

**NORTH by NORTHWEST AREA
of
NARCOTICS ANONYMOUS
AREA GUIDELINES**



**Revised Approved at ASC
April 14, 2009**

**Posted on North by Northwest Area Website
April 20, 2009**

TABLE OF CONTENTS

SERVICE PRAYER

SECTION I: Description of: THE AREA SERVICE COMMITTEE

SECTION II: PURPOSE OF THE NXNW AREA SERVICE COMMITTEE

SECTION III: THE TWELVE TRADITIONS OF NA

SECTION IV: THE TWELVE CONCEPTS OF NA SERVICE

SECTION V: MEETING TIMES AND LOCATION

SECTION VI: ASC MEETING FORMAT

FORMAT A: REGULAR AGENDA

FORMAT B: ELECTIONS AGENDA

SECTION VII: MEETING AGENDA

SECTION VIII: QUORUM

SECTION IX: VOTING

SECTION X: MOTIONS

SECTION XI: DEBATE, DISCUSSIONS AND CONSENSUS

SECTION XII: NOMINATIONS AND ELECTIONS OF OFFICERS AND SUB-COMMITTEE CHAIRS

SECTION XIII: RESIGNATION AND IMPEACHMENT

SECTION XIV: QUALIFICATIONS, DUTIES AND RESPONSIBILITIES OF AREA TRUSTED SERVANTS

SECTION XV: STANDING SUB-COMMITTEES HOSPITALS AND INSTITUTIONS (H & I) LITERATURE SUB-COMMITTEE PUBLIC INFORMATION (PI)/PUBLIC RELATIONS (PR) ACTIVITIES SUB-COMMITTEE POLICY SUB-COMMITTEE ADMINISTRATIVE SUB-COMMITTEE

SECTION XVI: FINANCIAL AUDIT

SECTION XVII:	THEFT OF FUNDS / BAD CHECK POLICY
SECTION XVIII:	DEACTIVATION OF A STANDING SUB-COMMITTEE
SECTION XIX:	SPECIAL SESSIONS OF THE NXNW ASC
SECTION XX:	DISRUPTIVE BEHAVIOR
SECTION XXI:	FUND FLOW AND FISCAL POLICY
	DONATIONS FROM NA GROUPS
	PROFIT FROM LITERATURE SALES
	PROFIT FROM AREA ACTIVITIES
	INSUFFICIENT FUNDING
	EXCESS FUNDING
SECTION XXII:	ATTACHMENTS
	NXNW AREA THEFT POLICY LETTER
SECTION XXIII:	HOSPITALS & INSTITUTIONS GUIDELINES
SECTION XXIV:	PUBLIC INFORMATION GUIDELINES
SECTION XXV:	ACTIVITIES SUBCOMMITTEE GUIDELINES

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."

AS ADAPTED FROM THE INTRODUCTION SECTION IN OUR BASIC TEXT.

SECTION I **DEFINITION OF THE NXNW AREA SERVICE COMMITTEE**

THE NORTH BY NORTHWEST AREA SERVICE COMMITTEE (NXNWASC) CONSISTS OF ITS MEMBER GROUPS THROUGH THEIR TRUSTED SERVANTS: GSR's (GROUP SERVICE REPRESENTATIVES), ALTERNATE GSR's, AREA OFFICERS, SUB-COMMITTEE CHAIRPERSONS AND/ OR COORDINATORS AND VICE CHAIRPERSONS. IT MEETS REGULARLY TO SERVE THE SPECIFIC NEEDS OF ITS MEMBER GROUPS.

SECTION II **PURPOSE OF NXNW AREA SERVICE COMMITTEE**

THE PURPOSE OF THE NXNW AREA SERVICE COMMITTEE IS TO SUPPORT THE NA GROUPS IN THE NXNW AREA WITH THEIR PRIMARY PURPOSE, PROVIDE A FORUM FOR THEM WITHIN THIS AREA TO HELP THE GROUPS WITH THEIR UNIQUE NEEDS AND SITUATIONS, AND TO ENCOURAGE THE GROWTH OF THE FELLOWSHIP.

OUR NINTH TRADITION STATES:

"NA AS SUCH OUGHT NEVER BE ORGANIZED, BUT WE MAY CREATE SERVICE BOARDS OF COMMITTEES DIRECTLY RESPONSIBLE TO THOSE THEY SERVE."

SECTION III

TWELVE TRADITIONS OF NA

WE KEEP WHAT WE HAVE ONLY WITH VIGILANCE, AND JUST AS FREEDOM FOR THE INDIVIDUAL COMES FROM THE TWELVE STEPS, FREEDOM FOR THE GROUPS SPRINGS FROM OUR TRADITIONS. AS LONG AS THE TIES THAT BIND US TOGETHER ARE STRONGER THAN THOSE THAT WILL TEAR US APART, ALL WILL BE WELL.

- 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 REMAIN AUTONOMOUS , EXCEPT IN MATTERS AFFECTING OTHER GROUPS OR NA AS A WHOLE.**
- 5. EACH GROUP HAS BUT ONE PRIMARY PURPOSE--TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS.**
- 6. AN NA GROUP OUGHT NEVER ENDORSE, FINANCE OR LEND THE NA NAME TO ANY RELATED FACILITY OR OUTSIDE ENTERPRISE, LEST PROBLEMS OF MONEY, PROPERTY OR PRESTIGE DIVERT US FROM OUR PRIMARY PURPOSE.**
- 7. EVERY NA GROUP OUGHT TO BE FULLY SELF-SUPPORTING, DECLINING OUTSIDE CONTRIBUTIONS.**
- 8. NARCOTICS ANONYMOUS SHOULD REMAIN FOREVER NON-PROFESSIONAL, BUT OUR SERVICE CENTERS MAY EMPLOY SPECIAL WORKERS.**
- 9. NA, AS SUCH OUGHT NEVER BE ORGANIZED, BUT WE MAY CREATE SERVICE BOARDS OR COMMITTEES DIRECTLY RESPONSIBLE TO THOSE THEY SERVE.**
- 10. NARCOTICS ANONYMOUS HAS NO OPINION ON OUTSIDE ISSUES, HENCE THE NA NAME OUGHT NEVER TO 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 FILM.**
- 12. ANONYMITY IS THE SPIRITUAL FOUNDATION OF ALL OUR TRADITIONS, EVER REMINDING US TO PLACE PRINCIPLES BEFORE PERSONALITIES.**

SECTION IV

TWELVE CONCEPTS OF NA SERVICE

1. **TO FULFILL OUR FELLOWSHIP'S PRIMARY PURPOSE, THE NA GROUPS HAVE JOINED TOGETHER TO CREATE A STRUCTURE WHICH DEVELOPS, COORDINATES, AND MAINTAINS SERVICES ON BEHALF OF NA AS A WHOLE.**
2. **THE FINAL RESPONSIBILITY AND AUTHORITY FOR NA SERVICES REST 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 PROCESS.**
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 NA 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.**

SECTION V

MEETING TIMES AND LOCATION

1. THE NXNW ASC WILL MEET ON THE SECOND TUESDAY OF EVERY MONTH.
2. THE MEETING SHALL BEGIN AT 6:30 P.M. AND END BY 9:00 P.M.
3. THE NXNW AREA SERVICE COMMITTEE SHALL MEET AT THE ESTABLISHED LOCATION.
4. IF THE MEETING DATE, TIME OR PLACE MUST BE CHANGED IT WILL BE ANNOUNCED AT THE PREVIOUS MONTHS MEETING.
5. IF PRIOR TO THE ASC MEETING THE NEED ARISES TO CHANGE THE TIME OR LOCATION, THE CHAIRPERSON WILL NOTIFY ALL GSR's, OFFICERS SUB-COMMITTEE CHAIRPERSONS AND/OR COORDINATORS BY TELEPHONE AND/OR BY E-MAIL WITH CONFIRMATION OF RECEIPT BY THE GSR AS SOON AS POSSIBLE OF THE SCHEDULING CHANGE. THE CHANGES WILL ALSO BE POSTED ON THE WEBSITE.
6. A NOTICE OF THE MEETING BEING RESCHEDULED IS TO BE POSTED AT THE ORIGINAL LOCATION OF THE ASC MEETING.

SECTION VI

ASC MEETING FORMAT

THE NXNW ASC IS A MAX. OF 2 ½ HOUR MEETING CONDUCTED ON THE DATE OUTLINED IN SECTION V. THE FOLLOWING ARE THE SUGGESTED MEETING FORMATS (AS CHOSEN BY THE ASC CHAIRPERSON)

FORMAT A: REGULAR AGENDA

1. CALL TO ORDER
 - A. MOMENT OF SILENCE FOR THE ADDICT STILL SUFFERING FOLLOWED BY THE SERENITY PRAYER.
 - B. SERVICE PRAYER FROM INTRODUCTION SECTION OF OUR BASIC TEXT.
 - C. DEFINITION OF AREA SERVICE COMMITTEE
 - D. PURPOSE OF AREA SERVICE COMMITTEE
 - E. TWELVE TRADITIONS OF NA.
 - F. TWELVE CONCEPTS OF SERVICE OF NA.
2. QUORUM CALL AND CIRCULATION OF SIGN IN SHEET AND CIRCULATION OF ANNOUNCEMENT SHEET.
3. SECRETARY'S REPORT
 - A. APPROVAL OF MINUTES
4. CHAIRPERSON'S REPORT
5. VICE-CHAIRPERSON'S REPORT
6. STANDING SUBCOMMITTEE REPORTS
 - A. HOSPITALS AND INSTITUTIONS (H & I)
 - B. PUBLIC INFORMATION (PI)/PUBLIC RELATIONS (PR)
 - C. ACTIVITIES SUBCOMMITTEE
 - D. LITERATURE SUBCOMMITTEE
7. REGIONAL COMMITTEE MEMBER(S) (RCM) REPORT(S)
8. AD-HOC SUB-COMMITTEE REPORT (WHEN APPLICABLE)
9. INITIAL TREASURER'S REPORT
10. RECOGNITION OF NEW GROUPS
11. GROUP SERVICE REPRESENTATIVE (GSR) REPORTS
12. OPEN FORUM (20 MINUTES MAX.)
13. OLD BUSINESS

14. NEW BUSINESS
15. APPROVAL OF FUNDS FOR DISBURSEMENT
16. FINAL TREASURER'S REPORT
17. ADJOURN MEETING WITH THE "WE" VERSION OF THE THIRD STEP
PRAYER.

