

Guidelines of the Ozark Area Service Committee of Narcotics Anonymous

The following comes from the Guide to Local Service in Narcotics Anonymous:

The Area Service Committee – Introduction

“Workhorse” of the service structure—maybe that’s the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level. NA groups support meetings where addicts can share their recovery with one another. Only minimal organization is necessary to hold those meetings. But there are lots more that can be done to further the aims of Narcotics Anonymous:

NA panel presentations at addiction treatment centers and correctional facilities can reach addicts particularly in need of what we have to offer. Public Information presentations to schools and community groups, mailings to addiction treatment professionals, meeting notices in newspapers, and public service announcements on local radio and television stations can help direct people to NA.

Directories showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being conducted at times convenient to them.

A phone line service can help addicts seeking recovery find a meeting in their area. It can also provide information about NA to interested community members.

A ready supply of NA books and pamphlets can make it easier for groups to stock their literature tables. Social activities can help addicts feel more comfortable in their local NA community and increase unity and camaraderie among area members.

All of these services require a certain degree of organization, the complexity of which could easily divert NA groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do groups stay focused on their primary purpose and still see that these other services are developed and maintained? In the words of NA’s Ninth Tradition, they “create service boards or committees directly responsible to those they serve.” And the service committee closest to home, the committee best situated to provide the most direct service to the groups and the community, is the area service committee.

A newly formed area committee will not be able to provide the same level of service as a longer-established committee. That’s only natural. A new area service committee should not expect to hit the ground running at full speed. The development of the full range of area services described in this chapter often takes a few years. Be patient and keep plugging; it’s worth the effort.

Just as individual members of NA rely upon one another for support, so do area committees. New committees in particular can draw upon the experience of their neighbors in charting a course for local services, whether those neighbors are in the next county or the next country. New ASC’s can also draw encouragement from their neighbors’ assurance that, given time, effort, and the application of principles, “It works.” None of us has to do it alone, not in personal recovery and not in service, not anymore.

The Area Committee and Other NA Services

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSR’s) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSR’s—and through them in the area committee—for the necessary work to get done.

NA groups also send money to the area committee, money needed to coordinate panels, maintain phone lines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and the authority for NA services.

How does the area service committee relate in turn to NA's regional and world services? In much the same way as the group relates to the area committee: through carefully selected representatives who are delegated the authority necessary for effective service.

Area Committee Participants

There are three groups of participants in most area service committees: GSR's and their alternates, administrative officers, and subcommittee chairpersons. The Seventh Concept for NA Services says that "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." Group service representatives provide a "grass roots" perspective to the area decision-making process, helping ensure that the committee's feet are planted firmly on the ground. Administrative officers and subcommittee chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area as it develops and expresses its group conscience. We ought never to allow a base of valuable experience to be created without utilizing it to the fullest. Each area is responsible to create its own decision-making plan. In doing so, area committees should carefully consider the Seventh Concept.

OASC Guidelines

Article 1. Name

The name of this committee shall be the Ozark Area Service Committee of Narcotics Anonymous, and shall include the terms Ozark Area Service Committee, OASC, Area Service Committee, and the ACS.

Article 2. Service Area

The service area shall include, but is not limited to, all Narcotics Anonymous Groups within the Ozark Area. The service area of the OASC may roughly be geographically defined as North of the Missouri/Arkansas border; East of the Missouri/Kansas border; South of the United Kansas City Area of N.A.; and West of the Southwest Missouri Area of N.A.

Formal Group registration with N.A. World Services is not mandatory for participation within the ASC.

Article 3. Purpose

The purpose of this committee is first and foremost to be of service to the Groups within the Ozark Area and to foster a spirit of unity and communication from group to group. Working together we can further our Primary Purpose and more effectively than we could isolated from each other.

The ASC, through its committee structure, administers and coordinates the activities common to the welfare of N.A. Groups and serves as a link between the Groups and the Show-Me Regional Service Committee of Narcotics Anonymous. The ASC provides a form for discussion regarding matters of the service structure, education and application of the Twelve Traditions of N.A., and principles, intentions, and messages of recovery as written in the Basic Text of NA, It Works; How and Why, the Twelve Concepts for NA Service, the Guide to Local Services in NA, and other World Service Conference approved literature.

