

**CROWLEY'S RIDGE
AREA SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS**

GUIDELINES

Revised 11/2006

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The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority - a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A. as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Concepts of Narcotics Anonymous

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision making process.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Tradition Two

“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.”

In Narcotics Anonymous, we are concerned with protecting ourselves from ourselves. Our Second Tradition is an example of this. By nature, we are strong-willed, self-centered people, thrust together in NA; mis-managers all; not one of us is capable of making consistently good decisions.

In Narcotics Anonymous, we rely on a loving God as He expresses Himself in our group conscience, rather than on personal opinion or ego. In working the steps, we learn to depend on a Power Greater than ourselves, and utilize it for our group purposes. We must be constantly on guard that our decisions are truly an expression of God’s will. There is often a vast difference between group conscience and group opinion, as dictated by powerful personalities or popularity. Some of our most painful growing experiences have come as a result of decisions made in the name of “group conscience.” True spiritual principles are never in conflict; they complement each other. The spiritual conscience of a group will never contradict any of our Traditions. The Second Tradition concerns the nature of leadership in NA. We have learned that for our fellowship, leadership by example and selfless service works and that direction and manipulation fail. We choose not to have presidents, masters, or directors. Instead we have secretaries, treasurers, and representatives. These titles imply service rather than control. Our experience shows that if a group becomes an extension of the personality of a leader or a certain member, it loses its effectiveness. An atmosphere of recovery in our groups is one of our most valued assets, and we must guard it carefully lest we lose it to politics and personalities.

Area Service Committee Purpose

The purpose of an AREA SERVICE COMMITTEE is to be supportive of its Groups and their primary purpose (each group has but one primary purpose – to carry the message to the addict who still suffers), by associating a Group with other Groups locally; to serve as a link between the Groups and the NA service structure as a whole; by helping Groups with their basic situations and needs; and by encouraging the growth of the NA fellowship as a whole. Although the Crowley’s Ridge Area Service Committee may offer advice and suggestions, the Crowley’s Ridge ASC does not have authority over the decisions or activities of any Group.

Area Service Committee Definition

An AREA SERVICE COMMITTEE (ASC) is a committee made up of Group Service Representatives (GSR’s) from all of the Groups within a designated area, which meets monthly for the express purpose of serving the needs of its member Groups. The Area Service Committee service three basic functions:

1. To unify the Groups within its area.
2. To carry the message of recovery through subcommittee actions.

3. To contribute to the growth of NA, by initiating much of the work to be done by the Regional Service Committee.

Tradition Nine

“NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve. “The Tradition states that we ought never be organized, but we may create service boards and committees”. It is not “NA as such” that is organized, but rather the service structure that we create. We are not organized in the sense that there is not management or control. We are directly responsible to those we serve. Whether or not groups choose to utilize our services is up to them.

Financial

- I. All funds received by the Crowley’s Ridge Area above prudent reserve and pending motions to be forwarded to the Arkansas Region on a quarterly basis.
- II. The Area shall approve all Area spending.
- III. Any expenses of Area trusted servants to be reimbursed should be vouchered and submitted to the Area Treasurer and approved by the Area.
- IV. After Area approval, any funds advanced in anticipation of expected expenses will be verified by receipt submitted to the Area Treasurer.
- V. Any Area bank accounts and/or checks will require two signatures.
- VI. Area funds shall never be used as personal funds.
- VII. All money motions other than budgeted expenditures must be referred back to groups for Group approval.
- VIII. A prudent reserve shall be established annually to be equivalent to three months operating expenses. This figure should also include bi-monthly and yearly expenses. Any increase or decrease in subcommittee budgets will automatically increase or decrease the prudent reserve accordingly.
- IX. An annual audit of the treasury shall occur prior to the end of the October session of the ARSCNA business meeting. The audit shall be completed by any three of the following committee members: Chairperson, Vice-chairperson, RCM, RCM Alt, or Secretary.

Becoming Part of the Area

- I. When any group wishing to become part of the Crowley’s Ridge Area comes to their first Area meeting, they will observe the working of the Area Service Committee and may participate in new business as a voting member, if they choose. They will then take back to their Group the business that requires a group conscience, and will return to the next Area meeting as a voting participant. They will also receive a set of Area guidelines and a copy of the minutes from the first meeting they attend.

