

AREA GUIDELINES

SIouxLAND AREA OF NARCOTICS ANONYMOUS

REVISION 08/10/2008

I. PURPOSE AND SCOPE:

The purpose of the Siouxlnd Area of Narcotics Anonymous (SANA) Service Committee is to be supportive of its area and groups and their primary purpose by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.

The Guidelines that follow are standards that will allow the Area Service Committee (ASC) to function in a manner that is fair, equitable and consistent. They will allow the ASC to reach the addict who still suffers without controversy or confusion. These guidelines are suggested only. Keep in mind that they were drawn up with the input and wisdom of group conscience. Also keep in mind that A Guide to Local Services should be followed to the best of our ability.

II. SUGGESTED AGENDA FOR THE ASC MEETING

1. Open with a moment of silence and the Serenity Prayer
2. Reading of the Twelve Traditions
3. Reading of the Twelve Concepts
4. Roll-call of Area Officers and GSRs and passing of attendance sheet
5. Reading and approval of minutes from previous ASC meeting
6. Area Officer Reports
7. Subcommittee Reports
8. Group Reports
9. Old Service
10. New Service
11. Area Bids
12. Financial Requests
13. RSC & WSC Donations
14. Announcements
15. Closing Prayer

III. QUALIFICATIONS AND RESPONSIBILITIES OF AREA OFFICERS:

1. Area Service Committee Positions:
 - A. The ASC Officers consist of Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), and Alternate Committee Member (Alt-RCM), and Chairperson of each of the six standing subcommittees (Hospitals & Institutions, Public Information, Literature, Activities, Newsletter and Website).
 - B. Area officers should have a working knowledge of the Twelve Traditions, Twelve Concepts, Robert's Rules of Order, and Area Guidelines, and must adhere to all manners when caring out duties.

- C. Area Officers should be chosen from members of NA with prior service experience such as Group Service Representative (GSR), group secretary, group treasurer, or subcommittee member.
- D. Attendance is required at all ASC meetings.
- E. Area officers may be removed from office during their term by a two-thirds majority vote of the ASC voting members. Grounds for removal include relapse, not notifying the committee of absences, misappropriation of funds, and failure to carry out duties.
- F. It is recommended that area officers serve no more than two consecutive terms in the same position.
- G. If an area officer misses two consecutive ASC meetings, the Chairperson will contact the person and clarify their commitment to the area. The Chairperson will then report back to the committee for a final decision.
- H. Nominations for Chairperson, secretary, and Alt-RCM will be opened in July, closed in September, and voted on in October. Nominations for Vice-Chair and Treasurer will be opened in September, closed in November, and voted on in December.
- I. The Chairperson, Secretary, and Alt-RCM will assume their offices in November and the Vice-Chairperson and Treasurer will assume their offices in January.
- J. Persons accepting nominations for area offices are expected to be present at the area meeting at which nominations are closed to explain their qualifications and answer questions. Nominees must be present to accept nominations.
- K. Upon closing of nominations, those accepting nominations will submit to the ASC Chairperson a brief summary of their qualifications and intentions, along with a response to any questions that may have been asked them upon their acceptance. Those will be included in writing and will be distributed to the groups along with the next agenda.
- L. All resignations should be in writing. The Chairperson needs to be notified in advance so that vacancies can be included in the agenda.
- M. In the event that an area officer, other than a subcommittee chair, resigns, or is removed from office, the office will be filled on a temporary basis until the term is up. Nominations will be open immediately at the ASC meeting at which the resignation or removal takes place and closed and vote on at the next ASC meeting. Qualifications of nominees for temporary positions should be as close as possible to those stated in the guidelines. The office of Treasurer is an exception to this.
- N. In the event that the Treasurer resigns or is removed from office, the Chairperson and the RCM will be in charge of the ASC account and remain in charge until the position is filled. Therefore, the three signatures on the ASC account should be the Treasurer, the Chairperson, and the RCM. The Chairperson and the RCM will take over immediately whenever it becomes apparent that the office is vacant. They will also order an audit of the account by someone not associated with the ASC and make the results known to the ASC as soon as possible. The Chairperson will appoint the Auditor.
- O. In the event that the RCM resigns or is removed from office, the ALT RCM ascends, and a new Temporary alternate is elected.

