

THE GCASCNA



POLICY AND ADMINISTRATION HANDBOOK

Revised August 21st, 2016

Includes Policy Handbook, Reference Book, and Glossary of Commonly-Used Terms

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.

Preface

This Policy was written with the welfare of all Members of Narcotics Anonymous in The Greater Cincinnati Area in mind. It is our goal to produce policy that offers the Greatest good for the Greatest number, ever adhering to Spiritual Principles.

Service Prayer

“GOD, grant us knowledge that we may (serve) according to Your Divine precepts. Instill in us a sense of Your Purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.”

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BOOK ONE: GCASCNA POLICY

I. SECTION ONE: PURPOSE OF THE AREA SERVICE COMMITTEE

1. The Greater Cincinnati Area Service Committee of Narcotics Anonymous (GCASCNA) consists of Narcotics Anonymous (NA) members working together to serve the Fellowship of NA in the Greater Cincinnati Area, but not to act as an authority over the Area. In accordance with Tradition Nine of Narcotics Anonymous, the GCASCNA is directly responsible to those they serve and shall be respectful of the Twelve Traditions of Narcotics Anonymous in all of its affairs and matters of business. Keeping the interest of the NA fellowship in the Greater Cincinnati Area and around the world ever at heart shall be yet another of our main concerns.
2. The GCASCNA, operating in its defined and implied responsibilities as directed by the Fellowship of Narcotics Anonymous in the Greater Cincinnati Area, strives to provide the following services:
 - a. The primary function of the GCASCNA is to unify, aid, and provide a forum for communication and offer guidance to NA Groups with needs and difficulties.
 - b. Facilitate in carrying the NA message through Sub-Committee actions.
 - c. Additionally, this Committee is to contribute to the growth of NA both by initiating some of the work to be finalized at the Ohio Regional Service Committee of Narcotics Anonymous (ORSCNA) and by helping to support our Regional Services.
3. The GCASCNA is comprised of elected Group Service Representatives (GSRs) from the member NA Groups in the Greater Cincinnati Area, an elected Administrative Committee of Trusted Servants (i.e. Area Chairperson, Area Vice-Chairperson, Area Secretary, Area Vice-Secretary, Area Treasurer, Area Vice-Treasurer, Regional Committee Member, and Alternate Regional Committee Member), and GCASCNA Sub-Committee Chairpersons. An NA Group is a member of GCASCNA when they say they are.
4. The Area Service Committee (ASC) meets monthly on the third Sunday of each month, except June. In the month of June, the ASC meets on the fourth Sunday of that month.
5. The fiscal year of the GCASCNA runs concurrently with the Area Treasurer's term, generally beginning on June 1st and ending May 31st.
6. Occasionally there may be a need for an emergency meeting of the GCASCNA. An emergency meeting of the GCASCNA may only be called by majority vote of the member GSRs. The vote is to be tabulated by the Regional Committee Member or Alternate Regional Committee Member. All of the members of the GCASCNA and its Trusted Servants **must** be given a notice of the meeting five days prior to its occurrence.
7. In the event of a crisis, the Administrative Committee may hold an emergency meeting. All members of the Administrative Committee **must** be notified of the meeting at least **24** hours in advance, **and when at all possible**, three days prior to its occurrence. In order for the meeting to be considered valid, two-thirds (**2/3**) of the Administrative Committee **must** be present at the meeting. The Administrative Committee may propose temporary solutions for the good of the Area and all decisions **must** be submitted to the GCASCNA in written form.

II. SECTION TWO: MANAGEMENT OF FUNDS

A. General Funds Policies:

1. In accordance with the 11th Concept which states, “NA funds are to be used to further our primary purpose, and must be managed responsibly,” each GCASCNA-elected Trusted Servant must sign a “*Statement of Responsibility*”. This is to ensure that our service bodies manage funds responsibly, accounting fully and accurately for their use to those that provide them. The “original signature” versions of these documents will be retained by the GCASCNA Policy and Administration Sub-Committee Chair, with copies distributed to signers.
2. The GCASCNA will maintain an Operating Reserve in the amount of **\$1,100.00**. This Operating Reserve should be equal to the amount of the Area’s typical monthly financial obligations. (The \$610.00 H&I Monthly Literature Reserve is included in this Operating Reserve.) In addition, the GCASCNA will maintain a Prudent Reserve in the amount of **\$1,500.00**, whenever possible.
3. The Area Treasurer receives all funds at the ASC meeting and determines monthly balance after the Area’s obligations are paid. The following priority shall be used in the disbursement of funds:
 - a. Replenishing literature inventory, including monthly H&I allocation.
 - b. Pay regular bills.
 - c. Hope Line (Phone Line).
 - d. Copying & distribution cost for minutes.
 - e. Bi-Annual Post Office Box rental.
 - f. Pay other items, as approved by Group Conscience.
 - g. Remaining funds, in excess of the Operating Reserve (**\$1,100.00**) and Prudent Reserve (**\$1,500.00**), shall be distributed as follows:
 - **60%** retained in the Area’s Treasury.
 - **30%** donated to the Ohio Regional Service Committee of Narcotics Anonymous (ORSCNA).
 - **10%** donated to Narcotics Anonymous World Services (NAWS).
4. Any other income (e.g. net proceeds from abnormal weenie jam, activities, convention, etc.) in excess of the GCASCNA Prudent Reserve, may be distributed according to the above formula at discretion of the groups.
5. No GCASCNA Sub-Committee is allowed to accept donations directly from Home Groups. Only the ASC can accept donations from Home Groups. The Area Treasurer’s Report will include an itemized report of all group donations.
6. All GCASCNA Sub-Committees will provide a complete financial report which includes opening balance, itemized income & expenses, and closing balance, along with their report to the GCASCNA, accounting for how their Discretionary Fund/Operating Reserve was used.
7. Financial records for each GCASCNA Activities Sub-Committee event shall be kept separately with complete records closed and turned in at the first monthly ASC meeting following the event.
8. All Groups and GCASCNA Sub-Committees needing money for an activity, without working with the GCASCNA Activities Sub-Committee, **must** request funds from the Area Treasury prior to the event, subject to vote of approval from the GCASCNA.
9. All GSR’s are greatly encouraged to provide a monthly report to the GCASCNA to be included in the minutes. This monthly group report should include a financial report.

B. GCASCNA Sub-Committee Operating Reserves:

1. Abnormal Weenie Jam Sub-Committee Annual Operating Reserve is \$ **2,000.00**
2. Activities Sub-Committee Monthly Operating Reserve is \$ **500.00**
3. Convention Sub-Committee Bi-Annual Operating Reserve is \$ **3,500.00**
4. Friends of Jimmy K. Sub-Committee Annual Operating Reserve is \$ **500.00**
5. Hospitals & Institutions Sub-Committee Monthly Literature Reserve amount is \$ **610.00**.
6. Literature Distribution Sub-Committee Monthly Stockpile Reserve amount is \$ **5,000.00**.

C. Distribution of Literature:

1. The GCASCNA Literature Distribution Sub-Committee will be available to fill Group literature orders at all monthly ASC meetings.
2. Literature will not be sold by the GCASCNA Literature Distribution Sub-Committee in any other place than the monthly ASC meetings.
3. Upon request, the ASC will donate literature, valued up to \$ **75.00**, to new meetings or groups. (“New Meeting Starter Kit”)
4. Funds for literature sold at monthly ASC meetings will be collected by the Area Treasurer.
5. The GCASCNA Literature Distribution Sub-Committee Chairperson **must** provide the Area Treasurer a copy of all invoices and back orders.
6. The GCASCNA Literature Distribution Sub-Committee Chairperson will be fully responsible for maintaining the literature stockpile and insuring that we always have literature available at the monthly ASC meeting in an amount equal (in value) to the Literature Distribution Sub-Committee Monthly Stockpile Reserve. This includes procuring the appropriate funds from the sale of literature, as well as funds to cover the cost of all literature donations, from the ASC Treasury.
7. An inventory of the GCASCNA Literature Distribution Sub-Committee Stockpile will be conducted directly after the monthly ASC meeting, whenever possible.

D. Contracts with Hotels for Bi-Annual Convention:

1. The GCASCNA Convention Sub-Committee shall sign **no contract** with any hotel that has been selected as a site for the Area’s Bi-Annual Convention unless a copy of the proposed contract has been sent to the ASC for review before final approval.
2. Each contract drawn between a hotel Convention site and the GCASCNA Convention Sub-Committee **must** contain a clause that rooms being reserved shall be secured by credit card or other advance payment of one night stay to deter cancellations and “no show”.

