

# SOUTH-EAST NEBRASKA AREA NARCOTICS ANONYMOUS GUIDELINES

## I. PURPOSE & SCOPE

- 1 - THE NAME OF THIS COMMITTEE SHALL BE SOUTH-EAST NEBRASKA AREA NARCOTICS ANONYMOUS SERVICE COMMITTEE (HEREAFTER REFERRED TO AS SENANA ASC). THE PURPOSE OF THE SENANA ASC IS TO BE SUPPORTIVE OF THE PRIMARY PURPOSE OF THE SOUTHEAST NEBRASKA AREA & IT'S GROUPS. THE SENANA ASC FOLLOWS THE SUGGESTIONS REGARDING THE MOST CURRENT EDITION OF THE "A GUIDE TO LOCAL SERVICES IN NARCOTICS ANONYMOUS". THE SENANA ASC SERVES THE SOUTHEAST NEBRASKA GEOGRAPHICAL AREA AND IS ALWAYS INVITING TO ANY OTHER N.A. GROUP, WITHIN OUR GEOGRAPHICAL AREA AND WISHES, TO BE A PART OF THE SENANA ASC.
- 2 - THE SENANA ASC WILL MAINTAIN STANDING SUBCOMMITTEES OF ACTIVITIES, PUBLIC INFORMATION (PI), HOSPITALS & INSTITUTIONS (H&I), LITERATURE & POLICY. ALL SUBCOMMITTEES WILL SET MEETING TIMES & LOCATIONS AND MAKE MONTHLY REPORTS TO THE SENANA ASC.
- 3 - AD-HOC COMMITTEES MAY BE FORMED FOR ONE SPECIFIC PURPOSE AND WHEN THAT PURPOSE IS COMPLETED THE COMMITTEE IS AUTOMATICALLY DISBANDED. AT THE AGREEMENT OF THE EXECUTIVE COMMITTEE, THE SENANA ASC CHAIR MAY APPOINT A CHAIRPERSON FOR AN AD-HOC COMMITTEE WHEN THE COMMITTEE IS FORMED. THE EXECUTIVE COMMITTEE MAY ALSO AGREE THAT THE SENANA ASC VICE CHAIR WILL CHAIR THE 1<sup>ST</sup> MEETING, WITH THE ATTENDING MEMBERS OF THE 1<sup>ST</sup> AD-HOC MEETING ELECTING THEIR OWN CHAIRPERSON. ALL COMMITTEES SET THEIR RESPECTIVE MEETING TIMES, AND LOCATIONS, AND MAKE MONTHLY REPORTS TO THE SENANA ASC.

## **II. ABBREVIATIONS**

- 1 – ASC – Area Service Committee
- 2 – XC – Executive Committee
- 3 – SENANA – South-East Nebraska Area Narcotics Anonymous
- 4 – NRSC – Nebraska Regional Service Committee
- 5 – GSR – Group Service Representative
- 6 – Alt GSR – Alternate General Service Representative
- 7 – WSC – World Service Conference
- 8 – WSO – World Service Office
- 9 – RCM – Regional Committee Member
- 10 – Alt RCM – Alternate Regional Committee Member

## **III. AGENDA FOR CONDUCTING THE SENANA ASC MEETING**

- 1 – Open with a moment of silence for the addicts who still suffer followed by the Serenity Prayer
- 2 – Will someone please read:
  - 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
    - i. Chair – Vice Chair – Secretary – Treasurer – RCM – RCM Alt
  - B) Subcommittee Chairs
    - i. P.I. – H&I – Policy – Literature – Activities
  - C) NA Groups
    - i. See List of all SENANA 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 they'd like to voice?
- 5 – Would our Secretary read aloud any submitted reports from groups not in attendance today?
- 6 – Are there any questions or corrections from last month's minutes?
  - A) Entertain a motion, and a second, then GSR's vote to approve.
- 7 – Are there any questions or corrections from the ASC Treasurer's Report?
  - A) Entertain a motion, and a second, then GSR's vote to approve.
- 8 – Executive Committee Reports

**A) Chair - Vice Chair - Secretary - Treasurer - RCM - Alt RCM**

**9 - Subcommittee Reports**

**A) P.I. - H&I - Policy - Literature - Activities**

**10 - Elections and/or Nominations**

**11 - Old Business**

**12 - Open Floor (Submit topics in writing beforehand to the ASC Chair)**

**A) Anyone with a topic that they would like to discuss must write it down on the Open Floor Topic Sheet in order to be recognized by the chair. The order of topics will be on a first come first served basis**

**B) We ask that everyone who shares during open floor be courteous of others. Please allow everyone a chance to share without interruption. Whether you agree, are not interested, or feel the topic doesn't pertain to you, please do not act in any manner that could make another member feel that their opinions are silly, or that they don't have a right to share at the ASC. Do not jump ahead of another member, talk over them, and please DO NOT CROSS TALK while discussion is happening. Give everyone the same courtesy and the respect that others gave you**

**C) Open Floor will last for 30 minutes. A timer will be set to indicate when open floor is over. At the end of the 30 minutes, and there are topics that haven't been discussed, the chair will entertain a motion to extend. The motion MUST have a seconder and a majority vote must be received in order to extend open floor. Please bring forth the motion if there are undiscussed topics. Remember, how would you feel if your topic was one of the those not yet brought up**

**D) Once the timer starts, the Chair or Vice Chair will announce the first undiscussed topic, with the introducer of the topic sharing first, then all wishing to share will raise their hand and cannot share until the recognized by the chair or vice chair.**

**E) Each member that speaks during open floor will have a maximum of 3 minutes to share. When the 3-minute timer goes off the one who is sharing must end their sharing. Once everyone has shared at least once, you may raise your hand to let the Chair or Vice Chair know that you have more information to offer on the 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 done to keep from repeating information and allow everyone the chance to offer new ideas. If you realize that your point/information has been made/shared then please pass your turn to the next member in line**

**G) No new topics will be discussed until each topic is finished. There is to be NO CROSS TALK during open floor. If you think you need to answer, question, or**

respond to another member then please wait to be recognized by the Chair or Vice Chair. DO NOT jump in before your turn to share

- H) If you are attempting to share when it is not your turn the Chair or Vice Chair will let you know that you are out of order and call the next scheduled person to share. You will be called when it's your turn
- I) After everyone has shared on the topic at hand, the Chair or Vice Chair will announce the next topic and the open floor procedure will be started again

**13 – New Business**

- A) Any member can make a motion; however, the ASC Chair must step down from their position to make a motion
- B) A voting member (GSR) must second a motion or it fails
- C) Motions need to be submitted in writing with an explanation of intent and financial impact
- 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 the 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.

