

### **Article 1 – Name**

The name of this body shall be the Rappahannock Area Service Committee for the fellowship of Narcotics Anonymous, hereafter called the ASC.

### **Article 2 - Purpose**

In 1987 our Area was formed. We would like to continue our spiritual direction. We are asking that each member act with respect and love to every member of this area to ensure the spirit of unity. We will strive to carry the message in a loving way to the addict who still suffers. We are dedicated to supporting our members, our groups and our area in carrying the message of NA. We are committed to linking together by helping each other deal with the basic needs and situations and by encouraging the groups of our fellowship. We must always remember that as individual members, groups and area we are not in competition with each other and never should be. We work separately and together toward our common goals.

*That no addict seeking recovery need ever die. My gratitude speaks when I care and when I share with others the NA Way.*

### **Article 3 – ASC Business Meetings**

#### **Article 3 - Section 1 – ASC Agenda & Format**

- A. Serenity Prayer
- B. Readings
- C. Roll Call – include group name and representative
- D. 1<sup>st</sup> Quorum Call
- E. Adoption of Agenda
- F. Approval of last month's minutes
- G. Secretary Report and Q&A
- H. Chairperson Report and Q&A
- I. Vice Chairperson Report and Q&A
- J. Treasurer's Report and Q&A
- K. RCM Report and Q&A
- L. VRCC Director's Report and Q&A
- M. Subcommittee Reports and Q&A
  - Activities
  - H &I
  - Literature
  - Outreach
  - Public Relations
  - RACC (Convention Committee)
  - Ad Hoc
- N. GSR Reports and Q&A
- O. 10 Minute Break
- P. 2<sup>nd</sup> Quorum Call
- Q. Old Business
- R. Open Sharing Session
- S. Election of New Officers
- T. New Business
- U. Review of Group Status and Business (includes welfare of meetings not represented for two months)
- V. Adjournment and Serenity Prayer

**Article 3 - Section 2 – Time and Date**

The ASC shall meet monthly in regular sessions on the 1st Sunday of each month from 4:00PM - 6:30PM, unless otherwise specified by the committee.

**Article 3 - Section 3 – Special/Emergency Meetings**

The Chairperson, with the written request of three (3) voting members, may call special meetings. The purpose, place and time shall be stated in the written request. Except in cases of emergency at least fourteen (14) days notice shall be given.

**Article 3 - Section 4 - Quorum**

A quorum of eight (8) GSRs shall be obtained before conducting Old Business.

**Article 3 - Section 5 – Reading Reports**

Each GSR and ASC Officer will read his/her own report and submit their report in writing or by email to the secretary by the end of area service. Any member of a subcommittee may present the monthly report for that subcommittee.

**Article 4 – Members**

**Article 4 - Section 1 – Membership**

General membership in the ASC shall be open to all NA members who share the purpose of the ASC.

**Article 4 - Section 2 - Positions**

Any one member of NA may hold one position on an area level while holding one pro-tem position, during which the pro-tem position must be announced as open at a group level.

**Article 5 – Administrative Committee**

Chairperson, Vice Chairperson, Secretary, Secretary II, Treasurer, Treasurer II, Regional Committee Member (RCM), RCM II, VRCC Director.

Requirements:

- A. Attend each ASC meeting
- B. Have time available to serve
- C. Read and become familiar with Guide to Local Service
- A. Attend weekly budget review meetings in October of each year

**Section 1 - Chairperson– Qualifications and Duties**

- A. Four (4) years clean time
- B. Two (2) years ASC experience
- C. Two (2) year term
- D. Ascertain that a quorum is present, open the meeting at the appointed time and call the meeting to order.
- E. Announce in proper sequence business before the assembly.
- F. Recognize members of the ASC as they are entitled to the floor.

