

Northeast Georgia Area
of
Narcotics Anonymous
Policy Manual

Revised Aug 21, 2014

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POLICY AND GUIDELINES OF THE NORTHEAST GEORGIA AREA SERVICE COMMITTEE

ARTICLE 1. DEFINITION AND PURPOSE OF THE ASC

An Area Service Committee (ASC) is a committee made up of group service representatives (GSRs) from groups within a designated area, which meet for the express purpose of serving the specific needs of its member groups.

The most important service an ASC provides is supporting its groups. 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 ASC 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 its groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature which the groups can purchase. Put simply, 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 GSRs and member groups. A group supports its ASC financially, physically and emotionally. It is the groups' responsibility to provide this support in whatever way they can.

The active participation of each GSR is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in all committee decisions. GSRs should evaluate each vote in terms of the needs of those they serve. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to the groups with specific situations are services that require much more effort than a monthly meeting. In order to coordinate its services, each ASC elects officers yearly. Leadership and ability to organize give the committee direction; incentive must come from its officers.

"Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth."

Basic Text 6th edition pg xxvi

SECTION A. ASC ADDRESS

The ASC maintains a Post Office Box:

**N.E.G.ASC
P. O. BOX 545
GAINESVILLE, GA 30503**

SECTION B. MEETINGS

Subsection 1: Location

- a. The ASC meeting location is hosted by different groups in the Area.
- b. The hosting group must secure a meeting place for the ASC and its active Subcommittees before the bid will be accepted by the ASC. The ASC will approve the location.
- c. The selected group will host the ASC meeting for two (2) consecutive months (if possible).
- d. Driving directions and/or a map is required.

Subsection 2: Frequency

- a. The ASC will meet nine (9) times yearly as follows: **January, February, April, May, June, July, August, October and November. The May ASC meeting will be the annual planning meeting.**
- b. ASC meets on the first Saturday of the above months.
- c. When the first Saturday falls on a holiday weekend, a vote is taken to determine an alternate meeting date.

SECTION C. ASC MEETING FORMAT

Subsection 1: ASC Schedule

10AM-12PM	Convention Planning Committee
11AM-1PM	Hospitals and Institutions
12PM-1PM	Public Relations
1PM-2PM	Administrative Committee
12PM-1PM	GSR Orientation (as needed)
12PM-2PM	Literature Sales
2PM-until	ASC Meeting

Subsection 2: ASC Format

1. Open the ASC Meeting with a Moment of Silence followed by the Serenity Prayer. Read prayer excerpt from the Basic text:
“GOD, grant us knowledge that we may write 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.” *Basic Text Sixth Ed. pg xxvi*
2. Read the Twelve Traditions of NA, Twelve Concepts for NA Service, and Definition And Purpose of ASC
3. GSR and Administrative Roll call

4. Minutes from previous ASC Meeting
5. Administrative Reports (Chair, Vice-Chair, Sectary, Policy, RCM, Web Facilitator)
6. Subcommittee Reports (H&I, PR, CPC)
7. Old Business
8. Nominations and Elections
9. New Business
10. Group Reports
11. Literature Report
12. Treasurer's Report
13. Open Forum
14. Meeting closes with the Serenity Prayer

<p>ARTICLE II. ATTENDANCE, PARTICIPATION AND CONSENSUS BASED DECISION MAKING (CBDM)</p>

SECTION A. ATTENDANCE

1. ASC meetings are open to all NA members who may have a voice on the floor.
2. New and/or returning groups will become voting members upon attendance at their second consecutive ASC meeting.
3. After one (1) unexcused absence or two (2) consecutive excused absences from an ASC meeting, a group will be dropped from the ASC roll call at the meeting they are not present.
4. After one (1) unexcused absence or two (2) consecutive excused absences from an ASC meeting, an administrative committee member or subcommittee chair may be removed involuntarily (refer to Article VI).
5. An excused absence is defined as when a group representative, administrative committee member or subcommittee member gets in contact with the Sectary or Area Chair prior to the ASC meeting.
6. Quorum is one (1) more than half (1/2) of all groups currently on the ASC roll call. Quorum must be met to begin business at roll call and must be maintained until the end of New Business. If attendance falls below quorum before the end of New Business, the Chair will move the meeting to Group Reports.