E. Travel and Lodging Expenses:

1. Travel and lodging expenses for the RCM and/or Alternate RCM are available upon request and pre-approval by the ASC with the following limitations:
 - a. Lodging expenses for a two-day event shall not exceed \$ **100.00** a night for one room to be shared by the RCM and Alternate RCM.
 - b. Travel Expenses will be reimbursed at 75% of gas receipts submitted by the RCM or Alternate RCM.
2. Area Sub-Committee chairs will be reimbursed at this same rate for travel only (not lodging) to the quarterly RSC meeting only.
3. All other Area Sub-Committee chair mileage expenses will be reimbursed at the rate of 20 cents per mile for travel pertaining to their service position outside of the Interstate 275 loop, as documented by MapQuest, Yahoo Maps, or a similar resource.

III. SECTION THREE: ADMINISTRATION

A. Voting and Quorum:

1. Voting members of the GCASCNA are GSRs, Alternate GSRs (in the absence of the GSR), or an official Group proxy representative. No GCASCNA-elected Trusted Servant may vote as a GSR, Alternate GSR, or an official Group proxy representative. Each autonomous NA group may have only **ONE** representative voting for them; and any voting member may have only **ONE** vote, even though they might be representing more than one NA group at a time.
2. A quorum, consisting of at least one-half of the voting members of the GCASCNA plus one, must be present to conduct business at any regular monthly GCASCNA meeting. This quorum must be met within 15 minutes after the official start time of the meeting in order for business to commence.
3. For this reason, meetings are asked to inform the ASC when they reach Group status and desire voting participation at the GCASCNA meeting.
4. New Groups, or those having been removed from quorum, **must** attend the ASC meeting for two consecutive months to attain voting privileges during the second month. This is to ensure that Group is current on all relevant issues and has had a chance to relate these issues back to the Group for Group Conscience.
5. Groups not represented at the ASC, either by a GSR, Alternate GSR, or an official Group proxy representative, for three consecutive months will **not** be considered a part of the effective voting quorum.
6. In addition to the initial roll call at the beginning of any GCASCNA meeting, a second roll call shall be taken of the voting members at the end of "New Business" or "Nominations/Elections" (if these are necessary).
7. In order to be considered present for the meeting and eligible to vote, a Group **must** be represented by GSR, Alternate GSR or an Official Group Proxy Representative at both, the initial roll call and second roll call.
8. Business of the Area Service Committee shall be conducted by the GCASCNA policy in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. The passage of motions on the floor of the Committee requires a simple "yes" majority (more than half, or 50% + 1). Motions that make or change policy require a two-thirds "yes" majority of the voting body. An abstention does not count in the total number of present voting members from which the needed percentage is derived. If a situation occurs when there are more abstentions than the total "yes" and "no" votes, then the motion will be placed back on the floor for further deliberation and clarification.
9. Any motion that makes or changes policy, or motions that affect NA as a whole, **must** go back to the member Groups for a vote of Group Conscience. (If a motion is taken back to the groups, GSRs are asked to take back both sides of the debate so that the group may have better insight to form group conscience.) Any motions brought by a Group or motions from the floor that do not pertain to the above mentioned situations may be voted on immediately. Home groups will make their vote known by way of a ballot that will be sent out with the monthly ASC meeting minutes. Ballots will be turned in to the Area Secretary upon arrival at the monthly ASC meeting, no later than the end of subcommittee reports, to allow time for the votes to be tallied. The votes will be tallied by the Area Secretary and confirmed by the Area Vice-Chair, and the results will be announced in "Old Business". Blank ballots will be available at the monthly ASC meeting and made available to GSRs in the event that they do not have their copy for any reason. If they wish, GSR's may review the ballots to confirm the results. If a group has voted that they wish to table the current motion, that will be announced in "Old Business" and await a second from another voting GSR. If the motion to table is seconded the discussion/further clarification will begin. The motion will then be resubmitted to the Home groups for a new vote on the date noted by the maker of the motion to table. In the event that the motion to table does not receive a second, the GSR representing the maker of the motion to table will then enter a vote of "For", "Against", or "Abstention" as instructed by their Home Group.

10. In the event, the member Groups do not receive minutes from the previous ASC in time to hold Group Conscience, the following procedure shall be used. If the number of Groups able to have a Group Conscience on these motions is greater than two-thirds of all the Groups in quorum at the monthly ASC meeting, the motion(s) will be voted upon. If not, the motion(s) will be returned to the Groups and voted on at the next monthly ASC meeting.
11. All requests for funds, from the ASC Treasury, excluding any Sub-Committee and Administrative Committee discretionary funds, **must** be made in the form of a motion submitted to the ASC in writing. The intent, amount, and NA member or Sub-Committee responsible **must** be clearly stated. Requests for the disbursement of funds will not be approved in conjunction with, included in, or as any part of, any Sub-Committee or Group's monthly report to the ASC.
 - a. These motions may be voted upon immediately, if and only if, the funds are within the Treasury's available balance, as determined by the Area Treasurer. These motions need not be returned to the Groups for approval.
 - b. All motions requesting funds from the ASC Treasury should be considered low priority and last during "New Business" to allow the Area Treasurer time to tally a rough estimate of available funds from activities and donations.
12. In the case of a tie vote, the GCASCNA Trusted Servants (Sub-Committee Chairpersons) will be asked to vote. The collective result of their vote will act as a tie-breaker. In the case of another tie, the Area Chairperson will act as the tie-breaker.
13. GSRs, Sub-Committee Chairpersons, and other GCASCNA-elected Trusted Servants (except the ASC Chairperson) may make motions. Only GSRs may second motions. Any concerned NA member present at the meeting may participate in the discussion concerning a motion.
14. All motions made at any ASC meeting are to be submitted in writing.
15. In some cases where there is little or no opposition to a motion the Area Chairperson may elect to pass the motion with unanimous consent. The Area Chairperson will call for objections. Hearing none, the motion shall be considered "passed by unanimous consent".
16. An adopted motion shall become effective at the end of the ASC meeting.
17. This Policy Handbook supersedes all previous versions.

B. Removal of a Meeting from Quorum and Area NA Meeting Schedule:

Once it has been brought to the attention of the ASC that a meeting, using the Narcotics Anonymous name, is failing to adhere to the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, the following procedure shall be used to evaluate and possibly remove them from quorum and the Area's NA meeting schedule:

1. Two or more members of the Administrative Committee shall attend the meeting to determine if the meeting is failing to adhere to the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
2. Any deviations from these principles will be brought to the attention of the meeting and its Home Group members. If the Group is willing, the ASC will offer support and help the Group learn the fundamentals of conducting a Narcotics Anonymous meeting.
3. If the Group is not willing to observe the principles of Narcotics Anonymous, the meeting should not be using the Narcotics Anonymous name and they will be informed that the ASC may remove the meeting from Quorum and the Area's NA meeting schedule.
4. A motion will be proposed to the ASC, to be returned to the Groups, to have the meeting removed from Quorum and the Area's NA meeting schedule.
5. The meeting will be allowed to offer a rebuttal to the motion at the next monthly ASC meeting before the motion is voted upon.

