

# **Guidelines for Central Nova Area Service Committee**

(Updated June 2017)

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## **Article I Area Service Committee Members**

### **Section I**

The Area Service Committee shall consist of: Group Service Representative, Executive Committee Officers and other Committee Officers.

#### **Executive Officers**

- I. Regional Committee Member (RCM)
- II. Alternate Regional Committee Member (alt RCM)
- III. Chairperson
- IV. Vice-Chairperson
- V. Secretary
- VI. Alternate Secretary
- VII. Treasurer
- VIII. Alternate Treasurer

#### **Other Officers**

- IX. ASC Sub Committee Chairpersons
- X. Ad-hoc Subcommittee Chairpersons

## **Article II Voting Policy**

### **Section 1**

The only voting members of the ASC will be the GSRs, their alternates or elected representatives (one vote per group). GSRs or alternates who miss two (2) consecutive meetings will have their group notified that their voting privileges have been suspended until they attend three (3) consecutive ASC meetings; however if a group is unable to send a representative they can submit a report to the secretary and retain their vote when they return. Voting groups who submit their reports without attending for three (3) consecutive meetings will have their groups notified that their voting privileges have been suspended until they attend two (2) consecutive ASC meetings with their voting privileges reinstated on the second meeting. GSRs of newly seated groups will have to attend three (3) consecutive meetings and

will have their vote at the third meeting. Intent: by limiting the vote to these people will help ensure that decisions made by the Area accurately represent the conscience of the group it represents. Groups within CNANA that are more than 100 km from HRM will not have their voting privileges suspended.

## **Section 2**

For votes on policy changes (i.e. guidelines) groups unable to attend the Area may submit their vote to the area secretary prior to the ASC meeting.

## **Article III Requirements and Duties of ASC Officers**

### **Section 1**

#### **Regional Committee Member (RCM)**

##### Requirements

- ❖ A minimum of three (3) years clean time
- ❖ Knowledge and Application of the Twelve Steps, Twelve Traditions and the Twelve Concepts of N.A.
- ❖ Recent active participation with area service- recommended two (2) years area service activity, one (1) year as alternate RCM
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit personal time and abilities to perform duties
- ❖ Ability to attend required service committee meeting to perform duties

##### Duties

- ❖ In the absence of the Area Chairperson and Vice-Chairperson to serve as Chairperson
- ❖ To be available to their ASC members and groups for information about the NA service structure, involvement in service and how the Regional Service Committee (RSC) functions
- ❖ To report to their ASC, with the RSC secretary, and the World Service Office (WSO)
- ❖ To carry ASC contributions to the Treasurer
- ❖ To represent their Area's conscience when proposing, discussing and voting on motions brought to the RSC floor
- ❖ To work for the common good of Narcotics Anonymous by providing to way communication between the ASC and the rest of NA
- ❖ To attend all ASC and RSC meetings and provide reports from each of these as necessary
- ❖ In the event of a tie, to be part of a triumvirate [*a group of three people in a joint position of power or authority*] consisting of the RCM, Vice-Chairperson and Treasurer to cast the deciding vote
- ❖ In the event of the absence of one of Alt RCM or Secretary to replace
- ❖ To attend steering committee meetings when called

### **Section 2**

#### **Alternate Regional Committee (Alt RCM)**

##### Requirements

- ❖ A minimum of two (2) years clean time
- ❖ Knowledge and application of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
- ❖ Recent active participation with area service –recommended one (1) year of area service activity as a GSR and/or subcommittee member
- ❖ Completion of previous service commitments should be considered

- ❖ Willingness to serve and commit personal time and abilities to fulfill duties
- ❖ Ability to attend required service committee's meetings to fulfill duties

#### Duties

- ❖ To work closely with the RCM and help with all duties and responsibilities of that position
- ❖ In the absence of the RCM to serve as RCM
- ❖ To be an active member participant of the Outreach Committee (where applicable)

