

NEAANA POLICY



Revised July 2015

Introductory Quotes

“Everything that occurs in the course of 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 the Introduction of the Basic Text**

“In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.”

- **Twelfth Concept**

TWELVE TRADITIONS

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 the desire to stop using.
4. Each group should be autonomous except in matters affection other groups or NA as a whole
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise. Lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but out service centers may employ special workers
9. NA, 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 NA 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 lever of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us place principle before personalities.

TWELVE CONCEPTS

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA 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 processes.
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 processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA 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.

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NEAANA AGENDA

- **Call to order – Nonsmoking meeting**
- **Open with a moment of silence followed by the Serenity Prayer**
- **Read the Area Purpose**
- **Read the 12 Traditions**
- **Read the 12 Concepts**
- **Roll Call**
- **Recognition of new groups**
- **Open forum (for any member of area to address committee members of ASC)**
- **Read last month's minutes for approval (Additions or correction made)**

- **REPORTS: (Call for questions and comments with each report)**
- **Secretary's report**
- **Treasurer's report**
- **RCM report**
- **PI report**
- **H&I report**
- **Lit report**
- **Outreach report**
- **GSR report**
- **Other reports**
- **Budget Proposals**
- **Open positions and nominations**
- **Old Business**
- **Break**
- **New Business**
- **Service Donation**
- **Announcements**
- **Open forum (for any member of area to address committee members of ASC)**
- **Set date and time for next ASC meeting**
- **Adjourn meeting (close with prayer of choice)**

Area business meetings are to be held the second Sunday of each month. In the event that there is a conflict, the Area GSRs and administrative officers may reschedule the Area business meeting to a suitable date with a consensus.

AREA COMMITTEE PARTICIPANTS:

Adapted from “The Guide to Local Service” pp52-54

“To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.”

- **First Concept**

GROUP SERVICE REPRESENTATIVE (GSR):

GSRs link their groups to the rest of Narcotics Anonymous. Most groups also have an Alt. GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship’s Second Concept for Serve indicates, GSRs take part on their groups’ behalf in the area committee and the regional assembly, conveying a sense for their groups’ wishes to the service structure and bringing back information on what’s happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interest of NA as a whole. GSRs present a written report at each ASC. The GSR is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. GSR Orientations, and Regional Assemblies. Any group not represented by a duly elected representative for two consecutive ASC meetings will not be part of the quorum at the third. Qualifications and terms of service for GSRs are determined by the groups they represent.

“The final responsibility and authority for NA services rest with the NA groups.”

- **Second Concept**

“Our service structure depends on the integrity and effectiveness of our communications.”

- **Eighth Concept**

ADMINISTRATIVE OFFICERS:

FACILITATOR

The area committee Facilitator is responsible for facilitating ASC meetings, preparing the agenda, maintaining communication between NEAASC and all groups of the area throughout the year, provides guidance through Consensus Based Decision Making (CBDM) which appears in this policy, and coordinates and keeps records, files, and archives of the area in conjunction with the secretary. When a group is not represented for 2 or more meetings, the Facilitator is to contact them and investigate the matter. The Facilitator may appoint individual to assist in conducting various administrative duties. The Facilitator is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings.

Facilitator is cosigner on area checking account. It is very important for the Facilitator and Alternate Facilitator to work closely together. Minimum 3 years clean time requirement.

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be considered when selecting trusted servants.”

- **Fourth Concept**

ALTERNATE FACILITATOR

The Alternate Facilitator performs all duties and has some responsibilities of the Facilitator in his/her absence. The primary responsibility of the area committee Alternate Facilitator is the coordination of area subcommittees/workgroups. The area Alternate Facilitator keeps in regular contact with the Coordinators of each subcommittee/workgroup, and attends subcommittee/workgroup meetings, in order to stay informed of their projects and problems. If disputes arise within a subcommittee/workgroup or between subcommittee/workgroups, the ASC Alternate Facilitator helps find solutions to them. The Alternate Facilitator works closely with subcommittee/workgroup coordinators when they prepare their annual reports and budget proposals and has working knowledge of Consensus Based Decision Making (CBDM) which appear in this policy. The Alt. Facilitator is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. In the event of a vacancy of Facilitator, Treasurer or Alternate Treasurer, the Alternate Facilitator will stand in as a cosigner on the area checking account. It is very important for the Facilitator and Alternate Facilitator to work closely together. Minimum 2 years clean time requirement.

