

## Ohio Valley Area of Narcotics Anonymous



## **POLICIES AND PROCEDURES MANUAL**

**Revised June 14, 2016**

**Twelve Traditions:**

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:**

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.

**Narcotics Anonymous Service Prayer:**

*God, grant us the knowledge that we may act  
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,  
so that no addict, anywhere,  
need die from the horrors of addiction.*



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## **Definition of an Area Service Committee**

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR) from the groups within a designated area, administrative committee and sub-committee chairpersons, which meet monthly for the express purpose of serving the needs of its member's groups.

The most important service that an ASC provides is that of its group's needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups. In order to provide these services, an ASC needs the active participation of its GSR. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an area grows, the financial needs of the community also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

In the event that a policy or procedure is not addressed in the area P&P manual, then the ASC will revert to A Guide to Local Service in Narcotics Anonymous (WSO lit.) until a policy is established for the Ohio Valley Area of NA.

### **Purpose and Function of OVANA ASC**

1. Unify it's groups and support its members
2. Carry the message through subcommittees
3. Support other local ASC's and its Regional Service Committee

## Trusted Servants

### Executive Committee and clean time requirements

Chair- 5 years	Treasurer- 5 years
Vice Chair -5 years	RCM -4 years
Secretary 2 years	RCMA-4 years

### Subcommittee Chairs and clean time requirements

Activities- 2 years	PI/PR 1 year
H&I 1 year	P & P 2 years
Literature 1 year	Ad Hoc 1 year

## Voting

1. GSR's or GSR-A's only may vote for matters that affect NA as a whole.
2. OVANA will use Consensus Based Decision Making when possible, allowing all present to have a voice in matters being addressed
3. New groups need to attend 2 consecutive ASC meetings before voting status is established. Voting status is achieved at the beginning of the second consecutive meeting attended.
4. Loss of voting status for a group is the result of missing 3 consecutive ASC meetings. After the 2<sup>nd</sup> consecutive absence a member of the executive committee will contact that group/GSR in concern.
5. To regain voting status, the GSR or GSRA needs to attend 2 consecutive ASC meetings. Voting status is achieved at the beginning of the second consecutive meeting attended.

### **Format of Area Service Meeting**

Before ASC begins, GSR and/or Sub-Committee Chairs' need to do the following:

- A. Sign In to receive minutes
- B. Turn in Literature Order forms to Literature Chair
- C. Submit group donations to the Treasurer

1. Open meeting with the Serenity Prayer
2. Read the Twelve Traditions, Twelve Concepts and the Service Prayer
3. Welcome and Introductions
4. Roll Call
5. Minutes from previous meeting-secretary report
6. Chairperson's Report
7. Treasurer's Report
8. RCM Report/RCMA Report
9. Sub-Committee and Group Reports:
  - Activities
  - H&I
  - Literature
  - P&P
  - PI
  - Webmaster
  - Group reports
10. Nominations and Elections of new officers, if necessary
11. Old Business
12. New Business
13. Any other business that needs addressed
14. Establish next meeting time and place
15. Close Meeting with Serenity Prayer



Reports from officers/subcommittee chairs: Will be provided in writing to the secretary at the ASC meeting. If the chair/officer is unable to attend, a report can be submitted via email or by proxy to the secretary for inclusion in the minutes, to be read by a 3<sup>rd</sup> party. This will count as attendance at ASC.

For inclusion on the meeting list: The group (via GSR) will remain in contact with OVANA's representative to LASCNA to maintain that group on LASCNA meeting schedule.

A member of the executive committee will be the OVANA representative to LASCNA, in the event there is not another position created to fulfill this duty.

The executive committee is comprised of Chair, Vice Chair, Secretary, Treasurer, RCM and RCM-A.

