



**Narcotics Anonymous®**

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**THE GRACNA  
AREA SERVICE  
COMMITTEE POLICIES  
AND PROCEDURES  
HANDBOOK**

**Revised December 2023**

**GRACNA Area Service Committee**

# **Policies and Procedures**

## **Section I. The Grassroots Area Service Committee**

The purpose of the Area Service Committee (ASC) is to support a Narcotics Anonymous Area and its primary purpose by associating with Groups within the Area and 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 conflicts 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.

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion.

The Secretary will remove names of groups from the roll that do not attend the ASC for 3 consecutive months, 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 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 to do business.
- Business of the ASC shall be conducted per 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. In time sensitive matters, 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 voice will act as a tiebreaker.

- After two (2) ties, the motion will be returned to the floor for further deliberation and clarification.
- Only GSRs or GSR-Alternates can make or second motions.
- Per 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 business matters, 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 for 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 RCM, RCM Alternate and ASC Vice-Chairperson positions are both an implied but not guaranteed two (2) year commitment.
- Trusted Servants assuming the position of ASC Chairperson may serve a second term in that position, provided they have 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 either present physically or provide written acceptance via email through [grassrootsna2001@gmail.com](mailto:grassrootsna2001@gmail.com) for nomination and/or 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 before 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 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 the 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, except for 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 the 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 a prayer of choice

## **Section VI. Administrative Committee**

### *ASC Chairperson Prerequisites and Duties:*

- One (1) year commitment
- A 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
- In times of inclement weather and threatening travel conditions affecting any part of the Area, may 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 be 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 the 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.

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

- Requires a minimum of two (2) years of continuous clean time.
- One (1) year active service in Narcotics Anonymous
- Assumes the responsibilities and duties of the RCM in their absence.

*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 their 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 an electronic file of all ASC and/or Subcommittee reports submitted.
- Distribute copies of the minutes to each GSR and ASC Trusted Servant via email 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
- Secretary will maintain electronic copies of all ASC monthly meeting minutes and upload to GRACNA cloud.

*Vice-Secretary Prerequisites and Duties:*

- A minimum of one (1) year of continuous clean time
- Assume the duties of the ASC Secretary in their absence at the ASC meeting
- Assist the ASC Secretary in the performance of their 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 four (4) years of clean time
- Have at least one (1) year of active involvement in Narcotics Anonymous and have fulfilled a homegroup commitment as treasurer
- To be the custodian of 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 their term
- To disburse funds as necessary per 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 of clean time
- Have at least one (1) year of involvement in Narcotics Anonymous service and have experience as a treasurer
- Be prepared to assume the duties of the ASC Treasurer in their absence
- Assist the ASC Treasurer in the performance of their duties

**Section VII. The Establishment of Subcommittees**

Subcommittee Chairperson's prerequisites and duties:

- Two (2) years of clean time
- 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 if the Chairperson is removed or resigns.
- The home groups may establish a Subcommittee as necessary to perform specific duties.
- Subcommittees will be formed upon the 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 consistent with all the Guiding Documents and World Service Conference Approved Handbooks on each Subcommittee.
- A majority vote must approve all expenditures for any GRACNA Subcommittee exceeding the allotted amount 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) allocated 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. An 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, chaired by the ASC Chairperson. It will consist of the Three Points listed in the Guide to Local Service on page 61 (Appendix A).

### **Section X. RCM's Travel Fund**

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

### **Section XI. 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 their duties.

### **Section XIII. Automatic Payments**

The GRACNA phone line and website expenditures shall be an automatic payment upon receipt of the 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 the schedule.
- A group will be removed from roll call if a GSR or GSR-Alternate does not attend ASC for 3 consecutive months.
- Should a new group join the ASC or a group that has been previously removed from the ASC roll call return to the ASC, it will gain voting privileges upon its third (3rd) consecutive area meeting.
- Must register with NAWS.
- Each new Homegroup will receive a starter pack from NAWS and \$50 worth of IPs and/or key tags of the group's choice.
- Groups will complete a GSR report at every ASC meeting and turn in to the ASC secretary. (See Appendix B.)

