

# **S.A.A.S.C.N.A**

## **POLICY AND ADMINISTRATIVE GUIDELINES FOR THE**

## **SOUTH ATLANTA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS**

**Revised & Updated ~ July 2017**

# South Atlanta Area Service Committee Policy Guidelines

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**Preamble:** The **SAASCNA Policy** is the collaborative will of the **Groups**. It is a set of instructions agreed upon by the **Groups** of which the **Area** will conduct business on their behalf. The **ASC** should only divert from its set policy in dire situations or time sensitive situations as determined by the **administrative committee**.

## **Article I: Identification**

The service committee shall be known as the **South Atlanta Area Service Committee of Narcotics Anonymous (SAASCNA or SAASC)**.

## **Article II: Purpose**

The purpose of the **South Atlanta Area Service Committee of Narcotics Anonymous (SAASCNA)** shall be to respond to the needs and collective conscience of its **Member Groups**. This committee supports and encourages the unity, welfare and growth of the **South Atlanta Area** as part of the **worldwide Fellowship of Narcotics Anonymous**.

## **Article III:**

### **A. Definition and Function of the Area:**

The **Area Service Conference (ASC)** is the communicative channel for a unified **NA Fellowship** – the ties that binds us together. The **ASC** serves as a link in the flow of communication from the members to the **worldwide Fellowship**, establishes a structure in which services & education are provided and functions as a vehicle through which our **Area Fellowship** and society can relate. The **SAASC** is a committee made up of **Group Service Representatives (GSRs)**, special purpose **Task panels** and an **Administrative Body** from **Member Groups** of the **South Atlanta Area**. The **SAA** will conduct its **ASC** meetings based on a **Consensus Based Decision Making (CBDM)** business process.

### **B. Boundaries of the Area:**

Boundaries include but are not limited to: **Fulton, Clayton, Henry, Spalding, Fayette, Coweta and Pike** counties and shall be known as the **South Atlanta Area of Narcotics Anonymous (SAASCNA or SAASC)**. The mailing address of this **ASC**:

**South Atlanta Area Service Committee  
Post Office Box 2155  
Forest Park, GA 30298-2155**

## **Article IV: Meetings**

- I. The **ASC** meetings will be held on the third Saturday of the month (unless holiday then automatically held on fourth Saturday; other changes must be decided on)
- II. This **service meeting** shall be a forum for the exchange of information, experience, strength, and hope and to serve as a resource to the **member Groups**
- III. The meeting shall begin @ **2:30 pm** & no task panel meetings times shall conflict
- IV. Special meetings may be called by the **Facilitator** or three **GSRs**. The purpose, place, and time of the meeting shall be stated in the notification to all participants. Except in cases of emergency or acts of God, a fourteen (14) day notice shall be given.  
Notification of participants is the responsibility of the **Facilitator**
- V. The Facilitator arranges the **ASC Agenda** prior to each meeting with the **Administrative** committee if needed changes are added/adjusted to format
- VI. A **quorum** shall consist of 50 percent (50%) plus one (1) of the participating members. Participating members are the recognized **Groups** of the **South Atlanta Area**.  
Recognized groups consist of groups in good standing (participation rights).  
A **quorum** must be reached by fifteen (15) minutes after roll call is completed and before any business can be conducted.

## **Article V: Meeting Agenda**

- I. Opening Prayer
- II. Reading of 12 Traditions; Reading of 12 Concepts
- III. Reading of Purpose and Definition of the Area by Co-Facilitator
- IV. Call (Quorum must be reached before business can continue)
- V. Old Business
- VI. Nominations & Elections
- VII. Seating of New Groups
- VIII. Minutes of last meeting...Amendments to previous ASC Minutes
- IX. Admin task panel report (if any) by the Co-Facilitator
- X. Treasurer report
- XI. RCM report
- XII. Task Panel reports
- XIII. Special Task Panel reports (if any)
- XIV. Ten Minute Break
- XV. Re-Open with Serenity Prayer
- XVI. New Business
- XVII. Group Reports (turn in unless group has special needs)
- XVIII. Open Forum (limited to 10 minutes for non-ASC; 10 minutes for ASC)
- XIX. Announcements
- XX. Adjournment with closing prayer

## **Article VI: Membership Qualifications and Duties of the GSR**

**A. New Groups** wanting to conduct **NA** meetings are always welcome to join our **Area**. The **Group** should send a representative to the **ASC** to make their desire known & give a report to the **Area** regarding their respective group. They will be referred to the Public Relations task panel for a facility presentation. **New Groups** can request a startup kit which will include \$35.00 worth of literature and a Guide to Local Services: Basic Text; It Works~ How and Why; Just For Today; a set of readings; key tags/chips; and any IPs (informational pamphlets). The co-facilitator will be responsible for these packages.

