

**Houston Area Service Committee (ASC) of  
Narcotics Anonymous (NA) Guidelines**

**Adopted October 29, 2006**

In keeping with the spiritual nature of Narcotics Anonymous (NA), our structure should always be one of service, never of government (12<sup>th</sup> Concept for NA Service).

**I. Purpose of the Area Service Committee (ASC)**

This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5<sup>th</sup> tradition, “each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12<sup>th</sup> step, “we tried to carry the message to the addict who still suffers.” Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery — “that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live” (Tradition 5). The Houston Area is the point of decision for our combined groups, and it is directly accountable to them in its actions, “the final responsibility and authority for NA services rests with the NA Groups” (2<sup>nd</sup> Concept).

- A. The name of this assembly shall be the Houston Area Service Committee of Narcotics Anonymous (HASCONA), hereafter referred to as either “HASCONA” or “ASC.”
- B. The purpose of the ASC is to support the Houston-area groups in fulfilling our primary purpose, to carry the message to the addict who still suffers.
- C. The ASC receives its direction from the NA groups of the Houston area. The ASC shall be directly responsible to the groups of HASCONA in all its actions.
- D. The ASC, its officers and subcommittees shall not make any decision, pass any proposal, or take any action that conflicts with the Twelve Traditions (Appendix A), Twelve Concepts (Appendix B), or Twelve Steps of Narcotics Anonymous (Appendix C).
- E. The ASC shall comply in all its actions with the following documents in order of priority as listed below:
  - 1. The Twelve Traditions, Twelve Concepts, and Twelve Steps of Narcotics Anonymous;
  - 2. The current ASC Guidelines;
  - 3. A Guide to Local Services in NA and conference-approved service handbooks

## **II. Membership and Committee Members**

Although anyone can be a member of Narcotics Anonymous as long as they have “a desire to stop using” (3<sup>rd</sup> Tradition), the Area Service Committee is established by the groups as a means to express the group’s conscience on issues that affect other groups, HASCONA, and NA as a whole. Therefore, membership in the ASC is limited to those trusted servants elected by the groups to represent them.

- A. Any Narcotics Anonymous member or interested person may attend the ASC meeting.
- B. ASC members consist of the GSR and Alternate-GSRs, ASC Officers, and Subcommittee Chairs. ASC officers include the Facilitator, ~~Vice Chairperson~~Co-Facilitator, Recorder, Treasurer, Co-Treasurer, and Regional Committee Members (RCM) 1 and RCM 2). These officers shall perform their duties as described by ~~these guidelines~~this policy and A Guide to Local Services in NA.

### III. Area Service Committee Meetings

The ASC is a resource for groups to seek input on a variety of service-related issues and support for their groups. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the ASC meeting. It is also an opportunity for any committee member to receive information on service related issues that they would like guidance on.

- A. The ASC shall meet the last Sunday of each month unless changed by ASC consensus (e.g.: holiday and NA function conflicts).
- B. Workshops, Learning Days, or any other major HASCONA committee meetings or events will be established and approved by the ASC.
- C. All permanent subcommittee meetings (Hospitals and Institutions, Public Information, Phonenumber, Activities, Schedules, Policy, Newsletter) shall meet each month with the time and place to be scheduled by the individual subcommittee.
- D. The ASC shall include a GSR orientation conducted as needed by the Area Chair RCM 1 or RCM 2 at the ASC meeting (Appendix D).
- E. All HASCONA meetings and functions are non-smoking.
- F. If the Area Chair/Facilitator is unable to facilitate the ASC meeting, the Co - Facilitator shall fulfill those duties for that ASC (A Guide to Local Services). If the Co - Facilitator is unable to facilitate the ASC meeting, the RCM1 shall fulfill those duties for that ASC.

G. Our group starter is the kit available from Narcotics Anonymous World Services (NAWS). We will give this kit to new groups as they join the Area. The kit includes the following:

1. PI Folder
2. Group Treasurer's Workbook (Item Number 2110)
3. Group Booklet (1600)
4. 2 NA White Booklets (1500)
5. 2 of IP #1, "Who, What, How, and Why" (3101)
6. 2 of IP #5, "Another Look" (3105)
7. 2 of IP #6, "Recovery and Relapse" (3106)
8. 2 of IP #7, "Am I an Addict?" (3107)
9. 2 of IP #8, "Just for Today" (3108)
10. 2 of IP #9, "Living the Program" (3109)
11. 2 of IP #11, "Sponsorship" (3111)
12. 2 of IP #12, "The Triangle of Self-Obsession" (3112)
13. 2 of IP #13, "~~Youth and Recovery~~By Young Addicts, for Young Addicts" (3113)
14. 2 of IP #14, "One Addict's Experience with Acceptance, Faith, and Commitment" (3114)
15. 2 of IP #16, "For the Newcomer" (3116)
16. 2 of IP #19, "Self-Acceptance" (3119)
17. 2 of IP #22, "Welcome to Narcotics Anonymous" (3122)
18. 2 of IP #25, "Self-Support: Principle and Practice" (3125)
19. Literature Order Form
20. NA Way Magazine
21. New Group Registration Form
22. New Group Checklist
23. Group Update Form