2. Chairperson:

- A. Suggested minimum of two years continuous clean time.
- B. Presides over the monthly meeting with a firm yet understanding hand.
- C. Coordinate activities and serves as a resource person for the area officers.
- D. Responsible for area correspondence.
- E. Arrange the agenda for the monthly ASC meetings.

- F. Send out the agenda ten days prior to the next ASC meeting.
 - G. One of three co-signers of the ASC bank account.
 - H. The Chairperson votes at ASC meetings in case of a tie.
3. Vice-Chairperson
- A. Suggested minimum of two years continuous clean time.
 - B. Knowledge of subcommittee functions.
 - C. Coordinate activities and serve as a resource person for the subcommittee chairs.
 - D. Perform the duties of the Chairperson in his or her absence.
 - E. Ultimately responsible to see that the subcommittees function.
 - F. In the event that a Subcommittee Chairperson resigns or is removed from office, the Vice-Chairperson acts as Chairperson of the Subcommittee until a new Subcommittee Chairperson is elected.
4. Secretary
- A. Suggested minimum of one-year continuous clean time.
 - B. Ability to type and access to a computer and copy machine is helpful.
 - C. Keep accurate minutes of ASC business meetings.
 - D. Verify accuracy of minutes with the Chairperson two weeks prior to the ASC meeting.
 - E. Distribute copies of minutes to each GSR and area officer at the ASC meeting.
 - F. The Secretary is responsible for securing a location for the ASC meeting.
 - G. Keep a complete set of all ASC minutes.
 - H. Maintain a Trusted Servants list to be distributed each month with the minutes.
 - I. Check the area post office box on a regular basis and distribute mail as needed.
5. Treasurer
- A. Suggested minimum of two years continuous clean time.
 - B. Give verbal and written report of expenditures and contributions at each ASC meeting.
 - C. Keep accurate records of the area bank account.
 - D. Prepare an annual financial report at the end of each calendar year.
 - E. One of three co-signers of the ASC bank account.
 - F. Makes deposits promptly and makes payments when bills and receipts are presented.
 - G. Reports shall include bank statements, copies of invoices and bills for monthly expenses.
 - H. Check area post office box on a regular basis, pay bills, and distribute mail as needed.
6. Regional Committee Member
- A. Suggested minimum of two years continuous clean time.
 - B. Prior service experience.
 - C. Working knowledge of the NA service structure as a whole.
 - D. Time and financial resource to travel within the area.
 - E. Provide two-way communications between the area and the rest of NA, including neighboring ASC's, the RSC, and the WSC.
 - F. Represent the area conscience at the Iowa Regional Service Committee meeting (IRSCM).
 - G. Provide the area with the RSC agenda at least ten days before the ASC meeting preceding the RSC meeting.
 - H. Conduct the Conference Agenda Report (CAR) conscience and collect the tally.
 - I. One of three co-signers of the ASC bank account.
7. Alternate Regional Committee Member

- A. Suggested minimum of one-year continuous clean time.
- B. This is a two-year commitment. The first year as alternate, and the second year as RCM.
- C. Knowledge of the responsibilities and qualifications of the RCM and the ability to perform such duties.
- D. Attendance at the RSC meeting is required.
- E. Perform duties of the RCM in his or her absence.

