

**THE GRACNA**

**AREA SERVICE**

**COMMITTEE POLICIES**

**AND PROCEDURES**

**HANDBOOK**

**REVISED June 2016**

**GRACNA Area Service Committee**

**Policies and Procedures**

# Section I. The Grassroots Area Service Committee

The purpose of the Area Service Committee (ASC) is to be supportive of a Narcotics Anonymous Area and its primary purpose by associating with Groups within the Area and by helping to deal with its situations and needs.

*The ASC serves 3 basic functions:*

1.) The primary function of this committee is to unify the Groups within its respective area and to provide help and support to each individual group.

2.) The secondary function of the ASC is to carry the message of recovery through its various Subcommittees on behalf of the groups.

3.) The third function of the ASC is to contribute to the growth of and enhance the quality of Narcotics Anonymous as a whole.

*Spiritual Guidelines and Order of Guiding Documents:*

•The 12 Concepts of NA Service

•The 12 Traditions of NA

•The ASC Policies and Procedures

•The rules contained in the current edition of “Robert’s Rules of Order,” Newly Revised”

The ASC shall not make any action that is in conflict with the Guiding Documents.

*The ASC consists of:*

* Elected GSR’s from its respective home groups.
* Elected Administrative Trusted Servants – Chairperson, Vice-Chairperson, Secretary, Treasurer, RCMs.
* Subcommittee Chairpersons.

All groups that belong to the GRACNA must adhere to the Six Points that are based on the Traditions, and which describe an NA group.

The Secretary will remove names of groups from the roll that do not attend the ASC, that have been disbanded, or who are not following the Six Points. If any concerns arise, the Outreach Subcommittee can be sent out to the group on behalf of the GRACNA.

**Section II. Voting Procedures**

•Voting members of the ASC are GSR’s or GSR-Alternates in the absence of the GSR.

•A quorum shall consist of one (1) more than half of the voting members present for a simple majority vote in order to do business.

•Business of the ASC shall be conducted in accordance with the Guiding Documents.

•All motions that make or change policy shall be sent back to the Groups and require a two-thirds (2/3) majority of voting members at the ASC meeting present to pass.

•An abstention does not count in the number of present voting members from whom a needed percentage is derived, unless a situation occurs when there are more abstentions than the total number of yes and/or no votes. The motion will then be returned to the floor for further deliberation and clarification.

•In case of a tie vote, the ASC Trusted Servants would be asked to vote. The collective result of their vote will act as a tiebreaker.

•After two (2) ties, the motion will be returned to the floor for further deliberation and clarification.

•Only GSR’s or GSR-Alternates can make or second motions.

•In accordance with the Ninth Tradition of Narcotics Anonymous, the ASC is directly responsible to those it serves and shall be respectful of the Guiding Documents in all its affairs and matters of business, keeping the best interest of Narcotics Anonymous in mind.

# Section III. Elections of ASC Members

**•**Nominations for the ASC Administrative Trusted Servants shall be made in December. Voting for these Trusted Servant positions will be held in January with service beginning in February.

•Nominations for the ASC Subcommittee Chairs shall be made in May. Voting of these Trusted Servant positions shall be in June with service beginning in July.

•Trusted Servant positions are for a one (1) year term, with the exceptions of: Ad-hoc, special, and/or temporary Subcommittee chairs.

•The positions of RCM and ASC Vice-Chairperson are both an implied two (2) year commitment.

•Trusted Servants assuming the position of ASC Chairperson may serve a second term in that position, provided that he or she has the willingness to serve and a vote of confidence at the end of the first year.

•All nominees of a Trusted Servant position must be present at the time of nomination and voting.

Chairperson has a 2 consecutive term limit.

**Section IV. Resignation and Removal of Trusted Servants:**

Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the ASC Chairperson prior to, or at the time of resignation.

ASC Trusted Servant may be removed from office for any of the following reasons:

* Relapse
* Neglect of duties
* Disregard of ASC Conscience
* Disrespect for Guiding Documents
* Misuse of funds
* Falsification of financial reports
* Any theft or violence in the Committee or toward another NA member
* Two (2) consecutive unexcused absences shall be considered a willful resignation.

*Procedure for Removal from Office:*

•A request of resignation or a notice of an impending removal from office must be presented to the ASC in the form of a motion and be accompanied by an explanation.

•The Trusted Servant in question will be notified in writing by two (2) ASC Administration Trusted Servants twenty-one (21) days prior to impending action.

