

Piedmont Area Service Committee

Policy and Guidelines

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Definition of the ASC

- I. The Piedmont Area Service Committee (PASC) is a body made up of Group Service Representatives (GSR), duly elected officers and chairs of all standing committees within the Piedmont Area. This body meets monthly for the express purpose of serving the specific needs of its member groups.
- II. The most important service that the Area Service Committee (ASC) provides is that of its groups support. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its ASC for help. These situations are almost limitless in scope, but we have learned that we can get much accomplished when we work together.
- III. An ASC performs other functions that are of help to the groups. It can help groups to get started or give aid to floundering groups. Workshops or learning days may be conducted to train trusted servants. A stock of literature can be maintained for the groups to purchase. The point is that the ASC handles whatever functions are necessary or helpful to its groups.
- IV. In order to provide these services, an ASC needs the active participation of its GSR's and Officers. Groups support the ASC both financially and emotionally. It takes money to provide these services. It is each group's responsibility to offer this support. However, as an area grows, the financial needs of the ASC also grow. In order to provide a full line of services, it requires a steady, reliable, flow of money. Some additional funds are provided through activities. These alternative sources of financial support are helpful, however the bulk of the responsibility still falls on the groups.
- V. The active participation of each Group Service Representative is essential for a successful ASC. Each GSR must keep their group informed and must represent that groups conscience in all ASC decisions. GSR's should evaluate each vote in terms of the needs of those they serve in the group and the needs of N.A. as a whole. In addition to this, a GSR participates in helping carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of subcommittee functions and the aid given to groups with specific situations are services, which require much more effort than a monthly ASC meeting. GSR's should consider their commitment to the ASC and to their groups. In taking the position, they have assumed 2 hours a month for Area Service.
- VI. In order to coordinate its services, the ASC elects officers yearly. Leadership and the ability to organize gives the ASC direction and the incentive must come from its Officers. Members may serve only one ASC elective position at a time. *Ad hoc* or temporary assignments are not in conflict.
- VII. Upon election, Officers shall resign as GSR's. Their group then elects a new representative, thus ensuring all groups equality of representation.

Piedmont Area Service Committee Meeting Format

- I. Opening Prayer
- II. Read 12 Traditions
- III. Read definition of ASC
- IV. Read 12 Concepts of NA service
- V. Roll Call (Group Service Representatives, Chairperson, Vice-Chairperson, Secretary, Treasurer, RCM, Alt. RCM, Standing Subcommittee Chairpersons, Ad hoc Subcommittee Chairpersons)
- VI. Floor is opened for members to address the ASC.
- VII. Secretary's Report (The secretary will note any changes that are needed for the previous minutes and then move for the minutes to be accepted, with or without changes)
- VIII. RCM's Report
- IX. Subcommittee's Reports
- X. VRCC representative's Report
- XI. Ad Hoc Committee's or Other Special Reports (if applicable)
- XII. Recess (optional)
- XIII. Treasurer's Report (Treasurer will go over financial report answering any questions, note any changes and then move for the report to be accepted, with or without corrections)
- XIV. GSR's Reports (optional)
- XV. Old Business
- XVI. Elections (if needed)
- XVII. New Business
- XVIII. Announcements pertaining to N.A. activities or events
- XIX. Review business of the day
- XX. Plans for next meeting are discussed
- XXI. Closing Prayer

Additional Guidelines

- I.** All GSR's or alternates and duly elected officers and subcommittee chairs or their representatives are voting members of the ASC; except on matters that reflect a group conscience or a vote to refer to groups, in which case only GSR's or their alternates may vote. The Chairperson will cast a vote in the case of a tie (the Chairperson may confer with the Administrative Subcommittee, which is made up of the Chairperson, Vice-chairperson, Secretary and Treasurer, for this vote).
- II.** All ASC meetings are open to N.A. members and any member has a voice on the floor. Only the following can make or second a motion: GSR's or their Alternate GSR's; RCM; alternate RCM, ASC Vice-Chairperson, ASC secretary; ASC Treasurer, Subcommittee Chairpersons or their Vice-Chairpersons; and ad hoc Subcommittee Chairpersons. Motions which the ROV-RSC has referred back to the areas will be discussed by the RCM at the ASC immediately following the ROV-RSC business meeting. By default, these motions will be referred to the groups, and come back up on the ASC floor as old business at the following ASC meeting. At the ASC business meeting where the RCM first reports on the regional motions, the ASC may vote not to refer the motions to the groups. The ASC may then either vote on the Regional Motions at once, or they may give the RCM a vote of confidence to act on the regional motions as she or he sees fit.
- III.** If a member wishes to speak at the ASC, they must first raise their hand and be recognized by the Chairpersons.
- IV.** Quorum for the ASC to conduct business is one more than half of the GSR's on the roll call. If there is no quorum, GSR reports may be accepted by the Chairperson but no other business will take place except that allowed by parliamentary procedures.
- V.** Motions for new business will be made in writing and should include a written intent.
- VI.** Discussion on motions will be limited to 2 pros and 2 cons.
- VII.** If an issue comes up that pertains to an existing subcommittee, and has not been addressed in that subcommittee, it should be referred to that subcommittee for consideration.
- VIII.** Resignation of officers: Voluntary; should be made in writing to the ASC. Advance notice prior to leaving an office is greatly appreciated.
Involuntary:
 - a) Missing 2 consecutive ASC meetings
 - b) Relapse
 - c) Impeachment requires a $\frac{3}{4}$ vote of the GSR's. The maker of impeachment motion will have 3 minutes to show cause and then the officer or subcommittee Chairperson in question has 3 minutes to respond. Voting is by paper ballot.
- IX.** The rules of order of the ASC will be the most recent version of the Sample Rules of order beginning on page 107 of our Guide to Local Service except