H. ASC Meeting Format (Appendix E).

#### IV. Decision-Making

As a spiritual body, we try to reach all decisions via consensus; we believe that a loving God's will is expressed through our group conscience (2<sup>nd</sup> Tradition). In the event that we cannot reach consensus, we utilize a simplified version of Roberts Rules of Order as printed in A Guide to Local Services in NA (pages 104-110) to reach our decision. One of the reasons we try to achieve consensus is that it ensures we follow our 9<sup>th</sup> Concept, "all elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ASC. The reason all committee members are allowed to vote on ~~manysome~~ decisions is the 7<sup>th</sup> concept, which states, "all members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes." The reason we limit voting to GSRs on old business, ~~guidelinepolicy~~ changes, and proposals to refer or table to groups, is to adhere to the 2<sup>nd</sup> and 3<sup>rd</sup> concepts which state, "the final responsibility and authority for NA services rests with the NA groups," and "the NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it." We believe that when a decision needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, any ASC committee member can participate in their home group's conscience ensuring that their voice is heard through their GSR.

A. All Area proposals and decisions except elections will first be considered using consensus-based decision-making (Appendix F). For the ASC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the ASC. If at the end of discussion the ASC has not reached agreement (this is defined as having seventy-five percent of eligible voting members in agreement), those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using ~~these guidelines~~this policy and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

B. Any decision goes back to the groups when ~~one~~25% of the GSRs ~~present~~ feels they cannot carry the conscience of their group.

C. All ~~guideline-policy~~ changes, old business (including CAR motions), and proposals to refer or table to groups for a group conscience will be decided by GSR's only.

~~E.D.~~ -All committee members except the member acting as Facilitator may ~~vote or~~ participate in decision-making during new business, ~~elections~~, and all other ASC decisions except those exceptions listed in this section.

~~D.E.~~ No ASC member will be permitted more than one vote in any decision, regardless

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of how many positions they hold, or groups they represent.

~~E.F.~~\_\_\_\_\_ The order of succession for GSR's at the ASC shall be:

1. Group Service Representative (GSR);
2. Alternate GSR;
3. A member of the group designated by the group.

~~F.G.~~\_\_\_\_\_ A group will no longer be considered a voting member if its designee is not present and has been absent from the last two consecutive ASC meetings. When a returning group has been present for two consecutive ASC meetings, their GSR or group representative may vote at the second meeting in which they are in attendance. New groups become voting members as of their ~~third-second~~ consecutive ASC.

~~G.H.~~\_\_\_\_\_ A ~~2/3~~-3/4 majority vote of those eligible is required to change or accept policy ~~or guidelines in the absence of consensus.~~

~~H.I.~~\_\_\_\_\_ The Facilitator or Acting Facilitator shall act as a neutral party and refrain from active debate on all proposals. However, if the Facilitator or Acting Facilitator wishes to participate in the discussion of a proposal, he/she must step down as ~~F~~Facilitator during that discussion.

~~I.J.~~\_\_\_\_\_ Any member of Narcotics Anonymous may make a proposal or nomination and participate in discussion.

~~J.K.~~\_\_\_\_\_ New proposals may not be submitted after the beginning of new business. Proposals may be amended or withdrawn at any time, ~~prior to voting.~~

~~K.L.~~\_\_\_\_\_ All proposals must be submitted to the Facilitator in writing to ~~i~~ensure accuracy (Appendix G). The Policy Facilitator will keep a copy of all passed or failed proposals in a proposal log.

~~L.M.~~\_\_\_\_\_ A two-thirds majority vote of voting members present at the ASC is required to pass a proposal for removal of a trusted servant from office.

## V. Elections

During our election process, we focus on the 4<sup>th</sup> concept, which states that effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

