

Lake Erie Area Service Committee of Narcotics Anonymous

Guidelines of Policy and Procedure

REV 1.9

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1. PURPOSE

1.1. Lake Erie Area Service Committee of Narcotics Anonymous (LEASCNA) is borne of and bound by the Twelve Traditions and the Concepts of Narcotics Anonymous.

1.2. LEASCNA is to unify and aid all member groups in the Erie County Area in their primary purpose, which is to carry the message of NA recovery to the addict who still suffers.

1.3. In all matters not clarified by the current edition of A Guide to Local Services in NA or Area Policies, Robert's Rules of Orders shall prevail as long as they are not inconsistent with the 12 Traditions of Narcotics Anonymous and the 12 Concepts of NA Service.

1.4. Lake Erie Area of NA will be a member of the Tri-State Region.

2. PARTICIPANTS

2.1. ASC Membership

2.1.1. The LEASCNA is made up of ASC officers, subcommittee chairpersons, and voting GSRs.

2.2. Voting Participants

2.2.1. The voting participants of the committee shall be the Group Service Representative (GSR) or Alternate Group Service Representative (AGSR) of each LEANA home group.

2.2.1.1. A home group member serving as a representative may carry the group conscience vote only on old business submitted on the group report and may not vote on new business that occurs during the current ASC meeting.

2.3. Non-Voting Participants

2.3.1. The non-voting participants shall be any trusted servants of the committee with the exception of the Chairperson who will vote in the event of a tie.

2.4. Observers

2.4.1. NA members not previously addressed shall be classified as observers.

3. MEETING AND VOTING PROCEDURES

3.1. Meeting Times

3.1.1. The ASC meeting will be held once a month. The regular ASC meeting date

is subject to change when it conflicts with a holiday or a major NA function (i.e. Mother's Day, Spiritual Retreat).

3.1.1.1. In an instance that the regular ASC meeting date needs to be changed, the new date will be agreed upon by the ASC participants.

3.2. ASC Meeting Format

3.2.1. Appendix A

3.3. Quorum

3.3.1. A quorum shall consist of one-half of active groups being represented at any time during the ASC meeting.

3.3.1.1. Groups that are missing from the ASC meeting may voluntarily remove themselves from the quorum at the ASC.

3.3.1.2. A group is considered active when its GSR attends an ASC meeting. A group is considered inactive upon its second consecutive absence from an ASC meeting. An inactive group may again become active by its GSR attending an ASC meeting.

3.4. Motions & Voting

3.4.1. A subcommittee can bring a written motion to the Area regarding that subcommittee's business specifically. It should be voted on by the subcommittee and brought to the Area by the Chair/Vice Chair/or Subcommittee Representative with the count on that vote.

3.4.2. A group can bring a written motion to the Area through a GSR, for consideration: It will require that group's representative's signature and a second by another GSR. Any motion presented to the Area will require two (2) signatures.

3.4.2.1. "Standardized motion forms" will be provided at the ASC meeting.

3.4.2.2. All motions that are seconded shall be recorded in the ASC minutes.

3.4.2.3. Any discussion we have at the ASC meeting on any topic will hear three (3) pros and three (3) cons and each comment should last no longer than three minutes. Any further discussion will be based on the ASC Chairperson's discretion.

3.4.2.3.1. Abiding by the 7th Concept of NA, all participants in attendance at the ASC meeting may offer three (3) pros and three (3) cons before motion is voted upon.

3.4.2.4. Motions that create, supersede, or alter policy of the area are automatically tabled for one month and shall be taken back to the groups for a group conscience vote.

3.4.2.5. Once a motion is voted on, it cannot be introduced again for a period of

(3) ASC meetings. This is at the chairperson's discretion.

3.4.2.6. A majority of votes from the GSRs present at the ASC meeting is required to carry a motion.

3.4.2.7. When a majority of GSRs abstains on a motion, that motion is tabled automatically.

3.5. ASC Minutes

3.5.1. All motions that create, supersede, or alter Area Policy shall be clearly identified as such in the Area Minutes and the nature of the change shall be drawn to the attention of the Secretary.

3.5.2. LEASCNA minutes from the previous ASC meeting will not be read aloud at the current ASC meeting. If any errors exist, they will be dealt with as needed.

3.5.3. The Area Secretary will have the minutes and agenda to the Area Chairperson for proofreading no later than ten (10) days after the ASC meeting. The Area Chairperson assumes the copying and distribution responsibilities of the area minutes. The Chairperson may delegate distribution amongst the Area Service Committee. The minutes are to be distributed in both electronic and/or written form.