- G. State and put to vote all motions. Announce the result of each vote. Rule out any motion that is out of order.
- H. Provide clarification and maintain order according to ASC Guidelines and rules of order.
- I. Expedite business in a way compatible with the spiritual nature of Narcotics Anonymous.
- J. Respond to parliamentary inquiries.
- K. When presiding, refrain from discussion or expression of a personal opinion.
- L. Declare the ASC meeting adjourned when the assembly so votes.
- M. Prepare and distribute the agenda for each ASC meeting.
- N. Present quarterly reports at the ASC meeting excluding personal opinion.
- O. Conduct the ASC meeting with impartiality and fairness.
- P. Appoint an ad hoc subcommittee Chair when necessary who in turn accepts volunteers to serve on the committee.
- Q. Send the *Consecutive Uninformed Absence Form Letter* to any standing officer or subcommittee chair who has been absent or failed to send representation for two consecutive ASC meetings without prior notice to the ASC chair.
- R. Complete, or designate another member to complete, the (old) business left unfinished by Area subcommittee chairpersons whose position becomes vacant for any reason.
- S. Serve as a key holder and fiscal custodian to the ASC Post Office Box.
- T. Break a tie vote for ASC procedural motions, not group conscience votes. Ties for group conscience votes must go back to groups for a second vote.
- U. Serve as one of the “2 of 3” co-signers of the ASC’s bank account.
- V. Attend weekly budget review meetings in October of each year.
- W. In the absence of an active Outreach Subcommittee, Outreach Subcommittee Chair, Outreach Subcommittee Chair Pro Tem, an active PR Subcommittee, PR Subcommittee Chair and PR Subcommittee Chair Pro Tem; to appoint a liaison to visit groups that have not been represented at 3 consecutive ASC meetings and report the group’s status at the following ASC meeting.

**Article 5 - Section 2 - Vice Chairperson– Qualifications and Duties**

- A. Two (2) years clean time
- B. One (1) year ASC experience
- C. Two (2) year term
- D. Serve as Chairperson in the absence of the Chairperson.
- E. Be an automatic nominee for Chairperson.
- F. Serve as liaison between all standing subcommittees to ensure coordinated function. Monitor said committees per ASC guidelines and report actions to the ASC bi-monthly.
- G. Be a non-voting member of all subcommittees.
- H. Act as the point of contact for the ASC to the public for ASC business; specifically for providing meeting times and space required for Area business.
- I. Maintain a record of RANA amended bylaws. Properly record any amendments to the RANA bylaws and have the record at every ASC meeting
- J. Serve as one of the “2 of 3” co-signers of the ASC’s bank account.
- K. Attend weekly budget review meetings in October of each year.

- L. Conduct quarterly audit on RASCNA financial and non-financial operational activities with the assistance of two (2) random NA members. One of these two members should be knowledgeable of auditing and accounting procedures.

**Section 3 – Secretary I – Qualifications and Duties**

- A. One (1) year clean time
- B. Six (6) months ASC experience
- C. Two (2) year term
- D. Call to order and preside over the ASC meeting in the absence of the Chairperson, the Vice-Chairperson, and the Regional Committee Member.
- E. Keep a written record of all the proceedings of the ASC meetings, including a tally of votes by each group on all motions.
- F. Keep a file of all ASC reports, including a description of the types of reports and records.
- G. Email the ASC meeting minutes to all GSRs within ten (10) days of the ASC meeting and have a minimum of five hard copies available at the next ASC.
- H. Ensure that all motions are written on motion forms before the motion is put on the floor.
- I. Maintain the confidentiality of ASC member contact information unless the individual member gives permission.
- J. Circulate a list of open Area positions to the groups on a monthly basis within two weeks after each ASC meeting. Keep an up to date list of all area service positions, elected representatives in those positions, and their email addresses, phone numbers and term start and end dates.
- K. Serve as a key holder to the ASC Post Office Box.
- L. Attend weekly budget review meetings in October of each year.

**Article 5 - Section 4 - Secretary II – Qualifications and Duties**

- A. Six (6) months clean time
- B. Three (3) months ASC experience
- C. One (1) year term
- D. Tally written votes submitted by each group on all motions.
- E. Be responsible for the ASC file box by taking it to and from Area while stocking and updating the file box forms on a monthly basis.
- F. Serve as Secretary at the ASC meeting in the absence of the Secretary.
- G. Be available to assist Secretary if needed.
- H. Be an automatic nominee for Secretary position upon fulfilling term as Secretary II.
- I. Attend weekly budget review meetings in October of each year.

