

FINGER LAKES AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

G U I D E L I N E S

Revised November, 2009

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ARTICLE 1

FLASCNA

The Finger Lakes Area Service Committee of Narcotics Anonymous (FLASCNA) is a committee whose members consist of Group Service Representatives (GSRs) from groups within the Finger Lakes area and officers elected by the GSRs to fulfill specific duties as set forth within these guidelines. FLASCNA meets at 10:00AM on the 2nd Sunday of each month at 64 Seneca St. – Suite 202, Geneva, NY.

ARTICLE 2

PURPOSE

The purpose of this Area Service Committee (ASC) is to carry out the primary purpose of Narcotics Anonymous (NA) which is “To carry the message to the addict who still suffers” by pooling the resources of its member groups. Everything that occurs in the course of NA service MUST be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers.

ARTICLE 3

NA GROUPS

An NA group is any meeting that meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions of NA. The group is the second level of service of our NA service structure. The NA member is the first and highest level of service. Any NA group may petition FLASCNA for membership of this service committee.

ARTICLE 4

PARTICIPANTS

All members of Narcotics Anonymous are participants at FLASCNA and as such have the right to request the floor. However, only GSRs have the ability to cast a vote within the committee. The only exception to this is in the case of a tie vote, the ASC Chairperson (or acting chairperson) is granted the tie-breaking vote. Non-members who attend ASC meetings are known as “observers” and may only be granted the floor by the ASC Chairperson.

Officers are trusted servants elected by the committee to carry out specific duties. Officers are leaders within our service structure, not governors. They are delegated the authority necessary to fulfill their duties, but final responsibility and authority always rests in the hands of the groups as expressed in their conscience. Any decision by an ASC officer may be overturned by a 2/3rd majority GSR vote.

The following are the officers of FLASCNA and their duties :

➤ All Officers

1. Must have no less than 3 years continuous and current clean time – except for the Chairperson who must have 5 years clean
2. Must be present at all FLASCNA meetings and audits unless prior notification has been given to the Chairperson or Vice-Chairperson
3. Must sign both a “Misappropriation Policy” and “Keyholder Policy”
4. Must provide a monthly report relevant to his or her duties
5. Must provide a full year end report in December
6. Must remain vigilant to the needs of the groups we serve

➤ Chairperson

1. Calls the meeting to order and conducts the meeting according to Article 14 - “Rules of Order” and follows the format in Article 15 - “Meeting Format”
2. Expresses no personal opinions during the meeting
3. Is a cosigner on all FLASCNA bank accounts
4. Responds to all correspondence of and to the committee
5. Appoints all Ad-Hoc Subcommittee Chairpersons
6. Appoints members to the fulfill a vacant position for one meeting
7. Arranges and conducts special meetings as directed by the ASC
8. Handles all duties not specifically listed as directed by the ASC
9. Brings the meeting to a close as directed by the ASC

➤ Vice-Chairperson

1. Acts as chairperson in the absence of the chairperson
2. Assists the chairperson with his or her duties as directed
3. Works closely with all subcommittees to coordinate their duties, issues, projects, reports, and needs (including usage of ASC property and attendance of subcommittee meetings as requested)
4. Attends subcommittee meetings as requested or directed
5. Is a cosigner on all FLASCNA bank accounts

➤ Treasurer

1. Handles and monitors all financial transactions of the ASC – group donations, subcommittee donations or reimbursements, payment of bills, and any other expenditures as directed by the ASC
2. Maintains the FLASCNA financial ledger, reconciling it with the monthly bank statements and reporting any discrepancies to the ASC immediately
3. Is a cosigner on all FLASCNA bank accounts