**B.** To become a participating member of this service body and to qualify as an active **SAASC** member, the **new group** must attend three consecutive **ASC** meetings and will acquire decision-making participation privileges at the third consecutive meeting.

**C. Groups** missing two **ASCs** in a row will automatically lose their participation rights.

**D.** If a **Group** loses its participation privileges, they can regain them after the second consecutive meeting in which they are represented.

### **E. Duties of GSR and GSRA as recommended by Guide to Local Services (GLS)**

#### **1. Group Service Representative (GSR)**

Each group elects one **group service representative**; even those groups hosting more than one recovery meeting elect just one **GSR**. These **GSRs** form the foundation of our service structure. **GSRs** provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area and regional levels as well as sometimes joining in the work of an **ASC** task panel. If we are vigilant in choosing stable & qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the **groups** in the same way that the **groups** nourish and support the structure.

**Group service representatives** bear great responsibility. While **GSRs** are elected by and accountable to the group, they are not mere group messengers. They are selected by their **groups** to serve as active members of the area **service committee**. As such, they are responsible to act in the best interests of **NA** as a whole, not solely as advocates of their own **groups'** priorities.

As participants in the area service committee, **GSRs** need to be as well informed as they can be concerning the affairs of the committee. They should study the reports of the **admin officers** and **task panel leaders**. They should read the various handbooks published by the **World Service Office (WSO)** on each level of service. After carefully considering their own conscience and what they know about how their **group** members

feel, they take active and critical parts in the discussions which form the **group conscience** of the entire service committee.

**Group service representatives** link their groups with the rest of the **NA** service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the **GSR** report provides a summary of area committee activities...often sparking discussions among group members that provide the **GSR** with a feel for how the **Area** can better serve the group's needs. In group recovery meetings, **GSRs** make available flyers announcing area and regional activities.

At area committee meetings, **GSR** reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its **GSR** can share those problems with the committee in his or her reports. If the **group** needs help with finding solutions to those problems, the **area co-facilitator** can offer assistance and the **GSR** can also solicit or gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the **GSR** can report those back to their home-group.

## **2. Alternate Group Service Representative (GSRA)**

**Groups** also elect a second representative called an **alternate GSR**. Alternate **GSRs** attend all the area service committee meetings (as consensus participants) with their **GSRs** so they can see for themselves how the committee works. If a **GSR** cannot attend an area committee meeting, that group's **alternate GSR** participates in the **GSR's** place.

**Alternate GSRs** along with other members may also serve on area task panels. **Task panel** experience gives alternate **GSRs** added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as **GSRs**.

## **Article VII: Task Panels**

Task panels do the work of the **SAASC**. Currently our **ASC** has the following active panels: **Administrative; Activities; Hospitals & Institutions; Literature; Policy and Public Relations**. Additional panels are formed as needed for special projects as determined by the collective conscience of the **groups**.

**1. The Administrative Panel** consists of the **Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM) and Regional Committee Member Alternate (RCMA)**.

### **2. Purpose of the Administrative Panel:**

a. Serves the administrative needs of the **Area** and coordinates the **ASC** Meetings

- b. This panel also deals exclusively with all matters of finances relative to the **ASC** needs and financial accountability (bank account)
- c. Coordinates service workshops throughout the **Area** as needed
- d. Actively seeks & encourages growth of **NA** in this **Area**
- e. Acts as support and resolution for the **Area** and **Member Groups**

### 3. Requirements for nomination to the Administrative Panel:

In addition to the requirements that a specific position has, the **Administrative Panel** members have the following requirements and duties:

- a) Have a commitment to service, willingness and resources to do the job
- b) Have a working knowledge of the **12 Steps, 12 Traditions and 12 Concepts**
- c) Attend all Regular **ASC** meetings
- d) Attend all **Admin Panel** meetings and maintain contact with other panel members
- e) Administrative panel members may not hold other positions at the **ASC** (i.e., **GSR/Alt-GSR/Task Panel Chair**)
- f) Must have a home-group in the **South Atlanta Area of Narcotics Anonymous**

### 4. Administrative Panel Positions ~ Qualifications & Duties:

#### Facilitator

- a. Will have at least three (3) years clean
- b. Will have at least 2 years prior service experience (1 as **Co-Facilitator**)
- c. Will work with the **Co-Facilitator** to prepare that person for the job
- d. The **Facilitator** aids the **groups** in defining decisions that need to be made
- e. Helps service body through the stages of reaching an agreement
- f. Keeps the meeting moving & focuses discussion to the point at hand
- g. Makes sure everyone has the opportunity to participate
- h. Formulates and tests to see if consensus has been reached

The **Facilitator** helps to direct the process of the meeting, not its content. They never make decisions for the group. If a facilitator feels too emotionally involved in an issue or discussion and cannot remain neutral in behavior, if not in attitude, then s/he should ask someone to take over the task of facilitation for that agenda item.