Article 4. Participants

The Ozark Area Service Committee is comprised of Group Service Representatives and their Alternates, Subcommittee Chairs, Administrative Officers (Chair, Vice-Chair, Secretary, Treasurer, Region Committee Member, and RCM Alternate), and any NA member within the Ozark Area with the desire to help fulfill the ASC's stated purpose.

Article 5. Meeting of Members

5.1 Voting Margins: A 2/3 majority is required for passage of permanent resolutions. A simple majority is required for passage of other votes of the ASC (procedural, housekeeping, etc.), unless otherwise stated in these guidelines. In keeping with the principle of unanimity, any member of the ASC can move to require a $\frac{2}{3}$ super-majority for passage of a specific motion. If seconded by a GSR, such motion shall be put to a vote by the ASC. A simple majority will be sufficient for implementing this rule. For votes requiring a simple majority the Chair's vote is to be reserved in the case of a tie vote.

5.2 Motions: Any member of Narcotics Anonymous may submit motions for consideration either in person or by written request to the Chair or Secretary. All motions must be seconded by a GSR.

5.3 Qualifications: All members of the ASC vote in any matter that has not been sent back to the groups for a formal GSR vote. GSRs or their Alternates may vote and cast ballots during voting of that branch of the ASC provided that:

- a) their Group is on the ASC's active list.
- b) they were present during formation and discussion of the item to be voted upon, or sufficiently notified of the proposal via the ASC minutes.

5.4 Designation of Active and Inactive Groups: In conjunction with the roll call at the beginning of an ASC meeting, a roster of group representation will be made, and voting privileges of GSRs will be established.

5.4 (1) Active: A Group who sends its GSR or Alternate for a second consecutive meeting of the ASC.

5.4 (2) Inactive: A Group that is not represented by its GSR or Alternate for two consecutive meetings of the ASC. Such Group will be placed on the ASC's Inactive list.

5.4 (3) New Groups: Are to be recognized at the time of roll call, and will be voted in at the beginning of New Business.

5.5 Quorum: The ASC may conduct all business provided a simple majority of Groups on the Active List are present.

5.6 Parliamentary Authority: The current edition of Robert's Rules of Order will be used to expedite the business of the ASC, provided it is not in conflict with WSC approved literature, these guidelines, or special rules this committee may adopt.

5.7 Regular Meeting: The regular monthly meeting of the ASC is held on a date and time agreed upon at the previous regular meeting of the ASC. Such date and time can fluctuate according to the needs of the ASC.

5.8 Election Meeting: The regular meeting in the months of May, September, and October shall be known as Election Meetings and shall be for the purpose of electing Trusted Servants as provided in Article 6 in addition to all other business.

5.9 Annual Meeting: Every November the ASC shall conduct the Annual Meeting of the Ozark Area Service Committee of Narcotics Anonymous. In addition to the regular business of the committee:

- a) Performance of the OASC's purpose will be evaluated, and shall also include evaluation of the necessity of all Standing Sub-Committees.
- b) Annual budgets for Sub-Committees and Administrative Offices will be submitted for approval.

- c) Proposed changes to the Area Guidelines appraised and either approved, disapproved, or tabled for Group input.
- d) Prudent Reserve for the fiscal year established.

5.10 Special Meeting: In the case of urgent business that cannot wait until the next scheduled meeting, the OASC Chair may call for a special meeting to be held. 2/3 of seated Administrative Officers, including the Secretary, must be present, and a majority of Subcommittee Chairs and GSRs must have been notified at least 24 hours in advance of the meeting. Decisions will be made by unanimity and agreement rather than voting, and any decisions will be evaluated and either approved or revoked at the next scheduled meeting of the OASC.

5.11 Group Liability Insurance: Any group wishing to have the liability insurance coverage offered by and paid for by the Show-Me Region, must put in formal group registration with World Service of Narcotics Anonymous on NA.org. Any questions about liability insurance coverage paid for by the Show-Me Region must be directed to the Show-Me Region. You may contact the Ozark Area RCM to assist you in completing the process for insurance.