➤ Secretary

1. Takes accurate and unbiased notes of the proceedings of each meeting and distributes them at the following ASC meeting
2. Maintains a log of ASC motions and has this motion log on hand at every ASC meeting
3. Maintains and files the archives of FLASCNA – filing all reports, motions and records at FLASCNA each month.
4. Makes copies available of any forms, guidelines, or records of FLASCNA at the request of the ASC
5. Handles any copying, typing, filing or other miscellaneous secretarial duties directed by the ASC
6. Acts as chairperson in the absence of the Chairperson, Vice-Chairperson, RCM and RCM Alternate

➤ Regional Committee Member (RCM)

1. Attends all meetings of the Northern New York Region Service Committee of Narcotics Anonymous (NNYRSCNA) as a representative of FLASCNA
2. Provides the RSC with information regarding the business, activities, and collective conscience of FLASCNA
3. Gathers all available information at the RSC meetings and makes that information available to the ASC
4. Brings all matters requiring group conscience before the ASC so that FLASCNA may have a clear voice at the RSC
5. Is a cosigner on the FLASCNA bank account
6. Acts as chairperson in the absence of the Chairperson and Vice-Chairperson

➤ Regional Committee Member Alternate (RCM Alt)

1. Attends all meetings of NNYRSCNA
2. Acts as RCM at the ASC and RSC only in the absence of the RCM
3. Observes and assists the RCM in his or her duties for the purposes of learning and experience
4. Is a cosigner on the FLASCNA bank account
5. Acts as chairperson in the absence of the Chairperson, the Vice-Chairperson and the RCM

➤ Subcommittee Chairperson (including Ad-Hoc)

1. Conducts regularly and openly scheduled meetings of the subcommittee – Regularly scheduled meetings must meet at 64 Seneca St. – Suite 202, Geneva, NY.
2. Adheres to Article 14 - “Rules of Order” as the basis for the meeting conduct (except regarding Quorum)
3. To be a cosigner on the subcommittee’s bank account (if the subcommittee has a bank account)
4. Fulfills all duties set forth by the guidelines of the subcommittee
5. Provides a report at each FLASCNA meeting about the current and planned activities of the subcommittee including a detailed financial report if the subcommittee handles any finances.

Rules of Nomination

1. A member may be nominated to any open or vacant position by any participant of the ASC except the chairperson
2. All nominations must be seconded by a GSR
3. Nominations can only be accepted in person at which time the nominee will give their qualifications to the ASC both verbally and in written form
4. Nominees will be asked the following standard questions by the ASC chairperson after giving their qualifications:
 - Do you have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service?
 - Do you work with a NA sponsor?
 - Have you ever failed to fulfill an NA commitment?
 - If so, why?
 - Have you ever misappropriated any NA funds or merchandise?
 - If so, have you made amends?
 - Is there any reason you know of that would keep you from fulfilling the duties of your position?
5. Participants of the ASC may ask of nominees questions pertinent to the ability to fulfill the position he or she is being nominated for.
6. Positions are only open to nomination while the position is vacant and during the normal election cycle (October and November)
7. Incumbents who have not served two (2) consecutive full terms will automatically receive nomination in October

Rules of Voting

1. Voting is done on a paper ballot prepared and disbursed by the ASC secretary after such a time that a nomination has been accepted in order to fill an open service position
2. Secret ballot shall be taken as follows:
 1. The nominee being voted on will leave the room
 2. The ASC secretary collects the paper ballots in a basket from all voting members
 3. Two ASC officers count the vote - the outcome of which is determined by a simple majority of "Yes" or "No"
 4. Results of the vote will be reported simply as a "Yes" or "No"

Rules of Election

1. Newly elected officers will assume the duties of their positions at the close of business in the month of which they are elected and remain in position until the end of the following December ASC meeting
2. No ASC officer may simultaneously serve in more than one ASC position (including GSR) at any given time and upon election or appointment to an ASC officer position, the member must resign from any other position at the ASC and relinquish any voting privileges he or she may have
3. In a normal election cycle, members take position at the end of the last ASC meeting of the year (usually December) and hold position until the last ASC meeting of the following year with nominations opening in October and November and elections held in December.