- II. The GSR's will be asked to have a report containing:
 - A. The number of meetings in the Group, and their times and locations.
 - B. Names, addresses, and phone numbers of the GSR and Alternate GSR of the Group. (Note: This report is only for direct communication between the Area and the Group.)
- III. If a Group's GSR or Alternate GSR is absent from two (2) consecutive ASC meetings, it is sent a "warning letter" from the Area Vicechair. If the Group fails to send a GSR or Alternate GSR to three (3) consecutive meetings, that Group is dropped from the roster and upon returning, will attain "New Group" status. (Note: This procedure is also used for absenteeism of Area Administrative officers and Area Subcommittee Chairs.)
- IV. Any Group who wishes to, can avail itself to the Area Services, if it desires, without joining the Area Service Committee.

Rotation of Meetings

- I. Crowley's Ridge Area meetings will be held on a monthly basis.
- II. The Crowley's Ridge Area Service Committee shall meet on the third (3rd) Sunday of the month beginning at 3:30 in the afternoon with a non-smoking atmosphere maintained. This schedule may be changed only by a majority vote at the meeting prior to the proposed change.
- III. The member Groups host Area meetings on a rotating schedule based on facility availability. This rotation schedule will be revised alphabetically in December of each year, with the rotation continuing where it was left off.
- IV. The location of the Area meeting hosted by the member Group to be announced as far in advance as possible, no later than the prior Area meeting.
- V. Any new Group joining the Area will be added to the bottom of the rotation list, unless they request to not to be included in the rotation.

Agenda

- I. The Area Chair will arrange the agenda prior to each meeting.
- II. Motions should be given to the Chair in writing.

Quorum

- I. No business will be conducted without a quorum.
- II. Official quorum is one more than half of the number of member Groups on roll, rounded up.
- III. Only duly Group appointed or elected representatives are eligible for quorum in the GSR or Alternate GSR's absence.

Meeting Format

1. Opening Prayer.
2. Read 12 Traditions, The Twelve Concepts, the 1st two paragraphs of Tradition Two, Area Service Committee Purpose, and Area Service Committee Definition, and Tradition nine.
3. Roll Call:
 1. Groups
 2. Area Administrative Committee
 3. Area Subcommittees
 4. Adhoc Committee (if applicable)
4. Secretary's report – motion must be passed to accept.
5. Treasurer's report – motion must be passed to accept. **
6. GSR reports – alphabetically. **
7. RCM's report. **
8. Subcommittee reports – alphabetically. **
9. Old business
10. Open Discussion
11. Elections and resignations.
12. Treasurer's updated financial report.
13. New business:
 1. New Groups
 2. Prioritized motions:
 - a. Money motions
 - b. Other motions
14. Announcements
15. Review of business to be taken back for Group conscience
16. Reminder of next Area meeting.
17. Final Treasurer's Report
18. Closing Prayer
(**) Written reports to be turned into Area Secretary

Voting Procedure

1. Voting is to determine God's will as expressed through Group conscience; it is not to determine personal opinion. The exercise of Group conscience is the act by which our members bring the spiritual awakening of our Twelve Steps directly to bear in resolving issues effecting Narcotics Anonymous.
2. Eligible to vote:
 - A. GSR or Alternate GSR (or appointed representative in GSR's absence).
 - B. Administrative committee (one combined vote), only in case of a tie.
3. Participating votes are defined as "yea" or "nay" votes only.
4. All abstention votes will be counted as neutral votes. Abstentions are removed from the total of votes used to determine a simple majority or a 2/3 majority. Example: 5 yes votes / 3 no votes / 3 abstentions = 5 yes / 3 no. Simple majority passes while a 2/3 majority fails.
5. The CRASC utilizes a consensus based decision-making process. A consensus is considered to be a 2/3rds majority of the participating votes in agreement. All effort should be made to further understanding and discussion of any issue on the floor until a consensus is reached.

Consensus Procedure

1. Motion or item is presented
2. Does item receive 100% approval or rejection? If 100% approval motion passes (go to #9), if 100% rejection motion fails (go to #10), if item does not receive 100% in either go to #3.
3. The Chair asks the maker to fully express the intent and what is hoped to be accomplished with the idea. The Chair asks if the additional information has changed anyone's opinion. If anyone's opinion has changed, is there now 100% approval? If so item passes (go to #9). If no one's opinion has changed (or some opinions have changed, but the item does not receive 100% approval) the opposing individuals are asked to express their concerns and what it might take to reach a compromise (if any). Go to #4.
4. The maker is asked if the compromise (if any) is acceptable. If so, the GSR's are asked if there is any further discussion needed. If not, the chair asks if there is any opposition. If 100% approval item passes (go to #9), if not go to #5.
5. If the originator cannot live with the compromise (or item did not receive 100% approval from #4), the individual is asked to express concerns and what it might take to reach a compromise. If compromise is reached go to #6. If compromise is not reached go to #7.
6. Does item receive 100% approval? If yes item passes (go to #9), if not go to #7.