SECTION B. PARTICIPATION

1. To be recognized on the floor of the ASC a raise of the hand is necessary to be called on by the Chair.
2. Only those listed below can submit a topic:
 - a. GSR; or alternate in their absence
 - b. RCM; or alternate in their absence
 - c. Chair, Vice-Chair, Secretary, Treasurer, Policy Chair, Literature Chair, Web Facilitator, RCM, and Subcommittee Chairs
3. All ASC and RSC topics are sent with the GSRs to be discussed and voted on at the group level, excluding basic housekeeping topics and time-sensitive topics. Each GSR then returns to the next ASC meeting with their groups' conscious on the topic. If GSRs have a time sensitive topic, such changes may be made during the current ASC meeting only if all GSRs present concur unanimously.

4. If an issue falls under the responsibility of an existing subcommittee, the issue is tabled to that subcommittee.

SECTION C. CONSENSUS BASED DECISION MAKING PROCEDURE

1. **Topic is introduced**
 - a. All topics are to be on approved topics forms and must contain the intent, a notation of policy affected, if any, and the financial impact, if any, before the topic can be considered on the floor. The topic should be submitted to the ASC Chair before discussion of New Business begins.
 - b. Anyone wishing to be recognized must raise his or her hand.
2. **The Chair opens the dialogue** (Begin with the maker of the topic.)
3. **Topic Clarifying questions are taken** (This is when questions are asked to ensure that all participants understand the topic. This is not the time for general discussion.)
4. **Chair asks for concerns or reservations** (This is the time when general discussion occurs)
 - a. This is when modifications may be made to the topic in an effort to address expressed reservations or concerns.
 - b. Maker of the topic as well as other participants may offer modifications.
5. **Chair asks for consensus.**
 - a. There are four positions a GSR may take on a topic
 - Assent** – agree with the topic
 - Assent with reservation** – although there are reservations or concerns, the individual will trust and go along with the body's decision.
 - Stand Aside** – based on strong personal reservations which prevents support for the topic
 - Block (NO)** – based on spiritual principles expressed in our traditions or concepts
 1. A block must be followed by speaking to the specific Tradition or Concept which would be violated.
 2. A block will prevent a topic from being adopted.
 - b. Consensus is reached when 80% of the GSRs are in Assent or Assent with reservation. The number which represents 80% shall be determined based on the number of GSRs present at the start of Old Business.
 - c. A block may be overridden by the body.
 - If the validity of a block is not questioned, the block will stand and the topic is not adopted.
 - If the validity of a block is questioned, the body must reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on a topic.
 - If the block is overridden, the Chair will again ask for consensus on the topic.

SECTION D. GROUP REPORTS

1. Reports from a GSR should be typed or written clearly so the Secretary can have accurate notes. The reports should contain:
 - a. Name of Group
 - b. Day(s) of the week it meets
 - c. Meeting place(s)
 - d. Meeting time(s)
 - e. Number of members
 - f. Number of people attending
 - g. Situations, problems, or difficulties
2. If a GSR is not present when it is time to give group reports, their report will not be read on the ASC floor, but it will be included in the minutes.
3. GSRs should give their ASC contributions to the ASC Treasurer at the beginning of or before the opening of the meeting.

ARTICLE III. QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS

SECTION A. ADMINISTRATIVE COMMITTEE

Subsection 1: Makeup

- a. This committee consists of ASC Chair, Vice-Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Policy Chair, Alternate Policy Chair, Regional Committee Member (RCM) and Regional Committee Member Alternate (RCMA).
- b. All ASC members and officers may succeed themselves in office, but it is recommended that no officer serve more than two (2) terms in office.
- c. ASC officers, except alternates, do not normally represent any group and have no vote at an ASC meeting.

