

# **Southeast Nebraska Area Narcotics Anonymous Service Guidelines**

Revised with the Amendments Included thru July 2015

## **I. PURPOSE AND SCOPE**

The name of this committee shall be the Southeast Nebraska Area Narcotics Anonymous Service Committee (hereafter referred to as S.E.N.A.N.A. ASC). The purpose of the S.E.N.A.N.A. ASC is to be supportive of the Southeast Nebraska Area and its groups and their primary purpose. The S.E.N.A.N.A. ASC follows the suggestions regarding the most current edition of the "Guide to Local Service in Narcotics Anonymous". S.E.N.A.N.A. ASC serves the Southeast Nebraska geographical area and invites other groups within the geographical area who would care to, to also be a part of the S.E.N.A.N.A. ASC.

The S.E.N.A.N.A. ASC meets the first Sunday of every month at 2:00pm unless otherwise scheduled at a previous ASC meeting.

The S.E.N.A.N.A. ASC will maintain standing subcommittees of Activities, Public Information (PI), Hospitals and Institutions (H & I), Literature, and Policy. Ad Hoc Committees may be formed for one specific purpose and when that purpose is completed, are automatically disbanded. At the agreement of the Executive Committee, the Chair may appoint a chair for the Ad Hoc committee when the committee is formed. They may also agree that the Vice Chair will chair the first Ad Hoc Committee meeting, where a chair for the Ad Hoc will be elected by the members of the Ad Hoc committee. All committees will set their respective meeting times and locations and make monthly reports to the S.E.N.A.N.A. ASC.

## **II. ABBREVIATIONS**

1. ASC.....Area Service Committee
2. XC.....Executive Committee
3. S.E.N.A.N.A.....South East Nebraska Area Narcotics Anonymous
4. NRSC.....Nebraska Regional Service Committee
5. GSR.....Group Service Representative
6. Alt. GSR.....Alternate Group Service Representative
7. WSC.....World Service Committee
8. WSO.....World Service Office
9. RCM.....Regional Committee Member
10. Alt. RCM.....Alternate Regional Committee Member
11. CAR.....Conference Agenda Report

## **III. AGENDA FOR ASC MEETING**

- 1.** Open with a moment of silence for the addicts who still suffer followed by the Serenity Prayer
- 2.** ASC Readings of:
  - a)** Definition and Purpose of an ASC
  - b)** Service Motivation
  - c)** 12 Traditions of Narcotics Anonymous
  - d)** 12 Concepts of Service
- 3.** Roll Call
  - a)** Executive Committee  
(Chair, Vice Chair, Secretary, Treasurer, RCM, RCM ALT)
  - b)** Subcommittees (P.I., H&I, Policy, Literature, Activities)
  - c)** Groups
  - d)** Visitors
- 4.** Are there any GSR's who would like to read their reports aloud or have any issues or concerns about their group?
- 5.** Would our secretary please read aloud any submitted reports of groups not in attendance to today's ASC?
- 6.** Questions, Corrections, & Approval of last month's minutes
- 7.** Questions, Corrections, & Approval of Treasurer's financial statement
- 8.** Executive Committee reports
- 9.** Subcommittee reports
- 10.** Elections and/or Nominations
- 11.** Old Business
- 12.** Open Floor (members submit a brief statement of the topic they would like to share prior to the opening of starting session) Members will follow the open floor rules.
- 13.** Open Floor Rules
  - a)** Anyone with a topic that they would like to discuss in open floor should write down their name and the topic, on the topic sheet, so that they can be recognized during open floor by the chair. The order of each topic recognized will be on a first come, first heard basis.
  - b)** We ask that everyone who shares during open floor be courteous of others. Please allow everyone a chance to share without interruption. Even if you don't agree, are not interested, or feel the topic doesn't pertain to you, please do not act in any manner that would make another member feel that their opinions are silly, or that they don't have a right to share at their ASC. Do not jump on ahead of other member, talk over them, and please **DO NOT CROSS TALK!!!!** Give them the same courtesy and respect that