IV. GENERAL OPERATIONS

1. The ASC meeting will be held on the second Sunday of each month at 1:30 p.m., with the exception of the May meeting, which will be held on the third Sunday.
2. All persons may speak at the ASC meeting, but must be recognized by the Chairperson first.
3. GSRs and ASC Officers are the only ones that can vote. The Chairperson will vote in case of a tie.
4. New groups wishing to participate in the ASC shall contact the RCM. A group is eligible to vote at ASC meetings as soon as they have registered with the Chairperson, have one contact number, and have two committed officers and a consistent meeting time and place.
5. New groups will be eligible to be put on the Area Meeting list once they have met every week for six months and fulfill the description of a NA group as written in the Guide To Local Services. In order to be considered an NA group, a group must meet the following criteria:
 - A. All members of a group are drug addicts, and all drug addicts are eligible for membership;
 - B. As a group, they are self- supporting;
 - C. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous;
 - D. As a group, they have no affiliation outside Narcotics Anonymous;
 - E. As a group, they express no opinion on outside issues;
 - F. As a group, their public relations policy is based on attraction rather than promotion.
6. Inclusion on the meeting list requires adherence to the above Section 5, A through F and to the Twelve Traditions. Not meeting those criteria may result in removal from the meeting list by motion of any member present.
7. Any meeting failing to meet as designated on the current meeting list twice within one year's time goes on probation. If there is another occurrence within the following six months, the meeting will be removed from the meeting list.
8. If a group is unrepresented at two consecutive meetings, the RCM will contact the group to reconfirm their status in the area.
9. A quorum of one-half of the active groups must be present in order for business to be conducted. Should a group miss two consecutive meeting; they are considered to be inactive. In order for a group to be considered active again, they have only to attend an ASC meeting.
10. New groups are recommended to register with the World Service Office.
11. Bids for hosting the upcoming ASC meeting will be taken at each months meeting. It is recommended that this not be limited to Sioux City.
12. Mailbox keys will be issued to the Treasurer and the secretary.
13. Voting for area and subcommittee officers will be done by secret ballot.
14. A two-thirds majority vote is required to change or suspend existing policy.
15. All reports to the ASC meeting must be in writing and given to the Secretary.
Reports will be written on 8 ½ x 11 paper and written in black ink.
16. The ASC meeting will last no more than three hours. A two-thirds majority is needed to override policy and continue with the meeting.

V. MOTIONS:

1. Any member present may make motions.
2. Proposed motions will be presented and clarified before calling for a second.
3. All motions require a second (when called for) or the motion dies.
4. A two-thirds majority is required to rescind a motion.
5. Once a motion has been seconded, the Chairperson will set a time limit for discussion, both pro and con. If controversy still continues, we will recess for five minutes and come back for one pro and one con, and then vote.
6. The Chairperson may change the length of time for discussion if necessary and two-thirds of the voting members agree.

VI. FINANCES

1. We are self-supporting through our Seventh Tradition. The Siouxland Area Narcotics Anonymous Service Committee will pay their expenses. Area will pay the necessary monthly rent for ASC meeting facilities.
2. The ASC will have a non-interest-bearing checking account at a local bank.
3. SANA will contribute to the IRSC and the WSC. It is recommended that groups donate to the ASC, RSC, and WSC as described on page 39 of A Guide to Local Services.
4. The prudent reserve will be set at three months operating expenses. Operating expenses include telephone / Helpline expense, rent, meeting lists, copying, RCM travel, PO Box rent, and mailing.
5. The Literature Subcommittee will have a non-interest-bearing checking account. The value of the Literature account will be set by the ASC.
6. Financial requests will be in writing, handed to the Treasurer by the end of Old Service, and voted on at each ASC meeting. The Treasurer will post the check number on all written requests.
7. The Treasurer will automatically delegate money for the normal operating expenses as described above when encountered and will report back to the ASC.
8. Receipts are required for all transactions involving ASC funds.
9. GSR's will bring group contributions to the ASC meeting and forward them to the ASC Treasurer. SANA recommends that all group donations be in check or money order.
10. Two of the three signatures are required on the ASC checking account; two signatures are required on the Literature checking account.
11. Mileage will be paid for no more than two cars to travel to the RSC meeting or when the RCM travels outside the area on regional business. Expenses for lodging in a reasonable hotel may be paid for these individuals.
12. By the end of January, the ASC and Literature Subcommittee checking accounts will be audited. The auditor will be someone outside of the ASC. The Treasurer will forward receipts of all expenses and deposits to the auditor. A report will be made on the results at the February ASC meeting.

VII. SUBCOMMITTEES:

1. There are six standing Subcommittees:
 - A. Hospitals and Institutions (H&I);

The Hospitals and Institutions Subcommittee conducts panels that carry the NA message to addicts who often have no other way of hearing our message. H&I Subcommittee responsibilities sometimes overlap those of the Public Information Subcommittee. For this reason, we encourage the two Subcommittees to closely cooperate with one another.