FORMAT B: ELECTIONS AGENDA

1. CALL TO ORDER
 - A. MOMENT OF SILENCE FOR THE ADDICT STILL SUFFERING FOLLOWED BY THE SERENITY PRAYER.
 - B. SERVICE PRAYER FROM INTRODUCTION SECTION OF OUR BASIC TEXT.
 - C. DEFINITION OF AREA SERVICE COMMITTEE
 - D. PURPOSE OF AREA SERVICE COMMITTEE
 - E. TWELVE TRADITIONS OF NA.
 - F. TWELVE CONCEPTS OF SERVICE OF NA.
2. QUORUM CALL AND CIRCULATION OF SIGN IN SHEET AND CIRCULATION OF ANNOUNCEMENT SHEET
3. SECRETARY'S REPORT
 - A. APPROVAL OF MINUTES
4. CHAIRPERSONS REPORT - ADDITIONS TO AGENDA (GSR'S SUBMITS REPORTS AND WRITE ANNOUNCEMENTS ON ANNOUNCEMENT SHEET.
5. VICE-CHAIRPERSON'S REPORT
6. OLD BUSINESS
7. STANDING SUBCOMMITTEE REPORTS
 - A. HOSPITALS AND INSTITUTIONS (H & I)
 - B. PUBLIC INFORMATION (PI)/PUBLIC RELATIONS (PR)
 - C. ACTIVITIES SUBCOMMITTEE
 - D. LITERATURE SUBCOMMITTEE
8. REGIONAL COMMITTEE MEMBER(S) (RCM) REPORT(S)
9. AD-HOC SUB-COMMITTEE REPORT (WHEN APPLICABLE)
10. INITIAL TREASURER'S REPORT

11. RECOGNITION OF NEW GROUPS
12. ELECTION OF AREA OFFICERS, AS REQUIRED
13. REGIONAL COMMITTEE MEMBER (RCM) ELECTIONS
14. OPEN FORUM (IF TIME PERMITS)
15. NEW BUSINESS (SECRETARY READS LOCAL NA ANNOUNCEMENTS)
16. APPROVAL OF FUNDS FOR DISBURSEMENT
17. FINAL TREASURER'S REPORT
18. ADJOURN MEETING WITH THE "WE" VERSION OF THE THIRD STEP PRAYER.

SECTION VII

MEETING AGENDA

1. THE CHAIRPERSON WILL SET AND ANNOUNCE THE AGENDA FOR THE ASC. THE CHAIRPERSON WILL USE ONE OF THE FORMATS IN SECTION VI AS NEEDED.
2. ANY GSR, OFFICER OR SUB-COMMITTEE CHAIRPERSON MAY REQUEST AN ITEM BE PUT ON THE AGENDA BY SUBMITTING THE REQUEST IN WRITING TO THE CHAIRPERSON PRIOR TO THE ASC MEETING.
3. ANY GSR, ASC OFFICER OR SUB-COMMITTEE CHAIRPERSON MAY VERBALLY REQUEST AN ITEM BE ADDED TO THE AGENDA AT THE START OF THE ASC MEETING.
-ANY ITEM SUBMITTED VERBALLY TO THE AGENDA WILL BE FOLLOWED BY COMPLETION OF A "DISCUSSION ITEM" FORM OR A "MOTION ITEM" FORM.
4. AGENDA ITEMS SUBMITTED IN WRITING TAKE PRECEDENCE OVER AGENDA ITEMS SUBMITTED VERBALLY.

SECTION VIII

QUORUM

1. AN OFFICIAL QUORUM MUST BE ESTABLISHED TO VOTE ON ISSUES. - THE QUORUM CALL AND THE COMMENCEMENT OF ASC WILL ESTABLISH THE NUMBER NEEDED FOR A QUORUM FOR THE VOTING ON MATTERS. THIS NUMBER CAN BE ADJUSTED DURING ASC IF MEMBERS LEAVE.
2. OFFICIAL QUORUM IS ONE MORE THAN HALF OF THE ACTIVELY PARTICIPATING GROUPS. FOR EXAMPLE, 10 "ACTIVE" GROUPS NEEDS 6 ELIGIBLE REPRESENTATIVES FOR A QUORUM.
3. A NON-PARTICIPATING GROUP IS ONE THAT HAS NOT BEEN REPRESENTED BY AN ELIGIBLE TRUSTED SERVANT OF THE GROUP FOR 3 CONSECUTIVE MEETINGS. IT WOULD BE AT THE THIRD MEETING THAT THE GROUP WOULD NOT BE CONSIDERED FOR A QUORUM, OR IF THE GROUP HAS REQUESTED TO BE REMOVED FROM ACTIVE PARTICIPATION. THE ASC SECRETARY WILL MAINTAIN A LIST OF PARTICIPATING AND NON-PARTICIPATING GROUPS TO ESTABLISH A QUORUM.
4. IF NO OFFICIAL QUORUM HAS BEEN ESTABLISHED BY 10 MINUTES AFTER STARTING TIME OF THE MEETING, THE MEETING MAY COMMENCE BY CONDUCTING BUSINESS NOT REQUIRING A VOTE.
5. IF NECESSARY, A SECOND AND FINAL QUORUM CALL WILL BE MADE PRIOR TO CONDUCTING BUSINESS AFTER THE START OF THE MEETING. IF A QUORUM CANNOT BE ESTABLISHED BY THIS SECOND CALL FOR QUORUM, THE MEETING WILL CONTINUE WITH BUSINESS NOT REQUIRING A VOTE.
6. ONCE A QUORUM HAS BEEN ESTABLISHED, ITEMS NEEDING A VOTE

MAY BE CONDUCTED. ONLY AN ELIGIBLE VOTING ALTERNATE CAN BE CONSIDERED FOR A QUORUM IN THE ABSENCE OF AN ELECTED GSR FOR A GROUP.

7. IF ELIGIBLE VOTING MEMBERS LEAVE THE MEETING BEFORE ALL BUSINESS HAS BEEN CONDUCTED, THUS DISSOLVING THE QUORUM, NORMAL BUSINESS REQUIRING A VOTE WILL BE CONDUCTED IN THEIR ABSENCE; WITH THE EXCEPTION OF MATTERS AFFECTING ASC POLICY AND ELECTIONS. TWO-THIRDS OF THE ORIGINAL QUORUM MUST REMAIN TO VOTE ON MATTERS AFFECTING ASC POLICY AND ELECTIONS.

SECTION IX

VOTING and CONDUCTING BUSINESS

1. VOTING ELIGIBILITY
 - A) THE GSR OR ALTERNATE GSR OR GROUP DESIGNATED REPRESENTATIVE.
 - B) THE ASC CHAIRPERSON WILL ONLY VOTE IN THE CASE OF A TIE.
2. VOTING ON REPORTS, ASC POLICY AND SERVICE STRUCTURE
 - A) ALL MATTERS AFFECTING ASC POLICY WILL PASS WITH TWO-THIRDS MAJORITY OF THE VOTING QUORUM.
 - B) ELECTIONS WILL PASS WITH SIMPLE MAJORITY.
 - C) MONEY MATTERS EXCEPT BUDGET ITEMS WILL PASS WITH A CONSENSUS.
 - D) ALL PARTICIPATING MEMBERS OF THE ASC MAY VOTE TO ACCEPT TREASURER AND SECRETARY REPORTS AND TO ADJOURN THE MEETING.
3. ONE INDIVIDUAL MAY NOT VOTE FOR TWO GROUPS
4. OFFICERS AND SUB-COMMITTEE CHAIRPERSONS MAY REPORT ON A

GROUP'S STATUS

5. CRITERIA FOR SIMPLE MAJORITY AND TWO-THIRDS MAJORITY VOTING:

A) A SIMPLE MAJORITY IS DETERMINED AS ONE MORE THE HALF OF THE QUORUM. ALL FRACTIONS ARE ROUNDED DOWN IN CONSIDERING HALF THE QUORUM. A QUORUM OF 10 REPRESENTATIVE HAS A SIMPLE MAJORITY OF 6 YEAS (10 DIVIDED BY 2 EQUALS 5, ADD 1 EQUALS 6). FOR A QUORUM OF REPRESENTATIVES, THE SIMPLE MAJORITY IS 7. (13 DIVIDED BY 2 EQUALS 6.5, ROUNDED DOWN TO 6. THEN ADD 1 EQUALS 7.)

B) A TWO-THIRDS MAJORITY IS DETERMINED AS TWO-THIRDS OF THE QUORUM AS DETERMINED IN THE FOLLOWING FORMULA. ALL FRACTIONS WILL BE ROUNDED UP TO NEXT WHOLE NUMBER. A QUORUM OF 10 REPRESENTATIVES HAS A TWO-THIRDS MAJORITY OF 7 (10 MULTIPLIED BY .66, EQUALS TO 6.66, ROUNDED UP TO THE NEXT WHOLE NUMBER WHICH IS 7.) FOR A QUORUM OF 13 REPRESENTATIVES, THE TWO-THIRDS MAJORITY IS 9 (13 MULTIPLIED BY .66, EQUALS 8.58, ROUNDED UP TO THE NEXT WHOLE NUMBER, WHICH IS 9).

6. ABSTENTION VOTING: A GROUP REPRESENTATIVE MAY CHOOSE TO VOTE IN ABSTENTION FOR A VARIETY OF REASONS. IT MUST BE UNDERSTOOD THAT IN ALL VOTES, AN ABSTENTION AFFECTS THE OUTCOME. BELOW IS AN EXPLANATION OF HOW AN ABSTENTION VOTE AFFECTS MOTIONS AT THE ASC.

A) SIMPLE MAJORITY - A VOTE OF ABSTENTION ON A QUESTION BEFORE THE ASC REQUIRING A SIMPLE MAJORITY WILL NOT BE COUNTED AS A VOTE AGAINST THE QUESTION ON THE FLOOR. FOR EXAMPLE, THE RESULTING VOTE FOR A QUORUM OF 10 REPRESENTATIVES IS 4 YEAS, 2 NAYS AND 4 ABSTENTIONS. THIS RESULT IS A VOTE OF APPROVAL ON THE QUESTION BEFORE THE ASC. THIS IS BECAUSE A SIMPLE MAJORITY VOTE WAS REACHED OF THE REMAINING

REPRESENTATIVES (THE SIMPLE MAJORITY OF 6 VOTERS IS 4).

B) TWO-THIRDS MAJORITY - A VOTE OF ABSTENTION ON A QUESTION BEFORE THE ASC REQUIRING A TWO-THIRDS MAJORITY WILL BE CONSIDERED AS VOTE AGAINST THE QUESTION BEFORE THE ASC. USING THE SAME NUMBERS AS IN THE EXAMPLE ABOVE IN 6A, THE MOTION WOULD FAIL BECAUSE THE REQUIRED 7 YAES WAS NOT ACHIEVED (4 YEAS, 2 NAYS AND 4 ABSTENTIONS).

C) REGARDLESS OF ITS EFFECT ON A VOTE, AN ABSTENTION WILL BE RECORDED AS AN ABSTENTION IN THE ASC MEETING MINUTES.

SECTION X

MOTIONS

A MOTION IS THE METHOD BY WHICH POLICY, AND ELECTIONS ARE DECIDED BY THE ASC. THE FOLLOWING ARE THE GUIDELINES FOR ITS USE:

1. GSR's SUB-COMMITTEE CHAIRPERSONS AND OFFICERS OF THE ASC (EXCEPT) THE CHAIRPERSON ARE THE ONLY MEMBERS OF THE MEETING ALLOWED TO SUBMIT A MOTION TO THE FLOOR. ONLY A GSR MAY SECOND A MOTION.
2. ALL MOTIONS ARE DEBATABLE EXCEPT MOTIONS TO ACCEPT THE TREASURER AND SECRETARY REPORTS
3. ALL MOTIONS EXCEPT THOSE TO APPROVE THE REPORTS WILL BE WRITTEN AND GIVEN TO THE SECRETARY ON THE APPROVED FORM.
4. VERBAL MOTIONS MAY BE ACCEPTED AT THE DISCRETION OF THE ASC CHAIRPERSON. THE MAKER IS REQUIRED ALONG WITH THE ASC

CHAIRPERSON AND THE ASC SECRETARY TO FILL OUT AN APPROVED MOTION FORM TO ASSURE ACCURACY OF RECORDS.

