

Peninsula Area Service Committee of Narcotics Anonymous Policy Handbook



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Section 1

Purpose

The Peninsula Area Service Committee of Narcotics Anonymous (PASCNA) guidelines and procedures are to establish structure and order for conducting business with the boundaries of our Twelve Traditions and Twelve Concepts. The PASCNA guidelines and procedures exists to serve the basic function of unifying the fellowship within the area and to allow member groups to join together in their purpose, “to carry the message to the addict who still suffers.”

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Section 2

Area Service Committee Procedures

A. Rules of Order

1. Robert's Rules of Order adopted per "A Guide to Local Services in NA"

B. Format

1. The ASC meeting time shall be from 3:00 to 6:00pm on the first (1st) Saturday of every month.
2. The specific site shall be designed by majority vote at the ASC meeting. Any changes must be agreed by majority vote of GSR's at the ASC meeting.
3. **Exception:** When situation(s) arise and require a venue change, the information **shall** be distributed to all area groups by telephone.

C. Quorum

1. Quorum shall be established during role call at the beginning of each ASC meeting.
2. Quorum is established when the number of participating groups is fifty percent (50%) or more of the number of participating groups present at the previous ASC meeting.

D. Agenda

1. Meeting agenda will be determined and supplied by the ASC Chairperson.
2. Any meeting agenda changes will need to be submitted to the ASC Chairperson prior to the start of the ASC meeting.
3. Any changes to the order of the day will need to be submitted prior to the start of the ASC meeting and must be agreed upon by a majority hand vote of GSR's present at the ASC meeting.
4. The ASC Chairperson can change the order of the Subcommittee reports.

E. Voting and Motions

Types of Motions

1. **Money Motions.** A motion to expend money that is **not** in subcommittees budget or is a one-time expense. **All** new budget line items **must** go to home groups for approval. Any new budget line items **must** be detailed as such in the motion and **shall** be considered at the next budget review.
2. **Policy Motions.** **Any** motion that will change the PASCNA Handbook. This **should** exclude any temporary changes to policy for Area Service convenience (i.e. suspension of usual reports).
3. **Procedural Motions.** **Any** motion that will change procedure of the ASC, but does not affect home groups as a whole. **Any** motion concerning already established budgets for PASCNA Subcommittees.

F. Voting Procedures

1. Quorum is established during roll call.
2. A simple majority (50% + 1) of voting members in attendance is needed to pass a motion at the ASC meeting.
3. Counting votes
 - a. Yes (yea) – member/group agrees with the motion.
 - b. No (nay) – member/group disagrees with the motion.
 - c. Abstention – member/group needs more information for either vote. (Do not count toward vote)
 - d. To use unanimous consent as part of the area voting process.
4. Who can vote, make a motion or second a motion.
 - a. GSR's can vote, make or second a motion.
 - b. GSR alternates in the absence of the GSR can make, second a motion.
 - c. Any member of NA can make a motion but cannot vote or second a motion.
 - d. Motions with intent, **shall** be written on the motion form by the motion maker and given to the Vice-Chairperson.
 - e. No GSR or GSR alternate may cast more than one vote on any motion.
 - f. The Chairperson may vote only in the case of a tie. **Except** for group conscience issues. If there is a tie vote on group conscience issues the issue is sent back to the home groups.

- g. Any motion can be withdrawn before it is voted on by the member/group/subcommittee who originally made the motion. The GSR who seconded the motion can withdraw their second at any time prior to the vote, at which point the motion **must** be seconded again by another GSR or GSR alternate in order for the motion to be a live motion.
- h. A motion made by a subcommittee is not required to be seconded. The Chairperson, Vice-Chairperson or designated member of the subcommittee would serve as the motion maker and could accept amendments to the motion.
- i. A motion can be amended only with the permission of the motion maker. An amendment to a motion must be seconded by a GSR or GSR alternate.

G. How voting is conducted.

1. The Vice-Chairperson reads the motion and the intent (if any) of the motion.
2. The Chairperson **shall** ask if there are any questions about the motion. The questions are to be answered by the Chairperson or the motion maker, **unless** otherwise directed by the Chairperson.
3. Discussion on the floor **should** be limited to 10 – 15 minutes. If no clarity has been established within that time frame the motion is to be tabled. Chairperson is to appoint someone to keep track of time.
4. The Chairperson will ask for two (2) pros and two (2) cons on the motion.
5. The Chairperson **shall** ask if there are any amendments to the motion.
6. The Chairperson **shall** ask if GSR's are ready to vote.
 - a. If the GSR's are **not** ready, then return to step 2.
 - b. If the GSR's are ready to vote continue to step 7.
7. A moment of silence is observed and then the vote is taken.
8. Motions changing this handbook or budget and motions coming back from home groups **shall** require a roll call vote.
9. When the vote comes back from Home Groups, there is no further discussion on that motion. A vote must be taken, but a new motion can be made to take an issue back to the Home Groups.
10. Only GSR's or their alternates may ask for a recount of the vote.

H. Area Service Committee Policy

1. All planned ASC officer functions **shall** be brought before the ASC for approval before they are publicized and final decisions are made.
2. No ASC trusted servant will make copies of any literature that is available for sale from WSO/NAWS.