Subsection 2: Responsibilities

- a. This body serves as a committee in addition to their duties.
- b. This committee serves the administrative decisions at the ASC
- c. The Chair should work with the RCM in ensuring that a representative of the Administrative Committee visits groups on a regular basis, at least once every twelve (12) months to foster communication, fellowship and unity.
- d. Each trusted servant should acquaint themselves with the ASC Policy, the NA Guide to Local Service, and the Twelve Concepts for NA Service.
- e. The Administrative Committee will be responsible for maintaining contact with the groups for ongoing confirmation of their existence to remain on the meeting schedule.
- f. The ASC shall host a Conference Agenda Report (CAR) workshop in a centralized location, in the even numbered years.

- g. The ASC provides an annual CAR to each group registered in the ASC at no cost to the group to be picked up at the ASC CAR workshop in February. The ASC will also provide an additional 5 CARs for sale, at cost, to other participants.
- h. Outgoing trusted servants are responsible to present a budget for their expenses no later than the April ASC meeting for the following term based on their expenses throughout the year.
- i. Must have a written report in hand at the time of the report.
- j. Plans and facilitates the annual planning meeting.

SECTION B. CHAIR

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for a least one (1) year of continuous service in the NA service structure
- c. Three (3) years clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Arranges for and facilitates the ASC meetings
- b. Responsible for all administrative correspondence
- c. Is a co-signer on the ASC bank account
- d. The Chair can vote only in case of a tie (applies to elections only)
- e. Enforces rules of decorum and discipline
- f. Strives to be absolutely fair and impartial

SECTION C. VICE-CHAIR

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least six (6) months of continuous service in the NA service structure
- c. Two (2) years clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Performs all duties of the ASC Chair in the absence of the Chair
- b. Acts as a liaison between Subcommittees to assure proper coordination of activities
- c. The Vice-Chair should attend at least one Subcommittee meeting every ASC.

- d. If, for any reason, the Chair is unable to complete their term of office, the Vice-Chair fills in for the Chair until a vote of acclamation is received, or a new Chair is voted in.

SECTION D. SECRETARY

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least six (6) months of continuous service in the NA service structure
- c. One (1) year clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Keeps accurate records of each ASC meeting
- b. Types and sends any correspondence that the committee so dictates
- c. Keeps records for the ASC
- d. The Secretary shall send an updated list of all ASC servants and the current ASC address to NAWS at the end of the meeting in which elections are held, or as needed.
- e. Secretary will coordinate compiling and distributing kits to new groups and make sure new groups get what they need
- f. The Secretary will be responsible for maintaining copies of the Orientation package for distribution to new GSRs.
- g. Have available blank Topic Forms and blank Group Reports.
- h. Distribute copies of minutes to each trusted servant no later than ten (10) days after ASC via electronic mail unless request submitted to send in alternate manner.

SECTION E. ALTERNATE SECRETARY

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least six (6) months of continuous service in the NA service structure
- c. Nine (9) months clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Is a two (2) year commitment to the ASC, the first year is spent becoming familiar with the job, attending all ASC meetings, and assisting the Secretary whenever possible. The next year is filled as Secretary if a vote of acclamation is received.

- b. If, for any reason, the Secretary is unable to complete their term of office, the Alternate Secretary fills in for the Secretary until a vote of acclamation is received, or a new Secretary is voted in.

SECTION F. TREASURER

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least one (1) year of continuous service in the NA service structure
- c. Three (3) years clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Makes reports of contributions and expenditures at every ASC meeting, including Subcommittee transactions, quarterly and annual reports.
- b. The Treasurer distributes the money to pay bills as needed
- c. Keeps accurate receipts
- d. Is a co-signer on the ASC bank account
- e. The Treasurer facilitates signature cards for the ASC bank account when, elections are held with the incoming treasurer, within (5) working days of being elected.
- f. The Treasurer will ensure that these cards are updated with new signatures on the bank account as required and that the account is accessible online.
- g. Keeps the PO Box key
- h. Retrieves ASC mail leaving CPC mail in the box
- i. Will hand over the key to the Post Office Box to the new Treasurer
- j. The Treasurer is responsible to deposit all ASC funds into ASC bank account within 48 hours (2 business days) of the next business day

Subsection 3: Prudent Reserve

- a. Prudent reserve should be established from ASC budgets.
- b. This can be adjusted as needed throughout the budgetary year.
- c. Prudent reserve is defined as three (3) month's reserves of the funds established by the ASC budgets, excluding the Literature stockpile amount.
- d. All funds above prudent reserve will be forwarded to the Georgia RSC on a quarterly basis, either in person or by mail.

