



GUIDELINES FOR THE EASTERN NEBRASKA NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE

REVISED 2005 AND 2008
APPROVED 8-18-2008

ARTICLE I PURPOSE, STANDING, OBJECTIVES

SECTION A: PURPOSE

The purpose of the Area Service Committee (ASC) is to be supportive of its groups and subcommittees by providing an environment for groups to come together and to be of help and guidance for situational needs that may arise.

SECTION B: STANDING

ENNA was created by addicts within Eastern Nebraska to further NA's primary purpose according to our Fifth Tradition ("each group has but one primary purpose to carry the message to the addict who still suffers") and is recognized by members, groups, the Nebraska Region, and World Service Conference of Narcotics Anonymous. ENNA operates under the "Guide to Local Service" to fulfill our 12 Traditions and 12 Concepts in alignment with the loving and gentle guidance of a Higher Power.

SECTION C: OBJECTIVES

Area Service Committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send Group Service Representatives to represent their group at the area committee. While still maintaining final responsible and authority for area services, the groups invest enough delegated authority in their GSR's, and through them, in the area committee for the necessary work to get done. Through their contributions of money and manpower, the groups recognize both their responsibility and their authority for NA services.

ARTICLE II MEETINGS

ENNA ASC meetings will be held every 3rd Monday starting at 6:00 p.m., at 1725 S. 60TH Street

Omaha, NE. unless otherwise directed by ASC chairperson.

ARTICLE III

PASSING MOTIONS

SECTION A: VOTING PARTICIPANTS

Voting participants are GSRs or those representing a GSR. To establish voting rights, new or reinstated groups must have a representative from that group present at two (2) consecutive area meetings. (Voting privileges will begin at the second meeting.) Groups will be considered inactive at the Area Service Committee if absent from two (2) consecutive unexcused Area meetings. In order for an absence to be considered excused, a voting participant of the group must contact the ASC chairperson or vice chairperson, in advance of the ASC meeting, to inform them of their groups absence along with the reason they are unable to attend. The chairperson will announce at ASC roll call that group has been excused and the secretary will note accordingly in the area minutes.

SECTION B: QUORUM

A quorum shall consist of 50% or more voting active groups of the recognized ENNA groups. Groups who are considered inactive Area Service Committee are removed from the count for quorum.

SECTION C: MOTIONS

Any voting participant, RCM, RCM Alt. or subcommittee chair can make a motion. A voting participant must second all motions. The maker of the motion must be present in order for the motion to be heard. Main motions and policy change motions must be submitted on an official motion form, in writing, at the appropriate time, and include a specific intent and statement of financial impact.

SECTION D: VOTING

Voting on the main/policy motions will be done by a show of hands. Discussion, amendments, and voting on motions shall follow the Simple Rules of Order found in "Guide to Local Services in Narcotics Anonymous", except where there is a conflict with these guidelines, in which case, ENNA guidelines shall govern. If 50% or more of the quorum abstains on a motion, the motion should be taken back to the groups. In matters where the motion at hand must be addressed before the next ASC, the motion returns to the floor for further discussion and second vote taken. If after further discussion, or being brought back from the groups, 50% or more of the quorum abstains on the second vote then the motion fails. Motions, which modify this document are considered Policy motions and require 2/3 approval from the voting quorum. When passed, they will become effective at the ASC following their approval. Motions not considered policy motions require a simple majority of the voting quorum to pass and are effective immediately.

ARTICLE IV

ASC OFFICERS

It is suggested that all officers have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.

SECTION A: ASSUMPTION OF DUTIES AND TERMS OF OFFICE

Terms of office for each Area Service Committee administrative officers are one (1) year. In the spirit of rotation, a position will be held for no more than two (2) consecutive terms.

Vacancies are to be filled as soon as possible following notification of the local fellowship. However, no one person should hold more than one elected executive position at the ENNA ASC or subcommittee chair person at one time. In keeping with the spirit of this direction, this should include this area, other areas, and region as well.

It is further suggested that no one person hold more than one position of financial responsibility at one time.

The ASC vice-chairperson and the RCM alternate will assume the position of the chairperson and RCM respectively if approved by ASC vote of confidence. If not approved, nominations will proceed. Nominations are to be opened three (3) months prior to the end of that officer's term with elections held one (1) month prior to the end of term. An election schedule is posted below; however, nominations and elections can proceed as needed to fill any vacant position. Newly elected officers shall assume their duties immediate following the ASC at which they are elected. Officers report to and are directly responsible to the ASC.

Minimum clean time requirements are suggestions rather than requirements; however, relapse requires removal from office because we care more about the person serving than their services.