3. The established chain of service responsibility for the ASC meetings in case of the absence by the ASC Chairperson and Vice-Chairperson is the Parliamentarian and then the RCM.
4. **PASCNA handbooks will be sold at cost at the literature table.**
5. The ASC **shall** provide reasonable start-up kits for all new groups.
(See ASC Literature Subcommittee Chairperson duties.)
6. When the ASC Secretary raises two (2) fingers, discussion ends until the secretary's question is answered.

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Section 3

Trusted Servants

A. Nominations

1. An upcoming vacancy for ASC positions **should** be announced for two (2) consecutive months prior to that vacancy. Nominations will be taken from the floor during that period by the ASC Chairperson. **ALL** nominations go to home groups for a vote for elections. {2019-07-05}
2. The calendar of elections and nominations **shall** be followed. See Appendix C.

B. Elections

1. Read qualifications, duties of the position and fourth concept. {2019-07-06}
2. Accept nominations from GSR's then the floor. Anyone can submit a nomination for the open position. Nominations are then closed.
3. Verify that the individual is present, and ask if they have the willingness to serve.
4. Ask each nominee for his/her qualifications and take questions from the floor for that nominee in the order that he/she was nominated.
5. Close questioning. (All discussion ends at this point).
6. Ask nominee to leave the room.
7. Count GSR's present. (Must have a quorum).
8. Call for abstention votes.
9. If more than one-third (1/3) of the participating groups abstains, then the election is tabled under Old Business until the next ASC meeting.
10. Ask for yea (yes) or nay (no) votes.
11. Tally votes. A simple majority wins.
12. Announce results.
13. Call nominee(s) back into the room.
14. Thank nominee(s) who showed willingness to serve.

C. Removal

1. A trusted servant is automatically removed from his/her position if they relapse.
2. When an ASC trusted servant misses two (2) consecutive ASC meetings without representation. RCM and VRCC Delegate by their alternates, Subcommittee Chairpersons by their Vice-Chairpersons or

by the ASC Vice-Chairperson. ASC Vice-Chairperson shall notify the ASC Chairperson if they need to be absent.

Section 4

Financial Guideline

A. Guidelines

1. To make **all** fund raisers ASC concerns (i.e.) the profit or loss from such functions will go to serve the area as a whole and will not be targeted for specific causes. **Except** for the following.
 - a. Activities may be held to raise funds for the Peninsula Area Convention.
 - b. Activities may be held to raise funds for the East Coast Convention.
 - c. All events will first replenish the Activities Subcommittee escrow account up to their CAP.
2. As long as the cost does not exceed \$15.00 to maintain or initiate the PASCNA Handbook, the funds **should** come from the ASC Miscellaneous fund.
3. Subcommittee Chairpersons can request funds for regional travel packages as needed from the ASC Long Term budget funds.
4. **All** funds from each group **shall** be converted to paper currency to the nearest dollar amount. This includes both donations to the ASC and for literature order purchases. The group may also purchase a money order or if the group has a bank account, a check made payable to PASCNA.
5. **No** Prudent Reserve funds will be used for GSR, RCM, VRCC travel expense packages.
6. **All** expenses to be reimbursed by the ASC Treasurer require documentation by third-party receipts.
7. Advances for travel for the RCM, RCM Alternate Assembly require estimates, and third-party receipts, which must be presented to reconcile the advance at the next ASC meeting.
8. When **all** ASC budget line items are met and the Prudent Reserve is fully funded, all excess funds are to be donated to CARCNA.
9. **All** subcommittees will return all monies left over after any activity at the next ASC meeting.

B. Monthly Budget

Escrow Accounts	Monthly Budget	CAP
Long Term Commitments (2)	\$165	\$525
ASC Secretary (Minutes)	\$30	\$50
Miscellaneous	\$100	\$300
Prudent Reserve (5)		\$1,000
Rent (1)	\$85	\$105
Storage	\$50	\$50
ASC Treasurer	\$25	\$50
Activities	\$100	\$1,200
Hospitals & Institutions (3)	\$280	\$400
Policy	\$20	\$50 {2019-07-08}
Literature	\$20	\$30
Public Relations (4)	\$130	\$295

- (1) Rent is for the following: \$75 monthly for ASC/Activities/Public Relations.
\$30 Quarterly for H&I/Policy {2019-09-05}
- (2) Long Term Commitments consists of: Post Office Box rental, travel expenses for RCM, VRCC Delegate and their alternates (\$35 each), travel expenses for up to 10 GSR's to the GSR Assembly (\$25 each).
- (3) H&I budget consists of: **\$200 literature**, \$30 clerical, \$60 workshop (quarterly).
- (4) Public Relations: \$250 meeting lists (quarterly) check made out to printer; \$45 clerical.
- (5) Suspend funding when below \$500 per ASC Treasurer duties, Section 5, D,2, h of this PASCNA handbook.

- (6) All excess funds will be added to Prudent Reserve if below CAP before donating to CARNA and funding subcommittees. Only outside bills will be paid. (Bold)

Section 5

Area Service Committee

Position	Clean Time	Length of Term
GSR	Up to group	Up to group
ASC Chairperson	2 years	1 year
ASC Vice-Chairperson	2 years	1 year
ASC Treasurer	3 years	1 year
ASC Vice-Treasurer	3 years	1 year
ASC Secretary	18 months	1 year
ASC Parliamentarian	2 years	1 year
RCM	3 years	1 year
RCM Alternate	3 years	1 year
VRCC Delegate	3 years	1 year
VRCC Delegate Alternate	3 years	1 year
Webmaster	2 years	1 year

All members appointed to temporary positions **shall** have met the clean time qualification of said position.