•In the event of a resignation or a removal of Subcommittee Chairpersons, RCMs, the Vice Chairperson of the Subcommittee shall assume the duties and responsibilities of the Chairperson, with a vote of confidence from the GRACNA, until the time when scheduled elections are held or re-elections are held with the nominations from the Fellowship of the GRACNA.

•ASC Vice-Chairperson may move into RCM and Subcommittee Chairperson Positions in case of resignation or removal upon a vote of confidence of the GRACNA, if the Subcommittee Vice-Chairperson does not have willingness or sufficient clean time to be the Chairperson. ASC Vice-Chairperson will serve until a replacement can be nominated and voted in by the home groups.

•Anyone elected mid-term will serve for the remainder of the regular term of office.

*Two-Hatting:*

•No member shall hold more than one (1) Area Trusted Servant position at any time, with the exception of Ad-Hoc/Temporary Committee Chair.

•No member shall serve as GSR and as ASC Administrative Trusted Servant concurrently.

Sub-committee Chairs can serve as GSRs concurrently.

**Section V. Format of the ASC Meeting:**

1. Chairperson calls meeting to order.
2. The meeting opens with a moment of silence followed by the Serenity Prayer.
3. Read the Service Prayer, The 12 Traditions, The 12 Concepts, and the Service Statement.
4. Administrative and Subcommittee Chairpersons roll call
5. Secretary’s Reading of the Minutes from last meeting
6. Group roll call and GSR reports
7. Recognizing New Groups
8. Treasurer’s Report
9. RCM Report
10. Sub-Committee Reports
11. Ad-Hoc Reports ( If Applicable)
12. Old Business
13. New Business
14. Open Forum
15. Review of motions that need to go back to home groups
16. Seventh Tradition
17. Announce the next time, date and place for the ASC meeting.
18. Announcements
19. Motion to adjourn and second
20. Close with prayer of choice

# Section VI. Administrative Committee

*ASC Chairperson Prerequisites and Duties:*

* One (1) year commitment

Minimum of two (2) years of continuous clean-time required.

* One (1) year active service in Narcotics Anonymous (at group or area level of service)
* Handle and/or direct all correspondence of the ASC
* One of the two co-signers on GRACNA’s bank account
* Enforces the “rules of decorum and discipline” at ASC meetings
* Maintenance of the GRACNA files, archives and property
* Call “special” ASC meetings as necessary
* May, in times of inclement weather and threatening travel conditions affecting any part of the area, postpone an ASC meeting, with a majority vote of GSRs.
* Train the ASC Vice-Chairperson in the performance of the Chairpersons duties
* Call Administrative Committee meetings as needed

*ASC Vice-Chairperson Prerequisite and duties:*

* One (1) year, but implied two (2) year commitment
* Requires a minimum of two (2) years of continuous clean-time.
* Assists ASC Chairperson in duties relating to the ASC.
* Chairs the ASC meeting in the absence of the Chairperson.
* Attends Sub-Committee meetings when possible.
* Assumes responsibilities of all Subcommittees or RCMs until a replacement can is voted on. (See Section III.)

*Regional Committee Member (RCM) Prerequisite and Duties:*

* Two (2) year commitment
* Requires a minimum of two (2) years of continuous clean-time.
* One (1) year active service in Narcotics Anonymous

• Carries GRACNA’s conscience and concerns to region.

* Brings back region’s conscience and motions.
* Submits a written and verbal report at each ASC meeting.
* Trains new RCM in the performance of duties of RCM.

*ASC Secretary Prerequisites and Duties:*

* One (1) year commitment
* Requires one (1) year of continuous clean time.
* Minimum of one (1) year service involvement in Narcotics Anonymous
* Be prepared to assume duties of the ASC Chairperson or ASC Vice-Chairperson in his or her absence or until an ASC Temporary Chairperson or Vice-Chairperson can be elected.
* Keep an accurate record of the proceedings at all ASC meetings to include: group attendance, committee reports, points of concern and information, and pertinent discussion.
* Maintain a file of all ASC and/or Subcommittee reports submitted.

Distribute copies of the minutes to each GSR and ASC Trusted Servant via e-mail no later than fourteen (14) days following each ASC meeting.