5. ONLY THE MEMBER SUBMITTING THE MOTION, WITH THE CONSENT OF THE MEMBER WHO SECONDED THE MOTION, MAY RETRACT A MOTION.
6. THERE WILL BE ONLY ONE MOTION PER MEETING TO RESCIND THE INTENT OR ACTION OF A PREVIOUSLY APPROVED MOTION.
7. MOTIONS SUBMITTED PRIOR TO THE ASC MEETING WOULD HAVE PRIORITY OVER OTHER MOTIONS SUBMITTED DURING THE MEETING. THAT MEANS THAT A MOTION PREVIOUSLY SUBMITTED ON A PARTICULAR ACTION BY THE ASC WILL BE CONSIDERED FIRST.

SECTION XI

DEBATE, DISCUSSIONS & CONSENSUS

TO AVOID CONFUSION AND REDUCE THE AMOUNT OF TIME SPENT ON ASC BUSINESS, THE FOLLOWING GUIDELINES HAVE BEEN ADOPTED. THEY ARE MEANT TO GUIDE THE CHAIRPERSON IN EXECUTING THE AGENDA AND ARE NOT TO BE A DEVICE TO SERVE THE INTEREST OF THE INDIVIDUAL.

1. THE DIFFERENCE BETWEEN DISCUSSION AND DEBATE IS AS FOLLOWS: DISCUSSION IS THAT WHICH TAKES PLACE WHEN THERE IS NO MOTION ON THE FLOOR. DEBATE IS THAT WHICH FOLLOWS A MOTION THAT HAS BEEN SECONDED BUT BEFORE A VOTE IS TAKEN.

2. CONSENSUS IS A COMPROMISE, A SETTLEMENT OF DIFFERENCES BY MUTUAL ADJUSTMENT OR MODIFICATION OF OPPOSING CLAIMS.
3. EVERY NA MEMBER WHO ATTENDS THE MEETING MAY SPEAK ON THE FLOOR IN A DISCUSSION AND A CONSENSUS. ONLY MEMBERS OF THE ASC MAY DEBATE A MOTION. A MEMBER WITH EXPERIENCE OR INFORMATION REGARDING THE ISSUE BEING ADDRESSED WILL HAVE PRECEDENCE OVER THE ORDER OF SPEAKERS.
4. DISCUSSION OR CONSENSUS WILL OCCUR AT TIMES SUCH AS IN OLD BUSINESS, NEW BUSINESS, THE AREA REPRESENTATIVE REPORTS AND THE SUB-COMMITTEE REPORTS. THE CHAIRPERSON WILL AT HIS/HER DISCRETION LEAD, INTERPRET THESE GUIDELINES AND CLOSE THE DISCUSSION AT HAND. THE GUIDELINES ON DISCUSSION AND CONSENSUS ARE AS FOLLOWS:
 - A. ANY NA MEMBER MAY PARTICIPATE IN DISCUSSIONS AND CONSENSUS.
 - B. EACH PARTICIPANT MAY MAKE TWO STATEMENTS AND ASK ONE QUESTION ON AN ISSUE.
 - C. ANY MEMBER WHO HAS HAD THE FLOOR ONCE DURING A DISCUSSION MAY NOT HAVE IT AGAIN WHILE THE SAME ISSUE IS BEING DISCUSSED, EXCEPT FOR A POINT OF CLARIFICATION, IF THERE IS ANY MEMBER WHO HAS NOT HAD A CHANCE TO SPEAK YET. ONCE EVERYONE WHO DESIRES A TURN HAS HAD A CHANCE TO SPEAK, THEN MEMBERS MAY SEEK THE FLOOR A SECOND TIME.
 - D. A PARTICIPANT MAY APPEAL TO THE CHAIRPERSON TO CONTINUE

THE DISCUSSION. IT WOULD BE UP TO THE CHAIRPERSON TO EITHER CONTINUE THE DISCUSSION, SUGGEST THAT A MOTION BE MADE TO EITHER ADDRESS THE ISSUE AT HAND OR TABLE IT UNTIL THE NEXT ASC MEETING. THE GSRs MAY OVERRIDE THE CHAIRPERSON'S DECISION BY A TWO-THIRD MAJORITY VOTE.

E. THE CHAIRPERSON WILL NOT RECOGNIZE A MOTION UNTIL THE CHAIR HAS DETERMINED THAT THE GUIDELINES FOR DISCUSSION HAVE BEEN MET IN HIS/HER JUDGEMENT.

5. THE LIMITS ON DEBATE ARE AS FOLLOWS:

- A. EACH MEMBER IN THE DEBATE WILL BE GIVEN ONE MINUTE LIMIT TO ADDRESS THE MOTION BEING DEBATED.
- B. THE MEMBER WHO MADE THE MOTION MAY HAVE A FINAL APPEAL BEFORE THE VOTE IS TAKEN.
- C. THERE ARE ONLY THREE PROS AND THREE CONS CONSIDERED FOR EACH MOTION.
- D. ANY MEMBER WHO HAS HAD THE FLOOR ONCE DURING A DEBATE HAVING GIVEN A PRO OR CON TO A MOTION MAY NOT HAVE THE FLOOR WHILE THE SAME ISSUE IS BEING DEBATED IF THERE IS ANY MEMBER WHO HAS NOT HAD A CHANCE TO SPEAK YET. ONCE THE LIMITS OF THE DEBATE HAS BEEN MET OR NO FURTHER DEBATE IS DESIRED BY THE ASC, THE CHAIRPERSON WILL RESTATE THE MOTION AND CALL FOR A VOTE.
- E. QUESTIONS PERTINENT TO THE MOTION AND ITS CONTENT DIRECTED TO THE CHAIRPERSON, THE MEMBER MAKING THE MOTION OR THE OTHER PERSON PRESENT AT THE MEETING WOULD BE LIMITED TO THREE QUESTIONS BEFORE THE VOTE IS

TAKEN.

F. AFTER THESE CONDITIONS HAVE BEEN MET, THE SECRETARY WILL RESTATE THE MOTION AND THE CHAIRPERSON WILL ASK FOR A VOTE BY THE VOTING MEMBERS.

SECTION XII

NOMINATIONS AND ELECTIONS OF OFFICERS

AND SUB-COMMITTEE CHAIRS

1. THE CHAIRPERSON SHALL READ THE SUGGESTED MINIMUM QUALIFICATIONS AND THE RESPONSIBILITIES FOR EACH POSITION FROM THE APPROVED ASC GUIDELINES AT EACH MEETING AS NEEDED.
2. IN MAY NOMINATIONS WILL BE BROUGHT TO THE ASC MEETING.
3. AFTER THE SECRETARY HAS RECORDED ALL THE NOMINATIONS FROM THE GSRs, THE CHAIRPERSON WILL ASK FOR NOMINATIONS FROM THE FLOOR. THOSE NOMINATIONS WILL BE ADDED TO THE LIST.
4. THE CHAIRPERSON WILL THEN MOVE TO CLOSE THE NOMINATIONS, WHICH MUST BE SECONDED BY THE GSRs.
5. THE CHAIRPERSON WILL THEN CALL FOR THE NOMINEES TO STATE THEIR QUALIFICATIONS FOR EACH POSITION. THIS IS THE TIME TO ASK THE NOMINEES ANY QUESTIONS. A NOMINEE MAY BE ASKED ANY RELEVANT QUESTION RELATED TO THEIR FULFILLING THE POSITION.
6. DURING VOTING, THE NOMINEES WILL LEAVE THE ROOM, A VOTE WILL BE TAKEN AND A SIMPLE MAJORITY WILL DECIDE THE PERSON. NO DISCUSSION ABOUT THE NOMINEE WILL BE HAD AFTER THE NOMINEE HAS LEFT THE ROOM.

SECTION XIII

RESIGNATION & IMPEACHMENT

1. VOLUNTARY RESIGNATION
 - A. GIVEN IN WRITING TO THE ASC CHAIRPERSON IN ADVANCE OF THE NEXT ASC MEETING.
2. IMPEACHMENT: A PERSON MAY BE IMPEACHED IF:
 - A. THE PERSON RELAPSES DURING TERM OF SERVICE. MANDATORY REMOVAL FROM TRUSTED SERVANT POSITION.
 - B. FAILURE TO PERFORM DUTIES AND RESPONSIBILITIES.
 - C. BREACH OF THE TRADITIONS, THE CONCEPTS, OR ANY UNETHICAL CONDUCT INCONSISTENT WITH THE ROLE OF A "TRUSTED SERVANTS"
 - D. ANY ASC OFFICER OR STANDING SUB-COMMITTEE CHAIRPERSON MISSING OR FAILING TO SUBMIT A WRITTEN REPORT FOR MORE THAN TWO ASC MEETINGS TERM.
3. IMPEACHMENT PROCEDURES
 - A. ITEMS (2B, 2C AND 2D) REPRESENT PREREQUISITES FOR IMPEACHMENT. THEY ARE NOT INTENDED TO MEAN IMPEACHMENT IS NECESSARY OR REQUIRED IN EACH CASE THAT THESE CONDITIONS EXIST. THEY ARE MEANT TO BE A GUIDE FOR GROUP CONSCIENCE WHEN IMPEACHMENT PROCEEDINGS ARE INITIATED.
 - B. TO BEGIN IMPEACHMENT, A MOTION STATING INTENT WITH DUE CAUSE SHOULD BE GIVEN TO THE ASC CHAIRPERSON AT LEAST SEVEN DAYS BEFORE THE ASC MEETING.
 - C. THE ASC CHAIRPERSON WILL INFORM THE OFFICER OR STANDING SUB-COMMITTEE CHAIRPERSON NAMED FOR IMPEACHMENT IN A MOTION BEFORE THE MEETING, IF POSSIBLE.

- D. THE RESPONDENT IS GIVEN TIME FOR REBUTTAL (IF SO DESIRED, NOT LASTING MORE THAN TEN MINUTES). THIS WOULD BE FOR GSRs TO ASK QUESTIONS OF THE RESPONDENT.
- E. THE RESPONDENT IS THEN ASKED TO LEAVE THE ROOM SO THE GSRs MAY DEBATE THE MERITS OF THE MOTION FREELY.
- F. THE CHAIRPERSON GUIDES THE DEBATE AND WILL MOVE TO CLOSE THE DISCUSSION AND TAKE A VOTE ON THE MOTION TO IMPEACH.
- G. A SECRET BALLOT IS TAKEN. A TWO-THIRDS MAJORITY VOTE IS NEEDED TO IMPEACH. THE SECRETARY WILL ANNOUNCE THE RESULTS.