A. GSR's

- a. No GSR shall make copies of IP's or other NA related literature that is available for sale from WSO/NAWS or ASC literature

B. ASC Chairperson

1. Qualification

- a. Have the willingness to serve.
- b. Have two (2) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA Handbook.
- d. Attend NA meetings on a regular basis.

- e. Have a commitment to service as shown by experience as a member of other NA service committees, and contributions to the continuation and growth of the NA fellowship.
- f. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- g. Have one (1) year of service experience at the ASC level.
- h. Meet the following:
 - 01) Has served as the ASC Vice-Chairperson for the previous full year.
 - 02) In the event that the Vice-Chairperson has either not served a full term or is not willing to become Chairperson then qualified nominations can be accepted.

2. Duties

- a. Chair each ASC meeting as per Section 2, Section 3 and Appendix B. "A Guide to Local Services in NA".
- b. Cosign the ASC bank account (checks) and accompany the ASC Treasurer to the bank night deposit directly following each ASC meeting.
- c. Maintain regular contact with the Chairperson of each subcommittee.
- d. Approve ASC minutes prior to their distribution to the persons on the master mailing list as per Section 5, G,2, e (ASC Secretary duties).
- e. Act as ASC Historian.
 - 01) Retain two (2) copies of the completed minutes of each ASC meeting in the ASC archives.
 - 02) Keep and make reasonably available the key and passcode to the ASC archives. (Storage)

C. ASC Vice-Chairperson

1. Qualifications

- a. Have the willingness to serve.
- b. Have two (2) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA, this PASCNA policy handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.

- g. Have the ability to deal with issues both inside and outside the fellowship that affects the growth and continuation of NA.
- h. Have one (1) year service experience at the ASC level and have chaired an ASC subcommittee.
- i. Be willing to serve as ASC chairperson, if nominated, at the end of the ASC chairperson's term.

2. Duties

- a. Coordinate **all** subcommittee functions.
- b. Perform **all** the duties of the ASC Chairperson in their absence.
(See previous ASC Chairperson duties).
- c. Cosign the ASC bank account.
- d. Perform **all** duties of absent subcommittee chairpersons.
- e. Maintain regular contact with the Chairperson of each subcommittee.

D. ASC Treasurer

1. Qualifications

- a. Have the willingness to serve.
- b. Have three (3) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA Handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- g. Have one (1) year service experience at the ASC level.
- h. Have the ability to deal with the issues both inside and outside the fellowship that affect the continuation and growth of the NA fellowship.
- i. Have not been on parole as a result of a felony for at least five (5) years.

2. Duties

- a. Attend ASC meetings and submit written reports.
- b. Maintain current and complete financial records.
- c. Cosign all ASC checks.
- d. Submit written financial reports of contributions and expenditures as follows.
 - i. At each regularly scheduled ASC meeting for the previous month using the WSO Area/Region check register form with

- modified categories and the Group/Area contribution record form.
- ii. At each budget review provide copies of corresponding bank statements. Being semi-annual and previous year for yearly audit.
 - iii. The PASC financial report will be distributed at each scheduled ASC meeting. Providing an electronic copy to the ASC secretary.
- e. Deposit all funds and donations immediately after each ASC meeting, accompanied by the ASC chairperson.
 - i. The ASC treasurer will carry the drop box key and the deposit bag to the bank after each ASC meeting.
 - ii. Issue receipts for funds received by the ASC.
 - f. Issue checks for meeting lists to the printer.
 - g. Suspend all monies going into escrow accounts. (Budget line items) When the Prudent Reserve fall below half its CAP. **Except: Rent, Verizon, Storage, Minutes, H&I literature.**
 - h. Spend money from the miscellaneous escrow account first when ASC exceeds its budget before spending from Prudent Reserve.
 - i. Bring all checkbooks and needed materials to every ASC meeting.
 - j. Check the Post Office prior to each ASC meeting and distribute mail accordingly.

E. ASC Vice-Treasurer

- 1. **Qualifications**
 - a. Have the wiliness to serve.
 - b. Have two (2) years clean time.
 - c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
 - d. Have a NA sponsor.
 - e. Attend NA meetings on a regular basis.
 - f. Have a commitment to service as shown by experience as a member of other NA service committees, contributions to the continuation and growth of the NA fellowship.
 - g. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of the NA fellowship.
 - h. Have one (1) year service at the ASC level.
 - i. Have not been on parole as a result of a felony for at least five (5) years.

2. Duties

- a. Assist the ASC treasurer in maintaining current and complete financial records.
- b. Assist the ASC treasurer in the issuance of receipts for funds received by the ASC.
- c. Assist in the making of a written report of contributions and expenditures at regularly scheduled ASC meetings.

F. ASC Parliamentarian

- 1. See also Policy Chairperson duties.
- 2. Shall act as ASC chairperson in the event when the chairperson and vice-chairperson are both absent.
- 3. Have skills in parliamentary rules, practices, debates.
- 4. Make recommendations concerning policy of the ASC.