3.5.4. Area minutes will be provided to other Areas and the Region in order to keep lines of communication open. Electronic mailings shall be the responsibility of the Area Chairperson or designated Area Trusted Servant.

4. LAKE ERIE AREA SERVICE COMMITTEE OFFICERS

4.1. Duties of all Trusted Servants

4.1.1. All Trusted Servants shall have a working knowledge of the Twelve Steps of NA.

4.1.2. All Trusted Servants shall have a working knowledge of the Twelve Traditions and Twelve Concepts of NA.

4.1.3. All Trusted Servants shall have a LEANA home group that they attend regularly.

4.1.4. All trusted servants shall attend all LEANA meetings with a willingness to give the time and resources necessary to fulfill the position.

4.1.5. All trusted servants shall have the guidance of a Narcotics Anonymous sponsor.

4.1.6. All trusted servants are encouraged to visit various NA groups that are a part of the area.

4.1.7. All trusted servants shall provide a valid excuse for every missed required service meeting.

4.1.8. All trusted servants are also responsible to arrange for another member to represent their position, so business may still be conducted and/or a report may be submitted.

4.2. LEASCNA Officer Description and Responsibilities

4.2.1. Chairperson

4.2.1.1. Three years clean and 1 year of previous ASC service experience.

4.2.1.2. The Area Committee Chairperson is responsible for conducting committee meetings, preparing the agenda and various administrative duties.

4.2.1.3. To locate and maintain a meeting place in which to conduct the Area Service Committee Meeting (ASC).

4.2.1.4. To follow the agenda when conducting the ASC. (APPENDIX A)

4.2.1.5. Conduct the meeting with impartiality and fairness using the principles of the 12 steps, traditions, and concepts; *resorting to *Robert's Rules of Order* as necessary.

4.2.1.6. To be a co-signer on the LEASCNA bank account.

4.2.1.7. To attend all ASC and P&A meetings.

4.2.1.8. To appoint all ad hoc committee chairpersons.

4.2.2. Vice-Chairperson

4.2.2.1. 2 years clean and 1 year of previous ASC service experience.

4.2.2.2. To assume responsibilities, as needed, of vacant and/or absent administrative positions.

4.2.2.3. To act as parliamentarian for the ASC meetings unless the task is specifically assigned to another individual.

4.2.2.4. To attend all ASC and P&A meetings.

4.2.2.5. Help resolve disputes and provide guidance to all subcommittees.

4.2.2.6. To be a co-signer on the LEASCNA bank account.

4.2.3. Secretary

4.2.3.1. One year clean

4.2.3.2. In the absence of the Chairperson, Vice-Chairperson, and P&A Chairperson, to call the meeting to order and preside for the time being until the immediate election of a Chairperson.

4.2.3.3. Keep accurate minutes of each ASC meeting, including but not limited to motions, nominations, votes, attendance, and all other pertinent information.

4.2.3.4. Bring draft of next ASC meeting minutes to the next P&A meeting.

- 4.2.3.5. To make the minutes and records available to NA members upon request, and in the manner prescribed by the ASC.
- 4.2.3.6. In the event of an emergency meeting, to notify required ASC participants.
- 4.2.3.7. To type and mail the correspondence of the ASC when it is not a proper function of the other Trusted Servants or subcommittee chairpersons.
- 4.2.3.8. To attend all ASC and P&A meetings.
- 4.2.3.9. To be the only Trusted Servant, other than the Chairperson, who can pause the ASC meeting.
- 4.2.3.10. To pass out attendance sheets at all ASC meetings and transcribe them for the minutes.
- 4.2.3.11. To check the post office box on a weekly basis and distribute the mail to all appropriate trusted servants. To be a co-signer on the LEASCNA bank account.
- 4.2.3.12. To be a co-signer on the LEASCNA bank account.
- 4.2.3.13. To send copies of the LEANA area event flyers to the Tri-State Regional Service Representative.