- others before you gave you.
- c) Open floor lasts for 15 minutes. A timer will be set for 15 minutes to indicate when open floor is over. At the end of 15 minutes, if there are still topics to discuss, the chair will entertain a motion to extend the open floor section for another 15 minutes. Please put forth a motion to extend the open floor time, if there are still topics to discuss, so everyone has a chance to share on their topic. Remember how you would feel if your topic was the one last on the list.
  - d) Once the timer starts, the Chair or Vice Chair will announce the first topic and ask to see by a raise of hands who would like to speak on this topic. Your name will be written down and called out, either by the Chair or Vice Chair, when it is your turn to speak. Please do not share until it is your turn to do so, to allow everyone a chance to share.
  - e) Each NA member that would like to speak on a topic, whether for or against, or just FYI, will have 3 minutes to speak. When the 3 minute timer goes off your time to share on that topic is over. You need to stop sharing at this time. Once everyone has shared at least once, if you still have more to offer, you may raise your hand to let the Chair or Vice Chair know and receive another 3 minutes to share on that topic.
  - f) Please do not repeat the same point or opinion over and over. If you are sharing an opinion that has already been shared, the Chair or Vice Chair will verbally make note of that, and call the next member to share. This is not to stop you from voicing your opinion, but to allow everyone a chance to give new ideas on each topic. If you realize that the point you were going to make has already been made, please pass your turn on to the next member in line to share.
  - g) No new topics will be discussed until each topic is finished. **THERE IS TO BE NO CROSS TALK DURING OPEN FLOOR!!!!** If you have an answer, question, or opinion that you would like to voice, wait for your turn to speak. Do not jump in before it is **YOUR TURN TO SHARE.**
  - h) If you are attempting to share when it is not yet your turn, the Chair or Vice Chair will let you know that you are out of order and call the next person who has already requested ahead of you to share. You will then be called when it is your turn.
  - i) After everyone has had a chance to share on a topic, the Chair will announce the next topic to be discussed and the open floor

procedure will be started again.

- j) The ASC hopes that these new open floor procedures and reminders will help to make open floor a RECOVERY BASED EXPERIENCE.

#### **14. New Business**

- a) Any member can make a motion; however Chair must step down to make a motion.
- b) A voting member must second a motion or it fails.
- c) Motions need to be submitted in writing with the intent and explanation of financial impact, if any.
- d) The maker and the seconder speak to the motion first.
- e) After a motion is made, seconded, and spoken to by the maker and seconder, a group conscience will be conducted by the chair to determine if further discussion is necessary.
- f) See section IV for more information on Motion Procedures.

#### **15. Take recommendations for, and vote on location of subsequent ASC,**

- a) To rotate the ASC throughout the boundaries of the area of southeast NE, meetings can ask to host area, provided they have secured a facility.
- b) Groups will submit a bid 2 months in advance for the ASC meetings out of town.

#### **16. Announcements**

**17. Close with “Just for Today”, “Third Step Prayer”, or “My Gratitude Speaks”.**

## **IV. VOTING/MOTION PROCEDURES**

### **Voting Procedures**

1. New Groups need to be present at 2 consecutive ASC meetings in order to vote. They will be able to vote at their 3<sup>rd</sup> consecutive ASC meeting and at every meeting thereafter.
2. The following shall be voting members:
  - a) Each registered group/meeting will have one vote each
  - b) The chairperson will break a tie
3. A GSR/Proxy may only carry one vote and may only represent one group/meeting.
4. Any change, repeal, or addition to the ASC Guidelines must be sent back to groups for their approval. And, will require a 2/3 majority vote from groups with a GSR/Proxy present.
5. All other votes require a simple majority of all voting GSRs/Proxies.
6. Abstentions/Not Voting are not included in the total number of votes and not counted in any way. It is as though the group was not present at the vote.