- a) Follows established agenda with input from the **ASC**
- b) Handles **ASC** correspondence with the assistance of the **Secretary**
- c) Facilitates the **ASC** Meetings
- d) Co-signer of the **ASC** bank account
- e) Will conduct an **Admin** meeting prior to each **ASC** as needed

## Co-Facilitator

- a. Will have at least two (2) years clean
- b. Will have at least 1 year prior service experience
- c. Willingness to assume the **Facilitator's** position at the conclusion of the **Facilitator's** term of office & upon **ASC** approval
- d. Assists **Area** task panels with coordination of services/events
- e. Assist **Facilitator** in conducting **Area** meetings
- f. In the absence of the **Facilitator** or when he/she is directly affected by a topic, performs the duties of the **Facilitator**
- g. Researches and responds to questions concerning **Policy** at **ASC** meetings
- h. Co-signer of the **ASC** bank account
- i. To regularly offer **GSR** Orientation for new or old **GSRs** as requested and/or
- j. as needed or as scheduled by the **Admin panel**
- k. Responsible for ordering and dispersing the **new group** starter kits
- l. Compile all **topics in force** and place them into the policy (November each year)

## Secretary

- a) Will have at least two (2) years clean
- b) Will have at least 1 year prior service experience
- c) Records, prints and distributes minutes of all proceedings of the **ASC** within 14 days (2 weeks) of the **Area** meeting; may request advance of \$100 monthly
- d) The **SAASC** minutes shall include the intent of all topics under New Business
- e) Copies of the **Topic Form** shall be issued to the **Secretary** for archival purposes
- f) Ensures the content of the minutes on the **SAASC** computer are accurate
- g) Maintains a list of members desiring to receive copies of the **ASC** minutes
- h) Trains **Alternate Secretary** to assume **Secretary's** position @ end of term
- i) Maintains, provides and updates orientation packages for **new GSRs** (which are distributed by the **Co-Facilitator**)
- j) Maintains adequate supply of **GSR Report** and **Topic Forms** for **ASC** meetings
- k) Maintains log of **Area Policy** topics (**Topics in Force**); updates and distributes to **ASC** participants as needed

## Alternate Secretary

- a) Will have at least one (1) year clean
- b. Will have at least 6 months prior service experience
- c. Willingness to assume the **Secretary** position at the conclusion of the **Secretary's** term of office & upon **ASC** approval
- d. In the absence of the **Secretary**, perform the duties of the **Secretary**
- e. Assist **Secretary** in the performance of all duties



## **Treasurer**

- a) Will have at least three (3) years clean
- b) Will have at least 1 year prior service experience
- c) Will have some banking knowledge... i.e., how to keep and balance a checkbook
- d) Will have knowledge of accounting software, Excel, or willingness to learn
- e) Custodian and co-signer of the **ASC** bank account
- f) Keeps an accurate record of all transactions of the **ASC** including receipts for income and disbursements; all transactions must be in check or money order only
- g) Insures that all **ASC** bills are paid in a timely fashion via check only
- h) Disburses funds as necessary in accordance with financial guidelines
- i) Gives a written report of **ASC** financial status at each regular meeting; to be audited quarterly by Treasurer & other Admin task panel members
- j) Makes an annual financial report at the January **ASC** Meeting
- k) Picks up all correspondence from the area PO Box prior to the **ASC** monthly meeting to distribute to the **ASC** participants accordingly
- l) Trains **Alternate Treasurer** to assume duties @ end of **Treasurer's** term
- m) Remains in service for an additional month to assist newly elected **Treasurer** in
- n) the preparation of assuming duties (not required to attend the January **ASC**)

## **Alternate Treasurer**

- a. Will have at least two (2) years clean
- b. Will have at least 6 months prior service experience
- c. Will have some basic accounting knowledge
- d. Willingness to assume the **Treasurer** position at the conclusion of the **Treasurer's** term of office & upon **ASC** approval
- e. In the absence of the **Treasurer**, perform the duties of the **Treasurer**
- f. Assist **Treasurer** in the performance of all duties
- g. Co-signer of the **ASC** bank account

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

- a) Will have at least three (3) years clean
- b) Will have at least 2 years prior service experience with at least one of those years at the **ASC** level (i.e. RCMA, Chair, Secretary, etc)
- c) Will have the willingness to serve 2 years in this position

The **RCM** should be selected from the best-informed, the most trusted, and most active members in order that they may serve the needs of their **ASC** & the fellowship of **Narcotics Anonymous**. The primary responsibility of the **RCM** is to work for the good of **NA** as a whole by providing communication between our **Area** and the **Georgia Region**

of NA. Our RCM is the SAASC's link with the Regional Service Committee and rest of the Narcotics Anonymous fellowship. The RCM provides communication between these service levels and the various Groups within the Area and other areas.