C. Election of GCASCNA Trusted Servants:

1. Regular elections of GCASCNA Trusted Servants will be conducted at monthly ASC meetings according to the following schedule:
 - a. At the February ASC meeting, the GCASCNA Friends of Jimmy K Sub-Committee Chairperson will be voted on.
 - b. At the April ASC meeting, the Regional Committee Member (RCM), Alternate Regional Committee Member (Alternate RCM), and GCASCNA Activities Sub-Committee Chairperson will be voted on.
 - c. At the May ASC meeting, the Area Chairperson, Area Vice-Chairperson, Area Treasurer, Area Vice-Treasurer, and GCASCNA Literature Distribution, Literature Review, and Public Relations Sub-Committee Chairpersons will be voted on.
 - d. At the September ASC meeting, the GCASCNA Abnormal Weenie Jam Sub-Committee Chairperson will be voted on.
 - e. At the October ASC meeting in even-numbered years, the GCASCNA Convention Sub-Committee Chairperson will be voted on.
 - f. At the November ASC meeting, the Area Secretary, Area Vice-Secretary, and GCASCNA Additional Needs, Hope-Line, Hospitals & Institutions, Outreach, and Policy & Administration, Sub-Committee Chairpersons will be voted on.
2. Two months prior to any regular scheduled elections, the Area Chair shall announce the upcoming elections to the member Groups, asking them for nominations to be presented at the next monthly ASC meeting.
3. One month prior to any regular scheduled elections, the Area Chair shall call upon the member Groups for nominations for each of the Trusted Servant positions that is to be voted on at the next monthly ASC meeting.
4. At the time of nomination, nominees should be present to accept their nomination, to present their qualifications for the position to which they are being nominated, and to address any questions or concerns. Anyone nominated to a position and unable to be in attendance may accept their nomination in writing, with a letter of acceptance being submitted to the Area Chairperson, specifying their qualifications and willingness.
5. On the month of any regular scheduled elections, the votes will be tallied in the same manner as votes on motions. Home groups will make their vote known by way of a ballot that will be sent out with the monthly ASC meeting minutes. Ballots will be turned in to the Area Secretary upon arrival at the monthly ASC meeting, no later than the end of subcommittee reports, to allow time for the votes to be tallied. The votes will be tallied by the Area Secretary and confirmed by the Area Vice-Chair, and the results will be announced by the Area Chair in "Elections". Blank ballots will be available at the monthly ASC meeting and made available to GSR's in the event that they do not have their copy for any reason. If they wish, GSRs may review the ballots to confirm the results.
6. Nominations and elections for "Open" (unfilled) or recently-vacated positions do not have to be sent back to groups, they may be voted on immediately, except in the case of there being multiple nominees. In this case the nominees qualifications will be sent back to the groups and voted on at the next monthly ASC meeting.
7. Once elected, any GCASCNA Trusted Servant will begin service immediately following the monthly ASC meeting at which they were elected.
8. The GCASCNA Convention Sub-Committee Chairperson is a two-year commitment. All other GCASCNA Trusted Servant positions are a one year commitment, with the exception of any Ad-Hoc, Special or Temporary Sub-Committee positions that may be created.
9. Any "Alternate" or "Vice" position holds an implied two-year commitment, assuming the associated senior position with the willingness and a vote of confidence at the end of the first year.
10. Any GCASCNA Trusted Servant may serve a second term in that same position, if nominated and elected.

D. Common Qualifications and Responsibilities for all Positions:

1. Adhere to suggested clean time.
 - a. ASC Chairperson and ASC Treasurer – **3 years**
 - b. ASC Secretary, ASC Vice-Chairperson, ASC Vice-Treasurer, Regional Committee Member (RCM), and GCASCNA Sub-Committee Chairpersons – **2 years**
 - c. ASC Vice-Secretary and Alternate Regional Committee Member (Alt. RCM) – **1 year**
2. Impartiality, open-mindedness, and the ability to communicate.
3. Understanding of policy and procedure.
4. Narcotics Anonymous service experience (**min. 1 year**) and knowledge of Sub-Committees.
5. Willingness to contribute time and resources to the job.
6. Ability to coordinate and lead with integrity.
7. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
8. Willingness to accept and carry the Group's Conscience.
9. Understanding of the Narcotics Anonymous Service Structure.
10. Understanding of the Group's Conscience.
11. Some typing skills. (**Secretary**)
12. Basic accounting skills, and the ability to handle money and keep accurate records. (**Treasurer and Vice-Treasurer**)
13. Attendance at the ASC Policy & Administration Sub-Committee meeting is **strongly suggested**.
14. All Vice/Alternate positions assume duties of Primary Position in the event of that facilitator's absence.

E. Trusted Servant Responsibilities:

1. **Area Chairperson Responsibilities:**
 - a. Chairs all ASC meetings.
 - b. Keeps discussion moving smoothly and in a timely, business-like manner.
 - c. Helps to ensure the respect of this policy and the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 - d. Sets agenda for each ASC meeting and includes a written agenda in the minutes for the next ASC meeting.
 - e. Responsible for all correspondence, as needed, or delegates them through the proper channels.
 - f. Shall be one of three authorized signers on the Area's checking account.
 - g. **Must** attend Regional Service Committee (RSC) meeting if the RCM or Alternate RCM cannot attend.
2. **Area Vice-Chairperson Responsibilities:**
 - a. Assists the Area Chairperson with all of his/her duties.
 - b. Chairs the ASC meeting in the absence of the Area Chairperson.
 - c. Attends at least one meeting of each GCASCNA Sub-Committee during his/her term.
 - d. Assumes the duties of vacant GCASCNA Sub-Committee Chair positions.
 - e. One-year term with an implied two-year commitment; the Area Vice-Chairperson is automatically nominated for Area Chairperson at the end of their term after verifying their willingness to serve in that position. Their nomination is sent back to the groups for a vote along with any other candidates nominated for the position.

3. Regional Committee Member (RCM) Responsibilities:

- a. Acts as a liaison for the Area at Regional Service Committee (RSC) meetings.
- b. Carries Area Conscience and concerns to the Ohio Regional Service Committee of Narcotics Anonymous (ORSCNA).
- c. Carries business and concerns from ORSCNA to the Area for consideration and presents all sides or discussions to allow for a Group Conscience.
- d. Acts as a “trusted servant” of the Area with the ability to vote on motions that don’t affect the individual addict.
- e. Submits a written report at all monthly ASC meetings.
- f. Be available as a source of information on all Regional matters.
- g. Must stay current with all Area Conscience and affairs.
- h. Shall be one of three authorized signers on the Area’s checking account.
- i. Attendance at the GCASCNA Policy & Administration Sub-Committee meeting is **strongly suggested.**

4. Alternate Regional Committee Member (Alternate RCM) Responsibilities:

- a. Assists the RCM in the performance of his/her duties.
- b. Takes notes and compares them with the RCM’s notes at the RSC meeting.
- c. Assists in making reports to ORSCNA.
- d. Carries out RCM duties in the absence of the RCM on the Area or Regional level.
- e. Stays current with all Area and Regional affairs.
- f. Attends as many different meetings as possible to keep in touch with Area affairs.
- g. One-year term with an implied two-year commitment; the Alternate RCM is automatically nominated for RCM at the end of their term after verifying their willingness to serve in that position. Their nomination is sent back to the groups for a vote along with any other candidates nominated for the position.

5. Area Secretary Responsibilities:

- a. Accurately records minutes of each ASC meeting.
- b. Minutes shall include: attendance, reports, motions, points of concern, and any pertinent discussion.
- c. Includes a list of all new meetings and announcements.
- d. Types and distributes the minutes, within two weeks of the ASC meeting, to all GCASCNA Trusted Servants.
- e. Only GSR’s or Alternate GSR’s Administrative Committee members, and GCASCNA Sub-Committee Chairpersons will receive copies of the minutes.
- f. Keeps the archives complete and up-to-date.
- g. Hands over archives to his/her successor.
- h. Receives **\$100.00** from the ASC Treasury to be used for expenses incurred with distribution of the minutes.
- i. Returns itemized report and receipts along with any leftover funds to the Area Treasurer to be included in the Area Treasurer’s report.

6. Area Vice-Secretary Responsibilities:

- a. Assists the Area Secretary in recording the minutes of each ASC meeting.
- b. Assists the Area Secretary in the typing and distribution of minutes.
- c. Compiles and maintains a thorough Lines of Communication for the ASC, including (at a minimum) the name, address, and phone number of each GSR, Administrative Committee members, and GCASCNA Sub-Committee Chairpersons.
- d. Assists the Area Secretary in maintaining the Area’s archives.
- e. Assumes the duties of the Area Secretary in his/her absence.
- f. One-year term with an implied two-year commitment; the Area Vice-Secretary is automatically nominated for Area Secretary at the end of their term after verifying their willingness to serve in that position. Their nomination is sent back to the groups for a vote along with any other candidates nominated for the position.

7. Area Treasurer Responsibilities:

- a. Handles all ASC funds and maintains an Area checking account which shall require two signatures for any check that is written on the account. In addition to the Area Treasurer, authorized signers on the account shall be the Area Chairperson and Regional Committee Member.
- b. Funds may not be dispersed without an invoice or receipt.
- c. Donates all funds in excess of the GCASCNA Prudent Reserve as outlined in "Management of Funds".
- d. Any person or Group bouncing a check **must** pay back, in cash, the amount of the check and any fees incurred to the bad check, before another check will be accepted by the Area from that person or Group.
- e. Keeps an accurate record of all transactions to and from the Area's checking account.
- f. Maintains a ledger of all transactions with separate file of all bills, receipts, invoices and bank statements open for review at all times. Written report of all monthly income, expenses, and transactions is to be submitted at each ASC meeting. Monthly group donations are to be included in this report. A copy of this report is to be distributed at the ASC meeting to each group.
- g. Funds collected from the sale of literature **must** be accounted for separately from funds collected for the ASC. Separate ledgers or separate sections of the same ledger should be designated for Literature funds and for ASC funds.
- h. Funds collected from the sale of literature are to be used for the sole purpose of replenishing the GCASCNA Literature Distribution Sub-Committee Stockpile.
- i. The Treasurer is responsible for making sure the books are at the ASC meeting, whether he or she is there or not.
- j. The Treasurer **must** be present at the Literature inventory so that the figures can be double checked and monies can then be transferred to the GCASCNA Literature Distribution Sub-Committee Chairperson.
- k. Hands over files & records to his/her successor to be held for a minimum of three years.