After two (2) unexcused absences from the ASC, an administrative officer will be considered to have resigned. In order for an absence to be considered excused, the administrative officers must contact the ASC chairperson, or vice chairperson, in advance of the ASC meeting to inform them of their absence along with the reason they are unable to attend.

Arrangements should be made for an absent officer's monthly report to be available at the ASC meeting and be placed into the ASC minutes. The chairperson will announce at the ASC roll call that the person has been excused, whether a report is available, and the secretary will note this accordingly in the area minutes.

Elections for Administrative Officers will take place as follows:

Chairperson & Vice Chairperson - March

Secretary & Treasurer - July

RCM & RCM Alternate - November

SECTION B: NOMINATIONS

Any person present at the ASC can make nominations but a voting participant must second the nomination. Any nominee for the ASC Administrative Office should be present to qualify him, or herself, after having presented the ASC Secretary with a written service resume to be included in the ASC minutes.

Participants should be given the opportunity to ask questions and/or voice their objections (if any) concerning any nominee. All nominations for elected positions will be taken to the groups.

Nominations should be closed one (1) month prior to elections.

Nominations for Administrative Officers will be open as follows:

Chairperson & Vice-Chairperson - January
Secretary & Treasurer - May
RCM & RCM Alternate - September

However, nominations may proceed at any time as needed to fill any vacant position.

SECTION C: VOTING

Voting will be measured with a simple majority of voting participants deciding. In the event of a tie between nominees, or if more than fifty percent (50%) of the quorum abstains, the vote will be tabled to allow the vote to be taken back to the groups. Results of voting by group or by number of votes will not be reflected in the ASC minutes.

SECTION D: CHAIRPERSON

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chair's primary tools are a firm hand, a calm spirit, and a clear mind.

Suggested clean time requirement is three (3) years. It is further suggested that the chairperson have working knowledge of service at the ASC level.

Responsible for the upkeep of the ASC archives in coordination with the ASC secretary.
Is a co-signer on the ASC checking account.

SECTION E: VICE-CHAIRPERSON

The primary responsibility of the area committee vice chairperson is to coordination of the area subcommittees. The area vice chair keeps in touch with the chairperson of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them.

The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals. The vice-chairperson is also responsible to assist the chairperson in conducting area meetings and to conduct ASC meetings him or herself in the chairperson's absence.

Suggested clean time requirement is two (2) years. It is further suggested that the vice-chair possess a working knowledge of service at the ASC level.

The vice-chairperson acts as parliamentarian of the ASC meeting.

Is a co-signer on the ASC checking account.

Is the key holder/combination holder for the storage facility.

Responsible for contacting persons regarding position forfeitures.

Is a holder of the area post office box key and is responsible, in conjunction with the Area treasurer, to check mail twice a month and distribute mail at the ASC.

Flyers for NA events shall not be distributed unless the associated service body is indicated on the event flyer.

SECTION F: SECRETARY

Area secretaries handle all their committee's paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions.

The secretary should maintain the address and phone number list for the elected ASC officers and GSR's. A list of phone numbers should be included in the Area minutes except where a person requests otherwise. The secretary will send out the minutes fourteen (14) days after area. Suggested clean time requirement is one (1) year.

The area secretary will also maintain the voting eligibility of groups and ASC officer attendance record. Responsible for maintaining the area archives in conjunction with the ASC chairperson.

SECTION G: TREASURER

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurer with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It is recommended that the areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or experience as a successful group treasurer is also very helpful.

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings.

Suggested clean time is three (3) years.

Shall conduct an audit every January and July of all subcommittees with checking account. Is a co-signer on the ASC checking account.

All monies received should be deposited in the ASC checking account within five (5) business days.

Holder of the area post office box key and is responsible, in conjunction with the area vice-chairperson, to check the mail twice a month.

SECTION H: REGIONAL COMMITTEE MEMBER

Regional Committee Members (RCM) keep their area's 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. Both the region and its areas depend on the RCM's to be well-versed in NA service practices and principles should carefully study the reports from their area groups, officers and subcommittee chairs so that they can pass their area's experience on to others at the regional meeting will be more effective contacts between their areas and regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

The RCM acts the voice of area, and votes the conscience of the area at the Regional Service Committee meeting. Whenever a voting matter occurs where the group conscience of the area has not been given, the RCM should evaluate each vote in terms of the needs of the members they serve. RCM & Alternate submit their regional reports into the area minutes.

Suggested clean time requirement is three (3) years.

The RCM acts as the temporary chairperson of the ASC in the absence of the area chairperson and the vice chairperson.