**14 – Ask for recommendations & vote for the location of subsequent ASC meetings.**

**15 – To rotate the ASC throughout the boundaries of the area of Southeast Ne, any meeting can ask to host the ASC, provided they have previously secured a facility.**

- A) Group must submit a bid 2 months in advance to host the SENANA ASC meeting

**16 – NA Announcements**

**17 – Close the ASC with “Just for Today”, “3<sup>rd</sup> Step Prayer”, or “My Gratitude Speaks”**

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

**1 – VOTING PROCEDURES**

- A) New groups need to be present at 2 consecutive ASC meetings in order to vote. Their votes will be recognized at the 3<sup>rd</sup> consecutive and all future ASC meetings.
- B) The following shall be voting members:
- C) Each registered group/meeting will have one vote each
- D) The ASC Chairperson will break any tie
- E) A GSR/Proxy may only carry one vote & may only represent one group/meeting
- F) Any change, repeal, addition, suspension, or waiver to or of these ASC Guidelines MUST first be sent back to groups for their approval AND will

require a 2/3 majority vote. Although present, if a group abstains during a vote on a specific motion, that choice will not contribute to the number of YES/NO votes needed for majority and will not be factored into the total number of votes. Abstentions will be defined as surrendering the right to participate during the voting of that specific motion.

- G) All other votes require a simple majority of all GSR/Proxies
- H) All motions that have any amount of financial impact MUST go back to groups for their approval
- I) Any change to a subcommittee's guidelines must follow the same procedures that are used to change the ASC policy.
- J) Chairperson's Rule:
  - i. Consists of 2 alternating pro/con discussions and then vote on the motion
  - ii. Two (2) GSR's/Proxies may call to implement this rule any time after a motion has been presented, seconded and spoken to by the motioner and seconder
- K) All voting members are requested to have a working knowledge of these guidelines

## 2 – MOTION PROCEDURES

- A) ALL motions must be written, made & seconded before submitting to the ASC Chair to be recognized on the ASC Floor
- B) MAIN MOTIONS
  - i. Only the acting ASC Chair may entertain a motion
  - ii. Any member can make a motion; however, the ASC Chair must step down from their position to make a motion
  - iii. Only a GSRs/Proxies attending the current ASC may second a motion
  - iv. All motions must be submitted in writing with intent as well as with any projected financial impact
  - v. Procedural motions (motions to accept, etc.) do not need to be written
- C) MOTIONS to POSTPONE for Group Conscience
  - i. Anyone may make a motion to postpone a motion for group conscience
  - ii. A second to the motion is required by a GSR/Proxy
  - iii. If it carries by a simple majority of GSRs/Proxies present, the motion goes back to the groups
  - iv. If a motion to postpone is defeated, the motion is brought back to the floor to be voted on immediately by GSRs/Proxies

- v. 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 & ELECTIONS**

- 1 – Nominations take place as New Business 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 ASC Chair, submit a written acceptance of the nomination if there are extenuating circumstances that prevent the nominee's presence at the ASC at the time nominations are accepted.
- 3 – The submitted service resume needs to identify:
  - A) Current Clean Time
  - B) NA Service Experience
  - C) Ability, talents, & willingness to serve in the position
  - D) Working knowledge of the 12 steps, 12 traditions, 12 concepts
- 4 – Any member of 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 transition into the position of service
- 8 – If an Area Level 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 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. SENANA ASC FINANCES**

- 1 – The ASC will operate on a yearly budget based on budgets submitted by each of the Executive Board members & Subcommittee Chairs
- 2 – The ASC will operate with a prudent reserve of 3 upcoming month's expenses before any monies are forwarded to the next level of service on a quarterly basis in January, April, July, & October of each year
- 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 - \$25 -To the current host of the ASC
  - B) ASC P.O. Box Rent
  - C) Phone Line & Answering Service Costs
  - D) Meeting Lists
  - E) Website Costs
  - F) H&I Expense (Literature Only)
  - G) Start Up Costs for an emergency fundraiser to Activities
  - H) XC expenses (including RCM travel to NRSC)
  - I) Other committee expenses
- 6 - The ASC Chair, Vice Chair, Treasurer, Secretary will be the only signers for the ASC bank account. Every check written shall contain 2 signatures. Ensuring the checks contain 2 signatures will be the responsibility of the signers as well as the audit ad-hoc committees and NOT the responsibility of the financial institution
- 7 - When making approved changes to the ASC bank account, only two signatures need to be present. The ASC treasurer and chairperson are authorized to hold an ASC bank account debit card. Online bills or invoices will be paid with electronic checks. Debit cards can be used if no other option is available.
- 8 - The ASC Treasurer will maintain 2 sets of records
  - A) One that consists of the past 2 year's bank statement, check register, & receipt books
  - B) The other will be a spreadsheet that tracks the check register side by side with the bank statement and is maintained on a monthly basis that reflects each XC/Subcommittee's allocated budgets and the expenses paid out on those budgets
- 9 - The ASC Treasurer will balance the checkbook and submit a monthly financial statement at each ASC for the prior month's income, expenses, and a running total of subcommittee budgets and remaining funds.
- 10 - The fiscal year will run from January 1 and ending December 31.
- 11 - Each XC & subcommittee will submit an annual budget no later than the November ASC to be reviewed and voted on no later than the December ASC to take effect at the beginning of the new fiscal year.
- 12 - All XC & Subcommittees that use any funds to further the primary purpose are required to maintain a ledger to track the funds used for that purpose in order to provide a continuous account for how the money is used. All XC & Subcommittees will turn in a monthly financial statement reporting what their expenses initially were, what was paid out during the previous month, how much of their budget

was used and their current remaining balance of monies, including their checking account balance if they have a checking account.

- 13 - The ASC Chair, Vice Chair, Treasurer, and one other member of the executive committee will conduct the annual audit of the ASC Treasurer at the end of the January ASC.
- 14 - The ASC Chair and Treasurer will schedule an audit of the Literature committee, PR committee, and the Activities committee during the month of January.
- 15 - The ASC will follow the procedure for financial review as described in the most current edition of the “Narcotics Anonymous Treasurer’s Handbook”
- 16 - An ASC Treasury audit will be conducted each time there is a change in the Treasurer Position.
- 17 - The Treasurer will prepare and submit a financial year-end statement summarizing income & expenses for the entire year at the end of the fiscal year and submit it in January.
- 18 - All XC/Subcommittees requesting budgeted funds must provide invoice or receipt to the ASC Treasurer at the following ASC
- 19 - All Subcommittees with a bank account must provide ASC Treasurer with any login & password information or monthly bank statement for monitoring purposes.
- 20 - Any SENANA executive committee or sub-committee that uses NA funds are required to use the Monthly Ledger & Budget Submission Templates found in the miscellaneous section of these guidelines, or an equally informative substitution is used.
- 21 - All budgets MUST be submitted to the SENANA ASC in the form of a motion with a detailed attachment of the complete budget.