* Maintain an updated list of all Trusted Servants and GSRs’ phone numbers and email addresses
* Make available all blank GSR report forms at every ASC meeting
* Train Vice-Secretary in the performance of the duties of ASC Secretary

*Vice-Secretary Prerequisites and Duties:*

* A minimum of one (1) year of continuous clean time
* Assume the duties of the ASC Secretary in his or her absence at the ASC meeting
* Assist the ASC Secretary in the performance of his or her duties
* Assist the ASC Vice-Chairperson in recording information as needed in regards to liaison duties with Subcommittees
* Attend Subcommittee meetings when possible

*Treasurer Prerequisites and Duties:*

* One (1) year commitment
* A minimum of three (3) years of clean time
* Have at least one (1) year of active involvement in Narcotics Anonymous and have fulfilled a home group commitment as treasurer
* To be the custodian to the GRACNA’s funds, as received from the groups, Subcommittees and other NA sources
* To be a co-signer of the GRACNA’s bank account and always one of the signers on any GRACNA check
* To make a full financial report at the end of his or her term
* To disburse funds as necessary in accordance with the ASC’s decisions when funds are available
* Maintain the GRACNA’s financial record book and have current information on hand at all ASC meetings for verification and/or review
* To give a written and verbal report at each ASC meeting
* Train the Vice-Treasurer in the duties and performance of the ASC Treasurer

*Vice-Treasurer Prerequisites and Duties:*

* Have at least three (3) years clean time
* Have at least one (1) year involvement in Narcotics Anonymous service and have experience as a treasurer
* Be prepared to assume the duties of the ASC Treasurer in his or her absence
* Assist the ASC Treasurer in the performance of his or her duties

**Section VII. The Establishment of Subcommittees** Subcommittee Chairperson’s prerequisites and duties:

* Two (2) years clean time
* Give report at every ASC meeting
* Must attend all Subcommittee meetings, when possible.

Adheres to all the same rules that apply to all ASC trusted servants (See Section IV.)

•The home groups nominate and vote in the Subcommittee Chairperson. All other elections within the Subcommittee, vice-chairperson, secretary, etc, are done within the Subcommittee. Vice-Chairperson does not automatically become Subcommittee chair at the end of the Chairperson’s term and must get a vote of confidence from home groups to take over for Chairperson in the event that the Chairperson is removed or resigns.

•The home groups may establish a Subcommittee as necessary to perform certain duties.

•Subcommittees will be formed upon approval of the members of the home groups.

•Subcommittees may include, but are not limited to, H&I, Public Relations, Literature, Phone line, Newsletter, Outreach, Activities and any other Subcommittee deemed necessary to carry out the work for the home groups.

•All Subcommittees of the GRACNA shall create, adopt and keep current guidelines that are consistent with all the Guiding Documents as well as World Service Conference Approved Handbooks on each Subcommittee.

•All expenditures for any GRACNA Subcommittee exceeding the allotted amount must be approved by a majority vote of the home groups.

•H&I and PR will have a one-hundred dollar ($100) monthly allotted budget. Activities will have a three-hundred dollar ($300) allotted budget per function, with a limit of four (4) yearly ASC sponsored functions.

# Section VIII. Prudent Reserve

The ASC Treasurer of the GRACNA shall maintain a prudent reserve of five hundred dollars ($500). A two- thirds (2/3) vote of the home groups is required to change the amount of the prudent reserve.

# Section IX. Auditing and Inventory

The ASC may have an auditing committee consisting of a Chairperson, Vice Chairperson, and recording Secretary. One representative from each home group may participate in this committee. Audit will take place as new Administrative Trusted Servants are voted in. This is an Ad-Hoc Committee.

An ASC inventory shall be taken every February and July as part of the ASC meeting that month, to be chaired by the ASC Chairperson. It will consist of the Three Points listed in the Guide to Local Service on page 61.

**Section X. RCM’s Travel Fund**

RCM’s shall be funded $ 70.00 for each trip to the RSC meetings, bi-monthly.

**Section. Literature Stockpile**

The ASC Literature Committee shall maintain a $1000 literature stockpile.

# Section XII. Secretary Budget

The ASC Secretary shall maintain a budget of $50, as needed, to perform his or her duties.

# Section XIII. Automatic Payments

The GRACNA phone line and website expenditures shall be an automatic payment upon receipt of bill and will come directly out of the ASC’s central fund.

# Section XIV. Standing Orders

Clean time requirements will not be waived at any time.

Section XV. New Groups

* All new groups must attend ASC to be put onto schedule.
* A group will be removed from schedule and roll call if a GSR or GSR-Alternate does not attend ASC 3 consecutive months.
* Should a new group join the ASC or a group that has been previously removed from the ASC return to the ASC, it will gain voting privileges upon its third (3rd) consecutive area meeting.
* Must register with NAWS.
* Each group will receive a starter pack. Starter pack consists of 1 Basic Text, 1 Guide to Local Service, and $30 worth of IPs and/or key tags of the group’s choice.

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