B. Public Information (PI);

The general mission of the Public Information Subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had by either contacting the Helpline or by attending an NA meeting. PI may also conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to local media inquiries. Public Information may also develop a panel to focus on local treatment and correctional professionals. Because some of the duties of the committee overlap with those of H&I, it is encouraged that the two Subcommittees work closely together.

- i. The SANA Helpline is the responsibility of the PI Subcommittee and maintains a telephone information service for SANA that helps addicts and others in the community find us quickly and easily.

C. Newsletter;

The Newsletter Subcommittee runs articles on local service activities, member's experiences, and area and regional events. Keep in mind that NA newsletters are often read as if they speak for Narcotics Anonymous as a whole, no matter how many disclaimers the Subcommittee prints. We therefore encourage the ASC to heed the Fifth Concept when approving an issue, ensuring the newsletter has a responsible editorial policy.

D. Literature;

The Literature supply Subcommittee maintains a stock of NA literature, i.e., books and pamphlets that can be purchased by local groups.

- i. The Literature Subcommittee checking account shall require two signatures but may have more than two signatories. The Literature Subcommittee Treasurer has a suggested clean time requirement of two years.
- ii. Meeting lists are the financial responsibility of the ASC, but shall be kept up to date the Literature Subcommittee.
- iii. Meeting lists will be reviewed every three months and updated as necessary.

E. Activities;

Dances, picnics, campouts, and special speaker meetings - the Activities Subcommittee puts on these events. Activities like these provide a greater sense of community for the local NA Fellowship and produce additional area income. It should be kept in mind, however that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding NA services. All fliers distributed by the committee displaying one of the NA logos must use a registered trademark symbol (®).

F. Website:

The Website subcommittee is responsible for maintaining the SANA website located at www.siouxlandna.org. The subcommittee chair should be the webmaster, and have the software and abilities to keep our website updated and current. Duties include keeping our meeting and events pages up-to-date, uploading flyers and creating links to those flyers on the events page, keeping the downloadable meeting list current and keeping our meetings posted at www.na.org current. And keeping the Iowa Region webmaster informed of meeting changes. In addition, the webmaster keeps a current contact list of all SANA officers, subcommittee chairs, and GSRs which is emailed to same whenever there is a change. This subcommittee relies on cooperation from the PI subcommittee. This

subcommittee also asks all officers and GSRs to email knowledge and flyers about planned events to sanaweb@cableone.net.

2. All Subcommittees are directly responsible to the ASC. The area Vice-Chairperson will facilitate this.
3. Subcommittee Chairpersons will be nominated and elected by the ASC. The Literature Treasurer must be approved by the ASC. The separate Subcommittees will elect other subcommittee officers.
 - A. Qualifications for the Subcommittee Chairpersons are as follows:
 - i. Suggested clean time of one year for H&I, PI, and Newsletter, two years for Activities, Literature and Website.
 - ii. Participation in ASC subcommittee meetings and participation at RSC subcommittees where appropriate are required.
 - iii. Knowledge of NA service structure.
 - iv. Prior subcommittee membership / participation is required.
 - B. Subcommittee Chairpersons will serve for one year and it is suggested that they remind the area Chair in advance of their terms end. Nominations will be opened in the eleventh month of their term, and closed and voted on the next.
 - C. If a Subcommittee Chairperson resigns or is removed from office, a new Subcommittee Chairperson will be elected for a full term at the next ASC meeting.
 - D. Subcommittee Chairpersons shall attend all ASC meetings and report on the subcommittee's activities and progress of their subcommittee.
4. Subcommittee Chairpersons will notify the groups as to the time and location of their subcommittee's meetings.
5. All subcommittees will adhere to Area Guidelines to the best of their ability.
6. It is strongly suggested that each subcommittee keep accurate records of its procedures.
7. Each subcommittee shall submit a quarterly work plan and budget. Work plans and budgets will be submitted in January, April, July, and October. Budgets and work plans must be approved by the ASC.
8. Subcommittee Chairpersons are responsible for cultivating membership for their subcommittees.