**Section 5 – Treasurer I – Qualifications and Duties**

- A. Four (4) years clean time
- B. Two (2) years ASC experience
- C. Two (2) year term
- D. Serve as custodian of the ASC funds.
- E. Serve as one of the “2 of 3” co-signers of the ASC’s bank account.
- F. Make a report of the receipts and disbursements at each ASC meeting.
- G. Deposit all monies collected from groups and committees into the ASC’s bank account within five (5) business days.

- H. Read and become familiar with Treasurer Handbook.
- I. Follow procedures described in the Treasurer Handbook.
- J. When the funds are available, disburse funds as directed in accordance with ASC motions and guidelines.
- K. Provide written receipt for all money received on behalf of the ASC.
- L. Facilitate weekly budget review meetings in October of each year.
- M. Prepare annual budget in time to submit at November's ASC meeting.
- N. Upon failure to approve an annual budget, treasurer will disperse funds deemed absolutely necessary to our primary purpose. Literature, rent on ASC facility, P.O box, position of PR dedicated to website, secretary portion of printing of minimal ASC literature.

**Section 6 – Treasurer II – Qualifications and Duties**

- A. Two (2) years clean time
- B. One (1) year ASC experience
- C. Two (2) year term
- D. Serve as Treasurer at the ASC meeting in the absence of the Treasurer.
- E. Be available to assist Treasurer as needed.
- F. Be an automatic nominee for Treasurer position upon fulfilling term as Treasurer II.
- G. Read and become familiar with Treasurer Handbook.
- H. Attend weekly budget review meetings in October of each year.

**Section 7 - Regional Committee Member – Qualifications and Duties**

- A. Three (3) years clean time
- B. Two (2) years ASC experience
- C. Two (2) year term
- D. Call to order and preside over the ASC meeting in the absence of the Chairperson and the Vice-Chairperson.
- E. Represent the ASC at each Regional Service Committee (RSC) meeting.
- F. Provide the RSC chairperson with agenda items from the ASC prior to the next meeting of the RSC, per RSC guidelines.
- G. Serve as liaison between the ASC and other ASCs in the region.
- H. Submit a written report to the ASC summarizing the RSC after each RSC meeting.
- I. Provide receipts for gas, tolls, parking, hotel and administrative expenses incurred. Twice a year the RCM travels four (4) hours away from Fredericksburg, for which hotel expenses will be reimbursed. Monies for which there is no receipt must be returned at the next ASC meeting. ASC will not reimburse for food.
- J. Attend weekly budget review meetings in October of each year.

**Article 5 - Section 8 - Regional Committee Member II– Qualifications and Duties**

- A. One (1) year clean time
- B. One (1) year ASC experience
- C. Two (2) year term
- D. Represent the ASC at the RSC, in the absence of the RCM.
- E. Attend at least each RSC meeting held in this ASC's quadrant.

- F. Submit a written report to the ASC summarizing the RSC after each RSC meeting in the absence of the RCM.
- G. Be an automatic nominee for RCM position upon fulfilling term as RCM II.
- H. Provide receipts for gas, tolls, parking, hotel and administrative expenses incurred. Monies for which there is no receipt must be returned at the next ASC meeting. ASC will not reimburse for food.
- I. Attend weekly budget review meetings in October of each year.

**Article 5 - Section 9– VRCC Director– Qualifications and Duties**

- A. Two (2) years clean time
- B. One (1) year ASC experience
- C. Two (2) year term
- D. Attend all VRCC meetings and represent RANA in all business related to the VRCC.

**Article 6 - Subcommittees**

The ASC has established subcommittees to carry out work on behalf of the groups within RANA. These subcommittees shall perform the duties detailed in the ASC guidelines.

- Each subcommittee is required to meet at least once per month outside of the ASC at a regularly scheduled time and place. Any sub-committee can hold their monthly meeting by conference call if they so choose at their designated time.
- Subcommittee meetings are to be held in a public place, preferably a civic organization facility, church or meeting hall.

The ASC Chairperson may create an ad hoc subcommittee or the ASC voting members may form an ad hoc subcommittee by passing a motion to do so.