8. Area Vice-Treasurer Responsibilities:

- a. Assists the Area Treasurer in collecting and counting all Area funds and donations collected at the Area meeting.
- b. Assists the Area Treasurer in record keeping.
- c. Does a quarterly audit of the Area's financial records, with assistance from an Administrative Committee member.
- d. Does **not** co-sign checks.
- e. One-year term with an implied two-year commitment; the Area Vice-Treasurer is automatically nominated for Area Treasurer position at the end of their term after verifying their willingness to serve in that position. Their nomination is sent back to the groups for a vote along with any other candidates nominated for the position.

9. GCASCNA Sub-Committee Chairperson Responsibilities:

- a. Conducts Sub-Committee business on a regular basis and provides a written report at each monthly ASC meeting.
- b. Sets the time, place and agenda for Sub-Committee meetings and announces this at the ASC meeting, or sets up a regularly-scheduled monthly meeting.
- c. Provides and/or delegates Sub-Committee duties.
- d. Provides accurate financial accountability to the GCASCNA for all funds and materials used. All Sub-Committee Chairpersons are to give a financial report along with their written report at each monthly ASC meeting, outlining how their Reserve and/or Discretionary Fund money was used.

- e. The following GCASCNA Sub-Committees have established Operating Reserves:
 - o Abnormal Weenie Jam Annual Operating Reserve is \$ **2,000.00**.
 - o Activities Monthly Operating Reserve is \$ **500.00**.
 - o Convention Bi-Annual Operating Reserve is \$ **3,500.00**.
 - o Friends of Jimmy K. Annual Operating Reserve is \$ **500.00**.
 - o Hospitals & Institutions Monthly Literature Reserve amount is \$ **610.00**.
 - o Literature Distribution Monthly Stockpile Reserve amount is \$ **5,000.00**.
- f. The Discretionary Fund for the GCASCNA Public Relations Sub-Committee is **\$100.00** per month.
- g. Each GCASCNA Sub-Committee has a Discretionary Fund of **\$50.00** per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.
- h. Attends all RSC Sub-Committee meetings.
- i. Converts all funds collected at any ASC activity to a money order or cashier's check within **48 hours** of the function and forward it to the Area Treasurer, except for the (Abnormal Weenie Jam, Convention and Friends of Jimmy K Sub-Committees which have established Annual or Bi-Annual Operating Reserves, as noted previously in the GCASCNA Sub-Committee Chairperson Responsibilities.

See Guide to Local Service in Narcotics Anonymous for any further information regarding these positions

F. Resignation and Removal of Trusted Servants:

1. Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the Area Chairperson prior to, or at the time of, resignation.
2. Any GCASCNA-elected Trusted Servant is allowed **two absences** per term, except in the case of an emergency. A replacement or written report should be supplied in the case of an absence.
3. GCASCNA-elected Trusted Servants may be removed from office by vote of GSRs present for any of the following reasons:
 - o Relapse
 - o Excessive absence without notification
 - o Neglect of duties
 - o Disregard of Area Conscience
 - o Disrespect of the Twelve Traditions of Narcotics Anonymous
 - o Misuse of funds
 - o Falsification of financial reports
 - o Any act of violence or theft in Committee or toward Committee members

G. Procedures for Removal of a Trusted Servant:

1. Request for resignation or notice of impending removal from office must be presented to the GCASCNA in the form of a motion and accompanied by an explanation.
2. The individual in question will be notified by an Administrative Committee member at least 21 days prior to impending action.
3. The individual must be given the opportunity for rebuttal of the motion.
4. The motion will be voted on at the next monthly ASC meeting.
5. In the event that a second request for resignation or notice of impending removal from office is introduced against a Trusted Servant in the same term, the notice called for is waived and the motion may be voted on immediately.
6. In the event of resignation or removal of Sub-Committee Chairperson, the Vice-Chairperson of the Sub-Committee or the Area Vice-Chairperson shall assume the duties and responsibilities of the Chair until such time as scheduled elections are held, or re-elections are held with nominations from the NA Fellowship of the Greater Cincinnati Area.
7. Anyone elected mid-term (with the exception of any Ad-Hoc, Special or Temporary Sub-Committee Chairpersons) will serve the remainder of the term office.

H. Two-Hatting:

1. No member shall hold more than one GCASCNA-elected Trusted Servant position at any time, with the exception of GCASCNA Sub-Committee Vice-Chairperson positions and any Ad-Hoc, Special or Temporary Sub-Committee Chairperson positions.
2. No member shall serve as GSR and in a GCASCNA-elected Trusted Servant position concurrently, with the exception of GCASCNA Sub-Committee Vice-Chairperson positions and any Ad-Hoc, Special or Temporary Sub-Committee Chairperson positions.

I. New Meetings:

1. Meetings may automatically be included on the Area's NA meeting schedule with the support and compliance with the Twelve Traditions. No "waiting period" is required.
2. It is the responsibility of the meeting to inform the GCASCNA of eligibility to be placed on the Area's NA meeting schedule.

J. Sub-Committees:

1. The GCASCNA also utilizes several Sub-Committees that carry out the directives and resolutions of GCASCNA.
2. These GCASCNA Sub-Committees are responsible and accountable to the GCASCNA. GCASCNA Sub-Committee projects are to be initiated and finalized at the monthly ASC meetings. No GCASCNA Sub-Committee shall be disbanded until all business affairs are completely resolved. A brief Purpose of the Area Service Committee is located (Section1.) of the policy handbook.

K. Home Group Functions:

1. The ASC shall not be held responsible for any Home Group Function.
2. It is recommended that any Home Group Functions be coordinated with the GCASCNA Activities Sub-Committee within **60 days** of the event in writing and flyers distributed at the monthly ASC meeting. In addition, any Home Group that wants to schedule a Home Group Anniversary celebration on any day or time other than its regularly-scheduled day and time, and/or as a large scale event (i.e. picnic, dance, fundraiser, etc.) should coordinate the event with the GCASCNA Activities Sub-Committee.
3. It shall be the responsibility of the GCASCNA Activities Sub-Committee Chairperson to notify the Ohio Region of any Home Group Functions that have been properly submitted to the GCASCNA Activities Sub-Committee, so that these functions will be covered under the Region's Insurance Policy.

BOOK TWO: REFERENCE SECTION

I. SECTION ONE: GENERAL FORMAT FOR GCASCNA MEETINGS

- a. Chairperson calls meeting to order.
- b. Meeting opens with a Moment of Silence followed by the Serenity Prayer.
- c. Read Service Prayer, Twelve Traditions, and Twelve Concepts.
- d. Roll call of Executive Committee, Sub-Committee Chairs and Voting Members.
- e. Open Forum.
- f. Ask for and recognize New Group.
- g. Secretary's report and review of the minutes.*
- h. Treasurer's report and review of transactions.*
- i. RCM's report.*
- j. Seventh Tradition.
- k. Recognition of New GSR's.
- l. Sub-Committee reports, alphabetically.*
- m. Old Business.
- n. New Business
- o. Nominations/Elections, as needed.
- p. Second Roll Call of the Voting Members.
- q. Narcotics Anonymous announcements.
- r. Set time, date, and location of the next ASC meeting.
- s. Reading from the Basic Text (optional).
- t. Motion to adjourn. (Vote taken by consensus).*

II. SECTION TWO: SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*.

A. DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

B. DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

C. MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

1. MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, “I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a *second* – the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

2. PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

a. Motion to AMEND.

SIMPLE majority required.

Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “*I move to amend the motion...*” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

b. Motion to call the PREVIOUS QUESTION.**TWO-THIRDS majority required.****Is NOT DEBATABLE.**

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

c. Motion to TABLE.**SIMPLE majority required.****Is NOT DEBATABLE.**

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “*I move we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

d. Motion to REMOVE FROM THE TABLE.**SIMPLE majority required.****Is NOT DEBATABLE.**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

e. Motion to REFER.**SIMPLE majority required.****Is DEBATABLE.**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “*I move to refer the motion to the such-and-such subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

f. Motions to RECONSIDER or RESCIND.**MAJORITY required varies.****Is DEBATABLE.**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

g. Request to WITHDRAW A MOTION.**UNANIMOUS CONSENT required.****Is NOT DEBATABLE.**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

h. Offering a SUBSTITUTE MOTION.**SIMPLE majority required.****Is DEBATABLE.**

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

i. Motion to ADJOURN.**SIMPLE majority required.****Is NOT DEBATABLE.**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

D. OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

1. Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "*I call for the order of the day.*" This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even *require* a vote – the chairperson is obligated to enforce the request unless two thirds of the body tell the chair otherwise.

2. Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “*Point of information.*” This means, “I have a question to ask,” *not* “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

3. Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “*Point of order.*” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

4. Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “*I appeal the decision of the chair.*” If the appeal is seconded, the chair then asks, “On what grounds do you appeal my decision?” The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

5. Parliamentary inquiry

If a committee member wants to do something but doesn’t know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, “*Point of parliamentary inquiry.*” The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

6. Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, “*Point of personal privilege;*” if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

E. VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert’s Rules of Order—Newly Revised*.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-Thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-Thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

III. SECTION THREE: THE NA GROUP

(Home Group, Business Meeting, Group Conscience, and GSR)

The following are excerpts taken from “A Guide to Local Services in Narcotics Anonymous”

A. What is an NA Group?

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion.

In stating the six points that differentiate an NA group from other kinds of groups, we place greater emphasis on *drug* addiction than almost anywhere else in our service literature. This is because Narcotics Anonymous groups cannot be all things to all people and still provide the initial identification drug addicts need to find their way to recovery. By clarifying our groups’ sole membership requirement and primary purpose in this way, once and for all, we free ourselves to focus on freedom from the disease of addiction in the bulk of our service literature, certain that our groups are providing adequate grounds for identification to those seeking recovery.

NA groups are formed by addicts who wish to support one another in recovery, in carrying the message directly to other addicts, and in participating in the activities and services of NA as a whole. One of the primary means an NA group uses to fulfill these ends is to conduct NA meetings where addicts can share their recovery experience, thus supporting one another and at the same time carrying the message to others. Some groups host a single weekly meeting; others host a number of meetings each week. The quality of an NA meeting is directly dependent on the strength and solidarity of the NA group, which sponsors it.

NA groups—not NA meetings—are the foundation of the NA service structure. Together, the NA groups are responsible for making service decisions that directly affect them and what they do in their meetings as well as those that fundamentally affect the identity of Narcotics Anonymous. For instance, new NA literature is approved by regional delegates at the World Service Conference only after they have received direction from the groups they represent. Likewise, “proposals to change NA’s Twelve Steps, Twelve Traditions, name, nature, or purpose should be approved directly by the groups” before they can become effective, in accordance with our Second Concept.

Groups maintain contact with the rest of Narcotics Anonymous through representatives selected to participate on the groups’ behalf in the NA service structure. Mailings from the World Service Office, including the quarterly *NA Way Magazine*, keep NA groups informed on issues affecting the fellowship worldwide. If your group is not receiving *The NA Way Magazine*, ask your secretary to contact the World Service Office.

The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers. The group provides each member with the opportunity to share and to hear the experience of other addicts who are learning to live a better way of life without the use of drugs. The group is the primary vehicle by which our message is carried. It provides a setting in which a newcomer can identify with recovering addicts and find an atmosphere of recovery.

Sometimes specialized NA groups form to provide additional identification for addicts with particular needs in common. For example, many men’s, women’s, gay, and lesbian groups exist today. But the focus of any NA meeting—even if it’s conducted by a specialized group—is on recovery from addiction, and any addict is welcome to attend.

NA meetings are events at which addicts share with one another their experience in recovery and in the application of the Twelve Steps. While many – if not most – NA meetings are in fact hosted by an NA group, other NA meetings occur all the time: informally among friends, at large area or regional speaker meetings, at conventions, in schools, institutions, and so forth. The NA group is an entity; the NA meeting is an event; and NA meetings may be held without the sponsorship of an NA group.

B. What is a “Home Group”?

In some NA communities, it has become customary for members of the fellowship to make a personal commitment to support one particular group – their “home group.” Though this custom is not universal, many believe its practice can benefit the individual member as well as the group. For the individual member, it can provide a stable recovery base, a place to call “home,” a place to know and be known by other recovering addicts. For the group, it ensures the support of a core of regular, committed members. A strong home group can also foster a spirit of camaraderie among its members that makes the group more attractive to and more supportive of newcomers.

The home group provides many opportunities for us to involve ourselves in the NA Fellowship, making it a great place for us to start giving back what Narcotics Anonymous has so freely given us. In committing to our home group, we make a personal commitment to NA unity. That commitment not only enhances our own recovery, it helps ensure recovery is available for others. Our home group also gives us a place in which to participate in NA’s decision-making processes.

C. What is a Group Business Meeting?

The purpose of the group business meeting is fairly self-explanatory: to conduct the business of the group in such a way that the group remains effective in carrying the recovery message. Some groups hold business meetings on a regular basis; others only call them when something specific comes up that needs the group’s attention. Some of the questions a typical group business meeting addresses are:

- Is the group effective in carrying the NA message?
- Are newcomers and visitors being made welcome?
- Do solutions for problems at recent meetings need to be sought?
- Is the meeting format providing sufficient direction?
- Is attendance steady or growing?
- Are there good relations between the group and the facility in which the meeting is held? Between the group and the community?
- Are the group’s funds being used wisely?
- Is there enough money being donated at meetings to meet the group’s needs and also provide for contributions to the rest of the service structure?
- Are literature and refreshment supplies holding up?
- Is there a service vacancy in the group?
- Has the area, the region, or world services asked the group for advice, support, or direction?

Group business meetings are usually held before or after a regular recovery meeting so that the recovery meeting remains focused on its primary purpose. Group members are encouraged to attend, raise questions, and participate in discussions related to the group’s work. The group selects someone to lead the business meeting. Group officers give reports on their areas of responsibility, and subjects of importance to the group are raised for discussion.

The group, as the foundation of the NA service structure, is guided by both the Twelve Traditions and the Twelve Concepts for NA Service. A good understanding of both will help a group business meeting stay on course.

D. How can our Group solve its Problems? (What is a Group Conscience?)

NA groups encounter a wide variety of problems: meetings are disrupted; treatment centers bus in large numbers of clients when the group is ill-prepared to receive them; the format goes stale; the clarity of our message becomes an issue; the coffee tastes like industrial-strength cleanser; the readings at the beginning of the meeting go on, and on, and on. These are just a few of the problems the average NA group must deal with from time to time. This guide doesn’t “lay down the law” on how to deal with these problems. It does point out some effective tools group members can use in solving their own problems.

The best source of solutions for the group’s problems, in most cases, is the group itself. “Having had a spiritual awakening as a result of these steps,” our Twelfth Step says, “we tried... to practice these principles in all our affairs.” When we collectively apply the insight received from that spiritual awakening to our group’s problems, we call that **group conscience**. Common sense, open minds, calm discussion, accurate information, mutual respect, and healthy personal recovery enable a group to deal effectively with almost anything that comes its way.

There are a number of printed resources the group may choose to use in gathering the information it needs to reach sound decisions. The Basic Text and our step and tradition book, *It Works: How and Why*, both provide a great deal of information about how NA's Twelve Traditions can be applied to given situations. The chapter in this guide on the Twelve Concepts for NA Service gives in-depth explanations of the essential ideals underlying service activities in Narcotics Anonymous. *The NA Way Magazine* often has articles addressing problems the group might face. And bulletins available from the World Service Office deal in detail with a variety of subjects relating to the group's work.

Another source of information the group might tap is the experience of other groups in its area or region. If the group has a problem and can't come up with its own solution, it might want to ask its group service representative to share that problem at the next area service committee meeting. Area committees set aside a portion of every meeting for exactly that purpose. And while the area committee can't tell a group what to do, it does provide a forum in which groups can share with one another what's worked for them. Workshops conducted by the regional service committee provide the same kind of opportunity on a larger scale. For details on how the area or regional committee can help with group problems, see the chapters on those committees later in this guide.

E. Group Service Representative (GSR)

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions, which form the group conscience of the entire committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session" agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

F. Alternate GSR

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

IV. SECTION FOUR: GCASCNA NOMINATIONS & ELECTIONS CALENDAR

ANN. - Two months prior to any regular scheduled elections, the Area Chair shall **announce** the upcoming elections to the member Groups, asking them for nominations to be presented at the next monthly ASC meeting.

NOM. - One month prior to any regular scheduled elections, the Area Chair shall call upon the member Groups for **nominations** for each of the Trusted Servant positions that is to be voted on at the next monthly ASC meeting.

VOTE - On the month of any regular scheduled elections, the **votes** will be tallied in the same manner as votes on motions.