4.2.4. *Treasurer*

- 4.2.4.1. 2 years clean, steady income, 1 year of previous NA service experience, and ability to balance a bank statement.
- 4.2.4.2. To be the custodian of the committee's funds.
- 4.2.4.3. To be a co-signer on the LEASCNA bank account.
- 4.2.4.4. To make a report of receipts and disbursements at each regular ASC meeting. *(Continued on next page)*
- 4.2.4.5. To disburse funds as necessary in accordance with ASC decisions, when the funds are available.
- 4.2.4.6. To attend all ASC and P&A meetings.
- 4.2.4.7. To check the post office box on a weekly basis (if the Secretary is unavailable) & deliver the mail to the Secretary for distribution.
- 4.2.4.8. To be familiar with and adhere to all area financial policies.
- 4.2.4.9. To be a co-signer of the committee's bank account.
- 4.2.4.10. Be the custodian of LEASCNA's funds.
- 4.2.4.11. Accept group donations only at the LEASCNA meeting.
- 4.2.4.12. Make a report of receipts and disbursements at each LEASCNA meeting.
- 4.2.4.13. Must have legal means of income.
- 4.2.4.14. Maintain ASC's money account and keep records of all transactions.
 - 4.2.4.14.1. In the event of a banking account, two additional members of

ASC shall have signature authority. Additional signatories shall have a minimum of one year previous ASC experience and two years of clean time.

4.2.4.15. Previous one year ASC experience and three years of clean time.

4.2.5. Regional Committee Member & Regional Committee Member Alternate

4.2.5.1. RCM: 2 years clean and 1 year of previous ASC service experience

4.2.5.2. Alternate RCM: 1 year clean.

4.2.5.3. To represent the LEASCNA at each Tri-State Regional Committee meeting. The representative is required to sign the Regional Service Committee Attendance Sheet.

4.2.5.4. To provide P&A with additional agenda items, if appropriate, for the next regular ASC meeting.

4.2.5.5. To provide a report at each ASC meeting, covering the business of the previous Regional meeting and any other Area, Regional, or World Information.

4.2.5.6. To attend all ASC and P&A meetings.

4.2.5.7. The Alternate RCM participates in all the above in conjunction with or in the absence of the RCM. The position of Alternate is ideally a learning one to enable that person to learn the duties and to be able to assume them after the RCM's term is finished.

4.2.5.8. To be a co-signer on the LEASCNA bank account.

4.3. LEASCNA Subcommittee Chairpersons

4.3.1. Responsible for submitting written subcommittee report to the ASC about subcommittee's work which includes dates/times/location of next subcommittee meetings.

4.3.2. May make motions pertaining to the business of their subcommittee.

4.3.3. Chairperson positions require previous ASC experience.

4.3.4. Any flyers to be distributed by a subcommittee to other groups should be brought to area for approval before distribution. This does not apply to the Spiritual Retreat committee.

4.3.4.1. Policies and Administration Subcommittee

4.3.4.1.1. Reference Guide to Local Service pg.57 and P&A Subcommittee Policy.

4.3.4.1.2. P&A Chairperson requires 2 years clean.

4.3.4.1.3. P&A Chairperson is responsible for conducting the ASC meeting in absence of the Area Chairperson and Area Vice Chairperson.

4.3.4.1.4. A separate log of all policy changes shall be kept by the P&A Chairperson.

4.3.4.1.5. The P&A committee of LEANA will review first and then vote to retain its

policies annually.

4.3.4.1.6. The outgoing ASC administration and the incoming ASC administration will conduct a P&A meeting in January after elections and before the new terms begin to review policy and make any suitable changes.

4.3.4.1.7. The ASC will use a standing committee format for P&A. The standing committee will consist of the P&A Chair, Area Chair, Area Vice-Chair, RCM, RCM Alt., Area Secretary and Area Treasurer. The standing committee will be the only voting members.

4.3.4.2. Hospital and Institutions Subcommittee

4.3.4.2.1. Reference Guide to Local Service pg. 53. and ASC H&I Subcommittee Policy.

4.3.4.2.2. H&I Chairperson requires 2 years clean.

4.3.4.2.3. H&I subcommittee will place a literature order every other month, not to exceed an amount of \$200.

4.3.4.3. Literature Supply Subcommittee

4.3.4.3.1. Reference Guide to Local Service pg. 54 and ASC Literature Supply Subcommittee Policy.

4.3.4.3.2. Literature Chairperson requires 1 year clean.

4.3.4.3.3. A monthly inventory of the literature stockpile will be taken for quality control.

4.3.4.3.4. All literature orders/back orders to go directly to the GSR of the groups for accountability.

4.3.4.3.5. NA Literature to be purchased through Tri-State NA Regional Office.

4.3.4.3.5.1. LEANA Home Groups will be charged an additional 15% to cost of literature. (Combining 7% sales tax and a flat 8% shipping charge)

4.3.4.3.5.2. Any additional costs incurred by varying shipping costs from Tri-State NA Regional Office are to be covered by LEANA.