- A. Elections shall be held annually in January for all ASC positions except RCM1 and RCM2 which are held in October. Nominations for RCM1 and RCM2 begin in August and September. Nominations for all other positions are taken in November and December.
- B. Any vacancies prior to January will be filled on a temporary basis until elections in January. If a position becomes open, a group must have thirty (30) days to bring nominations to the ASC. Thereafter, all nominations must be in the ASC minutes for thirty (30) days prior to voting.
- C. All ASC Officers except RCM1 and RCM2 are elected for a term of one year. RCM1 and RCM2 will be elected for two-year terms. RCM1 will be elected in odd years; RCM2 will be elected in even years. The senior RCM (the RCM who has served in the position longest) is responsible to carry the area conscience to the RSC.
- D. No ASC member shall hold more than one ASC office except where a member of the Executive Committee (~~Chair/Facilitator, Vice-Chair/Co-Facilitator~~, Recorder, Treasurer, Co-Treasurer, RCM1 and RCM2) may temporarily fill the vacant position until an election can be held and the position filled.
- E. No ASC Subcommittee chair shall chair more than one ASC subcommittee; however, they may be a member of another subcommittee.
- F. No member shall be allowed to serve as a Group Service Representative (GSR) and Area Officer or permanent Subcommittee chair simultaneously. ~~Furthermore it is suggested that no GSR serve as a permanent Subcommittee chair while serving as GSR.~~
- G. No Area Officer shall be eligible to serve more than two consecutive full terms in the same ASC office.
- H. Nominees must be present on the day of elections in order to still be considered for the position for which they are running.
- I. In the event of a tie during an election, the ~~Executive Committee will serve as additional voting members in an effort to break the tie. These members consist of the Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, and the Policy Facilitator. The Facilitator would only vote if their vote were necessary to assure an add number of voters.~~ Facilitator makes the deciding vote.

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- J. An ASC Trusted Servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the ASC Facilitator or designee stating that concerns about their fulfillment of service responsibilities have been raised (Section IV.~~K~~<sup>M</sup>). If a member who is the subject of a proposal to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the proposal, a letter or phone call will not be required. Non-compliance includes any of the following but is not limited to:
1. Loss of abstinence from drugs.
  2. Failing to perform the duties of the position.
  3. Three consecutively missed ASC meetings.
- K. During elections of the ASC trusted servants the nominees shall leave the room following all discussion and prior to voting.
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## **VI. Subcommittees**

Just as groups create an ASC to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. Our use of subcommittees is based on the 9<sup>th</sup> tradition, the creation of “service boards or committees directly responsible to those they serve.” The ASC may establish subcommittees from time to time to carry on the work of the ASC. These subcommittees shall perform their duties as described by ~~these guidelines~~this policy, ASC-approved subcommittee guidelines~~policy~~, A Guide to Local Services in NA, Twelve Concepts of Narcotics Anonymous for Service, and any subcommittee handbooks approved by the World Service Conference of Narcotics Anonymous. Permanent subcommittees shall be formed by approval of the voting members of the ASC.

A. The permanent subcommittees shall include the following:

1. Hospitals & Institutions (H & I)
2. Public Information (P.I.)
3. Phonenumber
4. Activities
5. Schedules
6. Policy
- ~~6-7.~~ Newsletter

B. The ASC Facilitator may appoint special subcommittees or they may be formed by an approved proposal of the voting members of the ASC. These special subcommittees include but are not limited to the following:

1. Ad-hoc (specific situation)
2. Select (usually research)

C. All subcommittee Facilitators shall attend and submit a **written report** at the regular ASC meeting and all subcommittees must reserve and announce meeting times and places at least one (1) month in advance.

D. HACNA (Houston Area Convention of Narcotics Anonymous) is an ad-hoc subcommittee.

E. HASO (Houston Area Service Office) is a standing committee and will submit a written monthly report to the ASC.

## VII. Financial Responsibility

The basis of this section is the 11<sup>th</sup> concept which states “NA funds are used to further our primary purpose, and must be managed responsibly.” We believe that to manage our money responsibly we must have safeguards and financial controls in place to insure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly

- A. HASCONA will establish only one ASC business checking account for all funds.
- B. HASCONA will use a calendar year (February thru January) for its fiscal year.
- C. All monies accumulated from group contributions, activities, and all other sources shall be maintained and deposited in the HASCONA ASC checking account.
- D. All deposits to the ASC checking account shall be made within 48 hours of receipt of funds.
- E. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other ASC trusted servant should be present to receive the money.
- F. The ASC checking account shall require a minimum of two signatures on any check. Checks must have “Two Signatures Required” preprinted on the checks.
- G. All expenditures from the HASCONA account will require one of the following documents to be presented to the Treasurer:
  - 1. A bill from an approved vendor for regular monthly bills approved in the ASC budget.
  - 2. An approved budget request form. Subcommittee budget requests should be signed by the Subcommittee ~~Chair~~Facilitator or Subcommittee ~~Vice-Chair~~Co-Facilitator whenever possible.
  - 3. A check request form for non-budgeted expenses. These should be accompanied by receipts unless the ASC approves pre-payment of expenditures.
  - 4. Reimbursements will only be made for receipts presented to the ASC which are 60 days or less in age.
- H. HASCONA checking account access
  - 1. The signers for the HASCONA checking account shall consist of the Area Facilitator, the Co-Facilitator, Treasurer, and Co-Treasurer.
  - 2. There shall be no more than one signer per household on the HASCONA account.
  - 3. Internet access for account review only will be available to all ASC Officers if it is available.