7. All motions that have any amount of financial impact **MUST** go back to groups for their approval.
8. Chairperson's Rule:
  - a) Consists of 2 alternating pro/con discussions and then a vote on the motion
  - b) 2 GSRs/Proxies may call to implement this rule any time after a motion has been presented, seconded, and spoken to by the maker and then the seconder of the motion.
9. All voting members are requested to have a working knowledge of these guidelines.

### **Motion Procedures**

All motions must be written on motion forms, submitted to the chair and seconded to be recognized on the area floor.

#### **Main Motions**

- a) Only the acting ASC Chair may entertain a motion.
- b) Only GSRs/Proxies attending ASC may second a motion.
- c) All motions must be submitted in writing with intent as well as with any projected financial impact.
- d) Procedural motions (motions to accept, etc.) do not need to be written.

#### **Motions to Postpone for Group Conscience**

- a) Anyone may make a motion to postpone a motion for a group conscience
- b) A second to the motion is required by a GSR/Proxy
- c) If it carries by a simple majority of GSRs/Proxies present, the motion goes back to the groups.
- d) If a motion to postpone is defeated, the motion is brought back to the floor to be voted on immediately by GSRs/Proxies
- e) Motions that have a financial impact for the area must go back to the groups to be voted on unless previously addressed in the ASC guidelines or within an Executive or Subcommittee budget.

## **V. NOMINATIONS AND ELECTIONS**

1. Nominations take place 3 months prior to the position coming open. On the 1<sup>st</sup> month's ASC, nominations are opened. At the 2<sup>nd</sup> month's ASC, nominations are presented, accepted and closed with a service resume presented at that time. At the 3<sup>rd</sup> month's ASC, elections are conducted as Old Business.
2. A person should be present to accept a nomination for a position, however at the discretion of the chair, may submit a written acceptance of the nomination

if there are extenuating circumstances preventing the nominee's presence at the ASC at the time nominations are to be accepted.

3. The service resume submitted when a nomination is accepted needs to identify:
  - a) Clean Time
  - b) Service Experience
  - c) Ability, talents, and willingness to serve in the position
  - d) Working knowledge of 12 steps, 12 Traditions, and 12 Concepts
4. Any member on NA may present a nomination.
5. All nominations must be seconded by a GSR/Proxy.
6. Newly elected trusted servants will take office at the next ASC following elections.
7. The outgoing trusted servant is asked to assist the newly elected trusted servant for 2 months in order to ensure a smooth continuity of service.
8. If an Area Level position has no nominee, the position will remain in open status until such time that a nomination is brought forward. At that time, the nomination is taken back to the groups for a vote.
9. Any XC member or Subcommittee Chair that has been removed from a service position at the area level for dereliction of duties or lack of attendance cannot be re-nominated for a position for a period of 2 years.

## **VI. FINANCES**

1. The ASC will operate on a yearly budget based on budgets submitted by the Executive Board and Subcommittee Chairs
2. The ASC will operate with a prudent reserve of the 3 upcoming month's expenses before any monies are forwarded to the next level of service and reviewed on a quarterly basis in January, April, July, and October.
3. Reimbursement of personal funds expended in the course of ASC business will be submitted with a receipt to the treasurer.
4. Financial requests above the budgeted expenses for operation of the ASC, XC, or subcommittees will be submitted in the form of a motion to the ASC.
5. The ASC will also operate on a prioritized budget in the event of a lack of funding for all expenses which is as follows:
  - a) ASC Rent
  - b) PO Box Rent
  - c) Phone line and Answering Service Costs
  - d) Meeting lists
  - e) Website cost
  - f) H&I expense (literature only)
  - g) Startup costs for an emergency fundraiser to Activities
  - h) XC expenses (including RCM travel to NRSC)