where in conflict with the 12 traditions, 12 concepts of NA service or the PASC Guidelines.

- X.** To make changes to the existing policy of the PASC, a $\frac{3}{4}$ majority vote is required.
- XI.** On a quarterly basis (at the close of the area service meeting in the months of January, July, September and November) any funds in excess of the quarters bills, any planned expenses that will occur prior to the next area service meeting, and prudent reserve will be forwarded to the Regional Service committee and the NA World Service: 50% TO RSC and 50% to WSO.
- XII.** PASC minutes will include written reports presented to the ASC by subcommittee officers, ad hoc committees, and VRCC representatives and other reports considered significant by the ASC secretary or administrative committee. Minutes will only include motions, written reports, attendance and elections. Oral reports should be specified as such, but not recorded. Robert's Rules of Order states that "Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said."
- XIII.** The ASC monthly meeting will be limited to 2 hrs. The Chairperson will announce at 5:45 that business be concluded or tabled to next ASC meeting.
- XIV.** The ASC executive committee will be responsible for informing new GSR's and newly elected committee chairs of their roles and responsibilities at the ASC meeting and to educate new groups or committees by providing an orientation when needed.
- XV.** Any existing officers must turn over all files, signatures on accounts etc. at the end of your term.

ELECTION OF ASC OFFICERS

- I. An election is announced at the ASC prior to the election so that nominations may be solicited from each group within the area.
- II. Nominations are opened and accepted from GSR'S which need no second. The Chairperson will then ask for nominations from the floor and these nominations do require a second.
- III. An explanation of the position is read from the Area Service Committee Guidelines before nominations are opened to establish each position's responsibilities.
- IV. A motion must be made and seconded to close nominations.
- V. At the time of nominations, each nominee should state, in person, their qualifications for serving the fellowship as a whole in this service position. No individual should serve more than 2 consecutive years in the same position (state cleantime, past service experience, and why they can serve and want to serve the fellowship).
- VI. After all the nominees have stated their qualifications, discussion is in order, with the nominee present. Discussion may include questions and up to 2 pros and 2 cons.
- VII. In the case of only 1 nomination for a position, a vote is taken which requires a $\frac{3}{4}$ majority of the last roll call in order to pass. If the vote fails, the election is sent back to groups for further consideration.
- VIII. Voting is done by paper ballot. If there are more than 2 nominations, the voting is a process of elimination until 1 nominee receives the majority of those voting.
- IX. This procedure is repeated until all elections are concluded.
- X. When holding elections for the position of Chairperson and RCM, the Vice-chairperson and the ALT RCM are given a priority vote of confidence. This is a vote that requires $\frac{3}{4}$ majority if those voting to pass, If the vote fails, the election is sent back to groups for further consideration.
- XI. Any officer elected to a position will serve a 12 month term from date of election.
- XII. All ASC Subcommittees elect their own vice-chairpersons and secretaries.

Qualifications & Responsibilities of ASC Officers

CHAIRPERSON

The qualifications of the Chairperson are: A willingness to serve, service experience, active for at least 1 year in the NA service structure and the willingness to give the time and resources to do the job. It is suggested to have two years of uninterrupted abstinence from all drugs, leadership ability and the ability to communicate and the ability to organize.