### **Section 3**

#### **Chairperson**

##### Requirements

- ❖ A minimum of three (3) years clean time
- ❖ Knowledge and application of the Twelve Steps, Twelve Traditions and the Twelve Concepts of N.A.
- ❖ Recent active participation in area service- recommended two (2) years area service committee activity, one (1) year as Vice Chairperson
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit time and abilities to perform duties

##### Duties

- ❖ To arrange an agenda in co-operation with the ASC and preside over monthly meetings, ensuring that procedures (see Article VIII, Section 1) are followed
- ❖ To be one of the co-signors of the ASC bank account(s)
- ❖ To recognize members of N.A. who are entitled to the ASC floor
- ❖ To declare the meeting adjourned when the assembly votes on or encase of an emergency
- ❖ To conduct the ASC meeting with a firm understanding hand
- ❖ To attend steering committee meeting when called

### **Section 4**

#### **Vice-Chairperson**

##### Requirements

- ❖ A minimum of two (2) years clean time
- ❖ Knowledge and application of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
- ❖ Recent active participation in area service- recommended one (1) year service activity
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit personal time and abilities to perform duties
- ❖ Ability to attend required service committee meetings to fulfill duties

##### Duties

- ❖ In the absence of the Chairperson, to serve as the Chairperson
- ❖ To coordinate all sub-committee functions; this includes all standing committee, ad-hoc committee and the steering committee
- ❖ To be one of the co-signors of the ASC bank account(s)
- ❖ To be parliamentarian at the Area table
- ❖ In the event of a tie, to be part of the triumvirate consisting of the RCM, Vice-Chairperson and treasurer to cast the electing vote
- ❖ To attend steering committee meetings when called

## **Section 5**

### **Secretary**

#### Requirements

- ❖ A minimum of one (1) year clean time
- ❖ Knowledge and application of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
- ❖ Recent active participation in area service- recommended one (1) year area service activity as alternate Secretary
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit personal time and abilities to perform duties
- ❖ Ability to attend required service committee meetings to fulfill duties

#### Duties

- ❖ To keep accurate minutes of each ASC meeting
- ❖ To distribute copies of the typed ASC minutes to each ASC member within fifteen (15) days of the past meeting
- ❖ To keep track of and update the ASC membership list
- ❖ To keep track of the groups attendance
- ❖ To distribute a contact list including phone numbers and addresses of officers of the area as well as GSRs' phone numbers and addresses. The list should be made up annually and distributed with October's ASC minutes
- ❖ For correspondence, to maintain area files and archives
- ❖ To attend steering committee meetings when called to do so
- ❖ To retain control of the Area Guidelines, GSR Orientation Booklet, and the various types of Group Report Forms, forwarding them to the Area Webservant along with any updated documents.

## **Section 6**

### **Alternate Secretary (alt Secretary)**

#### Requirements

- ❖ A minimum of one (1) year clean time
- ❖ Knowledge and application of the Twelve Steps. Twelve Traditions and Twelve Concepts of N.A.
- ❖ Active participation in Narcotics Anonymous
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit personal time and abilities to perform duties

#### Duties

- ❖ To assist the secretary
- ❖ In absence of secretary, to serve as secretary
- ❖ To attend steering committee meetings when call upon to do so

## **Section 7**

### **Treasurer**

#### Requirements

- ❖ A minimum of three (3) years clean time

- ❖ Knowledge and application of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
- ❖ Recent active participation with area service- recommended one (1) year as alternate treasurer
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit personal time and abilities to perform duties
- ❖ Abilities to attend service committee meetings to fulfill ASC duties

#### Duties

- ❖ To be the custodian of the ASC's funds
- ❖ To make a report of the contributions and expenditures of every ASC meeting, a written report to be submitted monthly
- ❖ To be one of the co-signers of all ASC bank accounts
- ❖ To be the custodian of the ASC mailbox key
- ❖ In the event of a tie, to be part of a triumvirate consisting of the RCM, Vice-Chairperson and the Treasurer to cast the deciding vote
- ❖ To attend steering committee meetings when called upon to do so