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- I. HASCONA shall not obtain an ATM or check card. HASCONA shall not ~~deuse~~ online bill pay.
- J. The bank statements for the HASCONA account will be mailed to the ASC P.O. Box ~~and mailed to,~~ to be reviewed by, reconciled and maintained for the purpose of record keeping by the Area Treasurer. These records will be available to any ASC officer immediately upon request.
- K. A prudent reserve for the ASC, Activities income, area convention start-up funds, and all other income will be maintained in the ASC checking account.
- L. The ASC checking account will be audited quarterly by the financial subcommittee and annually by an auditor outside of the ASC. The auditor will prepare an opinion.
- M. The HASCONA shall utilize the following spending guidelines and pay expenses as prioritized below:
  - 1. Payment of ASC debts or expenses outside the fellowship of Narcotics Anonymous.
  - 2. Payment of ASC debts or expenses within the fellowship of Narcotics Anonymous.
  - 3. Approved budgets of ASC subcommittees and officers.
  - 4. All other expenses approved by the ASC.
- N. The Area Treasurer is responsible for insuring that the HASCONA complies with all Federal, State, and local laws and tax regulations.
- O. The Area Treasurer shall reconcile the area checking account monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and provide all current fund balances and bank statements. The ~~outgoing~~ Treasurer shall also submit an annual financial statement for the preceding year at the January ASC meeting summarizing all income and expenses from the previous fiscal year (The ASC fiscal year is defined as a calendar year, beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>). A copy of the bank statement should be submitted with and reconciled to the annual report.
- P. The Area Treasurer shall provide a receipt for all donations made to the Area.
- Q. The HASCONA shall adopt a budget for the coming fiscal year at the January ASC meeting. The ASC will disperse moneys based on the “pie percentages.”
- R. The Area financial meeting will be held quarterly and thereafter any proposed changes in “pie percentages” or changes in current expenditures will be made to the ASC. This meeting will take place in February, May, August, and November. All those which are required to attend the ASC, ~~with exception of RCMs~~ are required to attend the Area financial meetings.

- | S. A prudent reserve will be established at the January ASC for the coming fiscal year. The prudent reserve will equal either \$~~1~~2,500 or three months' total budgeted expenses whichever is greater.
- | T. Each standing HASCONA Subcommittee ~~Chair~~Facilitator and each HASCONA officer shall submit a written budget request at the January ASC meeting.
- U. The ASC shall use approved budgets for all standing HASCONA Subcommittees, HASCONA Officers, and any other HASCONA expenses. The ASC shall determine a projected monthly budget amount for the current fiscal year.
- V. An amount equal to the balance of the general fund (after all current financial obligations have been met), plus the total of the group contributions from the previous fiscal year shall be used as a guideline in determining the amount of the budget for the current fiscal year.
- W. All funds set aside for the Tejas Bluebonnet Region of Narcotics Anonymous as determined by the Pie System shall be passed on to them quarterly following the December, March, June and September ASC.

## VIII. Trusted Servants

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2<sup>nd</sup> Tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a HASCONA trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3<sup>rd</sup> Concept). We trust our trusted servants.

### A. Facilitator

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area ~~Guidelines-Policy~~ and A Guide to Local Services in NA.
2. Demonstrated ability to run a business meeting using consensus-based decision making.
3. The ~~a~~Area committee Facilitator is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The ~~chair's-Facilitator's~~ primary tools are the short-form rules of order, which appear at the end of ~~this guide~~ A Guide to Local Services in NA, a firm hand, a calm spirit, and a clear mind. The Facilitator can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.
4. Attend and ~~chair~~facilitate monthly ASC meeting.
5. Prepare agenda for ASC meetings.
6. Outgoing ~~Chair-Facilitator~~ will conduct annual ~~Guideline-Policy~~ review with the incoming officers.
- ~~7. Conduct GSR Orientation at ASC meeting as needed (Appendix E).~~
- ~~8-7.~~ Call for quarterly and annual audits.
- ~~9-8.~~ Submit written report at ASC meeting.
- ~~10-9.~~ Approve meeting minutes within 24 hours of receipt.
- ~~11-10.~~ Minimum of 5 years clean.

**B. Co-Facilitator**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area ~~Guidelines~~-Policy and A Guide to Local Services in NA.
2. Assist in coordinating subcommittee activities and attend their meetings when possible.
3. The primary responsibility of the area committee Co - Facilitator is the coordination of the area subcommittees. The area Co - Facilitator keeps in regular touch with the ~~chairpersons~~-facilitators of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC Co - Facilitator helps find solutions to them. The Co - Facilitator works closely with subcommittee ~~chairs~~ facilitators when they prepare their annual reports and budget proposals.
4. The Co - Facilitator is also responsible to assist the Facilitator in conducting area committee meetings.
5. Attend monthly ASC.
6. ~~Chair~~Facilitate monthly ASC in absence of ~~Chair~~Facilitator.
7. Review bank reconciliations and monthly bank statements at each monthly ASC.
8. Monitor Area Checking account for unusual activity.
9. Submit written report at ASC meeting.
10. Approve meeting minutes within 24 hours of receipt.
11. Minimum of 5 years clean.