## **VII. QUALIFICATIONS & RESPONSIBILITIES OF SENANA EXECUTIVE COMMITTEE MEMBERS**

- 1 - **CHAIRPERSON**
  - A) Minimum 4-years continuous clean time
  - B) Able to run the ASC with a firm & understanding manner
  - C) Service experience at the ASC
  - D) Will encourage adherence to the guidelines, as well as attempt to be absolutely fair & impartial and express no opinion during the ASC meetings
  - E) One of the cosigners on the ASC bank account
  - F) May appoint an interim chair for any unfilled XC/Subcommittee positions, pending approval of voting members of the ASC. May also appoint an ad-hoc chair until one is elected by the ad-hoc committee

G) Is a 2-year term

2 - **VICE-CHAIRPERSON**

- A) Minimum 2-years continuous clean time
- B) Able to run the ASC on the Chair's absence with a firm & understanding manner
- C) When possible, become the next ASC Chair, upon approval of the groups, in order to provide & maintain continuity of service.
- D) Service Experience as a GSR
- E) One of the cosigners on the ASC bank account
- F) Coordinate subcommittee activities as outlined in the "Guide to Local Service" & is available to the request of any subcommittee chair
- G) Maintain ASC archives & files
- H) Is a 2-year term

3 - **SECRETARY**

- A) Minimum 1-year continuous clean time
- B) 6 months experience at the ASC
- C) Able to keep accurate minutes during each ASC meeting
- D) Able to record votes of all elections, nominations, & motions in the ASC minutes by group
- E) Distributes previous month's minutes of the ASC at least 12 Days PRIOR to the next ASC, either by hand delivery, email, or regular postal mail
- F) One of the cosigners on the SENANA ASC bank account
- G) Is a 2-year term
- H) Must have access to a computer with email and internet capabilities
- I) Any Submission to the monthly minutes must be received by the ASC Secretary by the end of the day the ASC meets. Anything submitted after that deadline will not be recorded or included into that month's minutes.
- J) Any archivable material concerning the SENANA ASC and its accompanying subcommittees is the secretary's responsibility to collect and store in one centralized location within the Literature Committee storage area.

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) Provides a written financial report at each SENANA ASC
- E) Makes payments & deposits on behalf of SENANA ASC
- F) Keeps accurate records of SENANA ASC bank account and maintains ledger for ASC, XC, & Subcommittee income & expenses
- G) Provides annual financial report of the SENANA ASC in January of each year
- H) Cosigner on the SENANA ASC bank account

- I) Maintains ASC Post Office Box and is on the P.O. Box registration card. The holder of 1 of the 2 keys to the P.O. Box and is responsible for picking up mail prior to each of the SENANA ASC meetings
- J) Participates in the annual subcommittee financial audits
- K) Will be the contact person between the facility where our monthly ASC meetings are held. Will also schedule and reschedule all meetings with the facility and provide the facility with as much notice as possible

**5 - REGIONAL COMMITTEE MEMBER**

- A) Minimum 4-years continuous clean time
- B) 2-years' experience at the SENANA ASC
- C) Represents SENANA with a written report and votes to the NRSC and reports back to the SENANA ASC in the same manner
- D) Maintains correspondence with the NRSC and surrounding areas
- E) Shall attend all SENANA ASC & NRSC meetings
- F) Sits in on subcommittee meetings & general assembly at the NRSC
- G) Submits a yearly budget for expenses for the RCM & RCM Alternate to the SENANA ASC
- H) The holder of 1 of the 2 keys to the SENANA ASC P.O. Box in order pick up mail in the event that the treasurer is not able to perform their duty.
- I) "Travel to NRSC is figured at .40/mile." A request for mileage reimbursement form will be filled out following the trip to region and be submitted to the ASC treasurer along with any leftover monies from that quarter's budgeted amount. RCM and RCM alternate will share this amount as they should be traveling together.

**6 - ALTERNATE REGIONAL COMMITTEE MEMBER**

- A) Minimum 2-years continuous clean time
- B) Service experience as a GSR
- C) When possible, the RCM Alternate will become the RCM, pending an approval vote of the SENANA groups
- D) Shall attend all SENANA ASC & NRSC meetings
- E) Carries on the above RCM responsibilities in the absence of the RCM
- F) Sits in on subcommittees and general assembly at the NRSC

**7 - ALL EXECUTIVE COMMITTEE MEMBERS**

- A) Must have working knowledge of the 12 Traditions & 12 Concepts
- B) Shall hold no more than one SENANA XC service position at the same time
- C) Shall serve no more than 2 consecutive terms in a single XC position
- D) Failure to uphold the responsibilities of an XC position can result in removal of said officer, per group conscience
- E) Any XC member that misses 3 consecutive SENANA ASC meetings will be automatically relieved of their duties

- F) All XC positions are for a term of 2 years
- G) All XC members who use NA funds will turn in a monthly financial statement reporting what their expenses have been, what was paid for the previous month, how much of their budget remains
- H) At the conclusion of an XC's term of service the XC Chair/Member will turn in all materials related to their position to the SENANA ASC for inventory & auditing purposes
- I) In the event that an XC position is unfilled and the acting SENANA ASC Chair has not yet appointed an interim replacement the succession of duties is as follows:
  - i. Chair – Vice Chair – Policy Chair – RCM – RCM Alternate
- J) All XC members will use their respective SENANA ASC email address to correspond
  - i. chairperson@sena-na.net
  - ii. vicechairperson@sena-na.net
  - iii. treasurer@sena-na.net
  - iv. secretary@sena-na.net
  - v. rcm@sena-na.net
  - vi. rcmalt@sena-na.net
  - vii. webmaster@sena-na.net

## **VIII. SENANA SUBCOMMITTEES**

### **1 – HOSPITALS & INSTITUTIONS**

- A) This committee shall be responsible for the coordination of carrying the message of recovery in Narcotics Anonymous to those in a Hospital and/or Institution
- 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 new hospital or institution
- D) The committee will submit a list of goals each quarter to the SENANA ASC for approval by the SENANA ASC
- E) The committee will submit an annual budget to the SENANA ASC at the beginning of the fiscal year at the February ASC to be approved by the groups
- F) The committee shall maintain a 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) The committee will follow the guidelines in the Narcotics Anonymous Public Relations Handbook
- C) The committee will work in conjunction with the H&I committee in contact with outside Hospitals & Institutions
- D) The committee will maintain the SENANA phone line, updated meeting lists, & the SENANA website
- E) The committee will submit a list of goals each quarter to the SENANA ASC for approval by the SENANA ASC
- F) The committee will submit an annual budget to the SENANA ASC at the beginning of the fiscal year at the February ASC to be approved by the groups
- G) The committee shall maintain a ledger to track funds that used for the committee's purpose

### 3 - ACTIVITIES

- A) This committee is responsible for conducting, sponsoring, & hosting NA activities for the spiritual, social, and financial needs of the SENANA ASC
- B) All SENANA sponsored activities will have the SENANA ASC approval
- C) The subcommittee will follow guidelines in the "Guide to Local Service" as well as the current SENANA Activities Subcommittee Guidelines
- D) The committee shall maintain a ledger to track funds that are used for that committee's purpose
- E) The committee can work in conjunction with and act as a resource for groups and other committees to sponsor functions and learning days