7. If a compromise cannot be reached (or item does not receive 100% approval from #6), and 2 or less GSR's are opposed, the Chair asks if they are willing to concede (or stand aside) and allow the decision to move forward. If the opposition agrees to stand aside the item passes (go to #9). If the opposition does not stand aside, or the item was opposed by more than 2 people, the item needs to be acted on by parliamentary procedure and called to a vote (go to #8).
8. Item is voted on using a paper ballot (after any discussion). If item receives 2/3rds, or more, of the participating votes it passes (go to #9) if it receives less than 2/3rds it fails (go to #10).
9. Item has passed record results in minutes.
10. Item has failed record the results in minutes.

Discussion Limits

1. Any member attending an Area meeting has a voice on the floor if recognized by the Area Chairperson or Acting Chairperson.
2. Both voting and non-voting members have the right to introduce and/or second motions and participate in debate with the exception of the Area Chairperson and Vice-chairperson.
3. Anyone in attendance may seek clarification from the Chair.
4. Must be recognized to have the floor, only by raising hand.

Elections of Officers

- I. Committee officers should be selected from the fellowship of NA as a whole. All Area officers and members may succeed themselves in office, but in keeping with the 9th Tradition and the principals of rotating leadership, it is recommended that no officer shall serve more than two (2) consecutive terms.
- II. Nominations are opened in August and elections are held in October. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants (Concept # 4).
- III. If nominee for any Area Administrative Committee position is a GSR or Alternate GSR, that nominee shall resign as GSR or Alternate GSR if elected to the nominated Administrative Committee position.
- IV. Procedure:
 - A. Nominations should be solicited from Group conscience of each Group within the Area. In addition, any member of the Area may nominate a qualified individual for an Area position.
 - B. An explanation from the guidelines is read to establish each position's responsibility for office.

C. The position is announced and nominations are taken. The nominee must be present to accept the nomination.

D. Each nomination must be seconded.

E. The person is given the opportunity to accept or decline the position. If they accept, they should state their qualifications and be willing to answer questions.

G. After accepting nominations from Group conscience, the Area Chair will ask the floor if there are any further nominations.

H. A motion is made to close nominations and must be seconded. If motion to close is passed, all nominations go back to Groups for Group conscience.

I. Nominee to be present at the time of election unless circumstances warrant otherwise, in which case prior notification to the Area Chair required by the nominee.

J. Voting is done by paper ballot and recorded in the minutes. The votes should only be known by the Area Chair, Vice Chair, and Secretary. Only the results (pass or fail) need be shown in the minutes, not who voted for whom and how many votes were received. This procedure is repeated until all of the positions are filled.

K. If less than six months is remaining in a newly elected Area officer or subcommittee Chair's term, this will not be considered a full term on office, but an interim position.

Office Vacancies

- I. An election to fill a vacancy in an office should occur within three (3) regular Area meetings after the vacancy arises.
- II. In case of a vacancy in the office of Area Chair, the Area Vice Chair shall assume the duties of the Area Chair until the end of the regular meeting at which the new Area Chair is elected.
- III. In the case of a vacancy in the office of RCM, the Alternate RCM shall assume the duties of the RCM until the end of the regular meeting at which the new RCM is elected.
- IV. When an office is vacant and there is no one willing or able to serve, the duties of the vacant position shall be assigned to another trusted servant by the Area Chair after consultation with the Area Service Committee.

Resignations

- I. Resignation to be given in writing to the Area Chair.
- II. All applicable archives and 'End of Term' reports to be given to the Area at the time of resignation.