Subsection 4: Budgets

- a. Budgets should be submitted in April, and approved at the June meeting of the ASC. The Treasurer will prepare and present an annual budget which will allow the ASC to establish prudent reserve.
- b. An Annual Expense versus Budget Report will be provided to the ASC at the April ASC.
- c. Budgets are to be submitted by line items per position and subcommittees.

- d. Unforeseen expenses are allowed if they are approved before the event or position is started.
- e. ASC funds the RCM and RCMA for one hundred percent (100%) of one (1) shared room for two (2) nights (Friday and Saturday) at the Regional Service Committee (RSC) facility and \$0.35 per mile to and from RSC site.

SECTION G. ALTERNATE TREASURER

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least one (1) year of continuous service in the NA service structure
- c. Two (2) years clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Is a two (2) year commitment to the ASC. The first year is spent becoming familiar with the job, attending all ASC meetings, and assisting the treasurer whenever possible. The next year is filled as Treasurer if a vote of acclamation is received.
- b. If, for any reason, the Treasurer is unable to complete their term of office, the Alternate Treasurer fills in for the Treasurer until a vote of acclamation is received, or a new Treasurer is voted in.

SECTION H. REGIONAL COMMITTEE MEMBER

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least one (1) year of continuous service in the NA service structure
- c. Two (2) years clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Represents the groups of the ASC for a term of two (2) years at the Georgia Regional Service Committee (GRSCNA) and is the link between the ASC and RSC.
- b. Carries the group conscience of the ASC to the regional level
- c. Provides the ASC with the agenda for all regional service committee meetings
- d. Takes part in any decisions which affect the RSC or the ASC at the regional level, speaking as the voice of and voting in compliance with the ASC group conscience.

- e. A RCM must be able to work for the common good placing principles before personalities at all times.
- f. The RCM will be given a vote of confidence to vote on any item brought up at the RSC meeting that does not directly affect this ASC.
- g. The RCM must present their report, to the region, and to the ASC at the following area meeting. The report is to be included in the ASC minutes.

SECTION I. REGIONAL COMMITTEE MEMBER ALTERNATE

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least one (1) year of continuous service in the NA service structure
- c. Eighteen (18) months clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Is a four (4) year commitment to the ASC. The first two years are spent becoming familiar with the job, attending all ASC and RSC meetings, filling in for the RCM if they are absent or, for any reason, unable to complete their term of office. The second two years are served as the RCM after a vote of acclamation.
- b. The RCMA should attend at least one (1) Regional Subcommittee meeting per RSC.
- c. If, for any reason, the RCM is unable to complete their term of office, the RCMA fills in for the RCM until a vote of acclamation is received, or a new RCM is voted in.

SECTION J. POLICY CHAIR

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least one (1) year of continuous service in the NA service structure
- c. Two (2) years clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Keeps the ASC policy updated and keeps all subcommittee policies on file. Will keep updated copies of subcommittee policies and not be responsible for the actual clerical work of updating them. Updates should be handled by the respective subcommittee.
- b. Responsible for maintaining copies of the Policy.

- c. Conscience of the role that the written policy serves at the ASC and communicates to the ASC its effectiveness and deficiencies as necessary.
- d. Maintains a log of all policy changes and distributes copies to the GSRs as needed.

SECTION K. ALTERNATE POLICY CHAIR

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least six (6) months of continuous service in the NA service structure
- c. One (1) years clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Is a two (2) year commitment to the ASC. The first year is spent becoming familiar with the job, attending all ASC meetings, and assisting the treasurer whenever possible. The next year is filled as Policy Chair if a vote of acclamation is received.
- b. If, for any reason, the Policy Chair is unable to complete their term of office, the Alternate Policy Chair fills in for the Policy Chair until a vote of acclamation is received, or a new Policy Chair is voted in.