### 4 - LITERATURE

- A) This committee is responsible for the ordering, sales, & maintenance of a literature supply for the SENANA ASC
- B) The committee shall follow the guidelines outlined in the "Guide to Local Service"
- C) The committee will supply GSR Handbooks, Current SENANA ASC Guidelines, Guide to Local Service, & the 12 Concepts for NA Service to each group the expense of the SENANA ASC
- D) The committee will provide an inventory of literature on hand and a financial report of the previous month's income and expenses each month to the SENANA ASC
- E) The committee shall maintain a ledger to track funds that are used for the committee's purpose

### 5 - POLICY

- A) The Chairperson & committee will work to gain a full understanding of the SENANA ASC Guidelines

- B) The committee will keep a regularly updated log of SENANA ASC Policy actions & motions
- C) The Chairperson is to help keep things simple and avoid difficult situations regarding Policy questions, concerns, or issues
- D) The committee is responsible for updating and the printing of the SENANA ASC Policies
- E) The committee will print complete & current SENANA ASC Policy with changes at least once per year in January
- F) The committee will work in conjunction with the SENANA Secretary & Chairperson of the ASC ensure accuracy of the Guidelines
- G) The committee has a budget of \$150 per year unless a full printing is needed at another time during the year
- H) The Chair of the committee will recommend the complete re-print of the guidelines if more than 3 changes have been approved and that expense will be confirmed by the SENANA ASC
- I) The committee has the right to make grammatical changes to the SENANA ASC Guidelines without prior approval

#### 6 – ALL SUBCOMMITTEES

- A) The SENANA ASC subcommittees may have a checking account for the operation of financial expenditures. The Chair, Vice Chair, Treasurer, & Secretary of the committees will be the only signers on the account. Checks written shall have 2 signatures and ensuring this takes place will be the responsibility of the subcommittee as well as the auditing ad-hoc committee and NOT the responsibility of the financial institution
- B) All subcommittees will turn in a monthly financial statement reporting what their expenses were for the month, how much of their budget was used, and the remaining budgeted amount along with the checking account balance if they have one.
- C) All subcommittees shall be audited on a yearly basis for supplies, literature, income, & expenses in order to ensure accountability for SENANA ASC resources
- D) All subcommittees, that have one, will provide a dedicated email address through our webhost and emails will be through this email address
- E) Every SENANA ASC subcommittee will submit their respective committee's guidelines/policy to the SENANA Policy subcommittee for addition and inclusion into the SENANA ASC Guidelines/Policy as whole along with any time there is a change to them.
- F) Subcommittee positions are elected and withdrawn (i.e. vice chair, secretary, treasurer, and other positions as seen fit by each subcommittee) within each subcommittee

## **IX. QUALIFICATIONS & RESPONSIBILITIES OF SENANA SUBCOMMITTEE CHAIRS**

- 1 – The Chair of each subcommittee is nominated within that subcommittee and presented to the SENANA ASC for the nomination and election process
  - A) Exceptions would be, if any member outside of the subcommittee is nominated, provided the SENANA ASC Chair receives a seconder for said nomination and therefore subject to approval of the voting members of the SENANA ASC
- 2 – All Subcommittee Chair Positions are terms of 2-years
- 3 – Chairperson must have a minimum of 1-year clean time
- 4 – Other trusted servants of each subcommittee are elected within that subcommittee
- 5 – A written report will be submitted each month to the SENANA ASC Secretary
- 6 – If the Chair of each subcommittee cannot attend the monthly SENANA ASC meetings, the Vice Chair or another appointed representative must attend
- 7 – All subcommittees are to hold monthly meetings with time & location to be announced at the SENANA ASC and all interested members are welcome to attend.
- 8 – If a Subcommittee Chair misses 3 consecutive SENANA ASC meetings, they will be relieved of their duties
- 9 – All Subcommittees do not operate outside of the SENANA ASC direction and are accountable to the ASC and the groups
- 10 – Subcommittee Chairs are considered a part of the SENANA ASC Executive Committee and must follow those rules & policies
- 11 – All SENANA ASC subcommittees will give the SENANA RCM/RCM Alternate a written report to take to the NRSC in time for the January, April, July, & October meetings

## **I. SENANA Subcommittee guidelines**

### **ACTIVITIES**

#### **SENANA Activities Committee Guidelines**

##### **Article 1 – NAME**

**The name of this committee shall be the Southeast Nebraska Area Narcotics Anonymous Activities Committee (referred to as SENANA AC) and shall meet as designated by the Activities Committee Chairperson**

##### **Article 2 – PURPOSE**

**To provide and maintain an atmosphere of recovery and unity throughout the fellowship of Narcotics Anonymous, while providing celebrations of recovery**

##### **Article 3 – DUTIES**

- (1) To serve the SENANA ASC**
- (2) To keep an updated inventory of supplies**
- (3) To schedule functions with minimal conflicts with other NA activities**
- (4) Will submit a yearly tentative schedule of events to the ASC for approval**
- (5) Will make & distribute flyers in a timely manner**
- (6) Annual functions to include:**
  - (a)One Learning Day per year**
  - (b)A NRCNA fundraiser**

##### **Article 4 – FORMAT**

- 1) Open meetings with the Serenity Prayer**
- 2) Reading of Narcotics Anonymous 12 Traditions & 12 Concepts**
- 3) Roll call of officers, voting members & visitors**
- 4) Review and approval of previous minutes**
- 5) Review and approval of Treasurer's report**
- 6) Old Business (discuss recent events)**
- 7) Open Discussion/New Business (planning upcoming events)**
- 8) Set dates of the next 2 meetings**
- 9) Close the meeting**

##### **Article 5 – MEMBERS**

- 1) General membership shall be open to all NA members of continuous clean time who choose to participate**
- 2) Voting members are limited to individuals that attend 2 consecutive activities meetings within the last 6 months, except for the Activities Chair**
- 3) Any member that handles NA funds at functions must have 6 months of continuous clean time.**

##### **Article 6 – OFFICERS**

- 1) The officers of SENANA AC shall be the Chairperson, Vice Chairperson, Secretary, Treasurer & Flyer Maker. These officers shall perform the duties as prescribed by the SENANA ASC Guidelines, position descriptions, and any other duties assigned by SENANA AC or the SENANA ASC**
- 2) If any officer of SENANA AC misses 3 consecutive meetings they will be automatically**

removed from their position

## Article 7 – QUALIFICATIONS AND DUTIES OF OFFICERS

### 1) CHAIRPERSON

- a. 1-year continuous clean time & 6 months service experience within the SENANA ASC
- b. 2-year service commitment
- c. Presiding at all SENANA AC meetings
- d. Provide an agenda for the SENANA AC meetings
- e. Being a cosigner of the SENANA AC bank account as long as it's not a financial conflict of interest
- f. Delegate responsibility to committee members
- g. Attend the SENANA ASC with a monthly report
- h. Set the time and location of the next 2 SENANA AC meetings
- i. Keeps archives, guidelines, minutes, agendas and any related materials