**C. Treasurer<sup>1</sup>**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area [Guidelines-Policy](#) and A Guide to Local Services in NA.
2. Demonstrated ability to perform basic bookkeeping functions.
3. The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall (7<sup>th</sup> Tradition taken), reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms treasurers need for keeping their records.
4. Perform all Area Treasurer duties listed in the HASCONA financial [guidelinespolicy\(Section VII\)](#).
5. Attend monthly ASC.
6. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other [ASC](#) trusted servant should be present to receive the money.
7. Submit written report at ASC meeting.
8. Approve meeting minutes within 24 hours of receipt.
9. Minimum of 5 years clean.

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<sup>1</sup> The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

**D. Co-Treasurer**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area ~~Guidelines~~Policy and A Guide to Local Services in NA.
2. Willingness to learn and follow all area financial procedures.
3. Demonstrated ability to perform basic bookkeeping functions.
4. Learn to perform all Area Treasurer duties listed in the HASCONA ASC ~~guidelines~~Policy.
5. Attend monthly ASC.
6. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other ASC trusted servant should be present to receive the money.
7. Automatically becomes nominated to be Treasurer following annual Area administrative officer elections.
8. Approve meeting minutes within 24 hours of receipt.
9. Minimum of 5 years clean.

**E. Recorder**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area ~~Guidelines~~Policy and A Guide to Local Services in NA.
2. Strong computer skills and a demonstrated ability to take accurate notes.
3. Handle all paperwork.
4. Take clear, accurate minutes of area committee meetings and distribute those minutes.
5. Attend monthly ASC.
6. Record and send accurate meeting minutes to an officer for approval within 5 days of each ASC and immediately upon approval to the remaining committee members.
7. Maintain an up-to-date contact list of ASC members. With the ASC's permission, the Recorder should mail copies of these lists once ~~or twice~~ a year to the ~~World Service Office~~NA World Services. These lists will make it possible for ~~the WSONAWS~~ to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.
- ~~8. Furnish a copy of ASC Guidelines and the past three month's minutes to new ASC Committee Members.~~
- ~~9-8.~~ E-mail approved minutes to web servant within 24 hours of approval.
- ~~10-9.~~ Minimum of 2 years clean.

**F. Regional Committee Member (RCM1 and RCM2)**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA.
2. Ability to clearly communicate Regional and World Services information orally and in writing.
3. Serve as the core of the Regional Service Committee (a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly).
4. Keep the ASC in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.
5. Be well-versed in NA service practices and principles.
6. Be closely acquainted with the fundamentals of service in NA.
7. Familiar with all published service manuals and bulletins. ~~(puts the resources of the whole fellowship at the RCM's fingertips).~~
8. Carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. Take time to talk personally with other participants in their area committees and get a better idea of what needs and concerns the regional committee should address.
9. Attend and represent HASCONA at the Regional Service Committee meeting.
10. Attend monthly ASC, quarterly RSC, Regional Assembly, and Conference Agenda Report (CAR) workshop.
11. The RCM who has served longest will be responsible to carry the Area conscience to the RSC.
12. Verify that the NAWS website schedule information is accurate.
13. Compile and report all NA member votes on CAR motions to Regional Assembly.
14. ~~Chair-Facilitate~~ monthly ASC in ~~Chair~~Facilitator and ~~Vice-Chair~~Co-Facilitator's absence.
15. Submit written report at ASC meeting.
16. Approve meeting minutes within 24 hours of receipt.
17. Minimum of 3 years clean

**G. Hospital & Institutions (H&I) Facilitator**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, ASC Policy. A Guide to Local ~~NA~~-Services in NA, ASC-approved H&I ~~Guidelines~~-Policy and H&I Handbook.
2. Attend monthly ASC.
- ~~2-3.~~ Attend quarterly RSC.
- ~~3-4.~~ Chair/Facilitate H&I subcommittee meeting.
- ~~4-5.~~ Perform duties as described in the H&I ~~Guidelines~~Policy.
- ~~5-6.~~ Provide expenditure report at each ASC.
- ~~6-7.~~ Submit written report at ASC meeting.
- ~~7-8.~~ Minimum 1 year H&I experience.
- ~~8-9.~~ Minimum of 3 years clean.