- i) Other committee expenses**
- 6.** The ASC Checking account will be a 2-signature account with the Chair, Vice Chair, Secretary, and Treasurer as the only signers on the account.
- 7.** The Treasurer will maintain 2 sets of records – one that consists of the past 2 years bank statements, check registers, and receipt books, and the other will be a ledger book that is maintained on a monthly basis that reflects each subcommittee's allocated budgets, as well as the XC allocated budgets and the expenses paid out on those budgets.
- 8.** The Treasurer will balance the checkbook monthly and submit a monthly financial statement at each ASC for the prior month's income and expenses.
- 9.** Receipts will be kept for a period of 2 years to reflect checks written.
- 10.** Each subcommittee member and XC committee member who uses NA funds will submit an annual budget in the form of a motion at the beginning of the fiscal year, which runs from February to February.
- 11.** All subcommittees and XC members that use donated funds to further the primary purpose are required to maintain a bound ledger to track funds used for that purpose in order to provide a continuous memory for how the money is used. All such subcommittees and XC members will turn in a monthly financial statement reporting what their expenses were and what was paid for the previous month, how much of their budget was used and their current balance of monies, including their checking account balance if they have a checking account.
- 12.** All subcommittees who use donated funds will be audited on a yearly basis at the end of the fiscal year in February.
- 13.** The ASC will follow the procedure for financial review as described in the most current edition of the Treasurer's Handbook.
- 14.** An ASC Treasury audit will be conducted each time there is a change in the Treasurer position.
- 15.** The Treasurer will prepare and submit a financial year end statement summarizing income and expenses for the entire year at the end of the fiscal year in February.

## **VII. QUALIFICATIONS AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS**

### **1. CHAIRPERSON**

- a)** Minimum of 4 years continuous clean time.
- b)** Be able to run the ASC with a firm and understanding manner.
- c)** Service experience at the ASC.
- d)** Will encourage adherence to the guidelines, as well as attempt to be absolutely fair and impartial and express no opinion at ASC meetings.

- e) One of the cosigners on the ASC bank account.
- f) May appoint an interim chair for subcommittees and XC positions that are unfilled, pending approval of voting members of ASC. May also appoint an ad hoc chair until the ad hoc elects as chair.

## 2. VICE-CHAIRPERSON

- a) Minimum of 2 years continuous clean time.
- b) Be able to run the ASC in the Chair's absence with a firm and understandable manner.
- c) When possible, the Vice Chair will become the Chair on approval of the group's vote in order to provide continuity of service.
- d) Service experience as a GSR.
- e) One of the cosigners on the ASC bank account.
- f) Holder of 1 of the 2 keys to the SENANA ASC P.O. Box and will pick up the mail each month before the next ASC and bring it to the ASC as well as being a named on the P.O. Box Registration Card.
- g) Coordinate subcommittee activities as outlined in the Guide to Local Service and is available by request of subcommittee chairs
- h) Maintain area archives and files.

## 3. SECRETARY

- a) Minimum of 1 year continuous clean time.
- b) 6 months experience at the ASC.
- c) Keeps accurate minutes of the ASC meeting.
- d) To record all votes of all election and motions in the ASC minutes by group.
- e) Distributes minutes of the ASC at least 12 days prior to the ASC either by hand delivery, email, or regular postal mail.
- f) One of the cosigners on the SENANA ASC bank account.
- g) Must have access to a computer with email and internet capabilities.

## 4. TREASURER

- a) Minimum 3 years continuous clean time.
- b) 1 year experience as group treasurer or GSR.
- c) Experience with balancing a check book and maintaining a checking account.
- d) Gives a written financial report at each SENANA ASC.
- e) Make payments and deposits on behalf of SENANA ASC.
- f) Keeps accurate records of ASC bank account and maintains ledger of SENANA ASC, XC, and subcommittee income and expenses.
- g) Gives annual financial report of ASC treasury in February of each

- year.
- h)** A cosigner on ASC bank account.
- i)** Maintains ASC Post Office box and is on the PO Box registration card.
- j)** Participates in annual subcommittee financial audits.