SECTION XIV

QUALIFICATION, DUTIES AND RESPONSIBILITIES OF AREA MEETINGS/GROUPS/TRUSTED SERVANTS

AREA MEMBERS

THE NORTH BY NORTHWEST AREA CONSISTS OF ITS MEMBER GROUPS THROUGH THEIR TRUSTED SERVANTS: GSRs, (GROUP SERVICE REPRESENTATIVES) ALTERNATE GSRs, AREA OFFICERS, SUBCOMMITTEE CHAIRPERSONS AND/OR COORDINATORS, AND VICE CHAIRPERSONS.

THE FOLLOWING IS A BRIEF DESCRIPTION OF THE DUTIES, RESPONSIBILITIES AND QUALIFICATIONS OF POSITIONS IN THIS AREA. FOR FURTHER INFORMATION REFER TO THE GUIDE TO LOCAL SERVICE.

A. MEMBER MEETING/MEMBER GROUP

ANY MEETING OR GROUP USING ONLY NARCOTICS ANONYMOUS LITERATURE MAY BE A MEMBER OF THE NORTH BY NORTHWEST AREA OF NARCOTICS ANONYMOUS as follows:

1. THE MEETING OR GROUP MAY NOT BE A MEMBER OF ANOTHER AREA OF NARCOTICS ANONYMOUS.
2. THE NORTH BY NORTHWEST AREA OF NARCOTICS ANONYMOUS ENCOURAGES ALL MEETINGS TO BECOME GROUPS AND ACTIVELY PARTICIPATE IN THE AREA SERVICE COMMITTEE. WE UNDERSTAND THIS IS NOT ALWAYS POSSIBLE. SOMETIMES DUE TO A LACK OF “TRUSTED SERVANTS”, A GROUP MAY ONLY BE ABLE TO MEET. AT THOSE TIMES IF THE MEETING STILL DESIRES TO BE AFFILIATED WITH AND RECEIVE SERVICES FROM THE NORTH BY NORTHWEST AREA, THE MEETING MAY DO SO PROVIDED IT NOTIFIES THE AREA SERVICE COMMITTEE IN PERSON BY ATTENDING THE AREA SERVICE COMMITTEE AT LEAST ON A BI-MONTHLY (EVERY OTHER MONTH) BASIS) OF ITS CONTINUED ACTIVE STATUS.
2. A GROUP THAT IS A NARCOTICS ANONYMOUS GROUP WITH A TRUSTED SERVANT WHO ATTENDS THE AREA SERVICE COMMITTEE AND HAS INDICATED ITS DESIRE TO BE A MEMBER OF THE NORTH BY NORTHWEST AREA OF NARCOTICS ANONYMOUS.
3. FOR A GROUP TO REMAIN ACTIVE AND RECEIVE THE SERVICES PROVIDED BY THE AREA SERVICE COMMITTEE, THE GROUP MUST PROVIDE REPRESENTATION IN PERSON AT THE AREA SERVICE COMMITTEE EACH MONTH. ABSENCE FROM THE AREA SERVICE COMMITTEE FOR TWO OR MORE MONTHS WILL CAUSE THE GROUP TO BE CONSIDERED “INACTIVE.” AS AN “INACTIVE” GROUP, THE GROUP WILL CONTINUE TO RECEIVE SERVICES FROM THE NORTH BY NORTHWEST AREA OF N.A. PROVIDED IT NOTIFIES THE AREA SERVICE COMMITTEE IN PERSON OF ITS ACTIVE STATUS BY HAVING A REPRESENTATIVE FROM THE GROUP ATTEND THE AREA SERVICE COMMITTEE MEETING ON AT LEAST A BI-MONTHLY (EVERY OTHER MONTH) BASIS.

B. GSR (GROUP SERVICE REPRESENTATIVE)

DUTIES

1. SERVES AS A COMMUNICATION LINK BETWEEN HIS/HER GROUP, OTHER GROUPS AND THE NA FELLOWSHIP AS A WHOLE.
2. RESPONSIBLE TO TAKE PART IN ALL DECISIONS MADE BY THE ASC.
3. TAKES NOTES AT ALL ASC MEETINGS TO TAKE BACK TO THE GROUP.

QUALIFICATIONS

ALL REQUIREMENTS SUGGESTED BY THEIR RESPECTIVE GROUP.

C. ALTERNATE GSR DUTIES

1. SAME AS GSR

QUALIFICATIONS

ALL REQUIREMENTS SUGGESTED BY THEIR RESPECTIVE GROUP.

D. LITERATURE COORDINATOR

DUTIES

1. COMPILES LITERATURE ORDER TO WORLD SERVICE OFFICE FOR THE PURCHASE OF LITERATURE FOR THE AREA IN A TIMELY MANNER, SO THAT THE LITERATURE IS PROVIDED TO THE AREA AT OR BEFORE ASC.
2. ARRANGES FOR DELIVERY AND STORAGE OF LITERATURE, UNLESS STORAGE IS PROVIDED BY ASC.
3. SELLS AND/OR DISTRIBUTES LITERATURE AT TIMES APPROVED BY THE ASC. MAY NOT ACCEPT CASH. ONLY MONEY ORDERS OR GROUP CHECKING ACCOUNT CHECKS.
4. PROVIDES LITERATURE ORDER FORMS TO INDIVIDUALS PURCHASING LITERATURE.

5. MAINTAINS CONTACT WITH THE WORLD SERVICE OFFICE IN ORDER TO KEEP APPRISED OF LITERATURE FOR FELLOWSHIP REVIEW AND ANY CHANGES IN COSTS.
6. COORDINATES AND CONDUCTS MEETINGS FOR LITERATURE REVIEW SEPARATE FROM ASC WHEN NEW LITERATURE IS PROVIDED FOR FELLOWSHIP REVIEW.
7. INSURES THE ASC IS AWARE OF ANY NEW LITERATURE AVAILABLE FOR PURCHASE.
8. CONDUCTS AN ANNUAL INVENTORY OF ALL LITERATURE ON HAND PRIOR TO NEW LITERATURE COORDINATOR BEING PLACED INTO OFFICE.
9. ATTENDS ASC MONTHLY.
10. WORKS WITH AREA TREASURER TO ENSURE LITERATURE PURCHASES ARE FISCALLY RESPONSIBLE.
11. APPOINTS A VICE LITERATURE COORDINATOR

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. ONE (1) YEAR TERM COMMITMENT.
3. THREE (3) YEARS CONTINUOUS ABSTINENCE.
4. ONE (1) YEAR PRIOR SERVICE AT THE GROUP OR AREA LEVEL.
5. HAS AN N.A. SPONSOR.
6. HAS AN N.A. HOME GROUP IN THE NORTH BY NORTHWEST AREA.
7. HAS BEEN A RESIDENT OF LAS VEGAS FOR MORE THAN ONE (1) YEAR.
8. HAS KNOWLEDGE OF THE TWELVE STEPS AND TRADITIONS THROUGH APPLICATION.
9. HAS EXPERIENCE IN BALANCING CHECKBOOK AND PERSONAL

RESPONSIBILITY IN PAYING BILLS.

10. MUST SIGN THE WRITTEN "THEFT POLICY".
11. AGREES TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

E. AD-HOC CHAIRPERSON

DUTIES

1. APPOINTED BY THE ASC CHAIRPERSON, MUST FULFILL THE OBJECTIVES OF THE ASC AS DIRECTED BY THE CHAIRPERSON OR THE VICE-CHAIRPERSON.
2. IS RESPONSIBLE FOR APPOINTING ADDITIONAL COMMITTEE MEMBERS, IF NEEDED TO COMPLETE THE ASSIGNED TASKS.
3. MUST ATTEND ALL ASC MEETINGS AND PRESENT AN ORAL AND WRITTEN REPORT ON THE COMMITTEES PROGRESS.
4. MUST ANSWER ANY QUESTIONS PERTAINING TO HIS/HER COMMITTEE IF CONFRONTED BY THIS BODY OR ANY N.A. MEMBER AT ASC UNTIL THE COMMITTEE IS DISSOLVED.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. FOUR (4) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.
4. HAS AN N.A. HOME GROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS KNOWLEDGE OF THE TWELVE STEPS AND TRADITIONS THROUGH APPLICATION.
6. MUST BE WILLING TO SERVE UNTIL THE COMMITTEE IS DISSOLVED.

7. AGREES TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

AREA OFFICERS

ASC SECRETARY

DUTIES

1. TO TAKE ATTENDANCE AT ASC OF ALL AREA OFFICERS, GSRs, SUB-COMMITTEE CHAIRPERSONS AND/OR COORDINATORS.
2. TO RECORD ACCURATE MINUTES OF MOTIONS AND REPORTS DISCUSSED ON THE ASC FLOOR.
3. PRODUCES A WRITTEN VERSION OF THE MINUTES AND DISTRIBUTES THEM TO THE GROUPS, AREA OFFICERS AND SUBCOMMITTEE CHAIRS NO LATER THAN TWO (2) WEEKS PRIOR TO THE NEXT AREA SERVICE COMMITTEE MEETING.
4. RESPONSIBLE FOR PREPARING AND SUPPLYING ACCURATE MINUTES TO ALL AREA OFFICERS AND AREA MEMBERS AT ASC.
5. MUST SIGN ALL CORPORATE DOCUMENTS AS REQUIRED BY THE STATE OF NEVADA, THE INTERNAL REVENUE SERVICES OR AS REQUIRED BY PROFESSIONALS SERVING THE AREA SERVICE COMMITTEE TO MAINTAIN THE CORPORATE STATUS.
6. RESPONSIBLE FOR SAFE GUARDING A KEY TO THE AREA P.O. BOX.
7. ATTENDS ALL ASC MEETINGS.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. TWO (2) YEARS CONTINUOUS ABSTINENCE.
3. MUST POSSESS COMPUTER SKILLS, INCLUDING E-MAIL AND

KNOWLEDGE OF USE AND ACCESS TO A WORD PROCESSING PROGRAM IN ORDER TO PREPARE MINUTES

4. ONE (1) YEAR TERM COMMITMENT.
5. HAS AN N.A. SPONSOR.
6. HAS AN HOME GROUP IN THE NORTH BY NORTHWEST AREA.
7. HAS KNOWLEDGE OF THE TWELVE STEPS AND TRADITIONS THROUGH APPLICATION.
8. MAY NOT HOLD ANY OTHER VOTING POSITION ON THE ASC FLOOR.
9. AGREES TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

ASC TREASURER

DUTIES

1. MUST ATTEND ALL ASC MEETINGS AND PRESENT AN ORAL AND WRITTEN REPORT.
2. BE A CUSTODIAN OF AREA FUNDS AND CHECKBOOK.
3. MUST SIGN ALL CORPORATE DOCUMENTS AS REQUIRED BY THE STATE OF NEVADA, THE INTERNAL REVENUE SERVICES OR AS REQUIRED BY PROFESSIONALS SERVING THE AREA SERVICE COMMITTEE TO MAINTAIN THE CORPORATE STATUS.
4. DEPOSIT GROUP FUNDS WITHIN 3 BUSINESS DAYS OF RECEIPT.
5. MAKE A REPORT OF RECEIPT AND DISBURSEMENTS AT EACH ASC.
6. MAINTAIN TOTALS OF GROUP DONATIONS BY CURRENT MONTH AND Y-TO-D (YEAR TO DATE).
7. MAY NOT ACCEPT CASH. MONEY ORDERS OR GROUP BANKING ACCOUNT CHECKS ARE THE ONLY FORM OF TENDER ACCEPTED.
8. ISSUE A RECEIPT FOR GROUP DONATIONS AND/OR LITERATURE

ORDERS.