TRUSTED SERVANT POSITION \ MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Area Chairperson			ANN.	NOM.	VOTE							
Area Vice Chairperson			ANN.	NOM.	VOTE							
Area Secretary									ANN.	NOM.	VOTE	
Area Vice Secretary									ANN.	NOM.	VOTE	
Area Treasurer			ANN.	NOM.	VOTE							
Area Vice Secretary			ANN.	NOM.	VOTE							
Regional Committee Member		ANN.	NOM.	VOTE								
Alternate Regional Committee Member		ANN.	NOM.	VOTE								
Abnormal Weenie Jam Sub-Committee Chairperson							ANN.	NOM.	VOTE			
Activities Sub-Committee Chairperson		ANN.	NOM.	VOTE								
Additional Needs Sub-Committee Chairperson									ANN.	NOM.	VOTE	
Convention Sub-Committee Chairperson								ANN.	NOM.	VOTE		
Friends of Jimmy K Sub-Committee Chairperson	NOM.	VOTE										ANN.
Hope-Line Sub-Committee Chairperson									ANN.	NOM.	VOTE	
Hospitals & Institutions Sub-Committee Chairperson									ANN.	NOM.	VOTE	
Literature Distribution Sub-Committee Chairperson			ANN.	NOM.	VOTE							
Literature Review Sub-Committee Chairperson			ANN.	NOM.	VOTE							
Outreach Sub-Committee Chairperson									ANN.	NOM.	VOTE	
Policy & Administration Sub-Committee Chairperson									ANN.	NOM.	VOTE	
Public Relations Sub-Committee Chairperson			ANN.	NOM.	VOTE							

V. SECTION FIVE: BRIEF DESCRIPTION OF GCASCNA SUB-COMMITTEES

ABNORMAL WEENIE JAM: The purpose of this Sub-Committee is to organize and present a weekend of recovery and camping. This Sub-Committee will have its own internal trusted servant positions and may develop its own internal guidelines to provide structure & delegate responsibilities. It shall have an Annual Operating Reserve not to exceed \$ **2,000.00**. This Operating Reserve is funded solely on the proceeds generated by the Abnormal Weenie Jam Sub-Committee; the GCASCNA will not be called upon to make up any negative balance of this reserve. Any funds in excess of the \$ **2,000.00** Annual Operating Reserve are to be turned over to the Area Treasurer before or during the monthly ASC meeting following the close of this Sub-Committee's business. This should occur within one or two months after the Abnormal Weenie Jam event. This Annual Operating Reserve disallows the monthly Discretionary Fund allowable to other Sub-Committees.

ACTIVITIES: This Sub-Committee coordinates and plans activities that promote unity and fellowship in the Narcotics Anonymous community. This Sub-Committee will have its own internal trusted servant positions and may develop its own guidelines to provide structure & delegate responsibilities. It shall have a Monthly Operating Reserve not to exceed \$ **500.00**. Any function(s) planned by this Sub-Committee which exceed this Monthly Operating Reserve are to be brought to the GCASCNA for approval. This Monthly Operating Reserve disallows the monthly Discretionary Funds allowable to other Sub-Committees. It is also the responsibility of the Activities Sub-Committee to supply and maintain a microphone/PA system for the monthly ASC meeting. This Sub-Committee shall produce & maintain an on-going 12-month calendar of activities & events for the Greater Cincinnati Area and make this available on a monthly basis at the ASC meeting.

The scheduling of all activities sponsored by any other GCASCNA Sub-Committee should be coordinated with the Activities Sub-Committee. This is to allow for the scheduling of activities to promote unity by preventing conflict, duplication and overlap.

ADDITIONAL NEEDS: This Sub-Committee addresses the needs of those addicts with additional challenges, in order that any addict seeking recovery can have an equal chance to receive the message of Narcotics Anonymous. This Sub-Committee will have its own internal trusted servant positions and may develop its own guidelines to provide structure & delegate responsibilities. This Sub-Committee shall have a Discretionary Fund of \$ **50.00** per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.

AD-HOC: This is a temporary Sub-Committee formed to work on a specific situation or purpose not covered by other Sub-Committees. This Sub-Committee is dissolved once its purpose has been achieved.

CONVENTION: This Sub-Committee is in charge of putting together the Area's Bi-Annual Convention. Its purpose is to carry the message of Narcotics Anonymous unity and fellowship in a weekend-long celebration of recovery. It will have its own internal trusted servant positions and may develop its own internal guidelines to provide structure & delegate responsibilities. It shall have a Bi-Annual Operating Reserve not to exceed \$ **3,500.00**. Excluding funds generated from the sale of "Early Bird" Pre-Registration for the next Convention, any funds in excess of the \$ **3,500.00** Bi-Annual Operating Reserve are to be turned over to the Area Treasurer before or during the monthly ASC meeting following the close of this Sub-Committee's business. This should occur within one or two months after the Bi-Annual Convention. This Bi-Annual Operating Reserve disallows the monthly Discretionary Fund allowable to other Sub-Committees. The Convention Sub-Committee, as a whole, including all of its associated internal Sub-Committees, is required to submit a complete financial report to the GCASCNA at each monthly ASC meeting.

The scheduling of all activities sponsored by the Convention Sub-Committee for the purpose of raising funds for the Convention are to be coordinated in conjunction with the GCASCNA Activities Sub-Committee. This is to improve the potential for funds to be generated and allow for the scheduling of activities to promote unity by preventing conflict, duplication and overlap.

This Sub-Committee shall produce & maintain a 24-month budget & financial statement for the Bi-Annual Convention fiscal period and make this available on a monthly basic at the ASC meeting.

Additional Qualifications & Responsibilities for Convention Sub-Committee Chairperson:

Willingness to serve a 2-year term; 5 years clean time; and 2 years of previous Convention Sub-Committee service work.

FRIENDS OF JIMMY K.: The purpose of this Sub-Committee is to organize and present a 1-day event celebrating Jimmy K.'s contributions to Narcotics Anonymous. This Sub-Committee will have its own internal trusted servant positions and may develop its own internal guidelines to provide structure & delegate responsibilities. It shall have an Annual Operating Reserve not to exceed \$ 500.00. Any funds in excess of the \$ 500.00 Annual Operating Reserve are to be turned over to the Area Treasurer before or during the monthly ASC meeting following the close of this Sub-Committee's business. This should occur within one or two months after the Friends of Jimmy K. event. This Annual Operating Reserve disallows the monthly Discretionary Fund allowable to other Sub-Committees.

HOPELINE: The purpose of this Sub-Committee is to establish, maintain and coordinate an effective 24-hour-a-day, seven-days-a-week answering service to provide a means by which a still suffering addict can reach a member of NA, or find a NA meeting. The Sub-Committee is responsible to meet the needs of the addicts in the Greater Cincinnati Area. This Sub-Committee will have its own internal trusted servant positions and may develop its own internal guidelines. This Sub-Committee shall have a Discretionary Fund of \$ 50.00 per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.

HOSPITALS & INSTITUTIONS: This Sub-Committee is in charge of carrying the message to the addict that cannot attend regular meetings. This Sub-Committee will have its own internal trusted servant positions and may develop its own internal guidelines. Meeting monthly, this Sub-Committee keeps a record of H&I meetings, coordinates panels and establishes new meetings in as many Hospitals and Institutions as possible. This Sub-Committee shall have a Monthly Literature Reserve budget in the amount of \$ 610.00. In addition, this Sub-Committee shall have a Discretionary Fund of \$ 50.00 per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.

LITERATURE DISTRIBUTION: The purpose of this Sub-Committee is to maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local fellowship. This Sub-Committee will have its own internal trusted servant positions and may develop its own internal guidelines. The GCASCNA Literature Distribution Sub-Committee will be available to fill Group literature orders at all monthly ASC meetings. Literature will not be sold by this Sub-Committee in any place other than the monthly ASC meetings. This Sub-Committee will be responsible for maintaining the literature stockpile and insuring that we always have literature available at the monthly ASC meeting in an amount equal in value to the Literature Distribution Sub-Committee Monthly Stockpile Reserve (\$ 5,000.00). In addition, this Sub-Committee shall have a Discretionary Fund of \$ 50.00 per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.

LITERATURE REVIEW: The basic purposes and services of this Sub-Committee are as follows:

1. To provide the forum and atmosphere where members may contribute to the development and creation of Narcotics Anonymous literature.
2. To serve as a communication link in all matters of literature development & review between the Groups and Literature Review Sub-Committees on all levels (Area, Region, and World).
3. To stock and make available review and approval form literature.

This Sub-Committee will have its own internal trusted servant positions and may develop its own internal guidelines. This Sub-Committee shall have a Discretionary Fund of \$ **50.00** per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.