4.3.4.3.6. Literature orders must be submitted within 1 (one) hour of the beginning of the ASC meeting for the order to be fulfilled on that date.

4.3.4.4. Activities Subcommittee

4.3.4.4.1. Reference Guide to Local Service pg. 55 and LEANA Activities Subcommittee Policy.

4.3.4.4.2. Activities Chairperson requires 18 months clean.

4.3.4.4.3. LEANA will sponsor two (2) events per year: Anniversary Day and Picnic. The activities committee will be responsible for organizing these events.

4.3.4.5. Spiritual Retreat Committee

4.3.4.5.1. Reference ASC Spiritual Retreat Committee Policy.

4.3.4.5.2. Spiritual Retreat Chairperson requires 3 years clean and prior Spiritual Retreat experience.

4.3.4.6. Public Relations Subcommittee

4.3.4.6.1. Reference Guide to Local Service pg. 53.and LEANA PR Subcommittee Policy.

4.3.4.6.2. PR Chairperson requires 2 years clean.

4.3.4.6.3. Meeting List Policy:

4.3.4.6.3.1. The meeting must be in existence for at least 90 days before it can be added to the schedule.

4.3.4.6.3.2. Any Narcotics Anonymous meeting within Erie County may be added to the area meeting list after filling out a New Group Registration Form.

4.3.4.6.3.3. The Public Relations chairperson is responsible for making changes to the meeting list regarding accuracy issues. The groups are responsible for voting on any format changes affecting the meeting list before implementing them.

4.3.4.6.3.4. LEASCNA will have up to 1,500 meeting lists printed every three (3) months.

4.3.4.7. Outreach Subcommittee

4.3.4.7.1. Reference Guide to Local Service pg. 55 and ASC Outreach Policy.

4.3.4.7.2. Outreach Chairperson requires 2 years clean.

4.3.4.8. ASC Website Chairperson

4.3.4.8.1. Website Chairperson requires 1 year clean.

4.3.4.8.2. Should have a basic working knowledge of computer operations, coding, and design (very minimal skills required).

4.3.4.8.3. Will maintain the “LEANA” space of the NWPANA (Northwestern PA Narcotics Anonymous) website with the direction of LEASCNA.

4.3.4.8.3.1. Only material related to LEASCNA will be posted on the website, such as up-to-date meeting list, meeting calendar, and upcoming LEASCNA activities and events amongst any other content that LEASCNA approves.

4.3.4.8.4. Will regularly check “Contact Us” for any inquiries related to LEASCNA only; respond to inquiries only if appropriate – if not, inform LEASCNA of the inquiry at the next ASC for appropriate handling.

4.3.4.8.5. Will regularly update the Google Meeting Calendar as meetings are either added or taken off the meeting list.

4.3.4.8.6. Will attend all LEASCNA meetings and provide report

4.3.4.8.7. Will provide user credentials to LEANA Chairperson and Vice-Chairperson.

4.3.4.8.8. Will change all passwords once a new person is elected for this position.

4.3.4.8.9. Web Chair e-mail address: webchairLEANA@gmail.com

4.3.4.8.10. Maintain and monitor the LEANA Notification Systems to provide LEANA event information and meeting schedule changes or cancellations.

4.4. ASC Officers Elections

4.4.1. Administrative and Subcommittee positions will be for a term of one (1) year except for RCM and RCM Alt., which will be for two (2) years.

4.4.2. Each year nominations for all positions are made in the ASC Meeting in

November, with the election held in December. Term will begin in January.

4.4.2.1. Except for the Spiritual Retreat Chair, which will be nominated in August and elected in September.

4.4.3. GSRs make nominations and vote on election of ASC officers.

4.4.4. Nominees will fill out a LEANA Election Form from their home group and attend the ASC meetings during the election process.

4.4.5. For vacant positions, nominations and qualifications can be taken at any ASC meeting, with elections following at the next ASC.

4.4.6. For vacant positions, the Area Chairperson may appoint a willing and qualified participant to be confirmed by groups to complete the remainder of current term.

4.5. Removal of Trusted Servants

4.5.1. Request for removal of an administrative trusted servant or a subcommittee chairs must be presented to the ASC in the form of a motion and be accompanied by an explanation.