## Trusted Servant requirements and duties:

Chairperson:

1. Clean time requirement is 5 years in Narcotics Anonymous
2. Minimum of one year of active service involvement in NA (I.e. having served as a Group or Area Trusted servant)
3. This is a one year commitment.
4. Resides over monthly ASC meetings in a firm, but understanding manner, while also being tolerant, objective and maintaining an orderly flow of business while avoiding personal input.
5. Regular attendance at ASC meetings is required.
6. Prepares an agenda for ASC meetings prior to the ASC.
7. Chairperson (or Vice Chair in the Chairs absence) must vote to break any ties.
8. Chairperson is to insure that the ACS policy and Procedures, the Twelve Traditions, and the Twelve Concepts of Service of Narcotics Anonymous are upheld in all matters pertaining to ASC business.
9. Chairperson is a signatory to the ASC checking account.
10. Have the willingness and resources necessary to be an active participant.

11. Reports any pertinent correspondence received and works closely with the ASC secretary in answering and/or making necessary correspondence replies and/or queries.
12. Furnishes the Vice-Chair with the agenda and any other necessary material when going to be absent.

#### Vice Chairperson:

1. Clean time requirement is 5 years in Narcotics Anonymous
2. Minimum of 1 year in NA service involvement
3. This is a 2 year commitment (one as vice chair, the second as Chair)
4. Regular attendance at ASC meetings is required
5. Serves as Chairperson in the absence of the regular chairperson.
6. Although the vice chair is not expected to attend all subcommittee meetings, keeping in regular contact with the chairpersons is suggested. The Vice Chairperson serves as a coordinator of any subcommittee, which has no chair.
7. Vice Chairperson is a signature on area checking account

#### Secretary:

1. Clean time requirement is 2 years in Narcotics Anonymous
2. Must demonstrate a willingness to serve by attendance to at least two ASC meetings prior to accepting this position.
3. This is a one year commitment.
4. Regular attendance at ASC meetings is required.
5. Responsible for recording the course of business at each ASC meeting. These minutes should include all motions, points of discussion, group reports forms, nomination forms, ballots, attendance record of groups and trusted servants, and flyers of upcoming events, etc. They should be typed and distributed to all of the GSR's trusted servants no later than 10 days following the ASC meeting date.

6. Secretary has the option for asking for motions. ASC reports should be submitted in writing or via email.
7. Maintains the ASC archives, which should include all ASC minutes and written reference materials.
8. Maintains an up to date mailing list to include phone numbers, address and email address of the ASC trusted servants. This list of phone numbers, addresses and email addresses is for service use only and not to be included in the minutes.
9. Petty cash fund of \$30 dollars is given to the ASC secretary for expenses or will be reimbursed at the ASC when receipts are presented to the treasurer. All money spent will have receipts to be presented to the treasurer at the next ASC.
10. Willingness to serve and provide the time and resources necessary to be an active participant.
11. Secretary is a signature on the area checking account

#### Treasurer:

1. Clean time requirement is five years in Narcotics Anonymous.
2. This is a one year commitment
3. Maintains the ASC checking account
4. Regular attendance at ASC meetings is required.
5. Presents a written report of monthly transactions for inclusion in the minutes.
6. Provides a copy of the bank statements for inclusion in the minutes.
7. Distributes funds necessary to subcommittees as requested, when financially prudent. These requests should be made at regular ASC meetings.
8. Pays all invoices, rent, post office box rents, etc. in a timely manner.
9. Treasurer gives and gathers all receipts for all transactions of the ASC and is responsible to account for all funds and materials entrusted to the position.
10. Treasurer is a signature to the ASC checking account, but does not act as a signature.

11. There are to be 2 signatures on all checks. The bank does not recognize the 2 signature checks, but this is required at the area level to hold each other accountable and so the finances will be transparent.
12. No spouse or significant other is to be on the checking account together regardless of positions.
13. Checks can only be written during the course of business at the regular monthly ASC.
14. There will be no electronic activity or debit cards on the area checking account.
15. All outgoing money will be in check form. In the event of any cash transactions, a receipt will be given by the treasurer.

#### RCM

1. RCM is a signature on the area checking account
2. RCM shall attend ASC regularly, in addition to regular attendance at RSC
3. RCM is a 1 year commitment
4. RCM shall coordinate activities with the RSC to ensure activities are well attended, as well as to ensure OVANA participates with activities in other areas.
5. RCM will have a working understanding, of the KRCNA policy and procedures to help ensure OVANA follows as suggested.
6. RCM will coordinate and communicate with OVANA and GSR's to ensure rotation of meetings, fund raising events and conventions are held per KRCNA policy.