Article 6. Trusted Servants – Elections, Terms, Clean Time Requirements, and Removal

6.1 Elections: The ASC will hold elections for Trusted Servants as follows:

6.1 (1) Scheduled Elections:

- a) The Chair, Vice-Chair, and Treasurer shall be elected in the month of October to serve through the following October meeting of the ASC whence their successor shall assume office at the beginning of New Business.
- b) The Regional Committee Member, RCM-Alternate, and Secretary shall be elected in the month of May to serve through the following May meeting of the ASC whence their successor shall assume office at the beginning of New Business.
- c) Sub-Committees may present to the ASC their committee officer nominees one month prior to when that committee's officers begin their one-year term.
- d) The Website Coordinator shall be elected in the month of October in an even numbered year to serve through the following even numbered year in October whence their successor shall assume office at the beginning of New Business.

6.1 (2) Interim Elections: Nominations may be closed and candidate(s) voted on at the same meeting provided the Groups have had at least one monthly ASC cycle to view a resume and discuss the candidate(s) qualifications.

6.2 Nominations: may be submitted at any time during New Business. Nominations for Administrative Officers must come from a GSR, and nominations for Sub-Committee Chairs must originate from the members of that Sub-Committee. Also, nominations: a) Must be seconded by a GSR.

- b) Are to be closed one month prior to a scheduled election.
- c) Must be accepted in person and accompanied by a Service Resume detailing any, all, and only N.A. service from clean date through the date of nomination, and any other specifics the nominee believes may be pertinent.
- d) May not be closed at the same meeting at which they are opened.

6.3 Clean time Requirements: unless waived by a 2/3 vote of the ASC, nominees must have: a) Five years clean time for Treasurer.

- b) Four years clean for RCM.
- c) Three years clean for RCM Alternate and AASC Chair (plus previous OASC service experience).
- d) Two years clean for Chair, Vice-Chair, Secretary, H & I Chair, and PR Chair.
- e) Two years clean for the Website Coordinator.

6.4 Candidates: must offer their resignation of any Area Trusted Servant position held immediately prior to the election, and such offered resignation shall be considered during New Business.

6.5 Balloting: is done by written ballots submitted to and tallied by the Chair and the Secretary and/or Vice-Chair at the time of voting. Ballot results will not be stated or published by number.

6.6 Trusted Servants may be removed: from office by a 2/3 vote of GSR's on the Active List during New Business at regular monthly meetings of the ASC, or by unanimity and agreement at a Special Meeting, in the case of:

- a) Loss of clean time.
- b) Two consecutive, or consistent, absences at Area Service Committee meetings.
- c) Non-fulfillment of duties as specified in the Area Guidelines.

Article 7. Responsibilities of Certain Trusted Servants

7.1 The Chair of the Ozark Area Service Committee:

- a) Will call each meeting of the OASC to order at the appointed time.
- b) Shall conduct and expedite business with impartiality and fairness.
- c) Is to post or distribute an agenda and order of business at each ASC meeting prior to calling the meeting to order, and will call orders of business in sequence.
- d) Enforces Robert's Rules of Order when appropriate, and prior to every vote shall have the Secretary state in full the motion on the floor.
- e) Consults the Vice-Chair when questions of order arise and either makes a ruling or submits the question to the ASC as a whole for decision.
- f) Assumes the duties of the Vice-Chair when that office is vacant.
- g) Appoints any Ad-Hoc Chair, subject to ASC approval, and serves as a non-voting member of Ad-Hoc Committees.
- h) Authenticates by signature any necessary acts, orders, and proceedings of the ASC.
- i) Declares the meeting adjourned upon completion of business, and may declare a recess when the safety or sanity of those present may be in jeopardy.
- j) Is a co-signatory on OASC of Narcotics Anonymous bank accounts, and cooperates with the Secretary in maintaining the Area's files and archives.
- k) Distributes to GSRs approved guideline changes as an addendum to the Ozark Area Guidelines at, or prior to the next scheduled meeting of the ASC.
- l) Annually, in October, the Chair will incorporate any guideline addendums from the previous year into the OASC Guidelines and submit to the ASC for approval.
- m) Will collect any and all OASC property from any trusted servant at the end of each service commitment when there is no immediate successor to the position.
- n) Will update IRS Form 8822-B "responsible party" for the OASC's EIN, and e-file IRS Form 990-N Electronic Filing System (e-Postcard) after the October meeting of the OASC.