### **Section 8**

#### **Alternate Treasurer (alt Treasurer)**

##### Requirements

- ❖ A minimum of two (2) years clean time
- ❖ Knowledge and application of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
- ❖ Recent active participation in area service- recommended one (1) year area service activity as a sub-committee member and/or GSR
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit personal time and abilities to perform duties
- ❖ Ability to attend required service committee meetings to fulfill duties

##### Duties

- ❖ To assist the Treasurer
- ❖ In absence of the Treasurer, to serve as Treasurer
- ❖ To attend steering committee meetings when called upon to do so

### **Section 9**

#### **ASC Sub-committee Chairpersons**

##### Requirements

- ❖ A minimum of two (2) years clean time
- ❖ Knowledge and application of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
- ❖ Recent active participation in area service- recommended one (1) year sub-committee service activity as Sub-committee Vice-Chairperson
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit personal time and abilities to perform duties
- ❖ Ability to attend required sub-committee, ASC and Regional Sub-committee meetings (when applicable) to fulfill duties

## Duties

- ❖ The duties for each individual sub-committee shall be taken from the appropriate sub-committee handbook. And any other duties the ASC's and/or sub-committee conscience directs the Chairperson to implement will be stated in the sub-committee's guidelines.
- ❖ H&I Coordinator: "Will contact Central Nova Corrections via email on the day of our Panel Presentations to remind them of the presentations as requested by the facility. (see "Motions document: Jan 2016)

## **Section 10**

### **Ad-hoc Sub-committee Chairpersons**

#### Requirements

- ❖ A minimum of three (3) years clean time
- ❖ Knowledge and application of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- ❖ Active participation in NA
- ❖ Completion of previous service commitments should be considered
- ❖ Willingness to serve and commit personal time and abilities to perform duties
- ❖ Ability to attend required service committee meetings to fulfill duties
- ❖ To secure a suitable facility for meetings of the committee
- ❖ To announce the time, date, and location of meetings to the ASC
- ❖ To encourage participation from fellowship
- ❖ To chair all meetings of the committee
- ❖ Other duties will depend on the specific functions the committee is created to perform

## **Article IV: General Restrictions of Officers**

### **Section 1**

GSRs cannot hold ASC officer positions but are encouraged to serve as sub-committee members (excluding sub-committee chairperson).

### **Section 2**

ASC officers shall serve no more than two (2) consecutive terms in office. Interim terms of six (6) months or less shall not be considered full terms.

### **Section 3**

Clean time requirements may be waived by a two-thirds (2/3) majority vote of the voting members present.

### **Section 4**

Service experience requirements may be waived by a two-thirds (2/3) majority vote of the voting members present.

## **Article V: Removal of Officers**

### **Section 1**

A service member may be removed from their position for non-compliance. A two-thirds (2/3) majority vote of voting members present is required for removal.

Non-compliance including but is not limited to: loss of abstinence [relapse] (automatic removal), non-fulfillment of the duties of their positions.

## **Section 2**

An officer of this committee may resign by providing written notification to the ASC Chairperson one (1) month before the resignation takes effect.

## **Article VI: ASC Meetings** (when they are held)

### **Section 1**

The regular meetings of the ASC shall be held on the last Sunday of each month unless otherwise ordered by the ASC.

### **Section 2**

- ❖ If a regularly scheduled ASC meeting falls on a holiday Sunday, the meeting will be automatically postponed until the following Sunday.
- ❖ The ASC shall not meet during the months of July and December

### **Section 3**

- ❖ Special meetings may be called by the Chairperson of the ASC upon written request of a member of the committee. The purpose of the meeting shall be stated
- ❖ No business other than that which has been stated may be conducted
- ❖ At least seven (7) days' notice shall be given

## **Article VII: Elections** (how and when officers are elected)

### **Section 1**

Annual elections for all officers and all sub-committee chairpersons will be held at the regular October ASC meeting.

### **Section 2**

Nominations will be held for two (2) consecutive months before elections.

Nominees are required to be present during the month they are nominated and for elections and must qualify upon acceptance of the nomination.