#### RCM-A

1. RCM-A is a signature on the area checking account
2. RCM-A shall attend ASC regularly, in addition to regular attendance at RSC
3. RCM-A is a 2 year commitment, one year as RCM-A and the second as RCM
4. RCM-A shall coordinate activities with the RSC to ensure activities are well attended, as well as to ensure OVANA participates with activities in other areas.
5. RCM-A will have a working understanding, of the KRCNA policy and procedures to help ensure OVANA follows as suggested.

6. RCM-A will coordinate and communicate with OVANA and GSR's to ensure rotation of meetings, fund raising events and conventions are held per KRCNA policy.
7. RCM-A will work closely with RCM to learn duties of RCM and about how best to carry the messages from KRCNA to OVANA, so that GSR's are informed about issues/situations and activities in other areas in the KRCNA boundaries.

#### Hospitals and Institutions Chairperson:

1. Clean time requirement is one year in Narcotics Anonymous.
2. This is a one year commitment.
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required
5. Prepares a written report for each ASC meeting and makes all motions on behalf of and is the voice of the ASC H&I subcommittee.
6. Responsible for chairing the monthly H&I subcommittee meetings.
7. Maintains contact with the LACNA H&I subcommittee chair and other KRCNA subcommittee Chairs to avoid any duplication of services.

#### Public Information/Public Relations (PI/PR) Chair:

1. Clean time requirement is 1 year in Narcotics Anonymous.
2. This is a 1 year commitment
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required.
5. Prepares a written report for each ASC meeting and makes all motions on behalf of and is the voice of the ASC PI subcommittee.
6. Responsible for chairing the monthly PI/PR subcommittee meetings.
7. Maintains contact with the LACNA PI/PR subcommittee chair and other KRCNA subcommittee chairs to avoid any duplication of services.

8. Maintains webpage as needed unless another position is created to fill this need.

#### Literature Chair:

1. Clean time requirement is 1 year in Narcotics Anonymous.
2. This is a 1 year commitment
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required.
5. Prepares a written report for each ASC meeting, to include financial accounting of all sales and purchases from literature stock.
6. Maintains the literature stock of the ASC literature. Orders material from WSC to maintain the groups with needed literature.
7. Maintains a separate checking account for use of literature purchases from NAWS with a debit card.
8. Provides Chair with debit card PIN # also.

#### Convention Chairperson (from KRSCNA policy)

1. Clean time requirement is 3 years in Narcotics Anonymous.
2. This is a 18 month commitment
3. Must provide the time and resources necessary to be an active participant.
4. It is strongly suggested to have active service involvement with a previous Narcotics Anonymous convention and to have previously completed a service commitment.
5. Regular attendance at (ASC and) KRSC meetings is required.
6. Prepares a written report for each KRSC (and ASC) meeting and makes all motions on behalf of and is the voice of the convention subcommittee.

7. Insures that the funds, books, receipts and archives are to be turned over to the KRSC within ninety days after the Kentuckiana Regional Convention of Narcotics Anonymous (KRCNA), in order to be presented to the next convention chairperson.
8. All convention subcommittee chairpersons must submit a detailed report of their committee functions and budget requirements at the KRSC meeting following the convention. This time limit is not to exceed the ninety day time limit set forth in their requirements and duties.
9. Demonstrated stability in the local community and administrative abilities.
10. Organize subcommittees and delegate major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.
11. Helps resolve personality conflicts.
12. Keep activities within the principles of the Twelve Traditions of Narcotics Anonymous and in accord with the purpose of the convention.
13. Monitors fund flow and overall convention costs and helps organize the subcommittees' budgets. Prepares a budget for the Executive committee functions.
14. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
15. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
16. Prepares agenda for the convention committee meetings and the executive committee meetings.
17. Votes only to break a tie.
18. Chair the convention as well as the convention committee meetings.
19. Acts as liaison between the KRSC and the Convention committee.