ARTICLE 7

REMOVAL OF OFFICERS

An area officer or subcommittee chairperson will be removed from their position for non-compliance. A 2/3rd majority vote of GSR's is required for removal. Non-compliance includes:

1. Loss of abstinence
2. Non-fulfillment of the duties of their position
3. Absence at two regularly scheduled meetings of the ASC without prior notification to the ASC chairperson, the ASC vice-chair or another ASC officer
4. Misappropriation of NA funds or merchandise

An officer of this committee may resign by providing written notice to the ASC at least four weeks in advance of the upcoming regular meeting of the committee. Exceptions may be made in the case of sudden personal upheavals per conscience of the ASC.

ARTICLE 8

SUBCOMMITTEES

FLASCNA has created subcommittees to carry out specific duties and services. Subcommittees are delegated the authority necessary to carry out their purposes and always remain accountable to the ASC and the direction of its group conscience. Upon formation, a subcommittee must first review its guidelines and their effectiveness and bring them up to date as needed. Subcommittees are required to keep the ASC aware of their activities and plans including financial.

The following are the subcommittees of FLASCNA :

- Activities and Events
 - Plans events to carry the message of NA in a spirit of fun
 - Has a bank account with a reserve of \$500.00
- Hospitals and Institutions
 - Carries the message into institutions where addicts cannot get out to NA meetings
 - May request up to \$50.00 per month of literature without prior consent of the ASC
- In the Spirit of Love
 - Handles the planning of the 3 day "In the Spirit of Love" convention held annually in February
 - Has a bank account that is returned to \$1500.00 at March ASC
 - The SOL Chairperson takes position at the end of the March ASC and holds it until the end of the following March ASC – instead of the usual December cycle.
- Literature
 - Handles the efficient purchase and sale of NA literature
 - Provides a forum for discussion of NA literature being reviewed
 - Has a bank account with no set reserve
- Policies and Procedures
 - Aids in the creation and maintenance of ASC policy
- Public Information
 - Provides information to the public about NA through various media and mediums (including by phone service)
 - Has a bank account with a reserve of \$250.00

ARTICLE 9

AD-HOC SUBCOMMITTEES

Ad-Hoc Subcommittees are created by the ASC as temporary subcommittees designed to fulfill a single purpose not managed by another subcommittee or the ASC itself.

- The purpose, duties and duration of the ad-hoc subcommittee must be clearly stated upon appointment of a chairperson for the subcommittee
- While an ad-hoc subcommittee exists, it operates in the same manner as any of the other subcommittees in the ASC – meeting regularly and reporting all activities and progress to the ASC
- An ad-hoc subcommittee will disband for one of following reasons:
 1. The predefined purpose of the subcommittee has been completed
 2. The predefined duration of the subcommittee has elapsed
 3. The December ASC meeting has concluded business
 4. If directed by a 2/3rd majority GSR vote

ARTICLE 10

SPECIAL MEETINGS

Special meetings may be called by the ASC chair or by the request of 2/3rd of the participants of the ASC to handle specific business

- The purpose and time of the meeting will be clearly stated – no other business will be conducted at this meeting other than what is stated as its purpose
- At least 7 days notice must be given to GSR's prior to the special meeting – by phone, announcement or at the regularly scheduled ASC meetings
- Notification of the special meeting must be posted on the door at 64 Seneca St. Suite 202, Geneva, NY at least 7 days prior to the special meeting
- All participants of a special meeting have voting privileges

ARTICLE 11

BANKING AND FINANCES

In order to better fulfill its purpose and provide services, FLASCNA (and its subcommittees) have bank accounts with working capitol.