### **Section 3**

Nominations for all open positions shall be the first order of new business at each regular ASC meeting. Elections will follow one (1) month after nominations qualify.

### **Section 4**

Newly elected officers will assume responsibility immediately following the ASC meeting at which they are elected except the newly elected secretary who will assume responsibility at the ASC following their election.

### **Section 5**

In the event of a tie during elections the Vice-Chairperson, the Treasurer and the RCM shall cast the deciding vote.

## **Article VIII: Procedures** (how and when business may be conducted)

### **Section 1**

**The standing rules of the ASC shall be**

- ❖ The current version of the guidelines for the Central Nova ASC
- ❖ The Twelve Traditions of Narcotics Anonymous
- ❖ The Twelve Concepts of Narcotics Anonymous
- ❖ A Guide To Local Service in Narcotics Anonymous
- ❖ WSC (World Service Committee) standing rules of orders
- ❖ Robert's Rules of Order

### **Section 2**

To ensure that proper information is given to groups, discussion of the main motion must be given with an opportunity for 3 for and 3 against before a motion to table is entertained.

### **Section 3**

Fifty percent (50%) of voting members shall constitute a quorum.

### **Section 4**

If a quorum is not present or less than two (2) executive committee members are present, no business can be conducted.

### **Section 5**

If a quorum is not present for three (3) consecutive months, the ASC will not meet until such time as a quorum can be present.

## **Article IX: Standing Sub-committees**

### **Section 1**

The ASC may establish sub-committees as necessary to perform certain duties. These standing committees shall be formed upon approval of the voting members of the ASC.

Standing sub-committees may include but are not limited to Public Relations committee, Literature Committee, Steering committee and any other subcommittee deemed necessary to carry on the work of the ASC.

At the inception of these subcommittees a chairperson will be elected by the voting members present at the ASC. Subsequent officers of each standing committee will be elected by that subcommittee.

### **Section 2**

All standing committees of the ASC shall create and adopt guidelines, which are consistent with the Guide to Local Service in Narcotics Anonymous (and its successors), the Twelve Traditions of Narcotics Anonymous and the best information available from the World Service Office (WSO) in the form of WSC approved handbooks and guidelines.

All subcommittee guideline changes are to be approved by the ASC.



A subcommittee and / or ASC Executive may bring forth a motion to the ASC dealing with the business of their subcommittee or steering committee without a seconder for that motion.

### **Section 3**

The Steering Committee consists of the ASC executive officers.

The purpose and function of this committee is to process information based on the area's request and bring back to the area the committee's recommendations.

The committee is responsible for making an annual report/ financial review of contributions and expenditures at the end of each service year, October 31<sup>st</sup> year-end.

## **Article X: Ad-Hoc Sub-committees**

### **Section 1**

The ASC may, when deemed necessary, create an ad-hoc committee to perform a specific function.

The purpose and duration of this committee will be specifically designed by the ASC at the time of its creation.

The ASC shall vote on nominees for the Ad-Hoc Committee Chairperson. In the absence of nominees or volunteers, the Ad-Hoc committee shall be deemed unnecessary.

## **Article XI: Fund Flow System**

### **Section 1**

The ASC will set up a prudent reserve to cover operating expenses in the event that fund flow is interrupted.

### **Section 2**

Once the prudent reserve and monthly expenditures have been met, the remaining will be passed on to the RSC. If our sub-committee needs are not met then the money will be split fifty percent (50%) for the RSC contribution and the other fifty percent (50%) towards the sub-committee(s) needs.

## **Article XII: Amendment of Guidelines**

### **Section 1**

Amendments to the guidelines require a two-thirds (2/3) majority of all voting groups present or who have submitted their vote.

### **Section 2**

The proposed amendment must be submitted in motion form and seconded before it is considered by the ASC.

### **Section 3**

If the amendment is seconded, the Chairperson will call discussion.

### **Section 4**

The amendment will be voted on at the ASC meeting in which it was seconded, unless further time is deemed by the ASC.