers

A) The Greensboro Area will consist of the following officers:

- | | | |
|----------------------|-------------------|--------------------|
| 1) Chairperson | 5) Treasurer | 9) H&I Chairperson |
| 2) Vice- Chairperson | 6) Treasurer Alt. | 10) PR Chairperson |
| 3) RCM | 7) Secretary | |
| 4) RCM Alt. | 8) Secretary Alt. | |

These officers vote with the GSRs on administrative issues, with the exception of the Chairperson. All alternate positions should be considered a two-year commitment, and can assume their positions upon a positive vote of confidence. No member of the A.S.C. 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.

B) The duties of A.S.C. officers are the same as defined in *A Guide to Local Services*, as well as the following:

C) Dismissal of Officers

- 1) An officer may be removed for the following reasons:
 - a. Loss of clean time
 - b. Non-fulfillment of the duties of office as defined by policy guidelines
 - c. Absences from two consecutive regular meetings of the ASC
 - d. Misuse of NA funds at any level
 - e. The intentional presentation of misleading information to the Area
- 2) 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.
- 3) The vote to remove an officer would require two-thirds (2/3) majority of GSRs from the established quorum.

Section 7: A.S.C. Officers, cont'd.)

Chairperson

- 1) Calls the meeting to order.
- 2) Prepares an agenda and follows it, but can alter the agenda if necessary.
- 3) Recognizes A.S.C. and NA members who wish to speak at the A.S.C.
- 4) Enforces rules that relate to order.
- 5) Is familiar with Area policies and rules of order for the purpose of responding to questions A.S.C. members might have.
- 6) Accepts motions from the floor and directs them to be submitted in writing before calling for a second.
- 7) Makes certain that everyone who votes are eligible to do so.
- 8) Expedites business.
- 9) Adjourns the meeting.
- 10) Acts as mediator between A.S.C. and officers who fail to function as trusted servants.
- 11) Calls special meetings when necessary.
- 12) Represents the A.S.C. at the R.S.C. when neither the RCM nor RCM alt. can attend.
- 13) Is a signer of the A.S.C. checking account.
- 14) Suggested two years clean time.
- 15) Should carry out the duties of this position in an unbiased manner.
- 16) 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.

Vice-Chairperson

- 1) Assists the Chairperson in his/her duties
- 2) Keeps in regular contact with Chairpersons of each subcommittee to stay informed of their projects and problems. Attends subcommittee meetings whenever possible.
- 3) Serves as A.S.C. Chairperson if Chair cannot be present.
- 4) Serves as subcommittee chair should there be a vacancy the subcommittee could not fill.
- 5) Coordinates and conducts the annual Area Inventory every January at the ASC meeting instead of open forum.
- 6) Suggested one-year clean time.

(Section 7: A.S.C. Officers, cont'd.)

Regional Committee Member

- 1) Attends all A.S.C. and R.S.C. (Regional Service Committee) meetings.
- 2) Is the A.S.C.'s representative at the R.S.C.
- 3) Acts as the Area Service Committee Contact for communication with NA World Services and forwards RSC and World Services Correspondences to the Secretary for distribution.
- 4) Acts as Chairperson in the event that the Chairperson and Vice- Chairperson are absent.
- 5) Attends Regional C.A.R. (Conference Agenda Report) workshop, and coordinates an Area workshop for GSRs and interested members.
- 6) Prior service experience suggested.
- 7) Suggested two years clean time.

Regional Committee Member Alt.

- 1) Requires a two-year commitment.
- 2) Assists the RCM in her/his duties.
- 3) Attends all A.S.C. and R.S.C. meetings.
- 4) Serves as RCM in his/her absence.
- 5) Suggested one-year clean time.

Treasurer

- 1) The Treasurer will not accept cash without giving a receipt. All checks should be made payable to the Greensboro Area.
- 2) Two signatures will be required for checks drawn on the Area account from the following three choices: the Treasurer, the Chairperson, or the Secretary.
- 3) Responsible for making deposits and paying bills in a timely manner.
- 4) The Area Treasury shall keep one month's expenses as a prudent reserve. The amount of such reserve shall be included in Area minutes.
- 5) Recommends a quarterly donation to the N.C.S.C., subject to the review of the A.S.C. based on the Treasurer's report.
- 6) Suggested prior treasurer experience.
- 7) Suggested two years clean time.
- 8) All reimbursable expenses must be receipted.
- 9) The Treasurer must alert the body of the A.S.C. during his/her report of all service entities that have not submitted monthly financial reports of budget versus actual expenditures.
- 10) Analyzes the previous year's expenses after all budgets have been approved in order to recommend, if needed, any adjustment to the prudent reserve from the previous year.

(Section 7: A.S.C. Officers, cont'd)

Alternate Treasurer

- 1) Assists the Treasurer in his/her duties.
- 2) Fills in for the Treasurer if the Treasurer cannot be present.
- 3) Suggested one-year clean time.