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- **Fourth Concept**

SECRETARY:

The area secretary is responsible to take clear and accurate minutes of all ASC meetings and to distribute those minutes to all committee participants no later than 2 weeks after each ASC meeting. The Secretary must also keep blank forms and reports for distribution to GSRs and Admin Committee members. The Secretary should keep a mailing/phone list of all trusted servants and GSRs/Alt. GSRs, and maintains archives along with the Facilitator. The Secretary should regularly update a log of area policy actions. The log should list proposals the committee has approved regarding the activities of administrative officers and subcommittees/workgroups. It should also include a tally of consensus by groups on proposals. The secretary receives and maintains RCM minutes for informational purposes, which are available to any NA member. The Secretary must present a written report at each ASC. The Secretary is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. It is very important for the Secretary and Alternate Secretary to work closely together. Minimum 2 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications.”

- **Eighth Concept**

ALTERNATE SECRETARY:

The Alternate Secretary performs all duties and has some responsibilities of the Secretary in his/her absence, or whenever needed. It is very important for the Secretary and Alternate Secretary to work closely together, and share responsibilities. Minimum 1 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications.”

- **Eighth Concept**

TREASURER:

It’s recommended that areas elect people to his position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. (Guide to Local Service) The Treasurer receives contributions from the groups,

administers and area's checking account, reimburses officers and subcommittee/workgroup chairs for their budgeted expenses, and keeps careful records. The treasurer is also responsible to prepare an annual budget for the area committee. When treasurers receive cash contributions for their area, they should always make out receipts to the contributors, keeping copies or themselves with their official records. The Treasurer is a cosigner on all NEAASC bank accounts. After paying our bills and meeting our priorities 10% of the balance will be forwarded to the next level of service the month of the Regional Assembly with area approval. There will be no open checks issued regardless of the situation. Additionally, no checks are to be written on money that has not already been deposited into the bank account. Two (2) signature requirement printed on all checks ordered. The Treasurer must present a written report at each ASC. The Treasurer is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. It is very important for the Treasurer and Alternate Treasurer to work closely together, and share responsibilities. Minimum of 3 years clean time requirement.

“NA funds are to be used to further our primary purpose, and must be managed responsibly.”

- Eleventh Concept

ALTERATE TREASURER:

The Alternate Treasurer performs all duties and has some responsibilities of the Treasurer in his/her absence, or whenever needed. The Alternate Treasurer is elected by groups. The Alternate Treasurer is a cosigner on all NEAASC bank accounts. It is very important for the Treasurer and Alternate Treasurer to work closely together, and share responsibilities. Minimum of 2 years clean time requirement.

“NA funds are to be used to further our primary purpose, and must be managed responsibly.”

- Eleventh Concept

REGIONAL COMMITTEE MEMBER (RCM):

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service. The RCM must have knowledge of NA service practices and principles, and should be closely acquainted with the Twelve Traditions and Twelve Concepts as well as the fundamental of service in our fellowship. RCMs should carefully study the reports from their own areas' groups, officers and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. The RCM is expected to attend all

regional and Area Subcommittee/Workgroup meetings, Regional Assemblies, RSCs and ASCs and present a written report at the ASC when applicable. It is suggested that Regional Committee Members serve two year terms. It is very important for the RCM and Alternate RCM to work closely together, and share responsibilities. Prior to the Regional Assembly submit a budget proposal for lodging and travel and bring back the receipts to the next ASC. RCM and RCM Alternate shall be funded 50% of room rate for overnight lodging if travel exceeds 100 miles one way. RCM and RCM Alternate shall be funded 50% of room rate for 2 nights of lodging if travel exceeds 200 miles one way. The RCM and RCMA shall be given the sum (RCM and RCMA together) of 20 cents per mile travel expenses. Room receipt and/or mileage statement are required. No reimbursement for food expenses will be allowed for RSC attendance. Note: The ASC will only reimburse the negotiated amount for lodging that was agreed on between the hotel and hosting area. In the situation that RCMA is vacant or the RCMA or RCM will not be attending region that month the RCM\RCMA will be funded 100% of room rate for overnight lodging if travel exceeds 100 miles one way and will be funded for 100% of room rate for 2 nights of lodging if travel exceeds 200 miles one way and will be given 20 cent per mile travel expenses. Room receipt and/or mileage statement are required. No reimbursement for food expenses will be allowed for RSC attendance.