The responsibilities of the Chairperson are: Arranges for and presides over the monthly ASC meeting, responsible for correspondence, maintains the area files and archives. The Chairperson typically prepares a prearranged agenda, which includes the elements of the agenda in these guidelines. The order of new business motions may be changed by a majority vote of the ASC. Additionally the chair may respond to requests for information or assistance from those without easy access to our service structure. The Chairperson is a cosigner on the area bank account. At the ASC meeting, the Chairperson only votes in the event of a tie, enforces the rules of decorum and procedure, attempts to be absolutely fair in all matters.

VICE-CHAIRPERSON

The qualifications of the Vice-Chairperson are: A willingness to serve, service experience, active for at least six months in the NA service structure, and the willingness to give time and resources to do the job. It is suggested to have one-year clean time from all drugs, leadership ability and the ability to communicate and the ability to organize.

The responsibilities of the Vice-Chairperson are: Coordinating all subcommittee functions; in the absence of the Chairperson, the Vice-chair shall perform the duties of the Chairperson. The Vice-Chairperson is the cosigner on the area bank account, and is a liaison between all subcommittees to assure proper cooperation of responsibilities. The Vice-Chairperson is responsible for directing members to various service opportunities in the area. The position of Vice-Chairperson is typically a two-year commitment. After serving for one year as Vice-Chairperson, it is customary to serve as the next ASC Chairperson after a priority vote of confidence is taken.

SECRETARY

The qualifications for secretary are: A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job. It is suggested to have one-year clean time from all drugs, leadership ability and the ability to communicate and the ability to organize.

The responsibilities of the Secretary are: Keeps an accurate record of each ASC meeting, types and distributes copies to each GSR and officer no later than 2 weeks prior to the next scheduled ASC meeting, types and sends any letters of correspondence the ASC so dictates, keeps records of the ASC, arranges for the printing of local ASC stationary, and does any job that may be assigned to the secretary during the year. Email

distribution list membership should remain anonymous by usage of the BCC function. Any recipient in the BCC field will receive the message but their email address will be hidden from anyone who receives the message. The Secretary is a cosigner on the area bank account.

TREASURER

The qualifications of the Treasurer are: A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job. It is suggested to have two-year clean time from all drugs, leadership ability and the ability to communicate and the ability to organize and should be financially stable; bookkeeping or accounting experience suggested.

The responsibilities of the Treasurer are: Makes reports of contributions and expenditures at every ASC meeting, as well as quarterly and annual reports. Acts as finance Chairperson going over the annual budgets with the subcommittee and ensuring that each group it's fair share to help support the area's services and to establish reserves adequate to serve the area. All monies are channeled through the Treasurer and no committee may have a treasurer or bank account. The Treasurer is the one who distributes money to pay bills as needed and keeps accurate records and receipts. The Treasurer is a cosigner on the areas bank account.

The treasurer guidelines are as follows:

- A. Budgetary year to run from June-May.
- B. Annual budget meeting will be held in April to plan for the following years budget. Treasurer should announce place and time each of the two area services prior to the meeting occurring (i.e. Feb and March) and this announcement should be included in the minutes.
 1. If the committee chairs are unable to attend, they are responsible for providing the Treasurer with written estimates of their expenses on a monthly basis as well as detail on any expenses for any planned activities that are not part of the monthly calculations BEFORE the budget meeting.
 2. If the committee Chairs do not attend and do not provide the Treasurer with their input, the Treasurer is responsible for notifying the ASC Chair in person as soon as possible but no later than the next ASC (May). The Chair is then responsible for clarifying the expectations of Subcommittee Chairs since they are elected by and are responsible to the ASC.
- C. All funds collected from area groups will be safeguarded in the following manner:
 1. PASCNA requests that the groups, as they are able, provide funds to the area Treasurer in the form of check or money order. The area is not asking that groups open a checking account and assume the expense of service fees nor is it "telling or demanding" that the groups do anything different than what they do now. Rather the Area is asking that if it's easy or possible without considerable expense or bother, that the group Treasurer

participate with the area in protecting NA funds so that as groups and as an Area, we can better fulfill our primary purpose.

2. All funds collected at ASC meetings will be counted, reported and prepared for deposit during said ASC.

3. All collected funds will be taken to the bank by the Treasurer and one other member of the executive committee and placed in a lock night deposit bag at the conclusion of each ASC. In the event that the Treasurer is absent or unable to complete the bank drop, the duties of the Treas. will be assigned pro tem by the Chair and 2 members of the executive committee will make the deposit.

4. In no instance will area funds be transported to or stored in any member's home.

D. The following guidelines will be used for money management at PACNA:

3. At no time will money be collected, stored or counted without assigned pairs of members present. All members who will be handling money will be chosen by the Special Events Chair, in consultation with the Treas. Selection of members should be made bearing in mind the damage done to the area and the individual member when we ask members to assume responsibility that they are ill-prepared to fulfill.