7.2 The Vice-Chair of the Ozark Area Service Committee:

- a) Acts as Chair in case of absence or vacancy of the office of the Chair.
- b) Is a co-signatory of any Sub-Committee bank account.
- c) Attends and helps coordinate Sub-Committee functions, is a standing member of all Sub- and Ad-Hoc Committees, and acts as Chair for any joint Sub-Committee meetings.
- d) Shall be available to help GSR's with any matter of the service structure; guidelines, Parliamentary procedure, etc.
- e) Is Parliamentarian for the ASC.

7.3 The Secretary of the Ozark Area Service Committee:

- a) Keeps minutes, reports, correspondence, and non-archival documents and proceedings of the ASC generated within the last year available at all meetings of the ASC.
- b) Prepares and distributes copies of Minutes to GSR's, ASC Trusted Servants, the Show-Me Region, and Narcotics Anonymous World Services within two weeks of a meeting of the ASC.
- c) Handles the correspondence of the OASC which is not a function proper to Sub-Committee or Administrative Officers.
- d) Takes Roll Call at ASC meetings and includes a list of Active and Inactive Groups in the Minutes.
- e) Includes in the Secretary Report received correspondence and receipts for printing and mailing expenditures.
- f) Chairs the ASC meeting when Chair, Vice-Chair, RCM, and RCM-Alternate are absent.
- g) Cooperates with the Chair in maintaining the Area's files and archives and notifying N.A. members of Special Meetings.
- h) Includes in ASC Minutes the Date and location of upcoming Group and ASC functions; the date, time and location of all ASC Subcommittee meetings; and name and contact information for ASC Administrative Officers and Subcommittee Chairs.

7.4 The Treasurer of the Ozark Area Service Committee:

- a) Bears the responsibility of disbursing the OASC's funds as directed or authorized by the ASC.
- b) Is the authoritative signatory on all OASC bank accounts.
- c) Includes in Treasurer's report receipts and disbursements of the preceding month and projected upcoming expenses.
- d) Will have all financial records of the preceding six months on hand at each meeting of the ASC.
- e) Is a co-signatory on any Subcommittee bank account.
- f) Will maintain a tally of subcommittee budgets (fiscal expenditures and available balances).
- g) Along with the OASC RCM, will be a holder of the "administrative password" for the ASC Website.
- h) Will update IRS Form 8822-B "responsible party" for the AASC's EIN, and e-file IRS Form 990-N Electronic Filing System (e-Postcard) after the October meeting of the OASC.

7.5 The Regional Committee Member: of the Ozark Area Service Committee:

- a) Represents and carries the Ozark Area's conscience at each Show-Me Region Service Committee Meeting, Regional Interims, and Conference Agenda Report Workshops, and relays as much of this information as can be obtained at each of these meetings to the ASC at the next scheduled Area meeting.
- b) Will abide by the Show-Me Regional Guidelines.

- c) Notifies the RSC Chair of OASC generated agenda items according to RSC Guidelines, and makes available to the RSC Ozark Area Minutes, correspondence, and information about workshops and functions within the Ozark Area.
- d) Summarizes the work of the past year at the Annual Meeting.
- e) Will Chair meetings of the ASC in the absence of the Chair and Vice-Chair.
- f) Requests funds (if available) for lodging expenses at the Regional Business meeting. RCM budget includes a provision for one or two rooms for one or two night; an assessment of need will be determined by the ASC at the meeting held prior to Regionals.
- g) Shall be a signatory on the OASC bank account.
- h) Along with the ASC Treasurer, will be a holder of the “administrative password” for the ASC Website.

7.6 The Regional Committee Member-Alternate of the Ozark Area Service Committee:

- a) Attends and participates at all meetings of the RSC and will sit in for absent ASC Sub-Committee Chairs.
- b) Acts as RCM in case of absence or vacancy of office of the RCM.
- c) Chairs the ASC Meeting in the absence of the Chair, Vice-Chair, and RCM
- d) Assists the Chair with the duties of the Vice-Chair (exception: 7.2b) when that office is vacant or absent.

7.7 The Website Coordinator of the Ozark Area Service Committee:

- a) Maintain the Area website (verify workable links, consistent backups, etc.)
- b) Make all updates to the online meeting schedule in a timely manner. (Monthly)
- c) Report area functions on the activities page.
- d) Upload area minutes to the archives after they have been approved by the ASC.
- e) Check information on minutes prior to uploading and remove all personal information such as last names, addresses, phone numbers etc.
- f) Add or delete email addresses of trusted servants.
- g) Update na.org website to reflect area meeting changes.
- h) Attend, in person, ASC meetings quarterly.