- d) Attends all regular Georgia RSC and South Atlanta ASC meetings
- e) A source of information & guidance concerning 12 Traditions and 12 Concepts
- f) Participates at the Georgia Regional Service Committee meetings as the voice of the Area
- g) When participating, the RCM will carry the Group Conscience of the Area. The RCM shall have a Vote of Confidence from the ASC to carry consensus on items not on the agenda or where a specific decision has not been obtained, evaluating each item with the needs of the South Atlanta Area
- h) Acquires a working knowledge of RSC procedures to better serve this Area at the Georgia RSC
- i) Makes the minutes of the Georgia RSC meeting available to the Area Task Panels and GSRs
- j) Submits a written report of Georgia RSC quarterly meetings to ASC

### **Alternate Regional Committee Member (RCMA)**

- a) Will have at least two (2) years clean
- b) Will have at least one (1) year prior service experience
- c. Willingness to assume the RCM position at the conclusion of the RCM's term of office & upon ASC approval
- d. Will have the willingness to serve 1 year in this position and 2 years as RCM upon approval for a total of 3 years commitment
- e. Attends all regular Georgia RSC and South Atlanta ASC meetings
- f. In the absence of the RCM, perform the duties of the RCM
- g. Assist RCM in the performance of all duties

## **5. Task Panel Positions ~ Qualifications & Duties:**

### **Activities Task Panel**

**Makeup:** consists of the Task Panel Leader and other members willing to perform the duties of the Activities Task Panel.

**Purpose:** coordinates activities designed to enhance NA's primary purpose while creating a united atmosphere of fun in recovery. Also coordinates fund-raisers to generate funds for the South Atlanta Area. This task panel keeps the ASC informed of the activities within the Georgia Region.

## **Task Panel Position elected by the ASC**

### **Activities Task Panel Leader**

- a) Will have at least two (2) years clean
- b) Will have at least 1 year prior service experience
- c) Have a commitment to service, willingness and the resources to do the job
- d) May not hold other positions at the **ASC** (i.e., GSR/Alt-GSR/Admin panel member)
- e) Attends all regular **ASC** meetings and **admin** meetings whenever held
- f) Presents a written report of **Activities** task panel events at the **ASC** meeting
- g) Conducts regularly scheduled monthly task panel meetings
- h) Provide flyers of upcoming events to the members of the **ASC** service body
- i) Maintain calendar of events with the **ASC** and should plan/coordinate at least four annual fundraisers for the **Area**; may request funds of \$450 per activity
- j) Keep accurate and detailed financial records of each activity/fund-raiser
- k) Maintain & update **Activities** task panel policy; make available to **SAASC** archives
- l) At the end of term, will assist the incoming task panel leader with a budget for the following fiscal year with any input from the outgoing leader & panel members

### **Hospitals & Institutions (H&I) Task Panel**

**Makeup:** consists of the Task Panel Leader and other members willing to perform the duties of the **H&I** Task Panel.

**Purpose:** conducts meetings, events & activities that carry the NA message to addicts who often have no other way of hearing our message. The **H&I Task Panel** will operate within the confines of the **H&I Handbook**. They may also create their own guidelines in keeping with the **H&I Handbook** and are encouraged to work with other **Area, Regional,** and **World** committees to develop new ideas for the future of the fellowship.

## **Task Panel Position elected by the ASC**

### **H&I Task Panel Leader**

- a. Will have at least two (2) years clean
- b. Will have at least one (1) year prior **H&I** task panel experience
- c. Have a commitment to service, willingness and the resources to do the job, and a working knowledge of the **12 Steps, 12 Traditions and 12 Concepts**
- d. May not hold other positions at the **ASC** (i.e., GSR/Alt GSR/Admin panel member)
- e. Attends all regular **ASC** meetings and **admin** meetings whenever held
- f. Attend **Regional H&I** meetings at the quarterly **RSC**
- g. Conducts regularly scheduled task panel meetings
- h. Presents a written report of **H&I** task panel activities at the **ASC** meeting
- i. Maintain & update **H&I** Task Panel policy and make available to **SAASC** archives
- j. At the end of term, will assist the incoming task panel leader with a budget for the following fiscal year with any input from the outgoing leader & panel members

## **Literature Task Panel**

**Makeup:** consists of the Task Panel Leader and other members willing to perform the duties of the **Literature Task Panel**.