9. PERFORM MONTHLY BANK RECONCILIATION.
10. MAY ACCEPT FUNDS ONLY AT ASC DESIGNATED TIMES INCLUDING ASC.
11. ENSURE THAT ALL CHECKS ISSUED HAVE SIGNATURE AND OBTAIN INITIALS OF SIGNERS ON CHECK STUB.
12. MAKE SURE ALL PAYMENTS HAVE APPROPRIATE SUPPORTING DOCUMENTS. (RECEIPT, INVOICE, STATEMENTS ETC.)
13. ISSUE CHECKS ONLY BY AUTHORIZATION OF THE AREA.
14. ANSWER ANY QUESTIONS PERTAINING TO HIS/HER ACTIONS AS TREASURER IF CONFRONTED BY THIS BODY OR ANY N.A. MEMBER AT ASC.
15. AGREE TO SIGN THE WRITTEN "THEFT POLICY".
16. RESPONSIBLE FOR SAFE GUARDING OF A KEY TO THE AREA P.O. BOX.
17. RESPONSIBLE TO OBTAIN ALL MAIL FROM THE P.O. BOX WITHIN SEVEN (7) DAYS OF EACH ASC AND PRESENT BILLS AT THAT ASC FOR AUTHORIZATION OF PAYMENT.
18. IN SPECIAL INSTANCES, MUST BE WILLING, UPON THE REQUEST OF THE AREA CHAIR TO CHECK POST OFFICE BOX MORE FREQUENTLY.
19. ARE AVAILABLE FOR A REVIEW OF THE FINANCIAL BOOKS AND RECORDS IF REQUESTED BY THE AREA.
20. ARE AVAILABLE FOR QUESTIONS DURING AN AREA FINANCIAL AUDIT AS NOTED IN SECTION XVI BELOW.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. FIVE (5) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.

4. HAS AN HOME GROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS BEEN A RESIDENT OF LAS VEGAS FOR MORE THAN ONE (1) YEAR.
6. ONE (1) YEAR TERM COMMITMENT.
7. BE FINANCIALLY RESPONSIBLE AND GOOD AT MANAGING HIS/HER PERSONAL FINANCES.
8. HAS KNOWLEDGE OF OR WILLINGNESS TO LEARN EXCEL SPREADSHEET CURRENTLY IN USE BY THE ASC.
9. AGREES TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.
10. HAS KNOWLEDGE OF THE TWELVE STEPS, TRADITIONS AND CONCEPTS THROUGH APPLICATION.
11. MUST HAVE ONE (1) YEARS OF PRIOR SERVICE ON THE AREA LEVEL.

RCM (REGIONAL COMMITTEE MEMBER)

DUTIES

1. ATTENDS ALL ASC MEETINGS.
2. ATTENDS ALL RSC MEETINGS AND REGIONAL ASSEMBLIES.
3. CHAIRS THE POLICY SUB-COMMITTEE WHEN NECESSARY.
4. CHAIRS THE ASC MEETING IN THE ABSENCE OF THE CHAIRPERSON AND VICE-CHAIRPERSON.
5. CONDUCTS GSR WORKSHOPS AS NEEDED.
6. SUBMITS A WRITTEN AND ORAL REPORT TO ASC AND RSC.
7. INCLUDES RSC MEETING MINUTES WITH THE REPORT TO ASC
8. ORIENTS NEW GSRs TO THE ASC POLICY AND GUIDELINES.
9. TRAINS INCOMING RCM'S.
10. MEMBER OF THE ADMINISTRATIVE SUB-COMMITTEE WHEN REQUIRED.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. SEVEN (7) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.
4. HAS AN HOME GROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS BEEN A RESIDENT OF LAS VEGAS FOR MORE THAN ONE (1) YEAR.
6. HAS KNOWLEDGE OF THE TWELVE STEPS, TRADITIONS AND CONCEPTS THROUGH APPLICATION.
7. MUST HAVE TWO (2) YEARS OF PRIOR SERVICE ON THE AREA LEVEL.
8. TWO (2) YEAR TERM COMMITMENT.
9. AGREES TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

VICE CHAIRPERSON

DUTIES

1. ASSISTS THE CHAIRPERSON IN CARRYING OUT HIS OR HER DUTIES.
2. ASSUMES DUTIES OF CHAIRPERSON IN HIS/HER ABSENCE, REMOVAL OR RESIGNATION.
3. CO-SIGNER OF ASC CHECKING ACCOUNT.
4. MUST SIGN ALL CORPORATE DOCUMENTS AS REQUIRED BY THE STATE OF NEVADA, THE INTERNAL REVENUE SERVICES OR AS REQUIRED BY PROFESSIONALS SERVING THE AREA SERVICE COMMITTEE TO MAINTAIN THE CORPORATE STATUS.
5. MUST SIGN THE WRITTEN "THEFT POLICY".
6. ATTEND ALL ASC MEETINGS.
7. SUBMIT AN ORAL AND WRITTEN REPORT TO ASC.
8. RESPONSIBLE FOR ORIENTING ALL NEW GSRs TO AREA SERVICE,

INCLUDING PROVIDING THE GSR WITH A COPY OF THE AREA GUIDELINES, WALKING THEM THROUGH THE PROCESS OF WEBSITE ACCESS, FORMS, MAKING REPORTS, LITERATURE PURCHASE AND 7TH TRADITION FUND FLOW.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. FOUR (4) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.
4. HAS AN HOME GROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS BEEN A RESIDENT OF LAS VEGAS MORE THAN ONE (1) YEAR.
6. HAS KNOWLEDGE OF THE TWELVE STEPS, TRADITIONS AND CONCEPTS THROUGH APPLICATION.
7. TWO (2) YEAR TERM COMMITMENT. 1ST YEAR AS VICE-CHAIRPERSON, 2ND YEAR AS CHAIRPERSON.
8. AN UNDERSTANDING OF THE AREA POLICIES AND GUIDELINES.
9. WILLINGNESS TO RESIGN ALL OTHER ELECTED POSITIONS AT AREA AND REGIONAL LEVELS OF SERVICE UPON REQUEST OF THE AREA.
10. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.
11. MUST HAVE TWO (2) YEARS OF PRIOR SERVICE ON THE AREA LEVEL.

CHAIRPERSON

DUTIES

1. RESPONSIBLE FOR CONDUCTING COMMITTEE MEETINGS, PREPARING THE AGENDA AND VARIOUS ADMINISTRATIVE DUTIES AS NEEDED.
2. ASSURES ASC MEETING STARTS ON TIME AND ENDS AT THE

- COMPLETION OF BUSINESS OR END OF MEETING PERIOD.
3. EXECUTES THE MEETING AGENDA.
 4. MUST SIGN ALL CORPORATE DOCUMENTS AS REQUIRED BY THE STATE OF NEVADA, THE INTERNAL REVENUE SERVICES OR AS REQUIRED BY PROFESSIONALS SERVING THE AREA SERVICE COMMITTEE TO MAINTAIN THE CORPORATE STATUS.
 5. IS THE AREA LIAISON TO THE OUTSIDE CORPORATE ACCOUNTANT (TAX PREPARER) AND IS RESPONSIBLE FOR INSURING AREA PROVIDES ALL RECORDS NECESSARY TO ACCOUNTANT AS REQUESTED BY THE ACCOUNTANT IN ORDER MAINTAIN OUR CORPORATE STATUS IN GOOD STANDING. THIS MAY INCLUDE MEETING WITH THE ACCOUNTANT AND/OR THE AREA TREASURER TO OBTAIN NEEDED AND NECESSARY DOCUMENTATION.
 6. IS THE AREA LIAISON TO THE FACILITY IN WHICH AREA SERVICE COMMITTEE MEETS AND WILL PROVIDE THEIR NAME AND TELEPHONE NUMBER TO THE FACILITY FOR PURPOSES OF DISCUSSING OUR RENTAL OF THE FACILITY.
 7. IS THE AREA LIAISON TO THE INSURANCE COMPANY THAT PROVIDES LIABILITY INSURANCE FOR THE AREA AND IS RESPONSIBLE FOR INSURING PREMIUMS ARE PAID AND ALL REQUIRED DOCUMENTATION IS COMPLETED IN ORDER TO MAINTAIN AREA INSURANCE PROPERLY.
 8. CO-SIGNER OF ASC CHECKING ACCOUNT.
 9. MUST SIGN THE WRITTEN "THEFT POLICY".
 10. ATTEND ALL ASC MEETINGS.
 11. SUBMIT AN ORAL AND WRITTEN REPORT TO ASC.
 12. RESPONSIBLE FOR SAFE GUARDING A KEY TO THE AREA P.O. BOX.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. FOUR (4) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.
4. HAS AN HOME GROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS BEEN A RESIDENT OF LAS VEGAS MORE THAN ONE (1) YEAR.
6. HAS KNOWLEDGE OF THE TWELVE STEPS, TRADITIONS AND CONCEPTS THROUGH APPLICATION.
7. ONE (1) YEAR TERM COMMITMENT.
8. AN UNDERSTANDING OF THE AREA POLICIES AND GUIDELINES.
9. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.
10. MUST HAVE TWO (2) YEARS OF PRIOR SERVICE ON THE AREA LEVEL.

SECTION XV

STANDING SUB-COMMITTEES

IN ORDER TO MINIMIZE TIME SPENT IN DEBATE AT THE ASC MEETING, A SYSTEM OF SUB-COMMITTEES IS USED. STANDING SUB-COMMITTEES ARE FORMED TO FULFILL THE RESPONSIBILITIES AND TASKS OF THE ASC AS THE GROUPS DICTATE THEM. THE INITIATION AND FINALIZATION OF THEIR PROJECTS TAKES PLACE AT THE ASC MEETING. EACH SUB-COMMITTEE IS ACCOUNTABLE TO THE ASC.

HOSPITALS AND INSTITUTIONS SUB-COMMITTEE (H & I)

GUIDELINES ARE TO BE DEVELOPED BY THE SUB-COMMITTEE AT THE TIME THE COMMITTEE IS FORMED AND INCORPORATED INTO THE AREA GUIDELINES. SEE ATTACHMENT AT END OF DOCUMENT

LITERATURE SUB-COMMITTEE

GUIDELINES ARE TO BE DEVELOPED BY THE SUB-COMMITTEE AT THE TIME THE COMMITTEE IS FORMED AND INCORPORATED INTO THE AREA GUIDELINES.

PUBLIC INFORMATION/PUBLIC RELATIONS (PR) SUB-COMMITTEE

GUIDELINES ARE TO BE DEVELOPED BY THE SUB-COMMITTEE AT THE TIME THE COMMITTEE IS FORMED AND INCORPORATED INTO THE AREA GUIDELINES. SEE ATTACHMENT AT END OF DOCUMENT

ACTIVITIES SUB-COMMITTEE

GUIDELINES ARE TO BE DEVELOPED BY THE SUB-COMMITTEE AT THE TIME THE COMMITTEE IS FORMED AND INCORPORATED INTO THE AREA GUIDELINES.