G. ASC Secretary

1. Qualifications

- a. Have the willingness to serve.
- b. Have eighteen (18) months clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to serve as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- g. Have one (1) year continuous service work in NA.

2. Duties

- a. Report accurate minutes of each ASC business meetings to include the ASC treasurer's report, ASC literature chairpersons report, the RCM's report and the home group reports.
- b. Maintain and update the master mailing list (e-mail addresses) to include GSR's, ASC chairperson, vice-chairperson, treasurer, subcommittee chairpersons, RCM, RCM alternates, VRCC Delegate, VRCC Delegate alternates, all home groups, whether participating or not.
- c. Maintain ASC correspondence.
- d. Clearly report in the minutes what part of a motion has been changed by the Policy Subcommittee.

- e. The minutes **should** be read and verified by the ASC chairperson before copies are made per Section 5, B, 2, d. (ASC chairperson duties).
- f. Type (keyboard entry into a computer document program) and distribute copies to each person on the master mailing list, no later than two (2) weeks prior to the next following ASC meeting.
- g. Make records available to any NA member upon request.
- h. All new business motions **shall** be numbered using the following format.
 - 1st. Year (4 digits)
 - 2nd. A dash (-)
 - 3rd. Month number
 - 4th. A dash (-)
 - 5th. A motion number. (Sequence starting with number 01).

Example: The first motion of February, 2008. (2008-02-01)

H. Regional Committee Member

1. Qualifications

- a. Have the willingness to serve.
- b. Have three (3) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to serve as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- g. Have one (1) year service experience at the ASC level.
- h. Have the ability to deal with issues both inside and outside the fellowship that affects the continuation and growth of NA.
- i. Have the time and resources for active participation.
- j. Have the financial means to perform the duties.
- k. Have adequate transportation to perform these duties.
- l. Have no conflicting weekend commitments.

2. Duties

- a. Attend each ASC meeting and submit a written report.
- b. Work for the good of NA by providing two-way communication between the ASC and the RSC.

- c. Represent the ASC conscience at the regional level.
- d. Provide the ASC with the agenda for the RSC meeting at least ten (10) days before the RSC meets.
- e. Provide RSC meeting minutes for GSR's at the next ASC meeting after receiving them.
- f. Attend each RCM meeting and take part in any decisions which affect our region, speaking as the voice of the ASC conscience.
- g. May serve on one or more of ASC and or RCM subcommittees, but may not serve as a chairperson.
- h. Schedule GSR workshop(s) for the Conference Agenda Report (CAR).

I. Regional Committee Member Alternate (RCM Alternate)

1. Qualifications

- a. Have a willingness to serve.
- b. Have three (3) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to serve as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- g. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- h. Have the time and resources for active participation.
- i. Have the financial means to perform the duties of the position.
- j. Have adequate transportation to perform the duties of the position.
- k. Have no conflicting weekend commitments.

2. Duties

- a. Attend each ASC meeting and submit a written report. (When the RCM cannot attend).
- b. Work for the good of NA by providing two-way communication between the ASC and the RSC.
- c. When the RCM is absent, represent the ASC conscience at the regional level.
- d. Provide the ASC with the agenda for the RSC meeting at least ten (10) days before the RSC meets.

- e. Provide RSC meeting minutes to GSR's at the next ASC meeting after receiving them.
- f. Speak as the voice of our ASC conscience.
- g. Attend each RCM meeting and take active part in any decisions which affect the region.
- h. May serve on one or more of the ASC's and/or RSC's subcommittees, but may not serve as a chairperson.
- i. Be able to work for the common good, placing principles before personalities at all times.

J. Virginia Regional Convention Corporation Delegate (VRCC Delegate)

1. Qualifications

- a. Have the willingness to serve.
- b. Have three (3) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- g. Have one (1) year service experience at the ASC level.
- h. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- i. Have the time and resources for active participation.
- j. Have the financial means to perform the duties.
- k. Have adequate transportation to perform all duties.
- l. Have no conflicting weekend commitments.

2. Duties

- a. Attend each VRCC meeting.
- b. Attend each ASC meeting and submit a written report of the VRCC proceedings.
- c. When the VRCC and ASC meetings conflict, the VRCC Delegate will submit the written report to the ASC Chairperson prior to the ASC meeting.
- d. Vote on contractual agreements concerning convention facilities, banquets, merchandise, fund-raising, etc. at VRCC meetings.

K. VRCC Delegate Alternate (VRCC Delegate Alternate)

1. Qualifications

- a. Have the willingness to serve.
- b. Have three (3) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- g. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of the NA fellowship.
- h. Have the time and resources for active participation.
- i. Have the financial means to perform the duties.
- j. Have adequate transportation to perform all duties.
- k. Have no conflicting weekend commitments.

2. Duties

- a. Attend each VRCC meeting.
- b. Attend each ASC meeting and submit a written report of the VRCC's proceedings.
- c. When the VRCC and ASC meetings conflict, the VRCC Delegate alternate will submit the written report to the ASC Chairperson prior to the ASC meeting.
- d. In the absence of the VRCC Delegate, will vote on contractual agreements concerning convention facilities, banquets, merchandise, fund-raising, etc. at VRCC meetings.