**Purpose:** provide conference-approved literature to the **ASC** service body; ensure an adequate supply of literature via purchase to re-stock inventory & miscellaneous cost.

**Task Panel Position** elected by the **ASC**

### **Literature Task Panel Leader**

- a) Will have at least two (2) years clean
- b) Will have at least 1 year prior service experience
- c) Have a commitment to service, willingness and the resources to do the job
- d) May not hold other positions at the **ASC** (i.e., GSR/Alt-GSR/Admin panel member)
- e) Attends all regular **ASC** meetings and **admin** meetings whenever held
- f) Presents a written report of **Literature** task panel activity at the **ASC** meeting
- g) Conducts regularly scheduled task panel meetings
- h) Provide current purchase-order forms to the members of the **ASC** service body
- i) Fulfill all literature orders and distribute accordingly at monthly **ASC** meetings
- j) Purchase literature monthly to replenish the cabinet for sale to service body
- k) Maintain/update **Literature** task panel policy & make available to **SAASC** archives
- l) At the end of term, will assist the incoming task panel leader with a budget for the following fiscal year with any input from the outgoing leader & panel members

## **Policy Task Panel**

**Makeup:** consists of the Task Panel Leader and other members willing to perform the duties of the **Policy Task Panel**.

**Purpose:** provide current and updated policy guidelines designed to maintain balance in **ASC's** procedures for conducting business at the **Area** level.

**Task Panel Position** elected by the **ASC**

### **Policy Task Panel Leader**

- a. Will have at least two (2) years clean
- b. Will have at least 1 year prior service experience
- c. Have a commitment to service, willingness and the resources to do the job
- d. May not hold other positions at the **ASC** (i.e., GSR/Alt-GSR/Admin panel member)
- e. Attends all regular **ASC** meetings and **admin** meetings whenever held
- f. Presents a written report of **Policy** task panel activity at the **ASC** meeting
- g. Conducts regularly scheduled task panel meetings
- h. Maintains log of **Topics in Force** to be updated in revised **Policy** guide annually
- i. At the end of term, will assist the incoming task panel leader with a budget for the following fiscal year with any input from the outgoing leader & panel members

## **Public Relations (PR) Task Panel**

**Makeup:** consists of the Task Panel Leader and other members willing to perform the duties of the PR Task Panel.

**Purpose:** general mission of the **Public Relations** task panel is to inform addicts and others in the community of the availability of recovery in **Narcotics Anonymous**. The Task Panel will operate within the confines of the PR Handbook. They may also create their own guidelines in keeping with the PR Handbook and are encouraged to work with other **Area, Region, & World** committees to develop new ideas for the future of the fellowship of Narcotics Anonymous.

**Task Panel Position** elected by the **ASC**

### **PR Task Panel Leader**

- a) Will have at least two (2) years clean
- b) Will have at least one (1) year prior service experience
- c) Have a commitment to service, willingness and the resources to do the job, and a working knowledge of the **12 Steps, 12 Traditions and 12 Concepts**
- d) May not hold other positions at the **ASC** (i.e., GSR/Alt-GSR/Admin panel member)
- e) Attends all regular **ASC** meetings and **Admin** meetings whenever held
- f) Attend **Regional PR** meetings at the quarterly **RSC**
- g) Conducts regularly scheduled task panel meetings
- h) Maintains the area phone line and the **ASC Website**
- i) Maintains and provides up-to-date **Area** meeting schedules; prints 500 monthly & distributes as follows: 15 to each group, 125 to H&I & remainder given as needed
- j) Provide requested **NA** presentations at meeting facilities as needed for **Groups**
- k) Presents a written report of **PR** task panel activities at the **ASC** meeting
- l) Maintain & update **PR** task panel policy and make available to **SAASC** archives
- m) At the end of term, will assist the incoming task panel leader with a budget for the following fiscal year with any input from the outgoing leader & panel members

## **Article VIII: Participation**

The following have a voice on the floor:

- **RCM** and their **Alternate**
- **Administrative Panel** (except for the **Facilitator**)
- **Standing Task Panel Leaders**
- **Special Task Panel Leaders** (Ad-hoc)
- **GSRs** and their **Alternates**
- **Others** in attendance may have a voice at the discretion of the **Facilitator**

The following **ONLY** can offer topics for discussion:

- **GSRs** or their **Alternates** (in the absence of the **GSR**)
- **Task Panel Leader** or their **Co-Leader** (in the absence of the **Leader**)
- **ASC Co-Facilitator** (as the voice of the **Admin Committee**)
- **RCM** and **RCMA**
- **Treasurer** on matters affecting budget only (or **Alternate** in their absence)

Only **GSRs** or their **Alternates** (in **GSR's** absence) can participate in consensus. All topics are to be on approved **Topics Forms** and must contain the intent, a notation of policy affected (if any) and the financial impact (if any) before the topic can be considered on the floor. Anyone wishing to be recognized and acknowledged must raise their hand.