### **SECTION XVI: Vendors Policy**

#### **1. Purpose and Alignment:**

- Vendors must understand and respect the event's primary purpose: to provide a safe and supportive space for individuals in recovery from addiction and carry the message of Narcotics Anonymous.

#### **2. Relevance of Products/Services:**

- Vendors must offer products or services aligned with the principles of NA and contribute positively to the recovery journey of attendees.

#### **3. Advanced Notice and Support for Event's Mission:**

- Vendors interested in participating are kindly asked to provide at least one week's advance notice before the event. To do so, vendors can email [grassrootsna2001@gmail.com](mailto:grassrootsna2001@gmail.com) or directly contact the current activities chair.

- This advance notice helps event organizers better plan for vendor participation, ensuring a well-organized and meaningful experience for all addicts in attendance.
4. **Supporting the Event's Mission:**
    - Vendors are encouraged to support the event's primary purpose by offering items relevant to the NA fellowship.
    - In the spirit of unity, vendors are kindly asked to allow time for the event to offer function-related items for sale. Proceeds from these sales contribute to funding further activities that aim to carry the message of recovery to those still suffering.
  5. **No Drug or Alcohol Promotion:**
    - Vendors must not promote or sell products or services promoting drug or alcohol use.
    - Alcohol-related products, drug paraphernalia, or items that could trigger cravings are strictly prohibited.
  6. **Professional Conduct:**
    - Vendors must conduct themselves professionally and respectfully at all times.
    - Respect for attendees' privacy and anonymity is paramount.
  7. **Anonymity and Confidentiality:**
    - Vendors must respect the anonymity and confidentiality of attendees.
    - Sharing personal stories or information about attendees is prohibited.
  8. **Display and Presentation:**
    - Vendors' displays and presentations should be modest, respectful, and in harmony with the event's primary purpose.
    - Displays should not glamorize drug use or promote harmful behavior.
  9. **Literature and Resources:**
    - Vendors are encouraged to offer NA-approved literature and recovery resources.

- Literature should align with the principles of Narcotics Anonymous and contribute positively to attendees' recovery journeys.

#### **10. No Solicitation of Personal Information:**

- Vendors must not collect personal information from attendees without explicit consent.
- Attendees' contact information should not be used for marketing purposes without their permission.

#### **11. Compliance with Event Policies:**

- Vendors are expected to comply with all event policies and guidelines, including health and safety regulations.

#### **12. Respect for Twelve Traditions:**

- Vendors should know and respect the Twelve Traditions of Narcotics Anonymous in their interactions and business practices.

#### **13. Liability and Indemnification:**

- Vendors are responsible for their products, services, and interactions with attendees.
- Vendors should hold the event organizers harmless from any claims arising from their participation.

#### **14. Termination of Participation:**

- Event organizers reserve the right to terminate a vendor's participation if they violate the principles of the program and the Twelve Traditions of NA.

**2023 Revision/Draft**

**Appendix A**

1. How well has the area committee done this year at serving the groups, and how can it better serve them in the coming year?
2. How well has the area committee served the larger community, and how can the committee better serve the community-at-large?
3. How well has the area committee done at supporting NA's regional and world services? How can the area provide better support for these services?

## **Appendix B**

Date: \_\_\_\_\_

**Group Name:**

\_\_\_\_\_  
**Meeting Location and Times:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Members: \_\_\_\_\_ Average Attendance: \_\_\_\_\_ Newcomers:

\_\_\_\_\_  
Discussion Topics:

\_\_\_\_\_  
\_\_\_\_\_

**Groups Trusted Servants (Name, Phone and Email):**

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

GSR or Alternate: \_\_\_\_\_

\_\_\_\_\_  
**Group Notes:** (How are meetings going? Need Support? Upcoming announcements?)

\_\_\_\_\_  
After expenses we are donating \$ \_\_\_\_\_ to the Area Central Fund

Signed \_\_\_\_\_ GSR or Alternate

Print Name \_\_\_\_\_ Email \_\_\_\_\_

**\*\*Return this sheet to the secretary when completed\*\***

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