Removal from Office

- I. Relapse constitutes automatic removal in any Area position.
- II. An Area officer or Subcommittee Chair may be removed from office by a 2/3 majority closed ballot vote.
- III. Some reasons for such action may include, but are not limited to:
 - A. Intentionally compromising our Twelve Traditions
 - B. Mismanagement of NA funds
 - C. Not fulfilling the duties of the office
 - D. Absence from two or more consecutive meetings without prior notification of reasonable cause to the Area Chair (See III page 6-7).
- IV. Removal from office procedure:
 - A. Due cause, in writing, is to be given to the Area Chair and brought before the Area for discussion.
 - B. A vote by the GSR's to be taken at the Area to determine if there is reasonable cause.
 - C. Motion to remove from office referred to Groups requiring 2/3 majority to pass.
 - D. The individual at question to be notified by mail.
- V. The Area cannot remove a GSR or Alternate from office. However, if there are problems, the Area may bring it to the attention of the appropriate Group.

Reports

- I. All reports given to the Area are to be written or typed and turned into to the Area Secretary. Area Treasurer to include copy of bank statement.
- II. At the end of term, each trusted servant is responsible to file a written or typed yearly report with the Area:
 - A. Area Secretary: Compiles a current guideline addendum.
 - B. Area Treasurer: Compiles a yearly report consisting of the past years activities, including contributions, expenditures, and any other financial activity.
 - C. Area Chair and Subcommittee Chairs: Compile a report consisting of the past year's activity, accomplishments, specific problems, situations, financial records (if applicable), and plans for the coming year.

Amendment of Guidelines

These guidelines may be amended by a 2/3 majority vote at a regular or special meeting of the Area, provided that the exact wording of the amendment has been submitted in writing and announced at a previous Area meeting. All guideline changes to be sent back to Groups for group conscience. Amendments to be recorded on addendum page of guidelines and guidelines to be updated yearly to coincide with election of Area Secretary.

Administrative Officers

Duties, Responsibilities and Qualifications

Chairperson

Duties and Responsibilities:

1. Arranges an agenda and presides over the monthly Area meetings.
2. One of the co-signers of the Area's bank account and all subcommittee accounts.
3. Capable of conducting a business meeting with a firm, yet understanding, hand.
4. Familiar with the Area Guidelines in order to conduct the Area meetings in an orderly manner.
5. Aids Area Secretary, if necessary, in distributing of the Area minutes.
6. Participates in an annual audit of the treasury to be completed by the end of the term October of each year.

Qualifications:

1. Willingness and desire to serve.
2. One (1) year commitment.
3. Suggested minimum of two (2) years clean.
4. Suggested minimum of six (6) months NA service involvement.
5. Understanding of the Twelve Traditions and the Twelve Concepts.
6. Time and resources to do the job.
7. An active participant of NA as a whole.

Vice Chairperson

Duties and Responsibilities:

1. Helps coordinate all subcommittee functions.
2. In the absence of the Chair, shall perform the duties of the Chair.
3. One of the co-signers of the Area's bank account and all subcommittee accounts.
4. Responsible for sending "warning letters" when appropriate.
5. Insures the Administrative Committee officers and subcommittee chairs are registered with the World Service Office (WSO).
7. Aids Area Secretary, if necessary, in distributing of the Area minutes.
8. Participates in an annual audit of the treasury to be completed by the end of the term October of each year.

Qualifications:

1. Willingness and desire to serve.
2. Two (2) year commitment, one (1) as Vice Chair and one (1) as Chair (if elected Chair).
3. Suggested minimum of one (1) year clean.
4. Suggested minimum of six (6) months NA service involvement.
5. Time and resources to do the job.
6. An active participant of NA as a whole.

Secretary

Duties and Responsibilities:

1. Keeps accurate minutes of each Area meeting, types and distributes copies (mail or hand) to each GSR, Administrative Committee Officer and Subcommittee Chair no later than fifteen (15) days following each meeting.
2. Maintains an archive of Area Guidelines and Area minutes, with any amendments of these documents duly recorded. These records to be kept on hand during each Area meeting.
3. Maintains the Area Post Office Box and supplies a written report of all incoming mail and its disposition to the Area.
4. Participates in an annual audit of the treasury to be completed by the end of the term October of each year.

Qualifications:

1. Willingness and desire to serve.
2. One (1) year commitment.
3. Suggested minimum of one (1) year clean.
4. Suggested minimum of six (6) months NA service involvement.
5. Time and resources to do the job.
6. An active participant of NA as a whole.

Treasurer

Duties and Responsibilities:

1. Reports all contributions, receipts and expenditures at every regular Area meeting, as well as an annual report at the end of term.

2. One of the co-signers of the Area bank accounts.

Qualifications:

1. Willingness and desire to serve.
2. One (1) year commitment.
3. Suggested minimum of two (2) years clean.
4. Suggested minimum of six (6) months NA service involvement.
5. Time and resources to do the job.
6. Experience in the area of service.
7. An active participant of NA as a whole.