### **Decision making process**

- I. **Topic** is introduced. **Secretary** will number the topic using the following notation:
- II. 4 digit year followed by 2 digit month followed by 3 digit topic number for that year (starts at 001 at the January ASC) – (example: **2016-01-001** would be 1st topic for the year 2016 in the month of January)
- III. **Facilitator** opens dialogue on the topic beginning with the maker of the topic
- IV. Clarifying questions are taken. This is when questions are asked to insure all participants understand the topic (this is not when general discussion occurs)
- V. **Facilitator** asks for concerns or reservations (this is when general discussion occurs). This is when modifications can be made to address expressed reservations or concerns
- VI. **Maker** of the topic as well as other participants may offer modifications
- VII. **Facilitator** asks for consensus ~ four positions a **GSR** may take on a topic:
- VIII. **Assent** – Agree with the topic
- IX. **Assent with reservation** – although there are reservations or concerns the **GSR** will trust and go along with the body's decision
- X. **Stand Aside** – based in strong reservations which prevents support for the topic
- XI. **Block ( No)** – based on spiritual principals expressed in our **Traditions** or **Concepts**  
~ A block must be followed by speaking to the specific **Tradition** or **Concept** that has been violated ~ A block will prevent a topic from being adopted

**Consensus is reached** when 80% of the groups with participation rights are in **assent** or **assent with reservation**. Percentage to be determined at the beginning of old business by the number of **GSRs** present and by the number of **groups** in good standing. A block may be overwritten by the body. If the validity of the block is not questioned, the block will stand and the topic is not adopted. If the validity of the block is questioned, the body must then reach consensus on whether the block should stand. The same process is used for reaching consensus on a topic. If the block is overridden, the **facilitator** will again ask for consensus on the topic.

## **Article IX: Selection of Trusted Servants**

- A. Nominations should be provided to the **ASC** by the ASC participants
- B. All positions open to election will be announced two (2) meetings prior to the election to enable **GSRs** to solicit nominations from their **Groups**
- C. An explanation from this **ASC Policy** is needed to establish each position's responsibilities per office
- D. The position is announced and nominations are taken. Each nominee must be present. Nominations for new terms are made in November and presented in December. All trusted servant position terms will begin and end in January. Any vacant positions or incomplete terms will be filled on an interim basis.
- E. Nominees will state their qualifications on the floor and turn in a completed Service Resume to the **Secretary** for inclusion in the minutes at any time a nomination is made. The term for any elected trusted servant is 1 year with the exception of **RCM** and **RCMA** which shall be 2 years (**RCM**) and 3 years (**RCMA**) respectively
- F. All positions can be held at a maximum of two terms ~ then must rotate out
- G. Nominations are taken back to the **groups** and elections are held at the December **ASC**. In the case of mid-term vacancies, nominations are not required to be taken back to the **Groups**. The **GSRs** will have an opportunity to decide whether they would like to take nominations back to the **Groups** for each vacant position
- H. All nominees must be present at the time of nominations in November and during elections in December. Exceptions will be considered if submitted in writing (i.e., illness, death, work). After old business at the November **ASC**, nominations are opened and nominations can be made; nominations are then closed and election consensus is in order. If new nominees are present and nominated at the December **ASC**, these nominations are required to be taken back to the **Groups**.
- I. Elections will be held in the following order: **RCM; RCMA; Facilitator; Co-Facilitator; Secretary; Alternate Secretary; Treasurer; Alternate Treasurer; Task Panel Leaders**
- J. If two or more nominees are running for a particular position, a vote is taken by a closed paper ballot. If no nominee receives a majority vote, a run-off vote is taken by closed paper ballot for the two nominees with the highest vote counts. The nominee with the most votes is determined and announced by the **Facilitator**. In the case of a tie, the **Facilitator** shall make the deciding vote.
- K. Once majority consensus is reached on all positions, the selected trusted servants are seated immediately after the break and prior to New Business at the January **ASC**. This provides for a continuity of service.