Subcommittee Chairs are required to:

- A. Present or designate a subcommittee member to present a written report to the monthly ASC business meeting including, but not limited to:
  - Activities of the subcommittee during the period prior to the current ASC meeting.
  - Upcoming planned activities of the subcommittee.
  - Any issues that cannot be resolved within the subcommittee.
  - A detailed monthly financial statement.
  - An end of term report two months prior to end of term.
- B. Establish lines of communication with the corresponding Regional Service Subcommittee Chair.
  - A. Attend every monthly ASC meeting or send a representative from that committee.
  - B. Have time available to serve.
  - C. Attend weekly budget review meeting in October of each year.

**Article 6 - Section 1 - Activities Subcommittee**

The Activities Subcommittee puts on events, dances, picnics, campouts and special speaker meetings. The committee works to provide a greater sense of community for the members in the area and produce additional area income. Per the Guide to Local Service, it should always be kept in mind, however, that these functions are designed to enhance NA’s primary purpose, not to replace group contributions in funding area services.

The Activities Subcommittee should maintain the RANA Activities Calendar which is used to coordinate all Group fundraisers and other Area activities on a fiscal year basis. This is to ensure effective communication between groups and to prevent overlap of activities thereby improving attendance.

***Activities Chair – Qualifications and Duties***

- A. One (1) year clean time
- B. One (1) year ASC experience
- C. Two (2) year term
- D. Distribute fliers, to NA groups in the area, announcing upcoming events.
- E. Keep detailed records of expenditures and current balance.
- F. Attend weekly budget review meetings in October of each year.

**Article 6 - Section 2 – H&I (Hospitals and Institutions) Subcommittee**

The Hospitals and Institutions Subcommittee conducts panel meetings and discussions that carry the NA message to addicts who often have no other way of hearing our message. Treatment Panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals. H&I subcommittee responsibilities sometimes overlap those of the local Public Relations Subcommittee. For this reason, we encourage H&I and PR subcommittees to closely cooperate with one another.

***Hospitals and Institutions Chair – Qualifications and Duties***

- A. Two (2) years clean time
- B. Two (2) year ASC experience
- C. Two (2) year term
- D. Keep detailed records of expenditures and current balance.
- E. Read and become familiar with H&I Subcommittee Handbook.
- F. Attend weekly budget review meetings in October of each year.

**Article 6 - Section 3 - Literature Subcommittee**

The Literature Subcommittee maintains a stock of NA books, pamphlets, key tags and medallions that can be purchased at the monthly ASC meeting. The committee also provides literature for donations to groups, start-up kits for new meetings and service literature to the ASC per budget.

***Literature Chair – Qualifications and Duties***

- A. Three (3) years clean time
- B. Two (2) year term
- C. Two (2) years ASC experience
- D. Keep detailed records of expenditures and current balance.
- E. Store and protect actual physical inventory at all times.
- F. Ensure that physical literature inventory is brought to and from every scheduled ASC meeting for sale.
- G. Process and fill literature orders at each ASC meeting.
- H. Provide written receipts for each purchase.
- I. Read and become familiar with Literature Subcommittee Handbook.
- J. Attend weekly budget review meetings in October of each year.

**Article 6 - Section 4 – Outreach Subcommittee**

The Outreach Subcommittee serves as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, mail and by car it makes sure that no group and no addict has to go through it alone if at all possible. The committee helps overcome the isolation that hinders growth and survival of our groups.

***Outreach Chair – Qualifications and Duties***

- A. One (1) year clean time
- B. One (1) year term
- C. One (1) year ASC experience
- D. Visit isolated groups to assess needs and offer support.
- E. Read and become familiar with Outreach subcommittee handbook.
- F. To appoint a subcommittee member to serve as a liaison to visit groups that have not been represented at 3 consecutive ASC meetings and report the group status at the following ASC meeting. This duty will ensure that RANA both maintains an accurate meeting list to those they serve and identify how the ASC and its subcommittees might best provide assistance to such groups as necessary.
- G. Communicate with other subcommittee Chairs for resources and support.
- H. Keep detailed records of expenditures and current balance.
- I. Attend weekly budget review meetings in October of each year.