4.5.2. All administrative trusted servant and subcommittee chairs that have (2) consecutive unexcused absences from their service meeting relinquish their position.

4.5.2.1. An absence shall be considered excused when a representative and/or written report is presented for required meetings.

5. FINANCES

5.1. General

5.1.1. All financial business of the groups and area trusted servants that pertains to area funds (literature orders, donations, reimbursements for expenses, etc.) shall be conducted at regularly scheduled meetings of LEASCNA only

5.1.2. All financial business of the groups and area trusted servants that pertains to area funds (literature orders, donations, reimbursements for expenses, etc.) shall be conducted at regularly scheduled meetings of LEASCNA only

5.1.3. Financial transactions that occur at LEASCNA meetings shall be in the form of check or money order only. All checks and money orders will be stamped "For Deposit Only" by the Area Treasurer.

5.1.4. Any application for reimbursement of an expense by the Area or subcommittee must be accompanied by a vendor receipt, and not a handwritten receipt. Any exceptions must be approved by the LEASCNA.

5.1.5. All persons handling money at any LEASCNA function will have a minimum clean time of one (1) year.

5.1.6. At the close of any event organized by an Area subcommittee, that subcommittee's or event's Treasurer and Chairperson will purchase a money order that day with all event proceeds. This money order will be brought to the next LEASCNA meeting by the subcommittee or event's chairperson.

5.1.7. Any member of a subcommittee selling tickets is liable at face value for any unsold tickets not returned to that subcommittee.

5.2. Internal Accounts

5.2.1. Area will maintain a checking account that requires three (3) signatures on a signature card at the bank (Area Chair, Treasurer, and Secretary). Two (2) signatures are required to cash checks; any two of the three (Area Chair, Treasurer, and Secretary) are acceptable.

5.2.2. Area RCM and Area Vice Chair will be added to the account for use in case primary signees are not available, or if Area Chair, Area Treasurer, and/or Area Secretary positions are vacant. *Minimum clean time for all signees is two (2) years. Exceptions may be approved by GSRs.

5.3. ASC Treasurer Guidelines

5.3.1. The Treasurer's report will have line items for the following types of income:

5.3.1.1. Literature

5.3.1.2. Group Donations

5.3.1.3. Group Insurance Donations

5.3.1.4. Subcommittee(s)

5.3.1.5. Other (Identify Source)

5.3.2. The Treasurer's report will identify every expense by payee, check number, and amount.

5.3.3. The Treasurer's report will include reconciliation to the bank account which identifies all checks outstanding and deposits in transit. A copy of the bank statement with the bank account number blacked out will be included in the report

5.3.4. Area will purchase numbered receipt books for use by the Treasurer.

5.3.5. No member shall hold more than one Treasurer Position simultaneously.

For example: a member who serves as his/her group's Treasurer shall not serve as the Area Treasurer during the same time period.

5.4. Area Donations

5.4.1. LEASCNA will make a 2% donation to the Tri-State Region Service Office and a 2% donation to NA World Services based from our monthly net income.

5.5. Escrow Allocation (for subcommittees)

5.5.1. Activities:

5.5.1.1. \$300.00

5.5.2. Spiritual Retreat:

5.5.2.1. \$1000.00

5.6. Stipend Allocation

5.6.1. RCM Travel

5.6.1.1. \$30.00

5.6.1.1.1. Other Travel on behalf of LEASCNA will require GSR's approval.

5.7. Priority of Expenses

5.7.1. Rent

5.7.2. Printing costs

5.7.3. Literature

5.7.4. RCM/Alt. RCM Stipend

5.7.5. Replenishment of all reserves

5.7.6. Regional and World Donations

5.7.6.1. The Area Treasurer is authorized to pay above items without seeking GSR approval.

5.8. Start Up Packages

5.8.1. Startup Packages will be given to new meetings or those restarting due to special circumstances. This startup package will include the following items:

(1) 6th Edition Basic Text

(2) each of I.P's #1 Who, what, how, & why, #5 Another look, #6 Recovery & relapse, #7 Am I an addict, #8 Just for Today, #9 Living the program, #12 Triangle of self-obsession, #16 For the newcomer, #19 Self-acceptance, #22 Welcome to NA, #29 An introduction to NA meetings, #30 Mental health in NA

(1) Treasury handbook

(1) Group of reading cards (set of 7)

(4) White key tags

(2) of each orange, green, & red key tags

(1) of each blue, yellow, moonglow, grey, & black keytag