## Article X: Removal of Trusted Servants

- L. **Voluntary:** Resignation given in writing to the **ASC** Facilitator prior to the **ASC** meeting.
- M. **Involuntary:** Relapse during term of service calls for immediate removal from position.
- N. **Absence** of a total of 3 **ASC** meetings in the service term or 2 consecutive **ASC** meetings without prior notification calls for immediate removal from position unless the body determines to override this decision based on the absences being due to extreme circumstances or medical conditions
- O. **Non-fulfillment of duties** will be subjected to the Review and Impeachment proceedings
- P. **Review and Impeachment:**
  1. Facilitator will bring the matter before the **ASC**
  2. Facilitator will notify individual at least 10 days before next **ASC**
  3. At the next **ASC**, the suggestion for impeachment will be presented with due cause stated by the Facilitator. The individual is given the option for rebuttal if so desired.
  4. A consensus is reached for removal from service position. Requires an 80% consensus to be determined at the beginning of old business for removal from service position.
  5. **Impeachment of the facilitator** possible by introduction of a topic by a **GSR**

## Article XI: Reports

- A. All reports are to be legibly written or preferably submitted on approved report forms. Oral reports limited to ten (10) minutes.
- B. **GSR** reports are suggested to include the following: Number of members; number of newcomers; schedule changes; Major accomplishments; Specific problems or situations; Brief summary of what your Group would like to see accomplished at the **ASC**. The **GSR** should only read the highlighted fields on the **GSR Report Form** while giving their verbal report. One blank copy of a **GSR** report form will be included in each copy of the **Area** minutes.
- C. **Task Panel** reports should include any current and future plans and events; any pertinent information with respect to the task panels duties; brief financial summary and financial expenditures and projected budget changes
- D. All **Area Level Trusted Servants** nominated and funded by **SAASC** will give a report to be included with all other reports and added to the **ASC** Minutes



## **Article XII: Fiscal Guidelines for SAASCNA**

### **Financial Guidelines for the Area Service Committee and its Treasurer:**

- I. The **ASC** Treasurer shall issue a receipt to all for donations made to the **ASC** and all funds received from **Task Panels** and activities for accurate bookkeeping
- II. Receipts shall be sequentially numbered with a duplicate retained by the **Treasurer**
- III. Funds of the **ASC** shall not be used for any personal reasons
- IV. Funds are not to be extended for any reason other than those items that are, or have been, approved by the **ASC**
- V. No **ASC** funds shall be spent without the approval of the **ASC** as a whole
- VI. Emergency expenditures by the Administrative Committee may only be made with the notification of **GSRs** and consensus of the **GSRs**
- VII. All expenditures made by the Committee shall be paid by check
- VIII. Checks made payable to one of the authorized signers on the bank account (the payee) shall not be authorized to sign the check and other signatures are required
- IX. Under no circumstances are checks to be signed with the payee left blank
- X. The statements of all **ASC** accounts are to be obtained online. These statements will be printed by the treasurer and kept in record-keeping and/or archives.
- XI. Funds are to be deposited within 48 hours of receipt
- XII. The **ASC** Treasurer shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the **ASC**
- XIII. The **Treasurer's** Report shall consist of the following: a monthly statement including beginning balance, prudent reserve, income, expenses, and balance. Ending balance should reflect the amount over prudent reserve. The report should also include budgeted items, admin monthly expenses and online bank statement.
- XIV. At the January **ASC**, the Treasurer shall provide an Annual Report which shall include the entire Register for the Fiscal year and Budget reports showing Budgets vs. Actual Expenditures (other reports submitted at the discretion of the Treasurer).
- XV. The Treasurer should be careful to get a receipt whenever they make a payment. These receipts should be preserved in regular order as they are the vouchers for the payments which must be examined by the Auditing Committee.
- XVI. In order to be reimbursed, a receipt must be presented by the end of the fiscal year in which the expenses are incurred. A written piece of paper simply listing the expenditures is not acceptable.
- XVII. For reimbursement of auto travel, a receipt is not necessary. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable.
- XVIII. Reimbursement for auto travel will be at the current rate of \$.50 per mile for travel. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of **ASC** duties. This would include trips to the **Georgia Regional Service** Committee meetings by those required to attend them as stated in these guidelines. PRUDENCE