SECTION I REGIONAL COMMITTEE MEMBER ALTERNATE

The RCM alternate should abide by the same practices as the RCM. It is strongly suggested that the RCM alternate take an active role in working and assisting the RCM. Submit their regional reports into the area minutes. The RCM alternate, working in conjunction with the RCM, submits a regional report into the area minutes.

The RCM alternate should visit group business meetings on occasion to provide support and guidance. The RCM alternate fills in if the RCM is absent for any reason is unable to complete their term in office, until a vote can be taken and the position filled.

NOTE: The position of RCM alternate does not automatically fill to the RCM position. A vote of confidence from the GSR's at the ASC is required.

Suggested clean time requirement is two (2) years.

ARTICLE V: SUBCOMMITTEES

SECTION A: GENERAL

In some ways, the relationship between the ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services- H & I, PI, Phone lines, Activities and the rest. ENNA subcommittees include:

Hospitals & Institutions
Public Relations
Phoneline
Activities

Literature
Close Encounters of the Clean Kind
convention
AdHoc committees as needed

If area subcommittees are to serve effectively, the ASC must delegate to them sufficient authority to exercise their best judgment in fulfilling their duties. However, because an area committee must

account to the groups for the actions of its subcommittees, ASC generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees.

The ASC may create/disband committees according to the work that needs to be done.

All recognized standing subcommittees should meet monthly. It is suggested that the day and time be consistent from month to month. Should a subcommittee schedule or location change, the chair of that subcommittee will provide a notice to the ASC secretary.

Subcommittee chairpersons shall attend the monthly ASC meeting and submit a written monthly report to be included in the ASC minutes. Subcommittee chairs are subject to the same attendance requirements as ASC administrative officers except that a subcommittee chair may send a subcommittee member to represent them at the ASC.

All subcommittee need to submit an annual budget to the ASC by September. Any subcommittee hosting an event in which monies are collected shall submit, in writing a full income and expense report within thirty (30) days of the event.

Any area subcommittee with a checking account will submit a monthly financial report along with a copy of their bank statement. Subcommittee checking accounts should be audited every six (6) months and each time a new treasurer is elected. The outgoing treasurer should make their self available to answer questions or provide explanation as required.

The newly elected subcommittee treasurer, subcommittee chairperson, ASC vice chairperson, and the ASC treasurer should conduct the audit if possible. The ASC chairperson may appoint any NA members necessary to participate as needed.

ASC subcommittee guidelines are subject to the approval of the ASC.

Subcommittee chairperson, treasurer and vice treasurer (where applicable) are elected within their respective committees, and approved by the ASC.

No one person should hold more than one elected executive position at the ENNA ASC or subcommittee chairperson at one time.

As stated in Article IV Section A, to keep to the spirit of this direction, this should include this area, other areas, and regional levels as well.

It should also be restated that no one person should hold more than one position of financial responsibility at one time.

SECTION B: ACTIVITIES

The activities subcommittee can provide a greater sense of community for the local NA fellowship and produce additional area income. 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 shall provide a liaison to assist in the coordination of Area events. Any area service body or subcommittee should notify the activities subcommittee of planned area wide

events/functions no-less than ninety (90) days prior to the event/function. This provision does not include regularly scheduled ad-hoc or subcommittee meetings.

This subcommittee is self-supporting and maintains its own checking account. In the spirit of the 7th tradition, any monies over the budgeted requirements should be forwarded to the ASC.

This subcommittee shall submit to an audit every six (6) months with the ASC treasurer and shall submit an annual budget to the ASC each September.

This committee will operate within the twelve traditions, the twelve concepts, ENNA Guidelines, and any other World Service approved service materials that may apply.

Suggested clean time requirement for chairperson is two (2) years and treasurer is three (3) years.

SECTION C: LITERATURE

The Literature supply committee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting.

The literature subcommittee is responsible for keeping an adequate supply of service material available for purchase by individuals, groups, or other subcommittees.

This subcommittee is self-supporting and maintains its' own checking account and submits to an audit every six (6) months with ASC treasurer. Literature will submit an annual budget every September to the ASC.

This subcommittee will operate within the twelve traditions, twelve concepts, ENNA Guidelines, any other World Service approved service materials that may apply. (RE: Public relations handbook, etc.)

Suggested clean time requirement for the chairperson is two (2) years and treasurer is three (3) years.

SECTION D: HOSPITALS & INSTITUTIONS

Hospitals and Institutions subcommittee conducts meetings and panels that carry the NA message to the addicts who often have no other way of hearing our message.

This subcommittee is completely funded by the ASC, and all monies for special expenses will be granted on an as needed basis. However, an annual budget, to include learning days, must to be submitted to the ASC by September.