4. All funds should be collected, counted, sealed in envelopes that describe the date, time and drawer (i.e. T-shirts, registrations, new comer donations) from which they came. Envelopes should then be locked in an area moneybox and the moneybox secured in an undisclosed location agreed to by the Special events Chair and the Treas. jointly.

5. At the conclusion of money collection for the weekend but prior to leaving the campout location, the Treasurer and the Special Events Chair and any other member of the executive committee who wish to be present should meet and account for all funds collected. All expenses should be documented and accounted for via receipt. Should there be expenses that are uncertain in amount or status and which will remain outstanding after the conclusion of the campout, these should be detailed in writing and agreement regarding how and by who they will be handled should be reached before leaving the campout location.

E. All principles for money collection outlined above should be followed in all instances where NA members or subcommittee chairs collect and are responsible to care for money that is intended for use by NA.

F. Any circumstances where members or subcommittee chairs are uncertain of their responsibilities or best processes for money handling should be referred to the Area Chair who will:

1. Answer the question, as s/he is able.

2. Refer the member to an appropriate consultant within the fellowship who has specific knowledge or experience related to the question.

3. Seek guidance from the appropriate NAWS employee and convey the information obtained or connect the NAWS employee and member to facilitate their resolution of the question.

VICE-TREASURER

The qualifications of the Vice-Treasurer are: A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job. It is suggested to have two-year clean time from all drugs, leadership ability and the ability to communicate and the ability to organize and should be financially stable; bookkeeping or accounting experience suggested.

The responsibilities of the Vice-Treasurer are: Assists the Treasurer in performing the duties of Treasurer; is accountable along with the Treasurer, by signature, for all monies, cash and checks received; will work with Treasurer to maintain appropriate financial controls. The Vice-Treasurer will report at each ASC, as to their satisfaction, that the report of the Treasurer accurately reflects the financial position of the Area and will fill in for the Treasurer on a temporary basis in their absence. The position of Vice-Treasurer is typically a two-year commitment. After serving for one year as Vice-Treasurer, it is customary to serve as the next ASC Treasurer after a priority vote of confidence is taken

REGIONAL COMMITTEE MEMBER (RCM)

The qualifications of the RCM are: A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job. It is suggested to have two-year clean time from all drugs, leadership ability and the ability to communicate and the ability to organize.

The responsibilities of the RCM are: To represent the group conscience of the ASC at the regional level and provide the area with a report of the regional meeting and activities of concern to the fellowship as a whole. The RCM attends all regional service conferences and takes an active part in the decisions that affect the region, always cognizant of the areas conscience. The office of the RCM is immensely important, for the RCM is the area's link to the rest of the fellowship and its link to the area. An RCM must be able to work for the common good of the fellowship, placing principles before personalities at all times. The position of RCM is a two-year commitment. The RCM will be compensated for gasoline costs when traveling to Regional Service Committee Meetings with compensation to be calculated at 20 cents per mile and distance to be determined by online mapping. (e.g. Map Quest or Google Maps). Reimbursement up to \$30 may be submitted to Treasurer. The RCM shall submit a motion at Area Service, in advance, for approval of requests in excess of \$30.

ALTERNATE REGIONAL COMMITTEE MEMBER (ALT. RCM)

The office of Alt.RCM is a four-year commitment. The first two years are spent becoming familiar with the job, attending all ASC meetings and RSC meetings filling in for the RCM if they are absent or unable to fulfill their duties. After serving for two years as the Alt. RCM, it is customary to serve as the next RCM after a priority vote of confidence is taken. The recommended qualifications for Alt. RCM are the same as the

RCM, with one exception, they are suggested to have one year uninterrupted abstinence from all drugs and active in at least 6 months in the NA service structure.

QUALIFICATIONS AND RESPONSIBILITIES OF THE ASC SUBCOMMITTEE CHAIRPERSONS

The qualifications of Subcommittee Chairperson are: A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job. It is suggested to have one-year clean time from all drugs, leadership ability and the ability to communicate and the ability to organize except for the H&I Chairperson is suggested to have two years clean time with one year activity of service. Each subcommittee submits a report of accomplishments and upcoming plans to the ASC every month. Any plans that involve special considerations or financial expenditures not included in their budgets must be in the form of a motion to be voted on at the ASC. The subcommittees are responsible for electing their own Vice-Chairperson and Secretary but may not have a Treasurer. All funding is funneled through the ASC Treasurer. Each year, in October, the Treasurer meets with all the subcommittee Chairpersons to go over expenses of the subcommittees and not infrequent items. Of course the subcommittees may later ask the ASC to amend the budgets or approve special requests, but may not exceed the established budget without prior ASC permission.