**H. Public Information Facilitator**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, ASC Policy. ~~Area~~ASC-approved PI ~~Guidelines~~Policy and ~~currently approved PI-PR~~ Handbook.
2. Attend monthly ASC.
- ~~2-3.~~ Attend quarterly RSC.
- ~~3-4.~~ Chair PI subcommittee meeting.
- ~~4-5.~~ Perform duties as described in the PI ~~Guidelines~~Policy.
- ~~6.~~ Submit written report at ASC meeting.
- ~~5-7.~~ Minimum 1 year PI experience.
- ~~6-8.~~ Minimum of 3 years clean.

**I. Phoneline Facilitator**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, ASC Policy. ~~Area~~ASC-approved Phoneline ~~Guidelines~~-Policy and ~~currently~~-approved Phoneline Handbook.
2. Attend monthly ASC.
3. ~~Chair~~Facilitate Phoneline subcommittee meeting.
4. Perform duties as described in the Phoneline ~~Guidelines~~Policy.
5. Hand out Phoneline information sheet to new committee members (Appendix H).
6. Submit written report at ASC meeting.
7. Minimum of 3 years clean.

**J. Schedule Facilitator**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, and ASC Policy~~Area approved Schedule Guidelines and currently approved Schedule Handbook.~~
2. Attend monthly ASC.
3. Maintain the schedule information and coordinate efforts with Texas Tri-County and Northside Areas.
4. Print schedules and distribute at ASC as needed.
- ~~5. Perform duties as described in the Schedule Guidelines.~~

- 6.5. Submit written report at ASC meeting.
- 7.6. Minimum of 2 years clean.

**K. HASO Chair**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, ~~ASC Policy~~ Area approved Literature Guidelines, and currently approved HASO by-laws.
2. Understanding of HASO by-laws and ability to communicate that to the ASC effectively.
3. Attend monthly ASC until closing of financial accounts.
4. ~~Chair~~ Facilitate HASO subcommittee meeting.
5. Perform duties as described in the HASO ~~Guidelines~~ by-laws.
6. Submit written report at ASC meeting until closing of financial accounts.
7. Minimum of 3 years clean.

**L. HACNA ~~Chair~~ Facilitator**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, ~~Area ASC Guidelines~~ Policy, and A Guide to Local Services in NA.
2. Attend monthly ASC.
3. ~~Chair~~ Facilitate HACNA subcommittee meeting.
4. Perform duties as described in the HACNA ~~Guidelines~~ Policy.
5. HACNA shall maintain a separate bank account from HASCONA during convention years.
6. Submit written report at ASC meeting.
7. Minimum of 5 years clean.

**M. Activities Facilitator**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, ~~Area approved PI Guidelines and currently approved PI Handbook and ASC Policy~~.
2. Organize and conduct ~~fundraising~~ events to ~~provide funds~~ promote unity at the Area, Region, and World levels.
3. Attend monthly ASC.
4. ~~Chair~~ Facilitate Activities subcommittee meeting.
5. ~~Perform duties as described in the Activities Guidelines~~.
- 6.5. Submit written report at ASC meeting.
- 7.6. Minimum of 3 years clean.

**N. Policy Facilitator**

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, ~~Area approved PI Guidelines and currently approved PI Handbook and ASC Policy~~.
2. Suggest new policy modifications to existing policy for the ASC to consider.
3. Should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Maintain a record of ~~guideline~~ policy changes and major proposals and update ~~guidelines~~ policy regularly.
4. Implement and expedite revisions to existing policy.

5. Attend monthly ASC.
6. ~~Chair~~Facilitate Policy subcommittee meeting.
7. Perform duties as described in the ASC Policy Guidelines.
8. Submit written report at ASC meeting.
9. Minimum of 3 years clean.

### **Appendix A**

#### **Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose — to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

## Appendix B

### **Twelve Concepts of Narcotics Anonymous**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## Appendix C

### **Twelve Steps of Narcotics Anonymous**

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## Appendix D

### GSR Orientation

Here is some stuff that I've learned along the years that has helped me. *This is not official NA literature.* A Group Service Representative (GSR) is the representation - the voice of your meeting at the Area level. The next level is the Regional Committee Member (RCM) - they do the same thing - represent our Houston Area in voice and vote at the Regional level. So with that said...

Learn to know the lingo and acronyms: ~~IPs~~ (Information Pamphlets), RSC (Regional Service Committee), ~~WSO~~ (World Service Office), ~~NAWS~~ (NA World Services), RCM (Regional Committee Member), GSR (Group Service Representative). Know that this lingo is ours and isn't always clearly understood to newcomers or those outside the program. Use the abbreviations accordingly.

Learn what the subcommittees do, where they meet, and who the ~~chairs~~ facilitators are. Ask the subcommittee ~~chairs~~ facilitators about their subcommittees. Attend a subcommittee meeting. Have a GSR alternate that you keep under your wing and encourage to come to Area with you. In a perfect NA world, an ~~alt~~ alternate attends meetings regularly and fills in when needed for the GSR for a year, then steps up into the GSR position.