Note: The ASC will only reimburse the negotiated amount for lodging that was agreed on between the hotel and hosting area. Minimum of 3 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

ALT. RCM:

The Alternate RCM performs all duties and has some responsibilities of the RCM in his/her absence, or whenever needed. It is very important for the RCM and Alternate RCM to work closely together, and share responsibilities. Minimum of 2 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

PUBLIC INFORMATION CHAIR:

The Public Information Chair is responsible for coordinating all P.I. work in their area. The PI Chair maintains open communications with any outside entity that refers addicts to our fellowship within the Northeast Alabama Area. PI is the initial contact for H&I facilities. The PI Chair must have a working knowledge of the 12 Traditions, 12 Concepts, PI Handbook and all other Service Related Material relevant to area service. The PI Chair can appoint members to assist with workshops, learning days, presentations, and other PI activities. The PI Chair must present a written report at each ASC. The PI Chair is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. It is very important for the PI Chair and PI Vice Chair to work closely together, and share responsibilities. Minimum of 3 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

PI VICE CHAIR:

The PI Vice Chair performs all duties and has some responsibilities of the PI Chair in his/her absence, or whenever needed. It is very important for the PI Chair and PI Vice Chair to work closely together, and share responsibilities. Minimum of 2 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

H&I CHAIR:

The H&I Chair must attend all subcommittee and ASC meetings. The H&I Chair maintains communication between facilities and ASC and ensures schedules are provided

to facilities through panel leaders. The H&I Chair must present a written report at each ASC. The H&I Chair is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. Minimum of 2 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

H&I VICE CHAIR:

The H&I Vice Chair performs all duties and has some responsibilities of the H&I Chair in his/her absence, or whenever needed. It is very important for the H&I Chair and H&I Vice Chair to work closely together, and share responsibilities. Minimum of 1 year clean time requirement.

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- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

LITERATURE CHAIR:

The Lit Chair fills literature orders, orders literature, and maintains literature stockpile. The Lit Chair must present a written report at each ASC. The Literature Chair is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. attend all subcommittee and ASC meetings. Minimum of 1 year clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

LITERATURE VICE CHAIR:

The Lit Vice Chair performs all duties and has some responsibilities of the Lit Chair in his/her absence, or whenever needed. It is very important for the Lit Chair and Lit Vice Chair to work closely together, and share responsibilities. Minimum of 6 months clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”
▪ Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”
▪ Fourth Concept

OUTREACH CHAIR:

The Outreach Chair coordinates and is responsible for all work done by the subcommittee. The Outreach Chair must submit a full report of completed activities and status reports for all projects at each ASC meeting. The Outreach Chair is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. Must have willingness to commit to the position and have a working knowledge of NA’s 12 steps, traditions, and concepts. Minimum of 2 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”
▪ Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”
▪ Fourth Concept

OUTREACH VICE CHAIR:

The Outreach Vice Chair performs all duties and has some responsibilities of the Outreach Chair in his/her absence, or whenever needed. It is very important for the Outreach Chair and Outreach Vice Chair to work closely together, and share responsibilities. Minimum of 1 year clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”
▪ Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

NEWSLETTER CHAIR/EDITOR:

The Newsletter Chair/Editor uses the 12 Traditions as the basic guidelines for editing the Newsletter. Is the single point of accountability for said committee and is also responsible for chairing all subcommittee meetings. The Newsletter Chair must present a written report at each ASC. The Newsletter Chair is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. The Newsletter Chair is responsible for scheduling bi-monthly subcommittee meeting and announcing it at the ASC. Must have a working knowledge of the NA program. Minimum of 1 year clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

NEWSLETTER VICE CHAIR/CO-EDITOR:

The Newsletter Vice Chair/Co-Editor performs all duties and has some responsibilities of the Newsletter Chair/Editor in his/her absence, or whenever needed. It is very important for the Newsletter Chair/Editor and Newsletter Vice Chair/Co-Editor to work closely together, and share responsibilities. Minimum of 6 months clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

DEDICATION:

To ensure that no addict seeking recovery need ever die without having had a chance to find a better way of life: from this day forward may we provide the necessary services.

AREA PURPOSE:

The purpose of an Area Service Committee (ASC) is to be supportive to its area and groups and their primary purpose, by association groups with other groups locally, and by helping a group deal with its day to day situations and needs.