- and common sense should indicate which trips are to be reimbursed and which are not. In any case, the amount of auto travel that is reimbursable should not exceed the officer's or committee's approved budget included with their other expenses.
- XIX. **Task Panel Leaders** may request funding to attend **Regional** workshops. Such expenditures would require **ASC** approval and would be based on the financial condition of the **Area**. All requests must be in writing via required expense form.
- XX. Annual budgets must be submitted in writing by all **ASC** trusted servants at the December **ASC** in order to be approved at the January **ASC**
- XXI. A **prudent reserve** shall be kept in the amount of \$1500 in order to cover **ASC** expenses in the event no funds are generated in any given month. All amounts above this (as reported by the Treasurer) will be donated to the **GRSC** after the February, May, August, and November **ASC** meetings.
- XXII. Approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase. Requests for reimbursements of unbudgeted expenditures shall be brought before the **ASC** for its approval. All **Task Panels** are fully funded by the **ASC** except Literature. **Literature** is self-funded through its own sales and re-purchases.
- XXIII. No Area expenditures (other than the approved budgeted items) in excess of \$100.00 shall be made by the **ASC** without the consent and approval of the **GSRs**
- XXIV. No Area trusted servant shall be reimbursed by more than one body (i.e. **ASC**, **RSC**, **CPP**, etc) for the same expenditure
- XXV. At the **ASC** level of service, there should be only one person handling the funds - the Treasurer. Literature panel leader is authorized to make its own deposits.
- XXVI. Travel expenses shall be paid by the **ASC** for the **H&I** and **PR** task panel leaders to attend the Quarterly meetings of the **RSC** Sub-committees/task panels meetings
- XXVII. Travel and lodging expenses shall be paid by the **ASC** for the **RCM** and **RCMA** to attend the Quarterly meetings of the **RSC**. Reservations for lodging for the **RSC** Quarterly meetings should be made in advance by the Trusted Servant to take advantage of any special rates. The **ASC** will incur expenses for two rooms if **RCM** and **RCMA** are of different genders and other special cases. Only one room expense will be incurred if the **RCM** and **RCMA** are of the same gender.
- XXVIII. Lodging expense of hotel rooms for Quarterly **RSCs** will be for one (1) night unless approved otherwise by the **ASC**
- XXIX. The **SAASC** shall purchase six (6) copies from the **World Service Office (WSO)** and provide to all **GSRs** a copy of the Bi-Annual **Conference Agenda Report (CAR)** and the annual Fellowship Report upon availability in December

## **PROCEDURES for ACCURATE RECORD KEEPING by the SAASC**

The **South Atlanta Area Service Committee of Narcotics Anonymous** has adopted Excel software to maintain all financial records of the **ASC**. The Treasurer will also utilize online banking to maintain bank account record-keeping. These records will be kept in archives via hard copy with an electronic back up (at Treasurer's discretion)

- A. Each donation by a **Group** will be entered in the deposit section of the business-account and credited to each specific **member Group**.
- B. Other sources of income will be listed as miscellaneous except for Literature sales
- C. All checks written by the **ASC** will be entered into the check-book registry maintained by the Treasurer.
- D. If a check is voided for any reason, write VOID across the check face and enter \$0.00 in the register. This check must be maintained as proof check was voided.
- E. Treasurer will provide copies of report and online banking statement to members of service body at monthly **ASC** meetings

## **Article XIII: Modification of This Policy**

- Policy changes must be sent back to the **groups** in the **South Atlanta Area** to give them an opportunity to provide input

## **Article XIV: Topics In Force**

- All topics affecting policy approved at each **ASC** meeting will be included under this section by the Policy chair after each **ASC** and must include approval date

## **Article XV: Forms & Tools used by the ASC**

- **SAASC** uses various documents and tools to conduct business. These include but are not limited to: (CBDM tool attached)
  - A. Group Report
  - B. Task Panel Report
  - C. Topic Form
  - D. SAASC Service Resume
  - E. CBDM Basics Information Tool
  - F. Policy Manual
  - G. Twelve Concepts
  - H. A Guide to Local Services

## **POLICY ADDENDUM: Annual Holiday Marathon Meetings**

**Purpose:** To establish clear guidelines, responsibilities, and accountability for the SAASC marathon meeting services.

- I. The SAASC will host annual Holiday Marathon Meetings on December 24<sup>th</sup> through December 25<sup>th</sup> and December 31<sup>st</sup> through January 1<sup>st</sup>**
- II. These meetings will be conducted and supervised by the SAASC Activities Task Panel Leader & Task Panel Members and the Administrative Task Panel to include all coordination, responsibilities and duties**
- III. The SAASC groups will be solicited for participation at the September SAASC meeting and through the minutes of the September meeting**
- IV. At the October SAASC meeting, the first order of business will be to gather the groups willing to participate and then conduct a random drawing of both participating groups and time slots through which assignments will be made. The time slots assigned for the Christmas holiday (Dec 24<sup>th</sup> – 25<sup>th</sup>) will be in reverse order when assigning the New Year holiday (Dec 31<sup>st</sup> – Jan 1<sup>st</sup>)**
- V. In the event there are not enough groups willing to participate to fulfill all time slots, other willing groups and individual NA members may volunteer**
- VI. to fill open slots**



## **The Twelve Traditions of NA**

1. Our common welfare should come first; personal recovery depends on NA 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 NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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 NA**

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 processes.
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.