SECTION L. LITERATURE CHAIR

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least one (1) year of continuous service in the NA service structure
- c. Two (2) years clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Responsible for the purchase of literature for ASC groups, the sale of literature to groups, and the distribution of free literature to new groups.
- b. Money collected from groups for literature sales should be given to the ASC Treasurer at the ASC meeting who will in turn write a check to the appropriate NA literature vendor.
- c. When new groups register with the ASC, the Literature Chair will be responsible for creating a new group starter packet containing the following:
 - 1 Basic Text, 5 White Booklets, 3 each IP's currently in stock
 - 1 The Group Booklet
 - 1 set of reading cards

- 5 white chips
 - 2 chips each of 30, 60, & 90 days, 6 months, 9 months
 - 1 chip each of 1 year, 18 months, and multiple year key tags
 - 1 Guide to Local Service in NA
 - 1 Group Treasurer's workbook
 - 1 copy of ASC Policy
- d. Literature Stockpile is \$2270.00 and does not affect prudent reserve. H&I and PR budgeted literature is not included as part of the stockpile.
 - e. The literature stockpile will be maintained by the Literature Chair.
 - f. H & I will receive all their literature from the ASC before any group.
 - g. Have available blank Literature Order Forms.

SECTION M. ALTERNATE LITERATURE CHAIR

Subsection 1: Qualifications

- a. Willingness and desire to serve
- b. Active for at least six (6) months of continuous service in the NA service structure
- c. One (1) year clean time
- d. Member of a home group in the Northeast Georgia Area
- e. Leadership ability
- f. Ability to communicate
- g. Ability to organize
- h. A working knowledge of the Steps, Traditions, and Concepts

Subsection 2: Responsibilities

- a. Is a two (2) year commitment to the ASC. The first year is spent becoming familiar with the job, attending all ASC meetings, and assisting the treasurer whenever possible. The next year is filled as Literature Chair if a vote of acclamation is received.
- b. If, for any reason, the Literature Chair is unable to complete their term of office, the Vice-Literature Chair fills in for the Literature Chair until a vote of acclamation is received, or a new Literature Chair is voted in.

<h2>ARTICLE IV. QUALIFICATIONS & RESPONSIBILITIES OF STANDING SUBCOMMITTEE</h2>

SECTION A. STANDING SUBCOMMITTEES

Convention Planning Subcommittee (CPC)
 Hospitals and Institutions Subcommittee (H&I)
 Public Relations Subcommittee (PR)

Subsection 1: Qualifications of Subcommittee Chairs and Vice-Chairs

- a. Willingness and desire to serve in that capacity

- b. Active for at least six (6) months of continuous service in the NA service structure
- c. Willingness to give the time necessary to complete these duties
- d. A working knowledge of the Steps, Traditions, Concepts, and service structure of Northeast Georgia ASC.
- e. The Subcommittee Chair positions require at least two (2) years clean time.
- f. The Subcommittee Vice-Chair positions require at least one (1) year clean time.
- g. The length of the term for all Subcommittee Chair positions is one (1) year and for Vice-Chair one (1) year with a two (2) year commitment.

Subsection 2: Responsibilities

- a. The Subcommittee Vice-Chair acts for the Chair if absent or if the position is vacant.
- b. Each subcommittee submits written plans of their activities.
- c. Each Subcommittee report must be typed or written so the Secretary can have accurate notes. The reports should contain:
 - 1. Name of committee
 - 2. Committee activity
 - 3. Accomplishments
 - 4. Specific problems or situations
 - 5. Plans for the coming month
 - 6. Topics from subcommittee meeting
 - 7. Number of members in attendance
- d. Budget for the subcommittee should be submitted no later than the April ASC for the next term by the current Subcommittee Chair.
- e. All subcommittee meetings are open to the fellowship for participation.
- f. Must attend ASC meetings to provide subcommittee activity and financial reports

SECTION B. CONVENTION PLANNING COMMITTEE (C.P.C.)