Policy and Procedure chairperson:

1. Clean time requirement is 2 years in Narcotics Anonymous.

2. This is a 1 year commitment
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required.
5. Keeps an updated and accurate copy of the Policy and Procedure Manual for the ASC in both hard copy and digital format.
6. Responsible for chairing the monthly Literature subcommittee meetings.
7. Reviews and proposes all amendments to the Policy and Procedure Manual so as to insure purpose, intent, and outcome.

#### Ad-Hoc Chairperson

1. Clean time requirement is 1 year in Narcotics Anonymous.
2. Willingness to provide the time and resources necessary to be an active participant.
3. Commitment to serve until the fulfillment of the subcommittee's objective.
4. Regular attendance at ASC meetings is required.
5. Prepares a written progress report for each ASC meeting, prepares a final report when the subcommittee completes its objective.

#### Trusted servant's resignation and impeachment

1. Relapse constitutes an automatic and immediate resignation from office.
2. In the event an officer/chair person is unable to perform their duties, or fails to attend 3 consecutive ASC meetings a vote to impeach will be held.
3. A letter of concern may be mailed to the person after the 2<sup>nd</sup> absence, prior to the next ASC, instead of personal contact or the chair or other designated person will reach out to person to inquire about wellbeing and intention to fulfill commitment to ASC.
  - a. Dear\_\_\_\_\_, the Ohio Valley Area Service Committee of Narcotics Anonymous would like to express concern about your participation at the ASC. You have not had representation since\_\_\_\_\_. Is there any way we can serve you better? Is there anything we can do to extend a helping hand? We love you and we are



concerned, please tell us if there is anything we can do. With hope and encouragement, OVANA.

- b. If this letter is being sent to a group the following statement will be included: If your group has no representation at the next ASC meeting, you will be considered inactive. Voting status will be resumed at the second consecutive ASC meeting.
4. At the third consecutive absence of a group or officer/chairperson they will be deemed inactive. Inactive groups are not counted as part of the quorum.

#### Subcommittee guidelines

No committee shall take any action that is in conflict with the policy and procedure manual.

## **Glossary of Terms:**

**Activities:** Coordinates and plans activities which promote unity and fellowship in the NA program, as well as generates funds. All activities are to be held in accordance with the 12 Traditions of NA.

**Ad-Hoc Committee:** An Ad-Hoc committee is set up for a specific purpose and has a limited life. When the committee has finished its job, it is disbanded. In creating an ad-hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair will appoint a chairperson who will put the ad hoc committee together later. Once the ad-hoc committee's work is completed, the committee is dissolved.

**Area Service Committee (ASC):** A committee created to provide common services for NA groups in a specific locale. Composed of GSR, ASC officers and sub-committee chairpersons, usually part of a region to which it sends the RCM.

**Group Service Representative (GSR)\*:** Is elected by an NA group to participate on the groups' behalf in the ASC and the Regional (GSR) Assembly.

**GSR Report:** An optional oral and/or written report given by GSR that includes problems, gratitude and calls of unity.

**Public Information/Public Relations:** A field of service devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping profession, and the community at large so that addicts seeking recovery will be referred to Narcotics Anonymous. Produces quarterly meeting schedules, as well as the Ohio Valley Area Newsletter.

**Hospitals & Institutions:** Coordinates all local Narcotics Anonymous Hospitals & Institutions meetings. Carries the message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition. A field of service

usually covered by one ASC sub-committee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

**Literature:** Maintains an accurate inventory and purchases literature for our Area monthly. Distributes this literature, as well as, any other literature from Region at our monthly ASC meetings. Supplies new groups with starter kits as needed.

**New Business:** Motions regarding business that is new to this committee.

**Old Business:** A tabulation of votes and/or continued discussion and or decisions on previous month's business.

**Policy & Procedures (P&P):** Ensures that all business conducted in our monthly ASC meetings are followed in accordance with our Areas Policy & Procedures, guide to Local Service, 12 Concepts and 12 Traditions.

**Regional Service Committee (RSC):** A body that draws together the combined service experience of a numbered of adjoining areas or those areas mutual support. Composed of RCMS, the Regional and Alternate Delegate, and others as needed.