STANDING SUBCOMMITTEES

Hospitals and Institutions (H&I)

Public Relations (PR)

Special Events

Literature

Other ad hoc subcommittees may be formed from time to time to perform some specific task. These ad hoc subcommittees may be established and appointed by the ASC, by a majority vote or by the Chairperson with the consent of the ASC.

Hospitals and Institutions

The H & I subcommittee at the area level is responsible to coordinate all H&I activities within the Piedmont area. The H&I Subcommittee initiates, coordinates, and conducts all H&I meetings in the area. An ongoing file should be kept of all matters that concern H&I and accountability for literature disbursed should be maintained.

Public Relations

The area PR Subcommittee attempts to carry the NA message of recovery by informing those who work with or come in contact with addicts what NA is, and where we can be found. This subcommittee may find itself cooperating a great deal with neighboring areas so as to avoid conflicts. The avenues open to the PR subcommittee to do its job are numerous. Some examples are: print media, radio, television, posters, mail outs, attendance at conventions of related fields, or presentations to groups such as attorneys, judges, clergy or police groups. The ways and means are quite extensive. The PR Subcommittee in the Piedmont area is also responsible to update the area-meeting directory four times a year. The subcommittee is also responsible for maintaining and

coordinating an effective 24-hour answering service. The purpose is to have a means for an addict seeking recovery to contact a member of NA and find their way to an NA meeting. The PR Subcommittee is responsible for maintaining and updating information of the PASC Internet access and presence. Checking and responding to or forwarding of all electronic communications and maintaining the local mailing list.

Piedmont Area Website Guidelines

Our purpose in maintaining a web site for the Piedmont Area of Narcotics Anonymous is to make information about the Piedmont Area and about Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and to our current members.

The following are the overall guidelines for the Piedmont Area NA website.

1. Maintaining the web site will be a project of the Public Relations Subcommittee, accountable to that committee and to the Piedmont Area Service Committee. In doing this service work we will follow our Twelve Traditions, and guidelines from the World Service Office and the Piedmont Area.
2. We will attempt to make online information available to the widest number of people possible. Whenever feasible, we will also make this information available by other means for people who don't have access to online information.
3. Generally, our online NA information will contain links or references only to information provided by other NA areas, regions, or the World Service Office. The only exceptions will be links or references required to use our site, or to find our meetings and events. These exceptions will be made thoughtfully, and accompanied by appropriate disclaimers of non-affiliation.
4. Since information on the web can be accessed from all over the world, we won't include names, phone numbers, email addresses, or other identifying information regarding individual members.

Special Events

The Special Events Subcommittee is responsible for coordinating and planning activities that promote unity and fellowship. Any functions planned by this subcommittee must be presented to the ASC before commitments are made. The motion for the ASC should include a dollar figure for the event, a date and a general description of it. Any activities involving the receipt of money should be coordinated with the Treasurer to ensure accountability.

Literature

The functions of the Piedmont Area Literature Subcommittee are threefold: The first and ongoing activity is the stockpiling and distributing of NA conference approved literature. The total value of literature stockpile is currently \$1400.00 with levels of particular items to be determined by the committee or Chair. The Literature Chair should work closely with the PASC Treasurer preparing Literature orders and ensuring receipt of payments. Distribution should be conducted at each PASC meeting but may additionally be done at other times as determined by the subcommittee. The Subcommittee may review, develop, and input new NA recovery Literature. Pursuing this function is optional and determined

by the Subcommittee. Another optional activity for the subcommittee is producing an area newsletter. For this, the norms suggested in the World Handbook for NA newsletters should be followed.

Virginia Regional Corporation Convention Representative (VRCC)

The VRCC is a nonstock corporation that has financial and administrative responsibilities of the Annual Virginia Convention of Narcotics Anonymous. The Piedmont area may elect one person to the Board of Directors of this corporation. This representative will be elected annually and serve for one year. The person may be elected to a second term. The VRCC representative has the right to make reports and speak to issues before the PASC: However, this representative is not a member of the PASC and cannot vote or be the maker or seconder of motions. Since the VRCC rep is not a member of the PASC, this person may hold other positions within this body. The VRCC rep will become familiar with their responsibilities under Virginia law. This position requires three years consecutive clean time and a willingness to serve as well as any other requirements of the VRCC. The holder of this position may be removed by a $\frac{3}{4}$ vote of the PASC.