Section 6

Subcommittees

Trusted Servant	Clean Time	Length of Term
Activities Chairperson	2 years	1 year
Ad-Hoc Chairperson	2 years	1 year
Hospitals & Institutions Chairperson	2 years	1 year
Literature Chairperson	2 years	1 year
Policy Chairperson	2 years	1 year
Public Relations Chairperson	2 years	1 year
Webmaster	2 years	1 year

A. Activities

1. Changes to this subcommittee's policy are subject to the approval by an ASC conscience.
2. This subcommittee **shall** have an elected vice-chairperson.

a. Qualifications

- i. Have the willingness to serve.
- ii. Have two (2) years clean time.
- iii. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
- iv. Have a NA sponsor.
- v. Attend NA meetings on a regular basis.
- vi. Have a commitment to serve as shown by experience as a member of other NA committees and contributions to the continuation and growth of the NA fellowship.

- vii. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
 - viii. Have one (1) year of continuous service on a subcommittee or ASC level service position.
- b. **Duties**
- i. Hold subcommittee meetings at least once a month.
 - ii. Attend ASC monthly meetings and submit a written report.
To include.
 - 1) Event expenses.
 - 2) Donations
 - 3) Profit/Loss amount
 - iii. Coordinate workshops with **all** of the subcommittee's chairpersons.
 - iv. Coordinate activities for the area and maintain the activity calendar.
 - v. Bring **all** activities to the ASC one (1) month in advance with a cost/profit/loss estimate for approval by hand vote.
 - vi. Handle resource, including funds and be accountable for those resources.
 - vii. Return any unused or excess funds to the ASC treasurer at the next ASC meeting.
 - viii. Submit written semi-annual and annual budget reports at budget reviews.
 - ix. Whenever possible attend the Regional Activities Subcommittee meetings.

4. Activities Subcommittee Policy

- a. **Requirements/Duties**
- i. Chairperson will be responsible for coordinating activities for the area, will coordinate with subcommittee chairpersons on workshops and will provide information to the ASC on upcoming events and handle funds provided by the ASC.
 - ii. Vice-chairperson will assist chairperson in coordinating activities and in the handling of funds. Clean time **shall** be a minimum of two (2) years. This is a one (1) year commitment.
 - iii. Secretary records and archives the minutes and attendance of the subcommittee. Clean time shall be six (6) months. This is a one (1) year commitment.

iv. **Event Policy**

- 1) Events will **not** provide free food but **should** sell food to help offset the cost of the event.
- 2) A **suggested donation** of five dollars (\$5) **will** be on fliers for the event.

b. **Meeting time and place**

- i. The subcommittee will have a primary meeting as designated on the current PASCNA meeting list.
- ii. Subsequent meetings will be designated at the primary meeting.

c. **Voting procedures**

- i. To be a member, must attend two (2) consecutive meetings in order to become a voting member of the subcommittee.

B. Ad-Hoc (formed as needed)

1. Changes to this subcommittee policy are subject to approval by an ASC conscience.
2. This subcommittee **shall** have an elected vice-chairperson.
3. **Qualifications.**
 - i. Have a willingness to serve.
 - ii. Have two (2) years clean time.
 - iii. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
 - iv. Have a NA sponsor.
 - v. Attend NA meetings on a regular basis.
 - vi. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
 - vii. Have the ability to deal with issues both inside and outside the fellowship that affect continuation and growth of NA.
 - viii. Have one (1) year of service experience at the ASC level.
4. **Duties**
 - i. Hold a subcommittee meeting each month.
 - ii. Attend the monthly ASC meeting and give a written report.
 - iii. Coordinate with activities subcommittee chairperson any proposed area, ASC or subcommittee event or function at least two (2) months prior to its being held.

C. Hospitals & Institutions (H&I)

1. Changes to this subcommittee's policy are subject by an ASC conscience.
2. H&I will obtain its literature from the literature subcommittee. However, the H&I chairperson needs to inform the ASC, ASC treasurer when the committee makes the order.
3. This subcommittee **shall** have an elected vice-chairperson.
 - a. **Qualifications**
 - i. Have the willingness to serve.
 - ii. Have clean time of two (2) years.
 - iii. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
 - iv. Have a NA sponsor.
 - v. Attend NA meetings on a regular basis.
 - vi. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
 - vii. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of the NA fellowship.
 - viii. Have one (1) year of service experience at the ASC level.
 - ix. Has participated on the H&I subcommittee for six (6) consecutive months.
 - b. **Duties**
 - i. Hold subcommittee meetings each month.
 - ii. Attend the monthly ASC meeting and give a written report.
 - iii. Coordinate with the activity subcommittee chairperson any proposed area, ASC or subcommittee event or function at least two (2) months prior to its being held.
 - iv. Submit written semi-annual and annual budgets in person at the budget reviews.
 - v. Maintains and preserves an H&I notebook that contains the following.
 - 1) The H&I subcommittee meeting minutes, which includes the reports from each H&I commitment. (Meeting)
 - 2) The current master list of active H&I commitments which should include each facility's contact information.
 - 3) Information on prospective H&I commitments and the contact information for each.