POLICY SUB-COMMITTEE (IF REFERRED TO)

THIS SUB-COMMITTEE IS CONCERNED WITH THOSE MATTERS, WHICH ARE THE POLICY OF THE ASC. THE GENERAL POLICIES OF NARCOTICS ANONYMOUS ARE EXPRESSLY STATED IN THE TRADITIONS; HOWEVER, THE APPLICATION OF THESE TRADITIONS WITHIN OUR AREA IS THE CONCERN OF THIS SUB-COMMITTEE. THIS SUB-COMMITTEE ALSO STUDIES AND MAKES RECOMMENDATIONS ON ASC POLICY AS DIRECTED BY THE ASC.

- A. THE SUB-COMMITTEE CHAIRPERSON WILL SUBMIT A WRITTEN REPORT OF ALL SUB-COMMITTEE ACTIVITY, AND PROGRESS AT EACH ASC MEETING.
- B. THE SUB-COMMITTEE WILL HOLD AN ANNUAL REVIEW OF THE POLICIES IN DECEMBER (AFTER THE SECRETARY UPDATES IT).
- C. THE RCM WILL CHAIR THIS SUB-COMMITTEE.

ADMINISTRATIVE SUB-COMMITTEE

- A. ITS PURPOSE IS TO FACILITATE THE ADMINISTRATIVE DUTIES FOR THE ASC AND ITS OFFICERS.
- B. THE SUB-COMMITTEE SHALL CONSIST OF THE OFFICERS OF THE ASC, THE RCMS AND TWO SELECTED GSRs. GSRs TO BE SELECTED AT THE ASC MEETING AS NEEDED.
- C. THE SUB-COMMITTEE IS RESPONSIBLE FOR RECOVERING STOLEN FUNDS AND/OR BAD CHECKS
- D. SEEKS TO MEDIATE CONFLICTS BETWEEN GROUPS AND/OR INDIVIDUALS OF NA
- E. THE SUB-COMMITTEE CONDUCTS BUSINESS BETWEEN MEETINGS AS DIRECTED BY THE GSRs
- F. THE SUB-COMMITTEE CONDUCTS ANNUAL AND NON-PERIODIC AUDITS OF THE FINANCIAL RECORDS FOR THE ASC AND STANDING

SUB-COMMITTEES.

SECTION XVI **FINANCIAL AUDIT**

A FINANCIAL AUDIT OF THE TREASURER'S BOOKS SHALL BE CONDUCTED BY JULY 1ST OF EACH YEAR.

- A. FINANCIAL REVIEW (CONDUCTED BY THE ADMINISTRATIVE SUB-COMMITTEE OR OTHER HIRED ACCOUNTING PROFESSIONAL).
- B. THE ASC ADMINISTRATIVE SUB-COMMITTEE WILL CONDUCT ANY FINANCIAL REVIEW.
- C. IT IS RECOMMENDED THAT NO MORE THAN 24 HOURS NOTICE BE GIVEN BEFORE FINAL REVIEW.
- D. THOSE CONDUCTING THE REVIEW MUST TAKE PHYSICAL POSSESSION OF ALL RECORDS, STATEMENTS, INVENTORY AND PETTY CASH FROM THE TREASURER OR OTHER RESPONSIBLE TRUSTED SERVANT.
- E. THE TREASURER OR RESPONSIBLE TRUSTED SERVANT SHOULD BE AVAILABLE TO THE REVIEW SUB-COMMITTEE IN ORDER TO ASSIST AND ANSWER QUESTIONS IF NECESSARY.
- F. A FINANCIAL REVIEW SHOULD BE SEEN AS A TOOL THAT MAY PREVENT A MINOR ERROR FROM BECOMING A MAJOR ONE. **IT IS NOT INTENDED TO BE AN INQUISITION!**
- G. FINANCIAL REVIEWS SHOULD NOT BE PREDICTABLE BUT SHOULD BE VARIED AS TO TIME AND PLACE.

SECTION XVII

THEFT OF FUNDS/BAD CHECK POLICY

THE ADMINISTRATIVE SUB-COMMITTEE SHALL BE GUIDED BY SPIRITUAL PRINCIPALS OF RECOVERY AND SHALL ALLOW EVERY MEMBER AN OPPORTUNITY TO BEHAVE RESPONSIBLY IN DIFFICULT SITUATIONS AND MAKE AMENDS. THE RECOVERY OF FUNDS IS ONLY PART OF A PROCESS THAT SHALL INCLUDE HEALING FOR ALL THOSE INVOLVED. THIS POLICY SHALL BE A GUIDELINE TO ENCOURAGE A PROCESS THAT IS BOTH RESPONSIBLE AND SPIRITUAL, TAKING STEPS OF INCREASING SEVERITY SHOULD THEY PROVE NECESSARY. BECAUSE OF THE CONTROVERSIES THAT SURROUND THIS ISSUE THE WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30, JUNE 1996 "THEFT OF NA FUNDS" HAS BEEN INCLUDED AS AN ATTACHMENT TO THE ASC POLICY FOR GUIDANCE.

- A. THE ADMINISTRATIVE SUB-COMMITTEE SHALL BE RESPONSIBLE FOR RECOVERY OF THEFT AND/OR BAD CHECKS.
- B. WHEN A PERSON HAS WRITTEN A BAD CHECK, THE ASC TREASURER WILL NOTIFY HIM OR HER AND GIVE THAT PERSON A LETTER A SEVEN DAY PERIOD WILL BE GIVEN TO MAKE THE CHECK GOOD AND PAY THE BANK CHARGES BEFORE THE PROCEDURES BELOW ARE INITIATED. THE CHAIRPERSON SHALL BE NOTIFIED IF THE FUNDS ARE NOT REPAID WITHIN THIS PERIOD OF SEVEN DAYS.
- C. IN THE CASE OF THEFT OF FUNDS, THE ASC CHAIRPERSON WILL BE NOTIFIED IMMEDIATELY, THE FOLLOWING STEPS WILL BE TAKEN TO PROTECT THE FELLOWSHIP'S MONEY AND TO ENCOURAGE THE PERSON INVOLVED TO ACT RESPONSIBLY.
- D. THE ASC CHAIRPERSON SHALL CONVENE THE ADMINISTRATIVE SUB-COMMITTEE TO EVALUATE THE SITUATION AND A SUB-COMMITTEE

MEMBER WILL BE DESIGNATED TO MEET WITH THE PERSON TO SET UP A PAYMENT PLAN AND SECURE A PROMISSORY NOTE.

- E. THE ASC TREASURER WILL KEEP TRACK OF THE PAYMENTS AND INCLUDE THEM IN THE MONTHLY TREASURER'S REPORT.
- F. IF PAYMENT IS NOT RECEIVED AS AGREED, THE ASC TREASURER SHALL NOTIFY THE ASC CHAIRPERSON. THE SUB-COMMITTEE SHALL MEET AS NEEDED TO MONITOR THE SITUATION AND ACT TO RECOVER THE FUNDS. ALL EFFORTS SHALL BE MADE TO HELP THE INDIVIDUAL ACT RESPONSIBLY. HOWEVER, THE SUB-COMMITTEE AS A LAST RESORT MAY INITIATE LEGAL PROCEEDINGS IF NECESSARY.
- G. IF A PERSON HAS STOLEN NA FUNDS OR HAS WRITTEN A BAD CHECK THAT HAS GONE TO THE ADMINISTRATIVE SUB-COMMITTEE, THAT PERSON WILL NOT BE ALLOWED TO SERVE IN POSITIONS OF HANDLING MONEY NOR WILL THIS PERSON BE ALLOWED TO WRITE CHECKS TO ASC FOR A PERIOD OF ONE YEAR AFTER REPAYMENT OF FUNDS.
- H. THE ADMINISTRATIVE SUB-COMMITTEE MAY NOTIFY GSRs, ASC SUB-COMMITTEE CHAIRPERSONS OR OTHER NA SERVICE COMMITTEES OF THESE ACTIONS AS DEEMED NECESSARY TO PROTECT NA AND THE INDIVIDUAL IN QUESTION.

SECTION XVIII

DEACTIVATION OF A STANDING SUB-COMMITTEE

TO DEACTIVATE AN ACTIVE STANDING SUB-COMMITTEE, THE SUB-COMMITTEE ITSELF MUST HAVE A GSR SUBMIT A MOTION TO DO SO. THE MOTION MUST BE SECONDED AND TAKEN TO THE GROUPS FOR THEIR CONSCIENCE ON THE QUESTION. THE MOTION IS THEN BROUGHT UP AS NEW BUSINESS AT THE NEXT ASC MEETING. THE MOTION TO DEACTIVATE MUST BE APPROVED BY A TWO-THIRDS MAJORITY OF THE VOTING QUORUM. THE SUB-COMMITTEE WOULD THEN BE CONSIDERED INACTIVE.

SECTION XIX

SPECIAL SESSION OF THE ASC

TO HOLD A SPECIAL SESSION OF THE ASC, A PETITION IS SUBMITTED TO THE ASC CHAIRPERSON. DUE CAUSE SHALL BE DETERMINED BY THE ASC CHAIRPERSON. THE CHAIRPERSON WILL CONTACT THE GSRs EXPLAINING THE PETITION AND CONDUCT A VOTE WHICH 4/5THS APPROVAL IS NEEDED TO HOLD A SPECIAL SESSION. THE CHAIRPERSON WILL SET THE LOCATION, DATE AND TIME THAT IS REASONABLE AND PRUDENT.

SECTION XX

DISRUPTIVE BEHAVIOR

IN THE EVENT OF VIOLENCE, VERBAL THREATS OR OTHER BEHAVIOR DURING THE COURSE OF THE ASC MEETING THAT SERIOUSLY THREATENS THE RESPECT AND SAFELY OF THE ASC MEMBERS, THE CHAIRPERSON MAY CHOOSE TO ADJOURN THE

ASC MEETING. THE GSRs MAY OVERRIDE THIS DECISION BY A TWO-THIRDS MAJORITY VOTE IF A GSR OBJECTS TO THE DECISION.

THE ADMINISTRATIVE SUB-COMMITTEE WILL MEET AS SOON AS POSSIBLE TO DECIDE A COURSE OF ACTION TO:

1. REMEDY THE SITUATION THAT CAUSED THE DISRUPTION.
2. DECIDE IF A SPECIAL MEETING OF THE ASC SHOULD BE HELD TO COMPLETE BUSINESS NOT DONE BECAUSE OF THE DISRUPTION.

SECTION XXI

FUND FLOW AND FISCAL POLICY

THE INTENT OF THIS "FUND FLOW AND FISCAL POLICY" IS TO FACILITATE THE SPIRITUAL OBLIGATION OF FUNDING RECOGNIZED LEVELS OF NA SERVICE BY THE SEVENTH TRADITION OF THE NA GROUPS. IT ALSO SERVES TO GUIDE THE ASC IN THE HANDLING OF FUNDS OTHER THAN DIRECT DONATIONS FROM THE NA GROUPS IT SERVES. THE POLICY IS DIVIDED INTO THE FOLLOWING CATEGORIES.