**Article 6 - Section 5 - PR (Public Relations) Subcommittee**

For our purposes in NA the term “PR” refers to all of the relationships we create and maintain with the general public, professionals, potential members and each other in our groups and services communities. According to our PR Handbook, our actions tend to serve as our strongest public relations message. We aim for the public to recognize NA as a positive and reliable organization. In doing so we clarify what services NA can and cannot provide to the community. We develop valuable relationships with professionals and the general public while making NA members more aware of their role in NA’s public image.

***Public Relations Chair – Qualifications and Duties***

- A. One (1) year Clean Time
- B. Two (2) year Term
- C. One (1) year ASC Experience
- D. Include Website Coordinator’s report in monthly report to ASC.
- E. Keep detailed records of expenditures and current budget balance.
- F. Serve as a key holder to the ASC P.O. Box.
- G. Read and become familiar with Public Relations Subcommittee Handbook.
- H. Designates a PR subcommittee member as phone line coordinator who maintains contact with the CARNA phone line answering services.
- I. Assist the web servant in keeping the RANA website current and informative.
- J. Supervise the creation, updating, printing and distribution of the meeting lists.
- K. Implement the Area Planning Tool per the PR Handbook.
- L. Coordinate with H&I any and all services for facilities involved with criminal justice, treatment and health care. Services include, but are not limited to, Newcomer Workshops and Roundtables.
- M. Guide the committee in its media related activities, which include, but are not limited to, fliers, posters radio spots and TV ads.



- N. Foster the development of the fellowship by providing support for NA groups, up and coming areas, and incarcerated members.
- O. Conduct presentations for industry, religious groups, education and service organizations.
- P. “In the absence of an active Outreach Subcommittee, Outreach Subcommittee Chair and Outreach Subcommittee Chair Pro Tem; to appoint a subcommittee member to serve as a liaison to visit groups that have not been represented at 3 consecutive ASC meetings and report the group’s status at the following ASC meeting.
- Q. Liaison between meetings and potential spaces for time slots and expectations via a formatted document showing the needs of the group and expectations of the facility (creative design at the discretion of PR subcommittee).
- R. Attend weekly budget review meetings in October of each year.

**Article 6 - Section 6 – RACC (Convention Committee)**

***RACC Chair – Qualifications and Duties***

- A. Five (5) years clean time
- B. Demonstrated stability in local community
- C. Administrative ability.
- D. Organizes subcommittees and delegates major task to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.
- E. Attends at least one meeting of each Subcommittee during the year and attends ASC each month.
- F. Helps resolve personality conflicts.
- G. Keeps activities within the principles of the 12 traditions, 12 concepts and with the purpose of the convention.
- H. Monitors the flow of funds and overall convention cost, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
- I. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- J. Allows the subcommittees to do their jobs, while providing guidance and support. Only major issues need be brought to the RACC meeting. Subcommittees should be given the trust and encouragement to use their own judgment.
- K. Votes only to break a tie.
- L. Assist Treasurer in picking up and depositing money during the convention.
- M. Signature authority on the bank account.
- N. Signs hotel contract, arranges for any special functions, and approves all charges to the master account.
- O. Communicates with members of the Executive Committee regularly between RACC meetings
- P. Reserves all rooms billed to the master account.

**Article 6 - Section 6 - Ad hoc Committees**

Sometimes RANA comes up with a question or special project that does not fit into any existing subcommittee’s job description. Ad hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded.

In creating an ad hoc committee, RANA should clearly specify what the committee’s purpose will be, what authority and resources it will be given, and how long it should take to complete the job. The ASC Chair or the

ASC voting members appoint an ad hoc subcommittee Chair who in turn accepts volunteers to serve on the committee.