### 2) VICE CHAIRPERSON

- a. 6 months continuous clean time
- b. 1-year service commitment
- c. Inventory after functions
- d. Prepare supplies for the following event
- e. Perform the duties of the chairperson in their absence
- f. Being a cosigner of the SENANA AC bank account

### 3) SECRETARY

- a. 6 months continuous clean time
- b. 1-year service commitment
- c. Records and distributes minutes of each SENANA AC meeting

### 4) TREASURER

- a. 1-year continuous clean time
- b. 6 months of experience in group treasurer
- c. 1-year service commitment
- d. Must balance bank account monthly with bank statement
- e. Disburses any funds with the approval of the committee (disbursements must have attached receipts)
- f. Being a cosigner of the SENANA AC bank account
- g. Properly prepare a financial statement to be included in the monthly report to the SENANA ASC
- h. Properly prepare a financial statement at the end of each calendar year
- i. Is responsible for the subcommittee's laptop and brings the laptop to each subcommittee meeting.
- j. Is responsible for the cash box and checkbook
- k. Will conduct a semiannual audit to determine if an area donation is necessary

### 5) FLYER PERSON

- a. 6 months continuous clean time
- b. 1-year service commitment
- c. Create flyers for upcoming events
- d. Make flyers available to all groups via SENANA ASC, webmaster & Activities Facebook Page

**Article 8 – ELECTION OF OFFICERS**

- 1) Committee Chairperson will be nominated and elected as specified in the SENANA ASC Guidelines for the nomination and election of subcommittee chairs
- 2) All other committee officers will be nominated and elected from voting members of the SENANA AC

**Article 9 – VOTING**

- 1) Voting members will be any member of Narcotics Anonymous, which attends 2 consecutive SENANAAC meetings within the last 6 months
- 2) Any member of NA may make a motion or participate in committee discussions. Motions must be seconded by a voting member
- 3) Motions may be amended by any member or withdrawn by the maker any time prior to voting. An amended motion must be re-seconded
- 4) Motions will be passed by simple majority
- 5) Chairperson will be allowed to break a tie

**Article 10 – FINANCES**

The SENANA AC will begin the fiscal year with \$1000.00 total operating fund balance. \$200.00 will be kept in designated money bags for start-up change at events and the remainder will be a revolving fund and shall be kept in deposit of the SENANA AC bank account. A semiannual audit by the SENANA AC Treasurer will take place at the end of August and at the end of the fiscal year (February). Any amount over the total operating fund will be donated to the SENANA ASC at the September and March area, respectively.

Bank account co-signers are authorized to hold a debit card. The debit cards are only to be used when unable to use a check.

**Note:** The February audit may take place separately, or in conjunction with the ASC annual audit. If the revolving funds run low, the SENANA AC may request \$200.00 for replenishment of funds from the ASC.

**Article 11 – SPIRITUAL GUIDANCE**

- 1) The 12 Traditions of Narcotics Anonymous
- 2) The 12 Concepts of Narcotics Anonymous
- 3) The SENANA ASC Guidelines
- 4) Current publication of the Guide to Local Service in Narcotics Anonymous
- 5) Current publications of all pertinent NA handbooks

**Article 12 – AMENDMENTS TO SENANA AC GUIDELINES**

Any voting member may propose an amendment to these guidelines at a regular scheduled SENANA AC meeting. The proposal must be seconded and voted on by members attending the SENANA AC meeting. Note, a simple majority vote is necessary to amend these guidelines. The amendments shall go into effect upon approval of the SENANA ASC.

## Public Relations (PR)

### Public Relations Subcommittee Guidelines – Adopted 11/23

#### 1) MISSION STATEMENT

- a) The PR subcommittee, as well as all Narcotics Anonymous (NA) members are responsible for maintaining a positive public image of NA by increasing public awareness of continued recovery as experienced through our Twelve Steps. The subcommittee will also assist NA groups in their relationships with the facilities where they meet. Maintaining good relationships with these facilities is essential to the survival of NA. Each member of the group bears great responsibility for acting in a way that reflects positively on NA as a whole. The relationship with these facilities is the foundation for our overall community relations effort.

#### 2) Definition

- a) We are an operating subcommittee within the SENANA Area Service Committee (ASC). We are supported by SENANA and thusly accountable to that committee as well as to all the groups in the area.

#### 3) Purpose & Function

- a) The PR subcommittee will serve as the primary point of public contact for NA within (SENANA). In doing so, they will maintain area meeting lists, website, helpline, media and community contacts, and coordinate projects to facilitate public awareness of NA.
- b) To carry the NA message of recovery in accordance with the Twelve Steps, Twelve Traditions, And Twelve Concepts of NA and to disburse literature to all facilities currently being served by PR.
- c) Open and maintain lines of communication between the public and NA so that the message of recovery is readily available to all addicts.
  - i) To inform the public about Narcotics Anonymous by, but not limited to:
    - (1) Operating and maintaining an area website.
    - (2) Facilitating all Corrections/Treatment and all other Public Relations type efforts.
    - (3) Facilitating Narcotics Anonymous Phoneline with the SENANA Area
    - (4) Coordinating all requests from the media.
    - (5) Providing any radio and television public service announcements for use within the SENANA Area.
    - (6) Creating, distributing and maintaining everything between SENANA and anything outside of Narcotics Anonymous
    - (7) Coordinating NA booths at selected professional and community events.
    - (8) Presenting information to community-based organizations about NA and maintaining ongoing relationships with these organizations.
    - (9) Providing meeting lists to SENANA and all outside entities as needed.
    - (10) Updating meeting lists
- d) Open and maintain lines of communication with the PR Coordinators of the Nebraska Regional

Service Committee (NRSC) and World Service Office (WSO) Fellowship Services.

- e) Strengthen the unity within the SENANA community.
- f) To conduct a monthly business meeting.
- g) To provide a PR service representative at the Area Service Committee.
- h) To hold at least 1 workshop per year
- i) Develop and maintain active and ongoing communications with facilities and agencies within SENANA including, but not limited to, churches and religious organizations, treatment & detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self-help groups, various government branches including police departments, military facilities, and university and school educational facilities to ensure that they are aware that the SENANA PR subcommittee offers specialized literature to students, parents, and staff and all addicts seeking recovery.

#### **4) List of Elected Positions (IN BOLD) & Non-Elected Assistants**

- a) **Chairperson** (Only position decided by the SENANA Groups at the ASC)
- b) **Vice Chairperson**
- c) **Treasurer**
- d) **Secretary**
- e) **Outreach Coordinator**
- f) **IT (Meeting List Creation) Coordinator**
- g) **Corrections Coordinator**
- h) **Treatment Coordinator**
- i) **Phoneline (Meeting List Distribution) Coordinator**
  - i) Phoneline Volunteers (Non-Elected Positions)
  - ii) Meeting List Distributors (Non-Elected Positions)

Keeping in mind the sensitive nature of Public Relations, all elected servants will be required to complete training within two months of election in and become familiar with their role as outlined in these guidelines and any other NA Informational Material the committee uses.