Article 8. Sub-Committees

8.1 Definition: The ASC may establish Sub-Committees as necessary to perform certain functions deemed necessary by GSRs to fulfill the purpose of the ASC. Sub-Committees are, by definition, more than one person and are directly accountable and responsible to those they serve. The formation of these Sub-Committees shall be authorized by a 2/3 vote of the GSRs on the Active List. An Ad-Hoc Committee shall be formed to institute such a committee, (create guidelines, nominate officers, etc....), and will be presided over by the OASC Vice-Chair or other Trusted Servant the ASC designates. Each Sub-Committee shall be given a hard copy of both the current ASC Guidelines and the Guide to Local Services in NA if the committee does not have them.

8.2 Guidelines: Sub-Committees present to the ASC for review and approval working guidelines that:

- a) Their committee feels is most appropriate at the present time.
- b) Are in harmony with WSC-approved handbooks.
- c) Are consistent with the Guide to Local Services in NA and do not conflict with the OASC Guidelines.

8.3 Meetings: Sub-Committees meet at least once a month at a pre designated place and time of their choice. The time and place of this meeting may fluctuate but must be scheduled far enough in advance so that it may be recorded in the ASC Minutes. The purpose of these meetings includes:

- a) Making themselves available to the NA community.
- b) Sharing ideas, information, experience, strength, and hope.
- c) Planning their efforts for the month in light of human and financial resources.

8.4 Members: All NA members are encouraged to participate in a Sub-Committee as an introduction to service work and experience the larger NA community of our world-wide Fellowship. The Chair or other designee of each Sub-Committee is to attend RSC Sub-Committee meetings and workshops. The Ozark Area Service Committee suggests that GSR-Alternates act as liaison between sub-committee activity and their Home Group

Article 9. Ad-Hoc Committees

The Chairperson of the ASC may call for the formation of Ad-Hoc committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership, and duration of existence of an Ad-Hoc Committee shall be specifically stated by the ASC at inception, and is to be recorded in the Minutes of that meeting.

Article 10. Area Reports

10.1 GSRs are asked to submit for inclusion into the ASC Minutes a written report. This report may include:

- a) A general summary of Group business, including any Group's experience that would benefit other Groups and/or the Area. This may include any recent problems and solutions.
- b) A report of growth since the last ASC meeting, i.e., average attendance and general welfare of the group.
- c) The GSR's or Group's current address and/or phone number.
- d) A list of the Group's meeting place and time of meeting.
- e) A general report of the Group's financial health, and any donation to the ASC.

10.2 Sub-Committee Chairs: shall submit for inclusion into the ASC Minutes a written report detailing: a) Workshop progress during the previous month.

- b) Resolutions of the previous committee meeting.
- c) Communication with Regional Sub-committee chairs and a report from any RSC meetings or function.
- d) Disbursement of Area funds, and receipts from any functions or other source.
- e) Amount of budget funds spent to date, and remaining balance.
- f) Chairs must be present at all Area meetings or provide a written report of why they are unable to attend.

Article 11. Budgeting and Prudent Reserve

11.1 Annual Budgets shall be submitted for discussion and amendments at the October meeting for approval at the November meeting by all Administrative Officers and Sub-Committee Chairs. Budgets should be reasonable, based primarily upon Group contributions, and may include: a) Lodging expenses for Regional Business Meetings (RCM)

- b) Literature and workshop funding for Sub-Committees.
- c) Postage, printing, and mailing costs (Secretary, Chair, Treasurer).
- d) Start-up funds for OASC functions (AASC).

11.2 Prudent Reserve shall be evaluated annually and adjusted to reflect the ASC's current service obligations, and shall be no more than 100% of approved Administrative and Subcommittee budgets.

11.3 ASC funds above Prudent Reserve at the end of each ASC meeting prior to the Regional Business Meeting shall be sent with the RCM to the Show-Me RSC.

Article 12. Amendments of Guidelines

In addition to the provisions of 5.9(c) these guidelines may be amended at any regular meeting of the OASC by a 2/3 vote of GSRs on the Active List, provided that the exact working of the proposed change has been submitted in writing and posted in the ASC Minutes in a manner that allows the Groups to have a full discussion and informed conscience taken prior to moving the proposed amendment to the floor of the ASC for approval / rejection.