- All checks written of any FLASCNA account (including subcommittee accounts) must have 2 authorized signatures in order to be valid
- To be signor on any FLASCNA account (including subcommittee accounts), a member must have at least 2 years of continuous and current clean time
- Signors of the primary FLASCNA account are as follows:
 1. ASC Chairperson
 2. ASC Vice-Chairperson
 3. ASC Treasurer
 4. RCM
 5. RCM Alternate
- The ASC will maintain a prudent reserve of \$200 towards payment of bills. Except for the payment of bills, expenditures of any sort that will bring the balance of the FLASCNA bank account below this reserve will require 2/3rd majority GSR vote

ARTICLE 12

HOUSEKEEPING

Every regularly scheduled meeting of the ASC will conduct the following business to maintain FLASCNA – quorum is not necessary for the following:

FLASCNA Expenses – The following will be paid in the order they are listed

1. The ASC will pay monthly rent for its meeting space
2. The ASC will make allotment for its supplies
3. The ASC will ensure payment for area phone line (if the Public Information subcommittee is unable to do so)
4. The ASC will return the following committees to their reserve balance by either writing a check to the committee to restore their balance, or by collecting a check from the committee to bring their balance back down to their reserve
 1. Public Information
 2. Activities and Events
 3. In the Spirit of Love
5. The ASC will donate 20% of total monthly income to NNYRSCNA

Orientation

1. The ASC will provide orientation to any newly elected or appointed officers – preferably with the aid of the previous officer who held the position. Any available information will be provided so that the new officer can best serve his or her duties. Policies will be signed and keys will be reassigned as directed.
2. The ASC shall provide all GSR's with a GSR packet upon request. These packets shall be the property of the groups and not the personal property of the GSR. The packets include:
 - A. ASC Guidelines
 - B. Subcommittee Guidelines
 - C. The Guide to Local Services
 - D. Any other information deemed appropriate

ARTICLE 13

AUDIT

For the purpose of responsible accountability, FLASCNA will audit its funds and merchandise (including all subcommittees) twice yearly – once in June, and once in December. The audit is to be conducted at the close of normal ASC business.

Officers, subcommittee chairs, and Ad-Hoc chairs must be present at the semi-annual meetings in June and December for the purpose of ASC audits. All materials to conduct a thorough audit must be presented at this meeting. These materials shall include, but not be limited to:

1. Bank books
2. Bank statements
3. Merchandise
4. Literature
5. Receipts
6. Outstanding debts

Results of the ASC audits will be presented at the following ASC meeting

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our 12 Concepts.

In order for formal business to be conducted, a quorum of GSR's must be met. For FLASCNA this is defined as : One half of the home groups in the area, minus 2, rounded down [(Home-groups /2) -2, rounded down]. GSR's are the only ones with the ability to vote and the ability to second a motion.

Motions

Formal business is conducted within the committee by way of motions. A motion is a statement of an idea a member wants to put into practice. Motions are typically made to direct the ASC or subcommittee towards an action, or a change in or suspension of policy.

Making a motion

- Any member of the ASC (except Chairperson and Vice-Chairperson) may make a motion by writing it out on a motion form
 - Be clear and be specific – motions are acted upon based on their actual wording, not their perceived intent
- All motions require a second by a GSR
- No more than one main motion can be brought before the ASC at a time
- The chairperson reads the motion to the body and either opens it for debate or rules the motion out of order if it contradicts the 12 Concepts, 12 Traditions or FLASCNA Guidelines.

Debating a motion

- Members must be recognized by the chairperson before speaking on a motion – once recognized a member may do one of the following:
 - A. Speak in favor of the motion (PRO)
 - B. Speak against the motion (CON)
 - C. Make one of the following parliamentary motions
 1. Motion to Amend or Substitute
 - Requests that the original motion be changed or replaced
 2. Call to Question
 - A motion to call to question requests an immediate vote
 3. Motion to Table
 - A motion to table suggests that the motion is not ready to be voted on and asks that the vote be delayed until a later time
 4. Motion to Remove from the Table
 - Requests that a tabled motion be brought back to debate
 5. Request to Withdraw Motion
 - Requests that the motion in debate be withdrawn
 - This can only be made by the original maker of the motion
 6. Point of Information
 - This is to ask a question of the body about the motion
- Members speaking on a motion are limited to no more than 3 minutes
- No more than 3 Pros and 3 Cons will be recognized by the chair