OUTREACH: This Sub-Committee will be responsible for maintaining and printing Area meeting schedules for sale by the Literature Distribution Sub-Committee with funds, for such, to come from the sale of literature. This Sub-Committee will have its own internal trusted servant positions and may develop its own internal guidelines. Its role will be to assist Groups and their Trusted Servants. In addition, they will provide support to new meetings & groups when getting started and new Trusted Servants in learning their roles. The Outreach Sub-Committee will hold a quarterly GSR training to introduce new GSRs to Area basics and to better educate and inform new GSRs of information and materials available to them. This Sub-Committee shall have a Discretionary Fund of \$ **50.00** per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.

POLICY & ADMINISTRATION: The purpose of this Sub-Committee is to develop and maintain a policy, or set of guidelines, that offers assistance to the Groups to most effectively communicate and cooperate in the carrying out of their primary purpose. This policy describes specific procedures, duties, responsibilities and requirements for the Trusted Servants, members and Sub-Committees of the GCASCNA. The Sub-Committee assists in the formulation and implementation of Area, Regional and World Service Conference motions, further freeing the Groups to fulfill their primary purpose. This Sub-Committee maintains copies of all current Statements of Responsibility. This Sub-Committee shall have a Discretionary Fund of \$ **50.00** per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.

PUBLIC RELATIONS: The purpose of this Sub-Committee is to inform the outside public that Narcotics Anonymous exists and offers recovery from the disease of addiction. This Sub-Committee will have its own internal trusted servant positions and may develop its own internal guidelines. The Sub-Committee provides a number of services including: responding to requests for speakers, developing and distributing posters, mailing meeting schedules and Information Pamphlet's to interested parties, cooperating with the Hopeline, H&I and Outreach Sub-Committees in developing & supporting new meetings. This Sub-Committee is responsible for maintaining the Area's website. The Public Relations Sub-Committee Chairperson is responsible for holding the Area's post office box key and collecting the Area's mail. The Public Relations Sub-Committee Chairperson must deliver the bill for the Area's post office box to the Area Treasurer for payment. This Sub-Committee shall have a Discretionary Fund of \$ **100.00** per month for reasonable expenses, reimbursed by the Area Treasurer. This fund is not cumulative and is subject to all policy governing funds dispersed by the Area Treasurer.

VI. SECTION SIX: SAMPLE FINANCIAL REPORT

FINANCIAL REPORT

Sub-Committee: _____

Event: _____

Event Date: _____

Opening Balance: \$ _____

**Plus (+)
Income from:**

**Minus (-)
Expenses for:**

Door: _____
Food Sales: _____
Raffle: _____
Auction: _____
7th Tradition: _____
Other: _____

Facility: _____
Food Cost: _____
DJ: _____
Other: _____

Total Income: \$ _____

Total Expenses: \$ _____

Yields a net \$ _____ Profit/Loss (circle one)

Closing Balance: \$ _____

Operating Reserve Balance: \$ _____

Comments:

(Trusted Servant Print Name)

(Trusted Servant Signature)

VII. SECTION SEVEN: LOSS & RECOVERY POLICY FOR GCASCNA FUNDS/PROPERTY

The purpose of this policy is to provide adequate accountability to the groups and the Greater Cincinnati Area Service Committee of Narcotics Anonymous (GCASCNA) as a whole. This policy is based on the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous; as well as the spiritual principles of responsibility, forgiveness, and understanding.

Accountability

All GCASCNA-elected Trusted Servants shall be required to sign a "Statement of Responsibility". Any member of the fellowship misappropriating/misusing funds or property of the GCASCNA or its subcommittees is accountable to the GCASCNA.

Procedure

The goal of this procedure is to maintain communication with the trusted servants and resolve any potential problems. The following procedure may be stopped at any time following resolution (i.e. no loss is determined, restitution is made, etc.).

A. DETERMINATION OF LOSS

1. Any member that discovers the possible misappropriation, misuse, or other loss of GCASCNA funds or property will report the possible loss of funds to the Area Vice Chair.
2. The Area Vice Chair will contact and report the possible loss of funds to the Area Chairperson, Area Treasurer and the Administrative Committee within 24 hours.
3. In the instance that the possible loss of funds may involve the Area Vice Chair, Area Chair, or Area Treasurer, another officer of the GCASCNA may be substituted in this process.
4. Within 72 hours of notification the Area Vice Chair will send a "Letter of Inquiry" to contact the person accountable for the funds/property in question. (See Sample Letter #1)
5. The Area Vice Chair will then report the outcome of that contact to the Area Chair, Area Treasurer and the Administrative Committee, so they may determine which of the following actions are necessary:
 - In the event no loss is determined, a full written accountability of funds/property is provided.
 - In the event of indeterminate loss, or the possibility of loss, further information may be needed.
 - In the event a loss and point of accountability are determined, the Administrative Committee will initiate the "Fund Recovery Process".
7. A complete written report of the process and determination will be presented at the next Area monthly ASC Meeting.

B. FUND RECOVERY PROCESS

1. Following any determination of loss, the Area Vice Chair will send an "Initial Recovery Letter" via "certified mail / return receipt-requested". (See Sample Letter #2)
2. If (within two weeks time) no response is received or no resolution is met, the Area Vice Chair will send a "Follow-Up Recovery Letter" via "certified mail / return receipt-requested". (See Sample Letter #3).
3. If (within another two weeks time) no response has been received from either of these letters, or if the person accountable for the funds/property wants to address the entire GCASCNA body, no further other action will be taken until the next scheduled monthly ASC meeting.
4. If there is a response, the Area Vice Chair will ask the Area Chair to schedule a meeting of the Administrative Committee.
5. The Administrative Committee should prepare a full written disclosure report to be presented at the next monthly ASC meeting.

C. FURTHER ACTION AS DEEMED NECESSARY BY THE GCASCNA

1. A report of any determination of loss and the fund recovery process will be given at the next monthly ASC meeting.
2. The following options may be considered by the GCASCNA:
 - a. Consider the matter closed and take no further action. EXAMPLES:
 - Not enough information available
 - Humanitarian reasons (i.e. death, extreme illness)
 - b. Continue to pursue internal resolution. EXAMPLES:
 - Establish a written agreement for the return of funds/property
 - c. Take other appropriate action. EXAMPLES:
 - Chair establishes a “Collection” Ad-Hoc Committee
 - Send to collection agency, civil action, criminal action, etc.

D. EXPLANATION OF PROCEDURE FOR INTERNAL RESOLUTION

1. A thorough review of all books and financial records shall be conducted by the Administrative Committee or “Collection” Ad-Hoc Committee.
2. Schedule a meeting of the Administrative Committee or “Collection” Ad-Hoc Committee, inviting the individual(s) who allegedly misappropriated, misused, or otherwise lost funds and or other assets and assuring that they will be given the opportunity to present their point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present the opportunity to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
3. If the individual admits to the misappropriation, misuse or theft and agrees to pay back the funds and/or other assets, a restitution agreement can be developed. Let the individual know that if the witnessed restitution agreement.
4. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. If the individual refuses to repay the money, or agrees to a plan but does not follow with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The principles, but it should be our last resort, opted for only when everything else has been tried.
6. If legal action is pursued one or all of the following may occur:
 - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 - b. The GCASCNA may pursue a criminal prosecution of the individual(s) through the proper authorities.

THE GREATER CINCINNATI AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
STATEMENT OF RESPONSIBILITY

DATE: _____

I, _____, a trusted servant of the fellowship of the Greater Cincinnati Area Service Committee of Narcotics Anonymous (GCASCNA), agree to use property and keep safe any funds or other assets entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship funds with my own funds or the funds of anyone else.

I agree to use Fellowship funds or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship funds or other assets because of my personal negligence or dishonesty, that I will accept full responsibility for their replacement.

I agree that, as a trusted servant, I serve as a volunteer and will not be paid for my work. When I complete my term of service, or if I am removed from service, I agree to promptly turn over any Fellowship funds, assets, records or other Fellowship Property.

I hereby agree to follow and adhere to the Greater Cincinnati Area Service Committee's Loss and Recovery Policy.

Signed this _____ day of _____, _____

Trusted Servant Print Name

Trusted Servant Signature

Trusted Servant Mailing Address:

Trusted Servant Phone Number:

Trusted Servant Email Address:

Witness: Area Policy & Administration Chair

Witness: Area Chair

Trusted Servant Position

SAMPLE LETTER #1 – LETTER OF INQUIRY

GREATER CINCINNATI AREA SERVICE
COMMITTEE OF NARCOTICS ANONYMOUS
P.O. BOX 1351
CINCINNATI, OHIO 45200

(Date)

(Full Name of Addict)
(Street Address or other Mailing Address)
(City, State & Zip Code)

Dear Joe:

This letter is being sent due to an inquiry from a concerned member of the fellowship regarding possible loss and/or misappropriation (*) of funds and/or other assets. You are asked to please contact me, the Area Vice Chair, within seven (7) working days from the receipt of this letter to discuss this concern.