## **Article 7 - Removal of Officers and Standing Subcommittee Chairs**

### **Article 7 - Section 1 – Removal of Officers**

Any officer or standing Subcommittee Chair can be removed from their service position by a simple majority vote. Upon approval of removal of an officer, may it be noted the reason. The process will begin immediately upon:

- Loss of abstinence
- Non-performance of duties
- Absence from or failure to send representation to three (3) consecutive ASC meetings without prior notice to the Chair.
- Medical

### **Article 7 - Section 2 - Vacancies**

- A. Subcommittee Vice Chairs and Alternates shall assume the duties of vacated positions pro tem.
- B. Vacancy of an Ad hoc Chairperson shall require the ASC Chair to appoint another Chairperson for the duration of the Ad hoc Subcommittee unless a Vice Chair had been elected within the Ad hoc Subcommittee.

### **Article 7 - Section 3 - Resignation**

Resignation must be submitted in writing to the Chairperson.

## **Article 8 - Voting**

### **Article 8 - Section 1 - Voting Members**

All GSR's or designated representative must be present to carry their groups vote. NO PROXY VOTES in order to hold our leaders trusted servants responsible to those they serve.

### **Article 8 - Section 2 - Motions**

- A. Any member of NA may initiate or participate in discussion.
- B. A Procedural Motion is one made at the ASC and voted upon immediately by the GSRs present. It does not go back to groups for vote.
- C. Discussion of motions shall be limited to three (3) pros and three (3) cons and shall not exceed twenty (20) minutes.
- D. Any GSR can move to take a motion back to groups for voting. With a second from another GSR a procedural vote is then held to determine if the motion will be taken back to the groups.
- E. Please see motion table (motion table adopted from A Guide to Local Service)

Adjourn	To end the committee meeting
Amend	To change part of the language in a main motion
Amend by Substitution	To alter a main motion by rewriting it, while preserving its intent
Appeal Ruling of Chair	To challenge a decision the chair has made about the rules of order
Main Motion	An idea a committee member wants the committee to put into practice
Order of the Day	To make the committee return to its agenda if it gets off track
Parliamentary Inquiry	To ask the chair how to do something according to rules of order
Personal Privilege	To make a personal request of the chair or committee
Point of Information	To ask a question about a motion being discussed, <i>not</i> to offer information
Point of Order	To request clarification of rules of order when it appears they are being broken
Previous Question	To stop debate and vote immediately on a motion
Reconsider	To reopen for debate a motion previously passed
Refer, Commit	To halt debate and send a motion to a subcommittee before vote
Remove from the Table	To resume consideration of a motion previously tabled
Rescind, Repeal	To void the effect of a motion previously passed
Table	To put off further consideration of a motion until a later date or time
Withdraw a Motion	To allow a motion's maker to take back that motion after debate has begun

**Article 8 - Section 3 - Amendments**

Motions may be amended with the approval of the motion maker and/or a majority of the voting members at any time prior to voting.

**Article 8 - Section 4 - Process for Nominations/Elections**

- A. The nomination and election process is procedural and takes place at the area level which does not require that it goes back to groups for vote.
- B. Three months prior to an officer position or a subcommittee position becoming vacant at the area level, the vacancy is to be announced at the group level. Two months prior to the vacancy nominations are accepted and the election is held. The month prior to the position being vacated the elected officer is trained by the outgoing officer.

**Article 8 - Section 5 – Procedures**

- A. Any member of NA can make a motion. The motion must be seconded by a GSR. That motion will not be considered unless both are present at the time of making.
- B. Every main motion must be presented in writing containing the name of the member making the motion and the GSR seconding the motion.
- C. When tallying votes coming back from groups the following procedure applies:
  - Count abstentions
  - If half or more of voting members abstain the motion automatically goes back to groups for a second vote.
  - When the motion comes back to the ASC after the second vote abstentions are documented, but not tallied in the vote.
  - Count votes in favor; count votes against
  - Majority rules
- D. To waive the qualifications or term of an officer or subcommittee chair requires a procedural vote at the ASC and does not need to go back to groups.
- E. When voting on procedural motions if half or more of the voting members abstain there must be additional discussion on the motion to ensure ample understanding and more unanimity. Majority rules the motion.

- F. Changes to the bylaws and/or procedures as a result of a vote take effect at the end of the ASC meeting during which the result was recorded.
- G. Changes to the time and place of the monthly ASC meeting require a procedural vote by the GSRs at area and does not have to go back to groups.