#### **5) Description & Duties of Executive Officers**

##### **a) CHAIRPERSON**

- i) Term Duration 2 years
- ii) Minimum 2 years continuous clean time.
- iii) Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
- iv) 1 Year service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
- v) A stated willingness to serve.
- vi) Facilitates and sets up the monthly subcommittee meeting agenda.
- vii) Uses the PR Format to create and maintain a structured smooth running committee meeting.
- viii) Responsible for overall functioning of the subcommittee.
- ix) Develops a written format for conducting a structured subcommittee meeting.
- x) Responsible for communications with the facility where the PR committee meets.

- xi) Arriving 15 minutes early to set up the meeting space.
- xii) Attends SENANA ASC and keeps them informed of all ongoing activities within the PR Subcommittee.
- xiii) Works with Outreach Coordinator to be the public spokesperson(s) for NA in communications with the community. Can also recruit spokesperson(s) from the subcommittee with prior committee approval.
- xiv) To attract and recruit new PR Subcommittee Members.
- xv) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.

**b) VICE CHAIRPERSON**

- i) Term Duration 2 years
- ii) Minimum of 2 years continuous clean time.
- iii) Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
- iv) A stated willingness to serve.
- v) Able to run the PR Subcommittee in the Chairperson's absence.
- vi) Vice-Chairperson is in training to become Chairperson upon committee and ASC approval.
- vii) Six months service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
- viii) Assist the Chairperson in PR Subcommittee meeting setup.
- ix) Work closely with and assist the Chairperson in duties as designated by the subcommittee.
- x) Assists with attracting and recruiting new PR Subcommittee Members.
- xi) Assist Chairperson in training incoming servants.
- xii) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.

**c) TREASURER**

- i) Term Duration 2 years
- ii) Minimum 2 years continuous clean time.
- iii) Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
- iv) A stated willingness to serve.
- v) Maintains monthly ledger and provides a monthly copy to Chair to inform the SENANA ASC.
- vi) Prepares annual budget for ASC approval
- vii) Responsible for maintaining the monthly ledger for all budgeted expenses.
- viii) Prepares a final year-end financial report for the purposes of auditing as well as the incoming treasurer.
- ix) Works with the ASC during audits.
- x) Assists with attracting and recruiting new PR Subcommittee Members

**d) SECRETARY**

- i) Term Duration 1 year
- ii) Minimum 1 Year continuous clean time.
- iii) Secretary experience preferred but not mandatory.

- iv) A stated willingness to serve.
- v) Keep accurate minutes of the PR Subcommittee meetings. Provides them to the chairperson to formulate a report to the SENANA area.
- vi) Distributes copies of those minutes to PR subcommittee members prior to the beginning of the next meeting.
- vii) Is responsible to maintain records, files, and archives of the subcommittee. This includes storage of each all minutes from any meeting.
- viii) Maintains records of all committee positions, coordinators, volunteer contact information, training records, and any other pertinent information.
- ix) Assists with attracting and recruiting new PR Subcommittee Members.

**e) Outreach Coordinator (Inside and Outside of SENANA)**

- i) Term duration 2 years
- ii) Minimum 4 years continuous clean time.
- iii) Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
- iv) A stated willingness to serve.
- v) 2 Years' service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
- vi) Responsible for training for all PR committee members and all volunteers.
- vii) Term Duration 2 years
- viii) Develops and maintains all training materials to be used in the SENANA area and setting the standard for all public interactions.
- ix) Creates & maintains and updated and accurate ledger of records of all outside
- x) facilities where N.A. can be a resource to the community. These can include but not limited to treatment centers, correctional institutions, treatment centers, halfway houses, 3/4-way/oxford houses, behavioral programs, and community-based programs.
- xi) The ledger of facilities will also be used as a vital resource to distribute SENANA meeting lists. This information will be available at each subcommittee meeting.
- xii) Works with PR Chairperson to be the public spokesperson(s) for NA in communications with the community. Can also recruit spokesperson(s) from the subcommittee with prior committee approval.
- xiii) Conduct PR meeting/presentations to any facility being served or inquiring about
- xiv) Narcotics Anonymous according to acceptable procedures of NA and the respective facility guidelines.
- xv) Actively pursue any new contacts for meeting list distribution and report to the PR subcommittee.
- xvi) Outreach will also be responsible for contacting all present N.A. meetings in the SENANA area to maintain an accurate meeting list. This will be done annually or as the need arises. This information will be presented to the IT/Meeting List

**f) Creation Coordinator.**

- i) Outreach will be the only contact for any new N.A. meetings who wish to become a part of the SENANA area.

- ii) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
- iii) Ability to delegate responsibilities to additional members upon the discretion of the PR subcommittee as a whole
- g) Information Technology (IT) / (Meeting List Creation) Coordinator**
  - i) Term Duration 2 years
  - ii) Minimum 3 years continuous clean time.
  - iii) Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
  - iv) A stated willingness to serve.
  - v) Working knowledge of web design principles and ability to maintain web pages on a remote web server.
  - vi) Maintain the entire SENANA website.
    - (1) Includes meeting information, activities within SENANA, ASC minutes and guidelines, all subcommittee information, NA resources, links to regional website, and anything else the committee deems necessary.
  - vii) Assists with attracting and recruiting new PR Subcommittee Members.
  - viii) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
  - ix) Ability to delegate responsibilities to additional members upon the discretion of the PR subcommittee as a whole
- h) Corrections Coordinator**
  - i) Term Duration 2 years
  - ii) Minimum 2-year continuous clean time.
  - iii) Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
  - iv) 1 Year service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
  - v) A stated willingness to serve.
  - vi) Coordinator will be the single point of accountability as the contact person for all Correctional facilities or institutions that host any current or future PR meetings.
  - vii) Responsible for scheduling weekly/monthly PR meetings at each individual facility we serve.
  - viii) Reports on monthly PR meetings to include attendees, literature needs, and other needs.
  - ix) Works in cooperation with Treatment Coordinator to schedule and facilitate at least one annual volunteer training along with any individual trainings.
  - x) Assists with recruiting/training all volunteers for each facility within the SENANA area that we serve.
  - xi) Will require any new volunteer to go in with an experienced volunteer in order to maintain that a true message of N.A. is carried with our language.
  - xii) Coordinator cannot be under any restrictions that conflict with any facility we serve. Such as but not limited to probation, parole, etc.

xiii) Coordinator will remain current with any additional specific facility training and ensure that all volunteers are up to date on their training.

xiv) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.

xv) Ability to delegate responsibilities to additional members upon the discretion of the PR subcommittee as a whole