Know the difference between recovery and business. As addicts we have often burned bridges and lived in lies and manipulation. We often compensate, identifying these issues in others; but if others are making an effort, we often are too free with the benefit of the doubt. Trusted servant positions are just that - trusted (and hopefully egoless). Be careful on giving too much benefit of the doubt for positions. When voting someone in for a position, ask questions, get definitive answers, and when in doubt follow the lead of those whose time and recovery, and mental facilities you respect. Not every one who is of service is doing it well or for the right reasons. Not everyone who is in the program is clean. If someone is up for a position and there is lots of discussion and lots of concerns, know that you don't have to vote that person in just because no one else is willing to step up. If a position doesn't get filled, NA will still exist. Learn a little about the people who have been around and of service. If one of them is asking a lot of questions, listen and ask some too. If the chair of the Area is having an issue with someone or something, you can bet there is a good reason. Back those you trust if you don't have the time or energy to dig deeper.

Pick up flyers at the Area meeting and display them at your group. Take only as many as you think you need. If it is an out of town event one or two may be enough. Remember there are over 24 groups in the Houston Area. Many may not be represented at the Area meeting, but there still needs to be enough flyers and directories to go around.

Take good notes during the Area meeting. Note how many panels are open, how many phone slots are open, which activities are coming up if they need help. Keep aware of

any business happening on the Area level that should be reported or discussed in your meeting. Sometimes issues come up and the GSR must spend many consecutive months discussing

the issue before they come to a solution. This is the info that you should be bringing to your meeting so that your vote at Area is truly your groups vote your vote should represent what the group wants. Of course, they have given you their group - conscious, they already have faith in your judgment. Most issues don't need to be taken back to your meeting, but stay aware that sometimes there are ones that do need to be taken back. Often you will be told outright, "take this back to your meeting." Other times it's just a matter of good communication and you keeping your meeting up to date on what is going on at the Area level.

Listen when other GSRs deliver their meeting reports, take notes on which meetings need support or have positions open. Bring questions or concerns or ideas, when they arise, from you meeting to Area for discussion and clarification.

Know that we only use NA literature at NA meetings and only display upcoming flyers for NA activities. The 1st Tradition states, "personal recovery depends on NA unity." And remember in ~~the~~ Tradition 10 it states, "we have no opinions on outside issues." Luckily we have these guidelines. You can share your political leanings or quest to save animals, or show off the products you are selling, but you can't do it at the flyer table. Talking to one member is different than talking to a group.

Check out our website occasionally. Check your meeting info and make sure it's right. Drop an email of praise or any corrections to the website coordinator. Check your meeting info on the printed directory regularly.

Also, know that it is important to your recovery and to the fellowship for members to be of service. If you have a meeting commitment, do it. Be at the meeting every week and attend the business meeting. The strength and organization of NA is maintained by its members. Less than 1% of the members do 100% of the work. If every able member was stepping up to do a little service, the pleas for people to take phone slots, fill panels, organize events, make merchandise, be GSR, alternate GSR, RCM, join the literature committee, etc... would be nonexistent. What have you been doing lately to make sure NA is still here for the newcomer, the relapser, and person with time? You are NA. Traditions 2 and 10 "It Works How and Why."

## Appendix E

### ASC Meeting Format

#### Call to Order

- Reading of the Serenity Prayer
- Reading of the Service Prayer
- Reading of the Twelve Traditions and/or Twelve Concepts for NA Service
- Roll call
- “Are there any new GSRs?” (if so, Area Chairan RCM conducts GSR Orientation during the break)
- Recognition of new groups and returning groups
- Approval of last month’s minutes (additions or corrections are made)

#### Reports

- Administrative officers’ reports
- Group reports
- Special (ad hoc) committee reports
- Standing subcommittee reports

#### Sharing Session

General discussion of group concerns and issues raised by reports.

#### Old Business

- Proposals are in order regarding business left over from previous meetings
- Elections are conducted during old business

#### New Business

Proposals are in order regarding business that is new to this committee.

#### Announcements

#### Adjournment

## **Appendix F**

### **Consensus-Based Decision Making**

Consensus is a decision making process that works creatively to include all persons making the decision. It is the most powerful decision process as all members agree to the final decision. This is truly radical democracy as all participants have a direct voice and veto power.

In short consensus takes into account and validates each participant. Everyone gets the opportunity to voice their opinion, or block a proposal if they feel strongly enough about a decision.

### **Basic Consensus F.A.Q.**

#### **What Exactly Is Consensus?**

Consensus is a decision making process which equalizes power over a group of people. Instead of simply voting for an item, and having the majority of the group get their way, the group has to sit down and get a solution to a problem that EVERYONE is okay with. People take different ideas and we see how we feel about them. The solution that the group thinks is the most positive gets chosen, unless a member of the group finds the solution totally unacceptable. Consensus is based on compromise, and the ability to find common ground.