Secretary

- 1) Conducts an oral roll call of A.S.C. officers and GSRs to determine who is present, and the status of quorum.
- 2) Keeps accurate minutes of each A.S.C.
- 3) Types and distributes copies of the minutes to all GSRs and A.S.C. officers, within ten days of previous A.S.C.
- 4) Makes records and approved archived minutes available to any NA member.
- 5) Maintains a copy of the following: *A Guide to Local Services*, *H&I Handbook*, *Public Relations Handbook*, *Policy Manual*, *Twelve Concepts*.
- 6) Compiles and maintains a contact list with names, addresses, phone #, and e-mail addresses of two persons (preferably GSR and GSR alt) from each member group to be a list from which we mail the minutes. The list is also made available to A.S.C. participants who need to contact all the groups.
- 7) Is a signer of A.S.C. checking account.
- 8) Suggested two years clean time.
- 9) 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 in January and July each year) and take items to approved business center for transfer of printed copies to a master and loaner CD (loaner is for interested homegroups to borrow) and maintain these discs with GASC records.
- 10) Remove members from mailing of the minutes if they have not been present at the Area meeting for a consecutive of three months unless the person contacts the ASC and specifically asks to continue to receive minutes.
- 11) To have the Area Secretary keep on hand 7 copies of the Greensboro Area Policy to give to new GSRs as needed.

Alternate Secretary

- 1) Assists the Secretary in her/his duties.
- 2) Fills in for the Secretary if the Secretary cannot be present.
- 3) Suggested one-year clean time.

(Section 7: A.S.C. Officers, cont'd)

H&I Chairperson

- 1) Coordinates all hospital and institution meetings within the Area in accordance with the approved "H&I Guidelines".
- 2) Provides the A.S.C. with a monthly written report.
- 3) Conducts monthly subcommittee meetings.
- 4) Demonstrates a knowledge of and commitment to H&I.
- 5) Prior service experience on the H&I subcommittee.
- 6) Suggested two years clean time.
- 7) Attends Regional subcommittee meetings.

Public Relations Chairperson

- 1) Coordinates all Public Relations meetings within the Area in accordance with the approved *Public Relations Handbook*.
- 2) Provides the A.S.C. with a monthly written report.
- 3) Conducts monthly subcommittee meetings.
- 4) Updates and prints an Area meeting schedule, and makes it available to area groups at A.S.C. meetings on an as needed basis.
- 5) Demonstrates a knowledge of and commitment to Public Relations.
- 6) Prior service experience on the PR subcommittee.
- 7) Suggested two years clean time.
- 8) Attends Regional subcommittee meetings.

Section 8: Finance

- A) The A.S.C. shall provide each new Area officer with a copy of “A Guide to Local Services” upon request.
- B) The Area shall fund the RCM up to \$130.00 for travel, lodging, and food expenses to each Regional workshop or R.S.C. meeting.
- C) The Area shall fund the RCM Alt. up to \$130.00 for travel, lodging, and food expenses to each Regional workshop or R.S.C. meeting.
- D) The Area shall fund each subcommittee Chairperson up to \$100.00 for travel, lodging, and food expenses to each corresponding subcommittee meeting.
- E) Expense monies for items B, C, and D may be distributed prior to meetings upon request at a previous A.S.C. Receipts and change should be returned to the Area Treasurer by the next A.S.C.
- F) A.S.C. subcommittee Chairpersons, in conjunction with the A.S.C. Treasurer, should submit an annual budget to the A.S.C. one month after Area elections to be approved by the A.S.C. Such approval shall constitute authorization for expenditures throughout the year unless the Treasurer should report an unexpected decrease of A.S.C. funds, and then all budgets would have to be adjusted evenly with the approval of the A.S.C.
- G) 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.
- H) The Area will pay rent annually to First Lutheran Church for the A.S.C.

Section 9: General Policies

- A) A.S.C. meetings are to be conducted in Greensboro. The A.S.C. meets at 2:30 pm on the Sunday following the second Saturday of each month, and if possible, at the same location.
- B) A.S.C. officers and subcommittee Chairpersons must submit a written report at each A.S.C. These reports will be included in the Area minutes.
- C) Post the most recent 15 months of approved minutes on area website.
- D) No reports by trusted servants will be removed or censored from the area website except by a vote from the home groups.
- E) Any A.S.C. officer who misses two consecutive or three non- consecutive A.S.C. meetings will have their positions reviewed and may be asked to resign.
- F) 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 A.S.C. meetings, then that subcommittee Chairperson's office should be reviewed.
- G) All motions and policy proposals will be included in the Area minutes.
- H) All A.S.C. meetings are non- smoking.
- I) The officers and the subcommittee chairs will hold an annual orientation for new GSRs and G.A.S.C. officers within two months following the July elections; including workshops on the service structure of NA, G.A.S.C. Policy, the Twelve Concepts, the Twelve Traditions, and the subcommittees of the Greensboro Area.
- J) If the location/facility where the area meets is closed due to inclement weather the day that area meets, the area will not be meeting that month. The Area Chairperson is responsible for contacting all members on the Area master list to notify the members of the cancellation. If

the location/facility is open, the Area meeting is to take place at the normal scheduled location, date and time.

Section 10: Amendments To Policy

The Policy Manual may be amended at any time in accordance with the following:

- A) Proposed amendments or motions pertaining to the A.S.C. Policy Manual will be discussed and tabled directly to home groups for a conscience
- B) The proposed policy or amendment will then be voted on by GSRs at the following A.S.C.

Appendix A

Ad-Hoc Committees

- I.A) Purpose: Ad-Hoc committees are committees established to perform a specific function.
- B) 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.
- C) 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.
- D) The Chairperson is voted in as an administrative issue.