**i) Treatment Coordinator**

j) Term duration 2 years

ii) Minimum 2-year continuous clean time.

iii) Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.

iv) 1 Year service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.

v) A stated willingness to serve.

vi) Coordinator will be the single point of accountability as the contact person for all Treatment/Behavioral facilities or institutions that host any current or future PR meetings.

vii) Responsible for scheduling weekly/monthly PR meetings at each individual facility we serve.

viii) Reports on monthly PR meetings to include attendees, literature needs, and any other needs.

ix) Works in cooperation with Corrections Coordinator to schedule and facilitate at least one annual volunteer training along with any individual trainings.

x) Assists with recruiting/training all volunteers for each facility within the SENANA area that we serve.

xi) Will require any new volunteer to go in with an experienced volunteer in order to maintain that a true message of N.A. is carried with our language.

xii) Coordinator cannot be under any restrictions that conflict with any facility we serve. Such as but not limited to probation, parole, etc.

xiii) Coordinator will remain current with any additional specific facility training and ensure that all volunteers are up to date on their training.

xiv) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.

xv) Ability to delegate responsibilities to additional members upon the discretion of the PR subcommittee as a whole.

**i) Phoneline / (Meeting List Distribution) Coordinator**

i) Minimum 2-year continuous clean time.

ii) Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.

iii) 1 Year service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.

iv) A stated willingness to serve.

v) Responsible for all things regarding the phoneline.

vi) Provide the PR Chair with a monthly report of Helpline activity.

- vii) Distribute printed or electronic Helpline Handbooks and activity information to volunteers as needed.
- viii) Communicate with the IT Coordinator and Outreach Coordinator to ensure that the information given out over the Helpline is current and up to date.
- ix) Verify all volunteers listed on the Helpline regularly to ensure willingness to continue being of service and accuracy of phone numbers.
- x) Provides access to current meeting schedule to helpline volunteers as needed.
- xi) Check the Helpline regularly to ensure that it is operational.
- xii) Train new & existing phoneline volunteers
- xiii) Schedule & facilitate annual phoneline training.
- xiv) Recruit volunteers for meeting list distribution to SENANA groups and all outside agencies or facilities
- xv) Works with Outreach Coordinator for accurate N.A. meeting information within the SENANA area.
- xvi) Actively pursue any new contacts for meeting list distribution and report to Outreach Coordinator and the PR subcommittee.
- xvii) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.

**k) ALL Committee Members – Volunteers**

- i) A stated willingness to serve.
- ii) Time, resources, and the ability to serve.
- iii) In order to qualify for any of the above offices/positions; a member shall come to the PR monthly meeting and inform the subcommittee of their desire to serve. Also, a member involved in PR must attend a minimum of one workshop per year.
- iv) Current with any and all training required by this committee and the specific facility in which they are associated with.
- v) Keeping in mind the sensitive nature of PR, all elected positions will be trained by the Outreach Coordinator and become familiar with their role as outlined in these guidelines within 3 months of being voted in.
- vi) Always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct themselves responsibly.
- vii) Must attend one annual PR workshop or learning day and facility orientation as appropriate.
- viii) Complete abstinence is a requirement. Anything other than complete abstinence constitutes an automatic resignation (NA has no opinion regarding medications).
- ix) Any member shall be considered inactive if absent two consecutive meetings without prior arrangement. Any inactive member shall be considered active upon attending their second consecutive meeting.
- x) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
- xi) Attract and recruit new subcommittee members.

## 2) Voting & Membership

- a) The following shall be voting members:
  - i) Each PR member with voting rights will have one vote each.
  - ii) NA members must attend 2 consecutive subcommittee meetings to obtain PR voting rights.
  - iii) Voting rights are lost if 3 or more consecutive absences occur.
  - iv) The Chairperson will vote only to break a tie.
- b) How to make a motion:
  - i) A motion can be made by any member of the PR subcommittee.
  - ii) A voting member must second a motion. If no second is made the motion dies.
  - iii) Motions should be in written form to aid the secretary with accuracy as well providing an intent.
  - iv) A simple majority vote decides the question.

## 3) Nominations & Elections

- a) Chairperson election takes place at the ASC.
- b) Recommendations for Chairperson from within the PR Subcommittee is preferred.
- c) Nominees for Chairperson will provide a written service resume to the ASC that focuses on:
  - i) Amount of clean time.
  - ii) Service experience.
  - iii) Willingness and time to do the job.
  - iv) Make mention of the progression in their lives regarding the NA steps, traditions, and concepts. (This is to give the voting body an accurate representation of who they're voting in).
- d) Nominee shall be present at the ASC to answer any questions they may have.
- e) If the Vice Chair desires to step into the Chair position, a vote of confidence must be taken from the PR subcommittee to the ASC.
- f) All other elected committee positions will be conducted from within the PR committee.
- g) Any person(s) nominated for any Public Relations service position will provide a written service resume during the PR Subcommittee meeting that focuses on:
  - i) Amount of clean time.
  - ii) Service experience.
  - iii) Willingness and time to do the job.
  - iv) Make mention of the progression in their lives regarding the NA steps, traditions, and concepts. (This is to give the voting body an accurate representation of who they're voting in).

## 4) Finances & Budget

- a) The PR Annual Budget will be created by the PR subcommittee and submitted to the SENANA ASC for approval each year.
- c) The budget shall be determined each budgeting cycle based on previous years expenses as well as any future endeavors the committee expects to take on for the year.
- d) The PR subcommittee shall be solely responsible for the administration of the budget.
- e) The budget shall include an itemized list of expected expenditures throughout the fiscal year.
- f) Any budgeted PR monies will be held with the ASC Treasurer and can be accessed during the ASC with a Financial Request Form.

- g) When possible, any regular scheduled payments and expenditures will be paid directly by the SENANA ASC Treasurer using ACH or other methods approved by the ASC.
- h) Any portion of the budget not spent will always be held by ASC and will continue to remain available to the PR sub-committee throughout the end of the fiscal year.
- i) At the end of the budget cycle, remaining funds will be moved back to the SENANA general fund.
- j) The SENANA ASC must approve any changes to the current budget.
- k) Any expenditure exceeding the budget limit must have prior approval from the SENANA ASC.
- l) Any special PR related projects must be submitted in detail to the ASC in an effort to get prior approval of funds.
- m) The treasurer will maintain a \$200
- n) petty cash fund and will keep a ledger of all transactions. This fund can be replenished by the ASC treasurer when receipts are submitted to the ASC treasurer.