I look forward to hearing from you soon in order to come to a mutual understanding on this issue. You may contact me by any of the resources below:

Phone Number: () ____ - ____
E-mail Address: _____@_____.____
Mailing Address: _____
_____, __ ____

Sincerely,
(Full Name of ASC Vice Chair)
Area Vice Chair

(*) Note: You may use: “loss”, “misappropriation”, or “loss and/or misappropriation” of GCASCNA funds or property. Please only use the phrase that pertains to the action.

SAMPLE LETTER #2 – INITIAL RECOVERY LETTER

GREATER CINCINNATI AREA SERVICE
COMMITTEE OF NARCOTICS ANONYMOUS
P.O. BOX 1351
CINCINNATI, OHIO 45200

(Date)

(Full Name of Addict)
(Street Address or other Mailing Address)
(City, State & Zip Code)

Dear Joe:

This letter is being sent to you because the GCASCNA has determined that you are accountable for the loss and/or misappropriation (*) of GCASCNA funds and/or property. The total sum for which you are accountable is (amount of funds in dollars & cents - \$000.00). Specific details regarding this determination of accountability have been included as part of this correspondence.

Above all else we wish to emphasize that our primary concern is your continued opportunity to find recovery in the fellowship of Narcotics Anonymous. In keeping with the spiritual foundation of our program we are offering an opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect you are asked to please contact me, the Vice Chair, within seven (7) days from the receipt of this letter to discuss this further. If you find our determination to be accurate we are offering you an opportunity to make amends through restitution. Please contact me, the Vice Chair, within seven (7) days from the receipt of this letter and provide me with a specific schedule for repayment (or return of property). You may contact me by any of the resources below:

Phone Number: () - -
E-mail Address: @ .
Mailing Address: , -

You are loved and you are a valuable member of Narcotics Anonymous. Your continued presence is valuable above all else. The members of the GCASCNA are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the GCASCNA is welcome, and if you wish to address the committee, adequate time will be provided for you to do so.

Sincerely,
(Full Name of ASC Vice Chair)
Area Vice Chair

(*) Note: You may use: “loss”, “misappropriation”, or “loss and/or misappropriation” of GCASCNA funds or property. Please only use the phrase that pertains to the action.

SAMPLE LETTER #3 – FOLLOW-UP RECOVERY LETTER

GREATER CINCINNATI AREA SERVICE
 COMMITTEE OF NARCOTICS ANONYMOUS
 P.O. BOX 1351
 CINCINNATI, OHIO 45200

(Date)

(Full Name of Addict)
 (Street Address or other Mailing Address)
 (City, State & Zip Code)

Dear Joe:

This is the second letter being sent to you by the GCASCNA because we have determined that you are accountable for the loss and/or misappropriation (*) of GCASCNA funds and/or property. The sum for which you are accountable is (amount of funds in dollars & cents - \$000.00). Specific details regarding this determination of accountability have been included as part of this correspondence.

The first letter was sent to you by certified mail at the above address on November 10, 2008 and was (Use either one or the other of the following concluding statements:)
 signed by Joe Baddict on November 12, 2008.
 returned undelivered on November 12, 2008.

Above all else we wish to emphasize that our primary concern is your continued opportunity to find recovery in the fellowship of Narcotics Anonymous. In keeping with the spiritual foundation of our program we are offering an opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect you are asked to please contact me, the Vice Chair, within seven (7) days from the receipt of this letter to discuss this further. If you find our determination to be accurate we are offering you an opportunity to make amends through restitution. Please contact me, the Vice Chair, within seven (7) days from the receipt of this letter and provide me with a specific schedule for repayment (or return of property). You may contact me by any of the resources below:

Phone Number: (____) ____-____
 E-mail Address: _____@_____.____
 Mailing Address: _____
 _____, ____ _____

You are loved and you are a valuable member of Narcotics Anonymous. Your continued presence is valuable above all else. The members of the GCASCNA are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the GCASCNA is welcome, and if you wish to address the committee, adequate time will be provided for you to do so.

Sincerely,
 (Full Name of ASC Vice Chair)
 Area Vice Chair

(*) Note: You may use: “loss”, “misappropriation”, or “loss and/or missappropriation” of GCASCNA funds or property. Please only use the phrase that pertains to the action.

VIII. SECTION EIGHT: GCASCNA HOME GROUP MOTION BALLOT FORM

SAMPLE – GCASCNA HOME GROUP MOTION BALLOT FORM

TO BE TURNED IN TO AREA SECRETARY UPON YOUR ARRIVAL AT THE MONTHLY ASC MEETING

VOTES WILL BE TALLIED BY THE SECRETARY AND CONFIRMED BY THE VICE CHAIR, AND THE RESULTS WILL BE PRESENTED AT THE START OF OLD BUSINESS. GSR'S MAY REVIEW THE BALLOTS TO CONFIRM THE VOTE IF THEY WISH.

MOTION # 2012 - _____ DATE: _____

HOMEGROUP: _____ GSR: _____

MAKER OF MOTION: _____ 2nd BY: _____

MOTION: _____

INTENT: _____

HOMEGROUP VOTE:

FOR _____ AGAINST _____ ABSTENTION _____

MOTION TO TABLE UNTIL _____ 2nd BY: _____

REASON FOR TABLE OF MOTION: _____

Home groups should instruct their GSR of their vote in the event a motion to table does not receive a 2nd on the floor.

BOOK THREE: GLOSSARY OF TERMS

Term and Definition: In A Guide to Local Services in NARCOTICS ANONYMOUS

Additional needs, addicts with. Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.

Area service committee (ASC). A committee created to provide common services for NA groups in a specific locale. Composed of GSR's, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCM's.

Closed meetings. NA recovery meetings that are closed to non-addicts.

Common needs (special interests). A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common – for example, men's or women's groups and gay or lesbian groups.

Conference-approved service material. Material approved by the World Service Conference that is intended primarily for use within the context of an NA service board or committee.

Fellowship-approved literature. *See NA-approved literature.*

Group service representative (GSR). Elected by an NA group to participate on the group's behalf in the ASC and the regional assembly.

Home group. The group an NA member calls "home." Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience-building and decision-making processes.

Hospitals and Institutions (H&I). A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

NA Way Magazine, The. The NA Fellowship's quarterly journal, published in various languages.

NA-approved literature. Recovery literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as "fellowship-approved literature."

Narcotics Anonymous World Services (NAWS). Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board. (See World Board description.)

Open meetings. NA recovery meetings that allow attendance by non-addicts.

Phoneline. An NA telephone contact service providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee.

Public Information (PI). A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

Regional assembly. A gathering of GSR's and RCM's, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the biennial WSC meeting.

Regional committee member (RCM). Elected by an ASC to participate on the area's behalf on the regional service committee.

Regional delegate (RD). A World Service Conference participant elected by a region's GSR's and/or RCM's.

Regional service committee (RSC). A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCM's, the regional delegate and alternate delegate, and others as needed.

Service bulletins. Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

Shared services committee. A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.

Sharing session. A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.

Special interests. *See Common needs.*

Trusted servant. An NA euphemism for "leader," "official," or "officer." Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.

Twelve Concepts for NA Service. One of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

Twelve Steps. One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and a spiritual awakening.

Twelve Traditions. One of three bodies of basic NA principle, the traditions provide guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

World Board (WB). The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

World Service Conference (WSC). A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

World Service Office (WSO). World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe).

BOOK FOUR: COMMONLY-USED ACRONYMS

ASC	Area Service Committee
AWJ	Abnormal Weenie Jam
FOJK	Friends of Jimmy K
GCACNA	Greater Cincinnati Area Convention of Narcotics Anonymous
GCASCNA	Greater Cincinnati Area Service Committee of Narcotics Anonymous
GSF	Group Support Forum
GSR	Group Service Representative
GSR-A	Group Service Representative - Alternate
H&I	Hospitals and Institutions
IP	Information Pamphlet
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
P&A	Policy and Administration
PI	Public Information
PR	Public Relations
RCM	Regional Committee Member
RCM-A	Regional Committee Member - Alternate
RD	Regional Delegate
RD-A	Regional Delegate - Alternate
RSC	Regional Service Committee
SP	Service Pamphlet
WB	World Board
WSC	World Service Conference
WSO	World Service Office

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 nonprofessional, 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.

Twelve Concepts for Narcotics Anonymous Service

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.

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The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc. and have evolved specific to the needs of Narcotics Anonymous.