REPORTS

All reports are to be written or typed.

QUARTERLY REPORTS:

******Reports will be done only if requested by a member of the Administrative Committee or GSR and should be brought to the following ASC after request.**

A. Administrative Committee:

- 1. Secretary: Compile a list of proposals, budget proposals, and proposed nominations from the past quarters minutes**
- 2. Treasurer: Compile a quarterly report consisting of past quarters activity (financial record). Also. Make a suggested prudent reserve.**
- 3. RCM: Compile a report consisting of the past quarterly activity, accomplishments, specific problems, situations, and plans for the coming year.**

B. Subcommittee Chairperson: Compile a report consisting of the past quarters activities, accomplishments, specific problems, situations, and plans for the coming year.

C. GSR: Compile a report consisting of the past quarters problems and how they were solved, number of meetings, number of home group members, average attendance, any plans for the coming year, and a financial statement (optional).

QUORUM

- 1. Official quorum is half the GSRs of the recognized groups.**
- 2. Only duly elected alternates are eligible for quorum in the GSR's absence.**
- 3. No proxy representatives. However, in the absence of the GSR/Alt GSR, a trusted servant of the group may be recognized for group report.**
- 4. If no quorum is achieved, those present may choose to reschedule the ASC.**

REACHING CONSENSUS

- 1. As the 7th Concept states: "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 processes." Therefore, all NA members have a voice on the floor.**

2. **GSRs, or Alt GSRs in their absence, are the only consensus making participants of the NEAASC.**
3. **Any new group that comes to the ASC may be recognized that day and participate in new business.**
4. **If a consensus is not met on a proposal with stand asides, the proposal will be postponed until the next ASC meeting, so standing aside groups can obtain a group conscience.**
5. **The chair of a subcommittee can make proposals that pertain to their subcommittee.**
6. **80% is generally accepted as a consensus.**
7. **A proposal shall be referred to the groups whenever a GSR states the concern, “I am not sure my group would be ok with this proposal.”**
8. **To “Assent” means that the consensus making member is agreeable with the proposal.**
9. **Forms of Dissention**
 - a) **“Assent with Reservations”:** means that the consensus making member will allow a proposal to carry through, but that they have reservations. These reservations should be stated AND addressed, as well as recorded in the minutes
 - b) **“Stand Aside”:** means that the consensus making member is not agreeable with the proposal, but does not feel strongly enough to stand in the way.
 - c) **A sufficient number of “Stand Asides” will affect consensus (80%).**
 - d) **“Block”:** A single, valid, “Block” stops a proposal. A “Block” is valid if it proves a violation of a Tradition, Concept, or Spiritual Principle would occur if the proposal was adopted. This violation must be stated, addressed, and recorded in the minutes. If the body does not understand the nature of the “Block”, the proposal is referred back to the “Blocking” group for clarification.

--For more information about CBDM, please see the attached information entitled: “NEAANA – Consensus Based Decision Making, Quick Reference” (as adopted from the Sacramento Area PowerPoint Presentation).

ELECTIONS

1. **Chairperson will request that all nominees leave the room during consensus.**
2. **All elections will be by a call for consensus.**
3. **As the 4th Concept States: “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”**

4. A proposed nomination may be referred to the groups whenever a GSR states the concern, "I am not sure my group would be ok with this proposed nomination."
5. It is suggested that if more than one person is nominated for a position and a consensus cannot be reached, then either one nominee step aside or the position remains vacant.

REMOVAL OF TRUSTED SRVANTS

1. VOLUNTARY:

- a) Given in writing to the ASC facilitator prior to the next ASC meeting.

2. INVOLUNTARY:

- a) Two or more consecutive meetings missed, with consensus to keep or dismiss servants.
- b) Relapse during term of trusted servant's position.
- c) Lack of consistent NA meeting attendance.
- d) Violation of a Tradition, Concept, or Spiritual Principle, with consensus to keep or dismiss servant.

ELIMINATION OF A SUBCOMMITTEE/WORKGROUP

1. Any Subcommittee or Workgroup can be eliminated by a call for consensus.

EMERGENCIES

1. The Facilitator may contact all GSRs by phone or mail and consensus may be conducted if necessary, no later than 10 days from being contacted.
2. An emergency meeting may be called for all GSRs, if needed by the Facilitator.