Regional Committee Member (RCM)

Duties and Responsibilities:

1. A Regional Committee Member (RCM) is to an Area what a GSR is to a Group. As the Representative of the Area, the RCM speaks for members and Groups of the Area at the Regional level. The primary responsibility of the RCM is to work for the good of NA providing two-way communication between the Area and the rest of NA, particularly with Region and neighboring Areas. They represent the Group Conscience of the Area at the Regional level and provide the Area with an agenda and report of the Regional Committee meetings. The office of RCM is extremely important, for they are the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at ALL times.
2. One of the co-signers of the Area bank accounts.
3. Participates in an annual audit of the treasury to be completed by the end of the term October of each year.

Qualifications:

1. Willingness and desire to serve.
2. One (1) year commitment.
3. Suggested minimum of two (2) years clean.
4. Suggested minimum of six (6) months NA service involvement.
5. Time and resources to do the job.
6. Working knowledge of the Twelve Traditions and Twelve Concepts.
7. An active participant of NA as a whole.

Regional Committee Member Alternate (RCM Alternate)

Duties and Responsibilities:

1. The RCM Alternate works closely with the RCM and has all the same duties and responsibilities as the RCM. The RCM Alternate fills in if the RCM is absent for any reason or is unable to complete their term of office. The RCM Alternate is expected to attend all Area and Regional Service Committee meetings.
2. Participates in an annual audit of the treasury to be completed by the end of the term October of each year.

Qualifications:

1. A willingness and desire to serve.
2. Two (2) year commitment, one (1) year as RCM Alternate and one (1) year as RCM (if elected).
3. Suggested minimum of one (1) year clean.
4. Suggested minimum of six (6) months NA service involvement.
5. Time and resources to do the job.
6. Working knowledge of the Twelve Traditions and Twelve Concepts.
7. An active participant of NA as a whole.

Subcommittees

Definition

There are two kinds of Committees: Subcommittees of the Area and Adhoc Committees. Subcommittees are the regular committees of the Area such as Activities, H&I, etc. The basic descriptions of these, and how they relate to the Area as a whole, are detailed later under the descriptions of each committee.

Sometimes a question or special project needs to be referred to a committee, but the question does not fit with the focus of any existing subcommittee. In such cases, a motion can be made to refer to an Adhoc Committee or the Area Chair may create one. These special committees are set up for specific purposes and they have limited lives – when they have finished their jobs and reported back, they are disbanded. A motion to refer to an Adhoc committee should specify what the committee's purpose would be. The Area Chair may then appoint an Adhoc committee in its entirety, or may appoint just the Adhoc Committee Chair, who will put the committee together later.

It is also suggested that subcommittee chairperson's attend the Arkansas Regional Subcommittee they are chairing (i.e., Area H&I Chair to attend Regional H&I meetings, etc.). This is not only 'physically' supporting our region and service structure, but it is a vital aspect of obtaining updated World information for your subcommittee since the regional subcommittee is our World liaison.

Qualifications: Subcommittee Chairs

1. Willingness and desire to serve.
2. One (1) year commitment.
3. Suggested minimum of one (1) year clean.
4. Suggested minimum of six (6) months NA service involvement.
5. Time and resources to do the job.
6. Understanding of the Twelve Traditions and Twelve Concepts.
7. Active participant of NA as a whole.

Activities

This subcommittee of the Area is responsible to hold activities (dances, picnics, parties, events, etc.) that are attractive to the newcomer. The primary purpose of this committee is to reach the suffering addict.

The secondary purpose of this committee is to raise funds for Area needs.

Hospitals and Institutions

The H&I Committee aids members or groups that wish to carry our message into institutions. Members involved in H&I work form an H&I Committee. Sharing our collective experience helps us solve problems and carry our message effectively. Members should be committed to serve and have a strong NA-oriented recovery. [See World H&I Handbook for further information]

Literature

This committee participates in the development and review of NA literature. It compiles, edits, and reviews material. This material is then forwarded to the Regional Literature Committee and/or NAWS for their use.

Public Information

The purpose of a Public Information Committee is to inform the public that NA exists and offers recovery from the disease of addiction. Public information work is accomplished through service committees directly responsible to those they serve. The PI Committee provides community awareness of what NA is, as well as, how, when, and where NA is available.

Flowchart For Consensus Based Decision-making