- A. DONATIONS FROM THE NA GROUPS
- B. PROFITS FROM LITERATURE SALES
- C. PROFITS FROM AREA ACTIVITIES

AT THE JULY ASC OF EACH YEAR, THE ADMINISTRATIVE OFFICERS AND ALL SUBCOMMITTEES OF THE ASC, INCLUDING LITERATURE SHALL SUBMIT A BUDGET FOR THE UPCOMING YEAR OF EXPENSES TO FUND THEIR RESPECTIVE POSITIONS AND/OR SUBCOMMITTEES.

AT THE AUGUST ASC OF EACH YEAR THE BUDGETS WILL BE MODIFIED, APPROVED OR DENIED DEPENDING ON THE AREA VOTE.

A. DONATIONS FROM THE NA GROUPS

1. WITH THE PASSAGE OF THE "GUIDE TO LOCAL SERVICE" AND THE

PAMPHLET ENTITLED "SELF SUPPORT, PRINCIPLE AND PRACTICE, THE ASC PROPOSES THE FOLLOWING TO FACILITATE THESE CONCEPTS OF FUND FLOW WITHIN THE NXNW AREA.

A. THE NXNW ASC WILL SERVE AS THE COLLECTION AND DISTRIBUTION POINT OF SEVENTH TRADITION DONATIONS TO RECOGNIZED LEVELS OF SERVICE ON BEHALF OF THE NA GROUPS IT SERVES.

1. THIS MEANS THAT THE DONATION OF AN NA GROUP TO THE ASC WILL FIRST BE DIVIDED AND THEN DISTRIBUTED TO THE AREA, REGIONAL AND WORLD LEVELS OF SERVICE. THE "FORMULA" FOR THIS DIVISION WILL BE AS FOLLOWS AND MADE AT THE TIME THE FUNDS ARE RECEIVED:

A. SUFFICIENT FUNDS TO COVER ALL BUDGETED EXPENSES WILL BE AVAILABLE TO THE AREA SERVICE COMMITTEE AND AN AREA SEED FUND WILL BE ESTABLISHED BY THE AREA AND MAINTAINED AT ALL TIMES.

B. EXPENSES THAT OCCUR OUTSIDE BUDGETED ITEMS WILL BE FUNDED IF APPROVED BY ASC AND IF FUNDS ARE AVAILABLE.

C. FIFTY (50%) PERCENT OF ALL FUNDS IN EXCESS OF A. & B. IMMEDIATELY PRECEDING WILL BE GIVEN TO THE REGIONAL SERVICE COMMITTEE.

D. FIFTY (50%) PERCENT OF ALL FUNDS IN EXCESS OF A. & B. IMMEDIATELY PRECEDING WILL BE GIVEN TO NARCOTICS ANONYMOUS WORLD SERVICES

2. THE ASC TREASURER WILL COLLECT, REPORT AND DISTRIBUTE SEVENTH TRADITION FUNDS RECEIVED FROM THE NA GROUPS OF THE AREA AT EACH ASC MEETING.

PROFIT FROM LITERATURE SALES

THE PROFIT FROM LITERATURE SALES IS INTENDED FOR THE RE-SUPPLY OF LITERATURE FOR THE GROUPS IN THE AREA, RECOUPING THE COSTS OF SHIPPING AND ADMINISTRATIVE COSTS ASSOCIATED WITH LITERATURE SALES.

PROFIT FROM AREA ACTIVITIES

1. ACTIVITIES THAT GENERATE FUNDS GREATER THAN EXPENDED WILL BE RETURNED TO THE ASC FOR ITS USE TO CONTINUE ITS SUPPORT OF THE NA GROUPS.
2. FUND RAISING ACTIVITIES FOR SPECIFIC PURPOSES (AS SANCTIONED BY THE ASC) SHOULD BE SEPARATE FROM THE ASC RESOURCES WHEN CONSIDERING AVAILABLE FUNDING FOR AREA ACTIVITIES OR PROJECTS.

INSUFFICIENT FUNDING

IF THE ASC DETERMINES THAT THERE IS A PROFOUND LACK OF SUFFICIENT FUNDING TO CONTINUE BASIC SERVICES, THEN EFFORTS AT COST CUTTING AND DIRECT FUND RAISING WILL BE THE PREFERRED SOLUTION. (BASIC SERVICES ARE THOSE SERVICES ESSENTIAL FOR CARRYING THE MESSAGE SUCH AS MEETING SCHEDULES, LITERATURE SALES, BASIC H& I AND PI ACTIVITIES, OR FELLOWSHIP SERVICES SUCH AS RCM PARTICIPATION AT REGIONAL MEETING OR CAR WORKSHOPS). THE ASC SHOULD NOT LOOK TO THE SEVENTH TRADITION THAT IS DISTRIBUTED ON BEHALF OF THE GROUPS FOR MAKING UP SHORTFALLS OF FUNDING. IT MUST BE REMEMBERED THAT THE INTENT TO COLLECT AND DISTRIBUTE SEVENTH TRADITION FUNDS IS TO AFFORD THE GROUP THE CONVENIENCE AND ACCOUNTABILITY FOR FUNDING ALL LEVELS OF SERVICE FROM THE GROUP. IN SUCH INSTANCES, THE CHAIR SHALL APPOINT AN AD HOC COMMITTEE. THAT AD HOC COMMITTEE SHALL BE RESPONSIBLE FOR DETERMINING WHERE THE SHORTFALL EXISTS AND SUGGEST SOLUTIONS TO

RESOLVE THE SHORTFALL.

EXCESS FUNDING

- A. AT TIMES, IT MAY APPEAR THAT THERE IS AN EXCESS OF FUNDS OVER AND ABOVE THE PROPOSED YEARLY BUDGET FOR THE ASC.
- B. CAREFUL PLANNING WILL DETERMINE IF THERE IS TRULY AN EXCESS AND THAT IT IS A SPIRITUAL NECESSITY TO ADD THESE FUNDS TO THE GROUPS' DONATIONS TO OTHER LEVELS OF NA SERVICE. A PROJECTION OF ACTIVITIES AND FELLOWSHIP NEEDS SHOULD BE USED IN DETERMINING THIS QUESTION, BASED ON THE ANNUAL BUDGET.



#30 Theft of NA Funds

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

SAFEGUARDING FUNDS

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable--we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

SELECTING TRUSTED SERVANTS

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time *and* financial stability should be required for positions where

money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

RESPONSIBLE MANAGEMENT

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The *Treasurer's Handbook* is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines to require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

WHEN SAFEGUARDS FAIL

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave

responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow

through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

RESOLUTION AND RECOVERY

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

SECTION XXII

ATTACHMENTS

NXNW AREA THEFT POLICY LETTER

THEFT POLICY

ANY CHAIRPERSON, VICE-CHAIRPERSON, STANDING MEMBER, APPOINTED MEMBER, OR SANCTIONED MEMBER OF THE NXNW AREA WHO KNOWINGLY OR WILLFULLY MISAPPROPRIATES AREA FUNDS WILL BE CONSIDERED RESIGNED FROM THEIR AREA POSITION. MISAPPROPRIATIONS MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. DEPOSITING MONIES IN AN UNAUTHORIZED ACCOUNT.
2. ACCEPTING CASH, CHECKS, OR MONEY ORDERS, IN A WAY THAT WAS NOT PREVIOUSLY APPROVED BY THE AREA SERVICE COMMITTEE.
3. SPENDING ASC FUNDS FOR UNAUTHORIZED PURPOSES.
4. EMBEZZLEMENT
5. CONVERTING LITERATURE AND/OR PROPERTY PURCHASED BY THE ASC FOR PERSONAL USE WITHOUT FIRST PURCHASING THE SAME.

WHEN A SUSPICION OF MISAPPROPRIATION OCCURS, THE CHAIRPERSON MUST FOLLOW THE GUIDELINES SET FORTH IN SECTION XVII – THEFT OF FUNDS/BAD CHECK POLICY. WITH A SIMPLE MAJORITY VOTE, THE AREA COMMITTEE MAY DO ONE OR MORE OF THE FOLLOWING:

1. DISMISS THE ALLEGATION
2. ALLOW FOR RETRIBUTION
3. REMOVAL FROM THE AREA POSITION
4. CLOSE AREA ACCOUNTS

IF THE AREA COMMITTEE DETERMINES THE MISAPPROPRIATION IS A THEFT AND THE AMOUNT OF THE MISAPPROPRIATION IS CONSIDERED A FELONY, THE COMMITTEE MUST FILE CHARGES FOR PROSECUTION.

ANY AREA MEMBER OR AREA MEMBER OF A SANCTIONED EVENT WHO HANDLES MONEY,

CREDIT CARDS, MONEY ORDERS, OR WHO HAS ACCESS TO AREA BANK ACCOUNTS MUST SIGN THIS THEFT POLICY ON AN ANNUAL BASIS. THIS DOCUMENT WILL BE KEPT ON FILE WITH THE AREA SECRETARY FOR UP TO THREE (3) YEARS AFTER FULFILLING HIS/HER POSITION.

THE FOLLOWING LANGUAGE WILL BE ADDED TO A SEPARATE PAGE AND EXECUTED BY ALL MEMBERS OF THE AREA COMMITTEE AND ANY AREA MEMBER OF A SANCTIONED EVENT.

MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND THE NXNW AREA THEFT POLICY AND AGREE TO FOLLOW THE PROCEDURES AND POLICIES FOR HANDLING NA FUNDS OUTLINED IN THIS DOCUMENT.

NAME (PLEASE PRINT)

AREA POSITION

SIGNATURE

DATE

PLEASE REFER TO THE 11TH CONCEPT WHICH STATES THAT NA FUNDS ARE TO BE USED TO FURTHER OUR PRIMARY PURPOSE, AND MUST BE MANAGED RESPONSIBLY.

SECTION XXII

HOSPITALS & INSTITUTIONS GUIDELINES

SEE ATTACHMENT AT END AND ON WEBSITE

www.NxNWANA.org

SECTION XXIV

PUBLIC INFORMATION GUIDELINES

SEE ATTACHMENT AT END AND ON WEBSITE

www.NxNWANA.org

SECTION XXV

ACTIVITIES SUBCOMMITTEE GUIDELINES

SEE ATTACHMENT AND ON WEBSITE

www.NxNWANA.org

NORTH BY NORTHWEST AREA H & I SUBCOMMITTEE GUIDELINES

I. PURPOSE

To coordinate all local Narcotics Anonymous Hospitals and Institutions meetings. To carry the NA message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition.

II. MEMBERSHIP

Chairperson, Vice-Chairperson, Secretary, Literature Distribution, and H & I Meeting Chairpersons.