## **Article 9 - Spiritual Guidance**

### **Article 9 - Section 1 - Motions**

The committee shall not make any motions or take any actions that conflict with the Twelve Traditions of Narcotics Anonymous.

### **Article 9 - Section 2 - ASC**

When conducting business the ASC shall be guided by the following:

- A. Twelve Traditions of Narcotics Anonymous
- B. Twelve Concepts of Narcotics Anonymous
- C. The current RANA Bylaws, Service Guidelines, and Rules of Order
- D. *A Guide to Local Services in Narcotics Anonymous*
- E. *Robert's Rules of Order*

## **Article 10 – Funds**

### **Article 10 - Section 1 – Collections**

All monies brought to RANA Areas Service Meetings will be in money order form to protect the integrity of RANA funds.

### **Article 10 - Section 2 - Deposits**

All funds collected from the Groups and other Narcotics Anonymous sources shall be deposited into the ASC bank account within five (5) business days and used to pay the ASC's expenses.

### **Article 10 - Section 3 - Expense & Funds Distribution Priority**

- A. Literature
- B. Public Relations
- C. Hospitals & Institutions
- D. Activities
- E. Outreach
- F. Regional Donation

### **Article 10 - Section 4 - Check Procedures**

- A. The only officers authorized to sign Area checks are the current Chair, Vice-Chair and Treasurer. When their terms expire their check signing privileges are invalid.
- B. All area checks require two (2) authorized signatures.
- C. In the event that a check is made payable to one of the authorized signers, the check requires the signatures of the other two authorized signers.
- D.

**Article 10 - Section 5 - Funds Distribution**

When distributing Area funds the following procedures apply:

- A. Budgeted Expenses Given in Advance:
  - 1. A motion detailing the proposed expenses for a particular event, project or task must be submitted to the ASC for approval prior to the event.
  - 2. No more than \$25 dollars will be disbursed without an expense plan. A check will be written to the Chair of the subcommittee.
  - 3. Receipts for the distributed funds must be turned into the ASC no later than the Area meeting following the event.
  - 4. All monies not accounted for by receipts must be turned into the ASC no later than the Area meeting following the event.
  - 5. Any funds generated by event must be turned into the ASC no later than the Area meeting following the event.
  - 6. These same procedures apply to Administrative Committee members requesting funds.
- B. Unbudgeted expenses: Amounts under \$40 require a procedural vote. Amounts over \$40 must be sent to the groups for approval before the funds will be distributed.
- C. In the case of lost receipts, the committee will address isolated incidents on a case-by-case basis. The committee will not recognize repeated transgressions.
- D. Budgeted Expenses reimbursed: Monies up to \$25.00 may be spent without prior approval and will be reimbursed upon presentation of receipt.

**Article 10 - Section 6 - Prudent Reserves**

The ASC treasurer shall maintain a prudent reserve equivalent to three (3) months of the ASC's approved budget.

**Article 10 - Section 7 - Annual Budget:**

Each year the Annual budget is subject to review and alteration by all members of RANA. The following procedures apply:

- A. In September the ASC Chair allows for time in New Business to discuss the upcoming annual budget preparation.
- B. In October, the Administrative Committee Members and the Subcommittee Chairs are required to meet weekly to review and make necessary changes to the Annual Area Budget. All members of RANA are invited and encouraged to participate.
- C. At November's Area, the treasurer submits the proposed budget.
- D. The budget follows the calendar year.

**Article 11 - Amendments of Bylaws**

- A. Any member of NA can propose an amendment to the Bylaws in the form of a motion, to be seconded by a GSR.
- B. No changes other than clerical can be made to the RANA Bylaws without those changes first being sent back to the home groups for vote.
- C. Changes to the bylaws as a result of a vote take effect at the end of the ASC meeting during which the result was recorded.

- D. Each year the bylaws are subject to review and alteration by all members of RANA. The following procedures apply:
  - In August, the ASC Chair allows for time in New Business to discuss the upcoming bylaws review.
  - In September, an ad hoc committee is formed to meet weekly to review and make necessary changes to the bylaws. All members of RANA are invited and encouraged to participate.
  - Motions for bylaws revisions must be made not later than November’s ASC meeting.
- E. Bylaws are distributed annually at January’s ASC meeting.