ARTICLE 14 (Continued)

RULES OF ORDER

Voting and Adopting of Motions

- Motions require a simple majority vote to be passed
 - Exception - motions that suspend, alter or waive policy require a 2/3rd majority vote to be passed
- Motions that adopt or alter policy are tabled back to home groups before they can be voted upon
- All rulings by the chairperson may be appealed by a 2/3rd majority vote
- Motions that are passed take effect at the end of the ASC meeting

ARTICLE 15

MEETING FORMAT

1. The ASC chair calls the meeting to order with a moment of silence, followed by the serenity prayer
2. Reading of the 12 Traditions of NA
3. Reading of the 12 Concepts of NA
4. Agenda is circulated to be signed by all members in attendance
5. Establish quorum
6. Read and approve (or correct) minutes of the previous meeting
7. Election of nominated officers (if applicable)
8. Take nominations on all positions open to nomination
9. Old business (*tabled motions, guidelines out for review, etc*)
10. Subcommittee reports
 - A. Literature
 - B. Public Information
 - C. Hospitals and Institutions
 - D. Activities and Events
 - E. Policies and Procedures
 - F. In the Spirit of Love
 - G. Ad-Hoc(s)
11. GSR reports
12. ASC officer reports
 - A. RCM or RCM ALT
 - Included in the RCM report will be matters require voting on at the RSC as well as matters that may require direction or group conscience
 - On the months that the RSC meets, the RCM or RCM Alt will call for a group conscience any matters that were brought before the ASC on the previous month
 - B. Vice-Chair
 - C. Secretary
 - D. Treasurer
13. New Business
14. Payment of ASC expenses
15. Schedule the next ASC meeting if applicable
16. Close in a circle with a moment of silence followed by the serenity prayer

FLASCNA and its subcommittees shall have guidelines that are consistent with the 12 Traditions, 12 Concepts, and the best information available from Narcotics Anonymous World Services (NAWS)

- Subcommittees are required to review their guidelines at the beginning of each year to ensure they are in working order and make changes if necessary
- Revised guidelines follow this procedure for review and approval
 - Revised guidelines are submitted with an addendum of changes to the Policies and Procedures (P&P) subcommittee for review and suggestion
 - The P&P subcommittee reviews the guidelines, makes notes of suggested changes or conflicts (if necessary) and returns them to the original subcommittee to make the suggested changes if they so choose
 - Revised guidelines are then submitted with an addendum of changes to the ASC to go back to home groups for review and approval
- Subcommittee guidelines are considered to be sub-sections of the FLASCNA guidelines
- If a conflict in policy arises between FLASCNA guidelines and subcommittee guidelines, FLASCNA guidelines take precedence over the subcommittee guidelines
- Changes to the FLASCNA guidelines require a 2/3rd majority vote after home-group review
- The “Misappropriation Policy” and “Key Holder Policy” are both considered active attachments of FLASCNA guidelines
- Be aware that the misappropriation of NA funds and/or merchandise is punishable to the fullest extent of the law.

GLOSSARY OF ACRONYMS

A&E	Activities and Events
ASC	Area Service Committee
FLASCNA	Finger Lakes Area Service Committee of Narcotics Anonymous
GSR	Group Service Representative
H&I	Hospitals and Institutions
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
NEZF	North East Zonal Forum
NNYRSCNA	Northern New York Regional Service Committee of Narcotics Anonymous
PI	Public Information
P&P	Policies and Procedures
RCM	Regional Committee Member
RSC	Regional Service Committee
SOL	Spirit of Love

We are under no surveillance at any time – as such, no audio or video recording is allowed at any meeting of FLASCNA. We ask that all members, participants and observers alike respect this rule.

This area service committee is ultimately responsible to the groups it serves.