- vi. Surrender the H&I notebook to the next H&I subcommittee chairperson.
 - vii. Coordinate closely with public relations subcommittee.
 - viii. Attend the Regional H&I subcommittee meetings whenever possible.
4. **H&I subcommittee policy**
- a. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse. But may again become eligible when he/she can conform to the requirements in the guidelines. Being clean for the purpose of this H&I subcommittee **shall** be defined as complete abstinence from **all** drugs.
 - b. Any member not conforming to these requirements or any others which might be added later, or refuses to abide by the rules and regulations of the facility being served **shall** automatically be relieved of any H&I subcommittee assignments.
 - c. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices (approval) of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment **must** be acceptable to the facility being served.
 - d. Any NA member who is involved with a given facility on a professional level or volunteer basis shall not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to relationship with said facility.
 - i. Further H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous. Recovery from addiction through our spiritual program.
 - ii. These members may however, participate on panels going into other facilities.
 - e. Length of clean time required by each facility is to be rigidly upheld by all the H&I panel leaders.
 - f. Excessive use of profanity or use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities and strongly discouraged by the H&I subcommittee.
 - g. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly approval of their judicial officer, if applicable.

- h. H&I panel members **shall** be responsible for their conduct in any facility, and they **shall** take responsibility to become informed, in advance, regarding the regulations of the facilities being served.
- i. Printed instructions, which will include the foregoing and which **shall** be compiled and edited to fit the specific requirements of each separate facility, **shall** be furnished by this subcommittee to all panel members so they will have full knowledge of their responsibilities in connection with their individual commitments.
- j. Members are reminded that the H&I subcommittee exist to share the Narcotics Anonymous message, our experience, strength and hope. H&I speakers **should** try to get residents involved with the meeting presentation through reading materials as well as through direct sharing. A personal contact **should** be established with any resident upon release.
- k. All addicts carrying an H&I meeting are required to attend H&I subcommittee meetings. Any person missing two (2) consecutive meetings will be notified by the chairperson or vice-chairperson. Any person missing three (3) consecutive meetings will no longer carry meetings and facilities will be notified.
- l. To be voted into the H&I subcommittee, a person must have six (6) months clean time, attend two (2) consecutive subcommittee meetings, speak at two (2) facility meetings/presentations and attend a H&I workshop. They may be voted in on their second subcommittee meeting.
- m. All members of the H&I subcommittee can be on the emergency panel leader list as long as they meet the requirements of becoming a panel leader.
- n. If an addict loses their meeting by default, in order to carry that meeting again, they must start over again by making two (2) consecutive H&I meetings, speaking at two (2) meetings and attending a H&I workshop.
- o. After resigning, a member wishing to come back and carry a meeting into a facility **should** attend one (1) H&I subcommittee meeting, state their qualifications to carry meetings and be informed of any new policy changes. They can then be voted back into the subcommittee as long as they left on good terms.
- p. All H&I meetings are closed meetings, within the facilities discretion.
- q. No H&I meeting gives out chips or key tags.

- r. Any member arriving 20 minutes after the scheduled time will be considered tardy and two (2) tardy arrivals will equal one (1) absence. Current absentee policy will be in effect.
- s. Implement trusted servant's position for panel leader coordinator.
- t. Implement policy if a panel member does not carry their commitment for two (2) consecutive meetings, without notifying facility and/or panel members. They will lose their meeting by default for ninety (90) days.
- u. Any member of this subcommittee **shall** be excused in the matter of work, family emergency or religious commitment as long as contact has been made with the chairperson or vice-chairperson of the H&I subcommittee.

D. Literature

- 1. Changes in this subcommittee's policy are subject to approval by an ASC conscience.
- 2. This subcommittee **shall** have an elected vice-chairperson.
- 3. Rules of literature sales.
 - a) No orders will be taken after 4:00pm.
 - b) Literature may **not** be delivered until the adjournment of the ASC meeting.

4. Qualifications

- a. Have the willingness to serve.
- b. Have two (2) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to serve as shown by experience as a member of other NA service commitments and contributions to the continuation and growth of the NA fellowship.
- g. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- h. Has participated on the literature subcommittee for six (6) months.

5. Duties

- a. Hold subcommittee meetings each month.
- b. Attend the ASC meeting monthly and submit a written report. (One to the ASC secretary another to the ASC treasurer).
- c. Coordinate closely with the H&I subcommittee chairperson to order literature from WSO/NAWS.

- d. Place the ASC's literature order within one (1) week after the ASC meeting.
- e. Maintain and preserve the following information.
 - i. The subcommittee monthly minutes.
 - ii. The literature worksheets which include the dollar amounts of.
 - 1. The literature sold.
 - 2. The back orders. (Literature sold but not delivered).
 - 3. The literature inventory on hand after the current ASC meeting.
 - 4. The transfer(s) of literature to other subcommittees.
 - 5. The cost of the previous literature order.
 - 6. Home Group, H&I, and PR orders and corresponding receipts.
- f. Surrender the above records to the next ASC literature chairperson.
- g. Comply with the following duties.
 - i. Orders for literature may be placed prior to or during the first hour of the ASC meeting.
 - ii. Literature **may not** be delivered until the ASC meeting has adjourned.
 - iii. Attend semi-annual and annual budget reviews providing the literature order worksheets and corresponding invoices. Submitting written budget needs of the subcommittee.