## 5) Other Requirements

- a) These GUIDELINES and PROCEDURES are submitted for the guidance of the PR subcommittee so that a smooth and consistent program can be maintained for the benefit of addicts being served within a facility or agency.
- b) The PR subcommittee will schedule at least one annual interactive PR Workshop/Learning Day the SENANA area.
- c) Any unusual situations that might arise should be discussed with the elected officers of PR who, in turn, will take steps to obtain clarification from the facility authorities.
- d) Individual members of PR should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question.
- e) Communications regarding the above issues with any facility or agency is the responsibility of the chair, vice-chair, and outreach coordinator.
- f) Adherence to these guidelines will minimize confusion and misunderstanding within the PR committee and the facilities we serve.
- g) Failure to comply with any facility's regulations could result in the cancellation of the meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violation of regulations could bring legal action against violators and put N.A. in a bad light.
- h) Remember----your actions reflect on N.A. as a whole. More importantly; adverse performance could well deprive an addict of the miracle of the Narcotics Anonymous message

**LITERATURE****Literature Subcommittee Guidelines – Revised 12/23****Purpose**

- 1. To carry the message in written form to the addict who still suffers**
- 2. To serve as the communication link in all matters of literature between NAWS and the SENANA ASC**
- 3. Maintain and distribute inventory of NAWS approved literature and items from the area to the groups**
- 4. Process and record financial transactions thereof while maintaining transparency**
- 5. Submit an annual budget**

**That budget will include but not limited to:**

**Administrative costs (i.e. Printing expenses, Receipt books, Plastic bags, Pens, Staples)**

**Miscellaneous costs (i.e. Shoe racks, shelves, wall hooks)**

- 6. Review and update guidelines as necessary**

**Membership**

- 1. Any NA member may become a member by attending two consecutive business meetings**
- 2. Committee meetings and workshops are open to any NA member, anyone present may participate in group discussion**

**Elected Trusted Servants****Chairperson Qualifications:**

**Defined by area guidelines**

**Term:**

**Defined by area guidelines**

**Duties:**

**Defined by area guidelines**

**Vice-chair/Secretary Qualifications:**

**The clean time requirement of one year may be waived by two-thirds majority of the voting members present**

**Term:**

**One year**

**Duties:**

**Attends the SENANA ASC monthly meetings, acts as a chairperson in the chair's absence, signer on the literature bank account, writes area report, records and distributes minutes**

**Treasurer Qualifications:**

**Clean time requirement of one year may be waived by two-thirds majority of the voting members present**

**Term:**

**One year**

**Duties:**

**Attends the SENANA ASC monthly meetings, maintains checking account, signer on the bank account, makes financial reports to the ASC, & Performs any necessary interactions with the bank. Is responsible for the subcommittee's laptop and brings the laptop to each subcommittee meeting.**

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**POLICY****A) PURPOSE**

- a) To maintain the SENANA ASC Guidelines which includes but not limited to regular updates and printing when directed to by the SENANA ASC.
- b) To keep a regularly updated log of the subcommittee actions for the SENANA ASC to be used to update the current guidelines and have a resource to consult on what past decisions have already been made regarding an issue.
- c) To assist and act as a resource to the SENANA ASC on policy and rules of procedure.
- d) To continually re-evaluate the current policy. The committee will recommend any necessary changes, corrections, or additions through motions to the SENANA ASC.
- e) All participants shall conduct themselves in accordance with subcommittee guidelines and decisions, SENANA ASC Guidelines, NA 12 Steps, & 12 Traditions.
- f) Responsible for the printing of the SENANA ASC Guidelines. The committee will automatically print and disperse the most updated revision of the SENANA ASC Guidelines every year in January. The subcommittee will also recommend to the SENANA ASC a full re-print throughout the year after 3 policy changes have been approved.

**B) STRUCTURE of Committee Positions**

- a) Policy Chair – Elected based on the SENANA ASC Guidelines for Subcommittee Chairs & accountable to the SENANA ASC and this subcommittee. Distributes ASC Policy/Guidelines to the SENANA ASC, GSRs, NA members, & Literature Committee to disperse to new groups, members, etc. Chairperson will report to the SENANA ASC each month with a written report and take an active role with any issues of clarification that are needed during the ASC. Chairperson will also prepare a written quarterly report for the SENANA RCM/RCM Alternate to deliver to the NRSC.
- b) Policy Vice Chair – Elected by and accountable to the SENANA Policy Subcommittee. Will assume the role of Chairperson upon the Chairperson's absence. Will also take over as Chairperson at the end of the current Chairperson's term,

pending SENANA Approval.

- c) **Policy Treasurer** – Elected by and accountable to the SENANA Policy Subcommittee. Will keep records of all budgeted funds and usage. Will prepare a monthly statement of funds and deliver it to the SENANA ASC.
- d) **Policy Secretary** – Elected by and accountable to the SENANA Policy Subcommittee. Records subcommittee minutes and helps Chairperson to provide a written report to the SENANA ASC & NRSC. Will also distribute minutes to all subcommittee members.
- e) **Committee Members** – Any NA member who is willing to show up, uphold committee guidelines, decisions and regularly participate in the Policy Subcommittee.
- f) **Voting Members** – Members who have attended at least 2 consecutive policy subcommittee meetings in the last 6 months.
- g) **ALL members** will follow these procedures along with the most current SENANA ASC Guidelines

**C) DECISION MAKING**

- a) Committee decisions are made by consensus. Consensus means that members agree to the decision made or if not, abide by the decision. Consensus is not a “vote” or “straw poll”.
- b) When consensus cannot be reached, a simple majority of regular members in attendance will decide the issue facing the subcommittee.

**D) MEETINGS**

- a) The Policy subcommittee will hold regularly monthly meetings as scheduled by the subcommittee. Dates & Times to be determined by the current Policy Chair & their members.
- b) Extra meetings are held whenever they seem necessary in order to accomplish particular projects.

**E) FINANCES**

**a) The Policy subcommittee automatically receives a \$150 budget annually to be used for printing of guidelines with new additions, removals, and/or corrections every year and delivered to the SENANA ASC in January. Any other printing will only happen by recommending a new printing to the SENANA ASC, after 3 approved changes have happened, and receiving their approval to do so.**

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## **I. MISCELLANEOUS**

- 1 – Copies of these guidelines shall be given to all trusted servants of the SENANA ASC and any NA member that requests a copy and are re-printed, with changes, in January of each year**
- 2 – A recess during the SENANA ASC meeting can be called by any 2 voting members**
- 3 – Only questions of clarification will be allowed during reports with the exception of the RCM/RCM Alternate**
- 4 – The fiscal year will begin in February of each year**
- 5 – All trusted servants of the SENANA ASC are expected to be respectful of each other and will need to be recognized by the ASC Chair prior to speaking in order to reduce any chaos and confusion during the meeting**
- 6 – The SENANA ASC will follow these guidelines along with the “Guide to Local Service”**
- 7 – Upcoming SENANA ASC locations & times can be changed only at the previous ASC meeting, except in cases of an emergency**
- 8 – Any actions, rulings, or conduct by members of the SENANA ASC which are claimed to be based on Robert’s Rules of Order will be considered “Out of Order” and only the current SENANA ASC Guidelines are to be used to conduct ASC business**
- 9 – Any Regional votes from SENANA will be announced, tallied, & recorded publicly during the last monthly ASC meeting before the NRSC meeting**