- a. This body coordinates and conducts the Northeast Georgia ASC's Unity Convention.
- b. Meetings, workshops, and activities are scheduled to promote and encourage unity and fellowship among our members.
- c. The CPC follows the Policy for the Northeast Georgia ASC Convention.
- d. The CPC report shall include a copy of the current convention financial report at each ASC Meeting.
- e. The ASC will elect the following CPC administrative officers: Chair, Vice-Chair, Treasurer and Alt. Treasurer.
- f. For CPC contracts with amounts greater than \$500.00, a co-signature is required from the ASC Chair or Vice-Chair.
- g. The CPC determines the dates and location for the ASC convention and announces it at the ASC for approval.
- h. All proceeds from the convention are to be held for consideration of ASC financial needs. After all of those needs have gone back to groups and been approved, the remainder of the funds will be sent to Region.

SECTION C. HOSPITALS AND INSTITUTIONS (H&I)

Subsection 1. Mission

- a. The general mission of the Hospital and Institutions subcommittee at the ASC level is to carry the Narcotics Anonymous message of recovery to residents of facilities who are restricted from access to regular Narcotics Anonymous meetings, and to assure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way to live.
- b. The goal is to focus on the quality, not quantity, of meetings using our most vital tool, the recovering addict and the purpose is that any addict who attends an H&I meeting hears our message of hope and our promise of freedom.

Subsection 2. Responsibilities

- a. The H & I subcommittee at the ASC level is in charge of carrying the message of recovery to addicts that cannot come to us or to an institution that, for any reason, has restricted access to Narcotics Anonymous meetings.
- b. The responsibilities of the H & I subcommittee: keeps a record of H & I meetings
- c. Coordinates discussion panels and workshops.
- d. Establishes new and maintains existing meetings at hospital and institutions within the ASC.
- e. W.S.O. H & I policy guidelines are available at the ASC level and should be passed on from chair to chair, for use by this committee. We suggest these guidelines be followed.
- f. NEGA Area will provide 10 meeting schedules per meeting that H&I serves, to provide to addicts nearing release from facility.

SECTION D. PUBLIC RELATIONS (PR)

Subsection 1. Mission

- a. The general mission of the Public Relations subcommittee at the ASC level is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous, as well as inform the fellowship of the public's perception of Narcotics Anonymous.
- b. This task is addressed through adherence to World Services Guidelines and by a working relationship with ASC groups, H&I subcommittee, and the ASC Administration committee in determining the needs for this ASC.

Subsection 2. Responsibilities

- a. Maintain and publishes an accurate and up to date meeting schedule on a quarterly basis. Include updating and removing groups from the meeting schedule. A group that doesn't attend area may stay on the schedule as long as they maintain contact with the PR chair on at least a quarterly basis. They will be contacted prior to removal by the PR chair.
- b. Will send an editable copy of the meeting schedule to the PR chair, PR Vice-Chair, ASC Chair and ASC Sectary.
- c. Send a PDF copy of the meeting schedule to the Web Facilitator to be posted on the Area website.
- d. Prioritize and respond to any and all requests for information.
- e. Record and save all pertinent information.
- f. Maintain records of expenses and credits

- g. Adhere to World Services Guidelines with special attention to flow chart regarding talking with addicts and non-addicts about NA.
- h. Maintains an accurate and up to date list of the statewide meeting schedules.
- i. Provide 10 meeting schedules for each group in the NEGA. Meetings or groups located in the ASC, that are not yet a member of this ASC or another ASC, can be included on the meeting schedule, provided there is confirmation that the meeting exists.
- j. Must get ASC approval before changing the meeting schedule format or layout.

Subsection 3. Cell Phone

- a. Maintains the ASC cell phone.
- b. The cell phone will be alternated at 2-4 week intervals between individuals with 2 or more years clean time that are on a list maintained by the PR subcommittee.
- c. This list will be made up of individuals that are willing to carry the cell phone, have been approved by the PR subcommittee, and have gone through the cell phone training session. These individuals are not required to attend the PR subcommittee meetings, but must stay in contact with the PR Chair or PR Vice-Chair.
- d. The person carrying the cell phone must maintain a record of all phone calls and report the information to the PR Chair.
- e. All calls must be returned as soon as possible and no later than the end of the day.
- f. The PR Chair will be responsible for either getting an advance from the ASC Treasure to pay the monthly cell phone bill or pay the cell phone bill from personal funds and submit receipts for reimbursement.