This subcommittee will operate within the Twelve Traditions, twelve Concepts, and the ENNA guidelines, as well as the Hospitals & Institutions Handbook and any other literature or guidelines approved by the WSC. (World Service Committee). (RE: Public relations handbook, etc.) All events or learning days should be coordinated with the Activities subcommittee to prevent any conflict with other events.

Suggested clean time requirement for the chairperson is two (2) years.

SECTION E: PHONELINE

The phone line subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. For that reason, it's vital that careful attention be paid to work of this subcommittee.

This subcommittee is completely funded by the ASC, and all monies for special expenses will be granted on an as needed basis. Phonenumber will submit an annual budget by September and complete an annual budget to provide SWINA with needed documentation for their shared payment.

This subcommittee will operate within the Twelve Traditions, the Twelve Concepts, the ENNA Guidelines, a Guide to the Phone line service and any other literature or guidelines approved by the WSC. (World Service Committee). (RE: Public relations handbook, etc.)

Suggested clean time requirement for the phonenumber chairperson is two (2) years.

SECTION F: PUBLIC RELATIONS

"The general mission of the Public Relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous."
(A Guide to Local Services in NA)

This subcommittee is completely funded by the ASC; all monies for special expenses will be granted on an as needed basis and will submit an annual budget to the ASC by September.

This subcommittee will operate within the Twelve Traditions, Twelve Concepts, ENNA Guidelines, as well as the WSC approved handbook "A Guide to Public Information."

The suggested clean time requirement for the PR chairperson is two (2) years.

SECTION G: CLOSE ENCOUNTERS OF THE CLEAN KIND CONVENTION

The Close Encounters Convention subcommittee is responsible for facilitating the annual ENNA convention, which is a celebration of our recovery.

This subcommittee is self-supporting and maintains its own checking account. After closing out each convention fiscal year, any and all monies over the prudent reserve (start-up funds for the next convention) should be forwarded to the ASC. The prudent reserve for this committee is \$2000.00.

This subcommittee will operate within the Twelve Traditions, the Twelve Concepts, ENNA Guidelines, and any World Service approved service materials that may apply.

Suggested clean time requirement for the chairperson of this subcommittee is three (3) years. Suggested clean time requirement for the treasurer is five (5) years and vice treasurer is four (4) years. Specific details regarding clean time for this committee can be found in their guidelines.

SECTION H: AD-HOC COMMITTEE

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; the ASC 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 area chair may appoint the entire Ad Hoc committee's work is completed the committee is dissolved.

The ASC chairperson may create Ad Hoc committees deal with necessary Business/research. This committee will be disbanded once their work is completed.

SECTION I:

In the event that any subcommittee is completely vacant of trust servants, the remaining subcommittees will coordinate with the vice chair of ASC to provide the services provided by that subcommittee.

ARTICLE VI **FINANCIAL PROCEDURES**

SECTION A: FINANCIAL DISBURSEMENT

The following budgeted expenses are disbursed without ASC approval, provided funds in excess of the prudent reserve are available.

- A. ASC meeting rent (up to \$15.00 per month)
- B: ASC storage unit rent (up to \$30.00 per month)
- C: ASC post office box rent(up to \$25.00 semi annually)
- D. ASC secretary expenses (up to \$80.00)
- E. RCM/RCM alternate expenses (up to \$ 50.00 per RSC meeting)
- F. Phone line expenses (up to \$120.00 per month)
- G. H & I expenses (up to \$125.00 per month)
- H. PI expenses (up to \$35.00 per month except during months when meeting lists are printed in which case the amount shall be \$135.00 and \$140.00 a year web service.
- I. New group startup (up to \$50.00 per new group)
- J. Literature prudent reserve build-up (up to \$30.00 per month)

Budgeted expenses in excess of the amount defined in items A through J above and non-budgeted special expenditures in excess of \$100.00 should be submitted for ASC approval at least one (1) month in advance of disbursement.

SECTION B: GENRAL GUIDELINES

Receipts of expenses must accompany any reimbursement request.

The ASC prudent reserve shall be \$600.00. Operating expense limit is \$400. In order for expenditures to create a balance that is below \$400.00, a 2/3 majority approval is required. Funds in excess of \$600.00 *after monthly disbursements* shall automatically be forwarded to the Nebraska Regional Service committee. Balances of \$400.00 to \$600.00 shall constitute monthly operating expenses and be carried forward to the next ASC.

The ASC checking account should be audited each time a new treasurer is elected. The out-going treasurer should make themselves available to answer questions or provide explanations as required. The newly elected ASC treasurer, ASC chairperson, and ASC vice-chairperson should conduct the audit. The ASC chair may appoint any other NA member or members to participate.

Financial motions must be detailed and include specific intent and financial impact statements.