#### **5. REGIONAL COMMITTEE MEMBER**

- a)** Minimum 4 years continuous clean time.
- b)** 2 years' experience at ASC.
- c)** Represents with a written report and votes for SENANA at the NRSC and reports back to the ASC with a written report.
- d)** Maintains correspondence with the NRSC and surrounding areas.
- e)** Shall attend all SENANA ASC and NRSC meetings.
- f)** Sits in on subcommittees and general assembly at the NRSC.
- g)** Submits a yearly budget for expenses to the ASC for RCM and the Alternate RCM.
- h)** Holder of the 2<sup>nd</sup> key to the SENANA ASC P.O. Box in order to pick up mail in the event that the Vice Chair is unavailable.

#### **6. ALTERNATE REGIONAL COMMITTEE MEMBER**

- a)** Minimum 2 years continuous clean time.
- b)** Service experience as GSR.
- c)** When possible, the RCM Alt. will become RCM, pending vote of groups.
- d)** Shall attend all SENANA ASC and NRSC meetings.
- e)** Carries on the RCM responsibilities as above in the absence of RCM.
- f)** Sits in on subcommittees and open floor at NRSC.

#### **7. ALL EXECUTIVE COMMITTEE MEMBERS**

- a)** Must have working knowledge of 12 Traditions and Concepts.
- b)** An XC member shall hold no more than one XC service position.
- c)** No member shall serve more than 2 consecutive terms in a single XC position.
- d)** Failure to uphold the responsibilities of the XC position can result in removal of said officer per group conscience
- e)** Any XC member that misses 3 consecutive ASC meetings will be automatically relieved of their duties.
- f)** All XC Positions are 2-Year terms.
- g)** All XC members who use NA funds will turn in a monthly financial statement reporting what their expenses were and what was paid for

the previous month, how much of their budget was used and their current balance of monies.

- h)** At the conclusion of said term of service the XC Chair/Member will turn all materials related to their position in to the ASC in order to inventory and audit.
- i)** In the event that an XC position is unfilled and the acting ASC Chair hasn't appointed an interim replacement the succession of duties is as follows: Chair – Vice Chair – Policy Chair – RCM – RCM Alternate.

## **VIII. SUBCOMMITTEES**

### **1. HOSPITALS AND INSTITUTIONS**

- a)** This committee shall be responsible for coordination of carrying the message of recovery to addicts in Hospitals and Institutions.
- b)** The committee shall follow the WSC H&I Guidelines.
- c)** The committee shall work in conjunction with the PI committee for initial contact with a hospital or an institution.
- d)** The committee will submit a list of goals each quarter for approval at the ASC.
- e)** The committee will submit an annual budget to the ASC at the beginning of the fiscal year in February of each year.
- f)** The subcommittee shall maintain a bound ledger to track funds that are used for the committee's purpose.

### **2. PUBLIC INFORMATION**

- a)** This committee is responsible for providing information about meetings and access to recovery for the still suffering addict as well as information to the public at large about Narcotics Anonymous.
- b)** This committee will follow the guidelines in the Public Relations Handbook.
- c)** This committee will work in conjunction with the H&I committee in contact with hospitals and institutions.
- d)** This committee will maintain the phone line, updated meeting lists and maintain the SENANA website.
- e)** This committee will submit a list of goals each quarter for approval at ASC.
- f)** This committee will provide an annual budget each year to the ASC at the beginning of the fiscal year in February.
- g)** The subcommittee shall maintain a bound ledger to track funds that are used for that committee's purpose.

### 3. ACTIVITIES

- a) This committee is responsible for conducting activities for the spiritual, social, and financial needs of the ASC.
- b) All area sponsored activities will have area approval.
- c) This subcommittee will follow guidelines in the Guide to Local Service as well as the current Activities Committee Guidelines.
- d) The subcommittee shall maintain a bound ledger to track funds that are used for that committee's purpose.
- e) This committee can work in conjunction with and act as a resource for groups and other subcommittees to sponsor functions and learning days.