Subsection 4. Phone Line Training

- a. A phone line training session will be held at least once a year and as needed.
- b. Review the dos and don'ts for the phone line.
- c. Be familiar with the PR handbook.
- d. Answer the cell phone with a standard greeting. "Thank you for calling the Northeast Georgia Helpline; this is _____ how can I help you?"
- e. The ASC cell phone is NEVER to be used for personal reasons.

SECTION E. AD-HOC

Subsection 1. Responsibilities

- a. An Ad-Hoc Committee is appointed as the need arises, to carry out a specified task.
- b. Upon completion of this task and on presentation of its final report to the ASC, it automatically ceases to exist.
- c. Ad-Hoc committee should not be appointed to perform a task that falls within an assigned function of an existing (standing) sub-committee.
- d. An Ad-Hoc Committee must report to the ASC on a monthly basis.

Subsection 2. Methods of Creating an Ad-Hoc Committee

- a. Specific topic.
- b. General consent or majority vote, at appointed time.
- c. Nomination from the floor.
- d. Appointment by the ASC Chair.

ARTICLE V. ELECTIONS OF OFFICERS

SECTION A. NOMINATIONS

1. Nominations for ASC Chair, Vice Chair, RCM, RCMA, Literature Chair and Subcommittee Chairs and Vice-Chairs, including CPC Chair, CPC Vice Chair, CPC Treasurer and CPC Alternate Treasurer will be solicited by each group within the ASC prior to April ASC. Nominations are made in April. This may exclude the RCM and RCMA positions which occur biannually.
2. Nominations for ASC Secretary, Alt. Secretary, Treasurer, Alternate Treasurer, Policy Chair and Policy Vice Chair will be solicited by each group within the ASC prior to the October ASC. Nominations are made in October.

SECTION B. ELECTIONS

ASC elections were set up to be staggered according to the following schedule:

1. April nominations are elected in June and will take office at the time of new business.
2. October nominations are elected in November, and will take office at the time of new business.

SECTION C. PROCEDURES

- i. Announcement of upcoming elections should be made ahead of time to encourage awareness and rotation.
- ii. Qualifications and Responsibilities are read from the ASC Service Policy at the respective April and October ASC meetings.
- iii. After accepting group nominations from the GSR, the Chair will ask the floor if there are any further nominations. A motion is made to close nominations and seconded.
- iv. **Nominees must be present to be nominated.** Each nominee will state in person, and on paper, their qualifications for serving the fellowship.
- v. **Nominees must be present to be elected.** In case an emergency prevents their attendance at the ASC meeting, a written service resume will be accepted.
- vi. All nominations are sent back to groups.
- vii. Elections are held using majority vote. In case of only one (1) nomination, a two-thirds (2/3) majority vote is necessary. If this fails, the issue goes back to the groups for further nominations.

ARTICLE VI. REMOVAL OF ELECTED SERVANTS

SECTION A. RESIGNATION OF ASC OFFICERS AND SUBCOMMITTEE CHAIR:

Subsection 1. Voluntary:

- a. Notification of resignation is given in writing to the ASC Chair prior to the next ASC meeting

Subsection 2. Involuntary:

- a. After one (1) unexcused or two (2) excused absences from an ASC meeting, the Chair shall bring the matter before the body for review.
- b. If a 2/3 majority of GSRs see fit to remove an elected officer they are hereby involuntarily removed.
- c. Relapse during term of office will be cause for automatic removal.

SECTION B. IMPEACHMENT

- a. This is needed in case of a breach of the Traditions or failure to perform duties and responsibilities
- b. The individual will be given notice at least seven (7) days prior to the ASC meeting
- c. The topic for impeachment with said due cause will be presented
- d. The respondent will be given a rebuttal if so desired, not to exceed five (5) minutes
- e. A closed ballot will be taken requiring a three-fourths (3/4) majority vote.

FORMS

APPENDIX A. FORMS

- 1. GSR Report Form
- 2. Topic Form
- 3. Reimbursement Form
- 4. Literature Form
- 5. Service Resume

APPENDIX B. CPC POLICY

APPENDIX C. ORIENTATION PACKAGE