**Article 12 - ASC Assistance with New Meetings**

**Article 12 - Section 1 - Recognition of new groups.**

- A. New groups must have representation at three (3) consecutive ASC meetings in order to be recognized as part of RANA and published on subsequent meeting lists and must have an established meeting space, time, and name that differs from existing groups.
- B. Upon a group’s failure to send representation to 3 consecutive ASC’s in a 6 month period or 6 ASC’s in a 12-month period, the following procedures will be automatically initiated:
  - A liaison will be sent to the meeting in accordance with the RANA bylaws as follows: Article 6, Section 4, Line F (Outreach), Article 6, Section 5, Line P (PR), and Article 5, Section 1, Line W (Chair).
  - The subcommittee representative or liaison will report their findings at the following ASC meeting.
  - Upon the findings of the liaison or representative, the GSR’s will vote to either remove the meeting from the meeting list or dictate further action.

**Article 12 - Section 2-Start Up Supplies**

Once a new group is recognized as part of RANA it qualifies for a start up kit provided by the ASC containing the following material:

- One set of six group readings
- Five (5) of each of the following key tags: White, Orange, Green, Red
- Two (2) of each of the following key tags: Blue, Yellow
- One (1) of each of the following key tags: Moonglow, Grey, Black
- Five (5) of each of the following Information Pamphlets

IP #2 The Group	IP #9 Living the Program	IP #16 For the Newcomer
IP #6 Recovering & Relapse	IP #11 Sponsorship	IP #19 Self-Acceptance
IP #7 Am I an Addict	IP #12 Triangle of Self-Obsession	IP #22 Welcome to NA
IP #8 Just for Today	IP #14 One Addict’s Experience	
- One (1) copy of the following: Treasurer’s Workbook, Basic Text, Just for Today, It Works: How & Why
- Five (5) copies of the following: White Booklet
- Four (4) copies of the following: Intro Guide

## **Appendix A 12 Steps of Narcotics Anonymous**

**Step 1** - We admitted that we were powerless over our addiction, that our lives had become unmanageable.

**Step 2** - We came to believe that a Power greater than ourselves could restore us to sanity.

**Step 3** - We made a decision to turn our will and our lives over to the care of God *as we understood Him*.

**Step 4** - We made a searching and fearless moral inventory of ourselves.

**Step 5** - We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.

**Step 6** - We were entirely ready to have God remove all these defects of character.

**Step 7** - We humbly asked Him to remove our shortcomings.

**Step 8** - We made a list of all persons we had harmed, and became willing to make amends to them all.

**Step 9** - We made direct amends to such people wherever possible, except when to do so would injure them or others.

**Step 10** - We continued to take personal inventory and when we were wrong promptly admitted it.

**Step 11** - We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.

**Step 12** - Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## **Appendix B – 12 Traditions of Narcotics Anonymous**

**Tradition 1** - Our common welfare should come first; personal recovery depends on NA unity.

**Tradition 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.

**Tradition 3** - The only requirement for membership is a desire to stop using.

**Tradition 4** - Each group should be autonomous except in matters affecting other groups of NA as a whole.

**Tradition 5** - Each group has but one primary purpose - to carry the message to the addict who still suffers.

**Tradition 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.

**Tradition 7** - Every NA group ought to be fully self-supporting, declining outside contributions.

**Tradition 8** - Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

**Tradition 9** - NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

**Tradition 10** - Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

**Tradition 11** - Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

**Tradition 12** - Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.



## **Appendix C - Twelve Concepts for NA Service**

**Concept 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.

**Concept 2** - The final responsibility and authority for NA services rests with the NA groups.

**Concept 3** - The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

**Concept 4** - Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

**Concept 5** - For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

**Concept 6** - Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

**Concept 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.

**Concept 8** - Our service structure depends on the integrity and effectiveness of our communications.

**Concept 9** - All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

**Concept 10** - Any member of a service body can petition that body for the redress of a personal grievance, without fear or reprisal.

**Concept 11** - NA funds are to be used to further our primary purpose, and must be managed responsibly.

**Concept 12** - In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.