### 4. LITERATURE

- a) This committee is responsible for the ordering, sales, and maintenance of a literature supply for the ASC.
- b) It shall follow guidelines as outlined in the Guide to Local Service.
- c) It will supply GSR handbooks, ASC Guidelines, The Guide to Local Service, and the 12 Concepts for service to each group at area expense.
- d) This committee will provide an inventory of literature on hand and a financial report of the previous month's income and expenses at each ASC.
- e) This subcommittee shall maintain a bound ledger to track funds that are used for this committee's purpose.

### 5. POLICY

- a) Chair will have a full understanding of ASC Policies.
- b) To keep a regularly updated log of area policy actions and motions
- c) To help keep things simple and avoid difficult situations regarding policy questions and issues
- d) Responsible for updating and printing of ASC Policies
- e) Will print ASC Policies with changes at least once per year in January
- f) Will work in conjunction with Secretary and Chairperson of ASC to assure accuracy of Policies
- g) Budget of \$150 per year unless full printing is needed at another time during the year
- h) Chair will recommend printing if more than 3 policy changes are made and that expense will be confirmed by the ASC.
- i) Policy has the right to make grammatical changes to the Area Guidelines without prior approval.

## **6. ALL SUBCOMMITTEES**

- a)** The H&I, PI, Activities and Literature Subcommittees may have a checking account to operated financial expenditures. The Committee checking account will be a 2-signature account with the Chair, Vice Chair, Secretary, and Treasurer of the committees as the only signers on the account.
- b)** All subcommittees will turn in a monthly financial statement reporting what their expenses were and what was paid for the previous month, how much of their budget was used and their current balance of monies, including their checking account balance if they have a checking account.
- c)** The subcommittees shall be audited on a yearly basis for supplies, literature, income, and expenses in order to better provide accountability for area resources.

## **IX. QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEE CHAIRS**

- 1.** The chair of each subcommittee is nominated within that subcommittee and presented at the ASC for the nomination and election process.
  - a)** Exceptions would be if any member would bring forth a nomination outside of the committee, provided the ASC chair receives a seconder for said nomination, subject to approval of the voting members of the ASC.
- 2.** Subcommittee Chair positions are for a term of 2-Years.
- 3.** Minimum of 1 year clean time.
- 4.** Other subcommittee trusted servants are elected within that committee
- 5.** A written report will be submitted by each subcommittee to the secretary at each ASC.
- 6.** If the Chair of a subcommittee cannot attend the ASC, the Vice Chair or another appointed representative must attend.
- 7.** Subcommittees are to hold monthly meetings with time and location to be announced at the ASC and all interested NA members are welcome to attend.
- 8.** If a Subcommittee Chair misses 3 consecutive ASC meetings, they will be relieved of their duties.
- 9.** Subcommittees do not operate outside of the ASC direction and are accountable to the ASC and the groups.
- 10.** Subcommittee Chair positions are considered a part of the XC and must follow those rules and policies.

- 11.** All subcommittee chairs give RCM or RCM Alt. a written report to take to NRSC for report to subcommittees at NRSC level, or they attend each NRSC in person to give a report.

**X. MISCELLANEOUS**

- 1.** Copies of these guidelines shall be given to all trusted servants of the area and any NA member that requests a copy and are printed in January each year.
- 2.** A recess during an ASC meeting can be called by any two voting members.
- 3.** Only questions of clarification will be allowed during reports with the exception of the RCM and RCM Alt.
- 4.** The fiscal year will begin in February each year.
- 5.** All trusted servants of the ASC are expected to be respectful of each other and will need to be recognized by the chair prior to speaking in order to reduce the chaos and confusion during the meeting.
- 6.** The ASC will follow these guidelines and the Guide to Local Service.
- 7.** Upcoming ASC location and times can be changed only at the previous ASC meeting, except in cases of an emergency.