#### **Why Would We Want to Use Consensus?**

Consensus is a system that promotes participation because each person has the power to make changes in the system, and to prevent changes that they find unacceptable. People are often inactive because they feel that they have no power in the system and their voice won't be listened to. (Isn't that why so few people vote in most industrial democracies?) Imagine if corporations had to have consensus from a community to build a plastic factory near them, or an incinerator. Shouldn't this be what happens regularly? Since consensus would give everyone power to have their voice be heard, it would force people to listen to each other, and answer their concerns instead of moving past them.

#### **But What's Wrong with a Majority Rule System?**

The majority rule system is set up to have a winner and a loser. This promotes conflict, and lends itself to steamrolling an idea over a minority that dissents with the majority opinion. People in a majority rule system don't need to listen to the dissenting minority, or take their opinion seriously because they can simply outvote them. Majority rule systems say that the majority is infallible and they have nothing to learn from the minority. There is no moral system at work with a majority rule system, and there is nothing to say that the majority of people will come up with a morally acceptable system.

### **Be Honest, What Are the Bad Things About Consensus?**

Since it is a lengthier process to hash out ideas until all objections are resolved, your group meetings might be a bit longer and some proposals might regularly take more than a week to decide. Also, since some proposals may be just shot down without hope of compromise, consensus sometimes favors the status quo.

#### **How it works...**

**1. Presentation**

The proposal is presented as clearly as possible by its author.

**2. Clarifying Questions**

Questions are asked by anyone about the proposal to make sure that everyone understands it before you discuss it. This is not a debate over the proposal, just clarification.

**3. Discussion or Reservations**

The proposal is discussed and debated. Possible amendments to the proposal are made at this time. The author always reserves the right to alter the proposal as he/she sees fit.

**4. Take general feelings on the proposal \_ Do we have a consensus?**

- A. **Assent** - I agree and/or go with it. (Yes vote.) Shown with silence.
- B. **Assent with Reservations** - I don't like this but I trust the Group and the process. It does not block the passing of a proposal, but it is a public statement of why you dislike it (so you can say 'I told you so!' later). All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.
- C. **Stand Aside** - I don't agree. (No vote.) It does not block the passing of a proposal, but it is a public statement of why you dislike it (so you can say 'I told you so!' later). All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.
- D. **Block** - Blocks the proposal from passing. If you block it means that you cannot live with the proposal if it passes. It is so objectionable to you/those you represent, that you will stop the proposal from passing. A block isn't an "I don't really like it" or an "I liked the other idea better." It is an "I cannot live with this proposal if it passes. I think it violates traditions/spiritual principles/concepts, and here's why..."

### **Does the Proposal Pass?**

If the feelings of the group are generally positive and there are no major objections, then the proposal passes. If general feelings are positive, but someone has blocked the proposal, the proposal doesn't pass. It may get sent to a reconciliation committee, or withdrawn and reworked and represented at a later date. If the group feelings are generally negative, the proposal doesn't pass. If the group feelings are mixed, not generally positive or negative, discussion continues, or the proposal is tabled until the next meeting, or until more information is available. If discussion seems to be going on forever without the possibility of resolution, the group can:

1. Decide to drop the proposal;
2. Move onto approval voting of specific options within the proposal, or;
3. Send the proposal to a 'reconciliation committee' - or perhaps the original author - for rewriting to work out the objections.

### **Ground Rules**

1. A time limit of 15 minutes will be imposed on the discussion of proposals
2. A consensus is reached when 75% of voting members are in agreement
3. No Repeating
4. No Bulldozing Majority
5. Hear the Minority Opinion
6. Decide ahead of time what we consider a Consensus
7. Meeting Recordings (Formally Minutes)
8. Respect One Another

This will take a lot of cooperation from everyone to make this a true consensus. Consensus is a broad agreement among members of this body and consensus-based decision - making is any of a number of techniques to adopt proposals that the body can broadly agree on; this agreement is reached through both discussion and willingness to modify proposals.

**Appendix G**

<b>Proposal Form</b>
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**Date Submitted:**

**Date Decided:**

**Proposal:**

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**Proposal Made By: (Name and Group Representative)**

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**INTENT OF PROPOSAL:**

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**Consensus Reached?**      Yes \_\_\_\_\_      No \_\_\_\_\_

**Moved to Vote?**      Yes \_\_\_\_\_      No \_\_\_\_\_

**Number For:**      \_\_\_\_\_

**Number Against:**      \_\_\_\_\_

**Number of Abstentions:**      \_\_\_\_\_

**Proposal Passes** \_\_\_\_\_      **Proposal Fails** \_\_\_\_\_      **Proposal Tabled** \_\_\_\_\_