6. Literature subcommittee policy

- a) The literature chairperson is to bring all PASCNA literature materials to the ASC meeting for sale and distribution.
- b) The literature subcommittee meetings are held one (1) hour prior to the PASCNA meeting.
- c) All literature orders are to be placed prior to or during the first hour of the ASC meeting and picked up after the official closing of the ASC meeting that same day.
- d) The literature chairperson will accept cash, money orders, cashier's check or a home group check made payable to PASCNA for the purchase of literature.
- e) The literature chairperson **shall** order all literature from the World Service Office/Narcotics Anonymous World Services (WSO/NAWS) no later than one (1) week after the ASC meeting. The literature order **shall not** exceed \$3,500 in total literature.

- f) The literature chairperson **shall** complete an inventory of all literature sold and literature on hand at the end of the ASC meeting and provide the ASC secretary and ASC treasurer with a copy of the inventory sheet.
 - g) The literature chairperson will turn over all proceeds from the sale of literature to the ASC treasurer by the end of business and obtain a receipt.
 - h) The literature chairperson **shall** maintain a complete record of all sales, receipts and order forms for ASC for no more than one (1) year.
 - i) *The literature chairperson will obtain a check payable to WSO/NAWS from the ASC treasurer for the sole purpose of purchasing ASC literature by the end of every ASC meeting.*
 - j) Maintain five (5) copies of “A Guide to Local NA Services” and five (5) copies of the PASCNA policy handbook as inventory on hand.
- (2019-09-03)

E. Policy Subcommittee {2019-09-05}

This subcommittee’s primary function is to move the area toward a greater dependence on A Guide to Local Services in NA (“The Guide”). “The Guide” is a WSO/NAWS service document based on the principles of Narcotics Anonymous. It is a part of this PASC handbook.

- 1. Changes to this subcommittee policy are subject to approval by an ASC conscience.
- 2. This subcommittee **shall** have an elected vice-chairperson.
- 3. Propose changes to new policy motions that have items that are already covered in “The Guide”.
- 4. This subcommittee **shall** indicate which ASC motions are not to be discussed on the ASC floor a second time, as follows.
 - a. ASC motions that were discussed on the ASC floor and then referred to this policy subcommittee for review.
 - b. ASC motions that have been tabled twice.
- 5. This subcommittee **shall** review and establish clear-cut guidelines concerning the qualifications of trusted servants and voting procedures at the ASC meeting.
- 6. **Qualifications**
 - a. Have the willingness to serve.
 - b. Have two (2) years clean time.
 - c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA, this PASCNA handbook, parliamentary procedures.
 - d. Have a NA sponsor.

- e. Attend NA meetings on a regular basis.
- f. Have a commitment to serve as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- g. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- h. Has participated on the Policy subcommittee for six (6) consecutive months.

7. Duties

- a. Act as parliamentarian at PASCNA meetings.
- b. Hold monthly subcommittee meetings.
- c. Submit policy recommendations to the ASC secretary or the ASC chairperson within fourteen (14) days of the last PASCNA meeting.
- d. Attend the monthly PASCNA meeting and submit a written report.
- e. Attend the Regional Policy subcommittee meeting and maintain contact with the Regional Policy subcommittee chairperson whenever possible.
- f. Provide the Literature subcommittee with updated PASCNA handbooks for sale as needed. (Literature subcommittee is to have five (5) copies on hand.
- g. Issue revised pages for the PASCNA when changes in policy occur.
- h. Provide the Public Relations Subcommittee's Webmaster with an electronic copy of the PASCNA handbook **to be displayed** on the website, and give updates of policy as necessary.
(Requires admin access)

F. Public Relations (PR)

- 1. This subcommittee **shall** have an elected vice-chairperson.
- 2. Changes to this subcommittee's policies are subject to approval by an ASC conscience.
- 3. That at each printing of the meeting list an additional 1,000 be made for use for the H&I subcommittee.

i. Qualifications

- 1. Have the willingness to serve.
- 2. Have two (2) years clean time.
- 3. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.

4. Have a NA sponsor.
5. Attend NA meetings on a regular basis.
6. Has served at least three (3) continuous months on the subcommittee (this does not include being on the help line), subcommittee participation is required.
7. Have a commitment to serve as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
8. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of the NA fellowship.
9. Have an understanding of the NA service structure and the responsibilities of the public relations chairperson.

ii. **Duties**

1. Hold subcommittee meetings once each month.
2. Attend ASC monthly meetings and submit a written report.
3. Attend regional public relations subcommittee meetings whenever possible and maintain communication as needed on the regional level.
4. Maintain and preserve minutes, financial reports and any activities in a notebook for archives, to be passed onto the next public relations chairperson, as it is the property of the PASCNA.
5. Maintain open communication with policy subcommittee and submit questions and issues as they arise.
6. Maintain open communication with H&I subcommittee for the current master list of active H&I meetings and contacts.
7. Maintain information on current and prospective meetings and contacts.
8. Submit written semi-annual and annual budget reports in person at the budget reviews.
9. Maintain the PASCNA internet site.
10. Contact the local telephone company (Verizon) for yellow page listing by September first for the next year's ad.

4. **Public relations subcommittee guidelines**

i. **Purpose**

1. The purpose of the public relations subcommittee is to inform the public that NA exists. That it offers recovery from addiction and information about how and where to find it. All

activities directed to that end **shall** be carried out in accordance with the 12 Traditions of Narcotics Anonymous.

ii. **Functions/Responsibilities**

1. To open and maintain lines of communication between NA and the public. PASC, RSC and the WSO.
2. To respond to all request for information from media. Contact immediately one of the following.
 - a. The ASC or RSC public relation chairpersons or vice-chairpersons.
 - b. The ASC or RSC chairperson or vice-chairperson.

Note: *One of the individuals listed above **should** respond to the media contact as soon as possible, preferably within the same workday or within an eight (8) hour period.*

The following information **should** be determined.

- 1) What audience level the exposure is likely to receive.
- 2) What is the scheduling and deadline information the individual is working within the accumulation of information for media use?
- 3) Remembering our Ninth Tradition which states that subcommittees are “directly responsible to those they serve”.

c) **Meeting and Membership**

- 1) The public relations subcommittee meets at the time and location as stated on the current PASCNA meeting list.
- 2) Any recovering addict may attend the public relation subcommittee meetings.
- 3) The clean time requirement to join the public relation subcommittee is three (3) months.
- 4) After meeting the clean time requirements and attending two (2) consecutive PR subcommittee meetings, any recovering addict, who has the willingness, may join the PR subcommittee. Members are encouraged to regularly attend the monthly meetings so as they are informed about the group’s activities.
- 5) To participate in a public relation presentation an addict must have six (6) months clean time, attend with the PR chairperson or PR vice-chairperson.
- 6) Clean time requirements for trusted servant positions within the subcommittee are as follows.

Chairperson	2 years
Vice-Chairperson	1 year
Secretary	6 months

d) Voting Participants and Procedures

- 1) Any member who has been in attendance of two (2) of the last three (3) subcommittee meetings are eligible to vote.
- 2) All participants **shall** have the following.
 - i. Personal time and abilities to perform their duties.
 - ii. Willingness and desire to serve in the position.
 - iii. Clean time and service experience as required.
 - iv. Understanding and practical experience of the 12 Steps, 12 Traditions and 12 Concepts of NA.
 - v. Have a working knowledge of this PASCNA handbook.
 - vi. Maintain clean time throughout their term of office or participation. Relapse is an automatic dismissal from a trusted servant's position.

G. Webmaster

5. Qualifications

- i. Have the willingness to serve.
- ii. Have two (2) years clean time.
- iii. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and this PASCNA handbook.
- iv. Have a NA sponsor.
- v. Attend NA meetings on a regular basis.
- vi. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- vii. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- viii. Show/shown some experience on the basic knowledge of web hosting, posting, web page building/design and maintaining a website.
- ix. Have a willingness to learn and grow with new changes that go along with maintaining the website for PASCNA.
- x. Have a working knowledge of computers and have a computer to access and maintain the PASCNA website.

6. Duties

- i. Report to the public relations chairperson and subcommittee.

- ii. Shall attend all scheduled subcommittee meetings, with exceptions for excused absences.
- iii. Maintain communication consistently on all issues of the PASCNA website.
- iv. This position is a commitment to serve for one (1) year and is subject to continue upon the vote of ASC conscience and vote of the subcommittee.
- v. Have an open line of communication with the regional webmaster for general information.
- vi. Assist with the updating of the PASCNA meeting list.
- vii. Upon request, post information to the PASCNA website as needed in a timely manner.

Appendix A Glossary

Agenda	The prescribed order of a business meeting.
ASC	Area Service Committee (see also PASC)
Area	The group of addicts who participate in the business for the groups, committees and activities.
Autonomy Zone	PASCNA Zonal Forum
Business	Elections, motions that occur during ASC meetings. Old business; is business carried from previous month. New business occurs during the current meeting.
CAR	Conference Agenda Report. The report for business that will occur at World Service Conference. (WSC)
Commitment	A NA service position.
Committee	A service body that performs a specific function.
Minutes	Written report of the business meetings.
Officer	Administrative position. An elected trusted servant. (See also Appendix B)

Parliamentarian	Make decisions on policy at the PASCNA meetings. Keeps order/decorum.
Policy	The guidelines for business meetings, clean time requirements, qualifications, duties for trusted servants. This handbook. Guidelines produced as a result of ASC conscience. (See also Appendix B)
Quorum	Number of participating group members needed to allow/conduct business at a PASCNA meeting.
CARNA	Central Atlantic Region of Narcotics Anonymous.
VRCC	Virginia Region Convention Corporation. Responsible for funding and protecting the Annual Region of the Virginians Convention of Narcotics Anonymous.
WSO/NAWS	World Service Office. Narcotics Anonymous World Services

Appendix B

Service Structure Guidelines

“A Guide to Local Service in NA”

This book is published by NA world services and is available through the literature subcommittee. Purchase required. It is considered as part of this PASCNA handbook.

Appendix C

PASCNA Calendar of Nominations/Elections/Events

Month	Elections	Nominations
January Annual Budget Review	RCM	RCM Alternate & H&I Chairperson
February	ASC Chairperson & Activities Chairperson	Policy Chair & Public Relations Chair
March	RCM Alternate & H&I Chairperson	VRCC Delegate & ASC Treasurer
April	Policy Chair & Public Relations Chair	VRCC Delegate Alternate
May	VRCC Delegate	Literature Chairperson
June	VRCC Delegate Alternate	ASC Vice-Treasurer
July Budget Review	Literature Chairperson	ASC Secretary
August	ASC Vice-Treasurer	
September	ASC Secretary	ASC Vice-Chairperson
October		
November	ASC Vice-Chairperson	RCM
December		ASC Chairperson & Activities Chairperson