III. QUALIFICATIONS AND RESPONSIBILITIES

A. Chairperson: Nominated and elected by the ASC

1. Five (5) years clean time
2. Six (6) months prior involvement in the H&I Subcommittee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
4. Willingness to serve
5. One (1) year commitment.
6. Minimum of Four (4) years NA service involvement.
7. Holds no service commitment in any other 12-step fellowship on any level.
8. Upon election, is expected to attend all ASC and Regional Meetings

Maintains order in Subcommittee meetings. Ensures the NA Traditions are upheld. Maintains communications and responds to all requests for meetings from Hospitals and Institutions. Acts as liaison between the Area, the H&I Subcommittee and the Institutions. Must attend all ASC meetings. Maintains communications with the RSC and must attend all RSC meetings. Maintains a list of contact persons at institutions. Keeps current listing of H&I meeting chairpersons within the region. Sees that contact persons at the Institutions are notified when a new H&I meeting Chairperson is taking over the meeting. Is responsible for preparing and submitting the Subcommittee's budget. Should acquaint him/herself with the North by Northwest Area Service Guidelines and Regional Guidelines.

B. Vice-Chairperson:

Nominated and elected by the H&I Subcommittee from its voting members

1. Four (4) years clean time
 2. Three (3) months prior involvement in the H&I Subcommittee
 3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of NA
 4. Willingness to serve
 5. Two (2) year commitment.
 6. Minimum of Three (3) years NA service involvement.
 7. Holds no service commitment in any other 12-step fellowship on any level.
 8. Upon election, is expected to attend all ASC and Regional Meetings
- Fills in for the Chairperson when needed. Helps Chairperson maintain order in

Subcommittee meetings. Assists Chairperson in updating list of H&I Meeting Chairpersons. Contact any meeting chairperson who that does not show for H&I Subcommittee for one (1) month. Also contact the Institution with any meeting that had no report at the H&I Subcommittee for one (1) month.

C. Secretary: Nominated and elected by the H&I Subcommittee from its voting members

1. Twelve (12) months clean time
2. Secretarial experience and some organizational ability
3. Willingness to serve
4. One (1) year commitment.
5. Holds no service commitment in any other 12-step fellowship on any level.
6. Upon election, is expected to attend all H&I Sub-committee Meetings

Takes accurate minutes at monthly Subcommittee meeting and has copies available upon request. Maintains the Subcommittee's records. Keeps an updated volunteer list of willing people who would like to serve on the Subcommittee.

D. Literature Distribution:

1. Six (6) months clean time
2. Willingness to fulfill the commitment
3. One (1) year commitment
4. Holds no service commitment in any other 12-step fellowship on any level
5. Upon election, is expected to attend all H&I Sub-committee Meetings

Keeps records of, distributes literature and meeting lists at the monthly Subcommittee meeting.

1. Literature and meeting lists (see Appendix A). You should be able to evaluate your monthly literature needs based on past experience. It is advisable to cover any unusual circumstances.
2. Re-evaluate the disbursement of literature to institutions which allow their clients to go to outside meetings. Also, we need to streamline the types of literature that we take into facilities. We suggest the White Booklet, & I.P. #'s 6, 7, 11, 16 & 22. Also, make Basic Texts available to be placed in libraries of correctional institutions, one for every two hundred (200) inmates.
3. Hospitals, treatment centers and institutions should be urged to use their budgets and funds to purchase NA literature for use by their clients.

E. H&I MEETING CHAIRPERSONS:

Nominated and elected by the H&I Committee by its voting members

1. Six (6) months clean time. Three (3) months to Panel meeting
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Willingness to fulfill the commitment on 6 months as Chairperson
4. Holds no service commitment in any other 12-step fellowship on any level.

It is required that you attend the monthly Subcommittee meetings. If you are unable to attend, please call the Chairperson or the Vice-Chairperson. If you do not call or attend for two (2) consecutive months you will lose your meeting. Prior to becoming an H&I Meeting Chairperson you must attend any three (3) meetings at institutions with another H&I Chairperson.

IV. AGENDA FOR MEETING:

- A. Opening Prayer.
- B. Read Traditions.
- C. Establish Voting Membership.
- D. Old Business.
- E. New Business (elect meeting chairpersons if necessary).
- F. Group Reports.
- G. Establish Next Meeting Time and Place.
- H. Close Meeting with Prayer of Choice.

V. MOTIONS AND VOTING PROCEDURES:

- A. Motions:
May be made and seconded only by voting members.

B. Consensus:

Consensus will be reached on all motions and elections. If consensus cannot be reached, then a Vote will be done on a one member, one vote system.

B. Voting:

1. Voting members of the Subcommittee shall be all H&I Meeting Chairpersons
2. In the event of a tie, the Subcommittee Chairperson will exercise his/her right to break such tie.
3. A quorum is the simple majority of the voting membership. Once a quorum is established at each meeting, it stays throughout the meeting.

VI. BUDGET:

- A. General operating expenses, these might include copies of minutes, P.I. guidelines, or policies, postage, meeting hall fees, and various forms of PSA's (i.e. bus bench signs or interior bus posters), etc. Year Budget is submitted and Approved at the November ASC.

VII. ADDITIONAL GUIDELINES:

- A. Each Speaker must have at least three (3) months clean time to speak at an H&I meeting and have a clear NA message.
- B. Speakers and Chairpersons for H&I meetings must not be in a treatment facility or on medication.

- C. Literature and meeting lists for H&I meetings will be supplied at H&I Subcommittee meetings only and will be distributed with discretion.
- D. Remember ego has no place in H&I work. We are here to spread the message of recovery to the suffering addict - not to make a name for ourselves. Narcotics Anonymous through attraction rather than promotion.
- E. Medallions may be passed out at H&I meetings. They will be approved by the H&I Subcommittee, who must first get approval from individual institutions to disperse.
- F. Rides to outside NA meetings are not provided by H&I Subcommittee members. They are only done on a volunteer basis.
- G. Speakers and Chairperson for H&I meetings must not be employed or affiliated with that facility.
- H. Speakers and Chairpersons for H&I meetings must not be seeking employment at that facility.
- I. Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house men and women separately. Whenever this is the case, only same-sex NA members should chair H&I meetings in those facilities or work closely with the inmates/patients, though this does not exclude members of the opposite sex from participating in meetings. Experience has taught us that we can avoid many possible problems if we follow this simple guideline. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Even though we may be innocent, just the appearance of problems of this nature can do irreparable harm. Please use sound judgment in this area.

- J. Adolescents

Many NA members who have worked with adolescents in an H&I setting have noticed that there are some special concerns that should be taken into account in guidelines such as these. We enter into this discussion guardedly, though, because we do not wish to create the impression that some addicts are "different". The issues here represent the stated experience of members who have carried the message to adolescents in institutions. In no way are these points presented as dogma that will apply in every case. They are instead presented as points for your consideration; to be used in whatever way makes the most sense.

Four major issues come to the fore in any discussion of working with adolescents in an H&I setting. One, the adolescent seems to respond strongly to role modeling; two, the adolescent is very peer group oriented; three, significant adults in the young person's life must be respected and taken into account; and four, adolescents respond particularly well to an approach which include positive rewards, such as key tags, chips, etc.

- K. Do's and Don'ts for H&I Work

The World H&I Committee has compiled this list based upon the experiences of committees around the world who sent their input on this matter. They provide some very helpful guidelines, and should help you avoid pitfalls others have fallen into.

DO'S

1. DO make directories of outside meetings available to residents
2. DO clarify the institution's rules with anyone you bring in
3. DO start and end on time!
4. DO try to get residents involved, especially in long-term facilities (i.e.: group secretary, literature person, etc.)
5. DO obey all dress codes. Exercise common sense and respect for the facility in what you wear
6. DO keep staff aware of your whereabouts at all times
7. DO follow all security regulations at all times
8. D) stamp all literature you bring into the institution with the local Helpline number
9. DO screen speakers carefully, especially regarding the clean time requirements of the facility

DON'TS

1. DON'T break another person's anonymity or tell his/her story
2. DON'T get involved in discussions about an inmate's guilt or innocence
3. DON'T debate any issues involving institution rules or regulations
4. DON'T debate which drugs are acceptable. NA is a program of complete abstinence from all drugs
5. DON'T discuss conditions within the institutions, or opinions about staff members
6. DON'T give or accept gifts
7. DON'T carry excessive cash or wear expensive or flashy jewelry
8. DON'T show favoritism to any inmate(s)/patient(s)
9. DON'T mail letters for inmates or patients
10. DON'T give out any other person's address or phone number
11. DON'T carry in any contraband items, such as cigarettes (if applicable) or

weapons

Remember at all times that you have a responsibility to the institution, to the inmates/patients and to Narcotics Anonymous. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.

ADDITIONAL GUIDELINES:

1. H&I will now purchase meeting lists, and the cost be included as an item in their budget.
2. H&I will provide white key tags to all meetings where we're allowed to bring them in.
3. All new members of H & I Committee shall go through orientation regardless of prior involvement in other areas.

NORTH BY NORTHWEST AREA H&I SUBCOMMITTEE ORIENTATION PACKAGE

ORIENTATION

H&I orientation is a period that allows NA members to become familiar with H&I work so that they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off everyone has something to offer.

This packet has been compiled by the NORTH BY NORTHWEST AREA H&I SUBCOMMITTEE to give a brief outline of some of the specifics that will be important for you as a panel member or chairperson. The H&I Handbook gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service (it is available to borrow at the monthly subcommittee meeting).

Many H&I area subcommittees, as a part of orientation, bring those who are new to H&I to their first meeting or two as an observer (panel member). This will give you a chance to just listen at first and see how an H&I meeting really works. Also, this helps many feel more comfortable when they come to join the panel.

WHY IS AN H&I MEETING NECESSARY?

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in long-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

WHO IS BEST SUITED TO CARRY THE NARCOTICS ANONYMOUS MESSAGE IN AN HOSPITAL & INSTITUTIONS MEETING?

In our experience, it is best for members to have three months clean time before attending an H&I meeting as a panel member or speaker, and six months clean time before chairing or co-chairing a meeting. It is not important whether or not we have been in a similar facility ourselves. Anyone with a CLEAR and CONSISTENT NARCOTICS ANONYMOUS MESSAGE who is willing to share is well suited for H&I work.

WHAT DO WE PROVIDE AS A COMMITTEE?

LITERATURE: When the facilities themselves are unable to provide approved NA literature to their residents, H&I Subcommittees should provide such literature. Each facility is different and literature guidelines are set within the subcommittee based on the facility's needs and guidelines. The same rules apply for key tags and other approved NA supplies.

WHAT WE DO NOT PROVIDE

TRANSPORTATION SERVICES: H&I Subcommittees do not provide transportation for residents to outside NA meetings. Providing rides could create a liability for the H&I Subcommittee, the Fellowship and the NA member: i.e., accidents, escapes, and false accusations.

THE MEETING FORMAT

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I meeting may vary from meeting to meeting depending on the type of facility. In short term facilities, the format will be more focused on the panel members carrying a message to the residents, while in long-term facilities we may wish to encourage more participation from residents. In H&I we are carrying the message into the facility. At an H&I meeting we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The chairperson should let you know what the format is before the meeting and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the H&I Handbook.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting. Also, you may be asked to stay after the meeting for a while to talk with the residents if that is permitted.

PERSONAL COMMITMENTS

Please **DON'T** volunteer for an H&I meeting if:

1. You are not sure that you want to attend this type of facility, or
2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make your meeting, try to give the chairperson at least 48 hours notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone to take your place. The chairperson is the only one that is allowed to invite people to the meeting. If the meeting cannot be filled for some reason, contact the facility so that they may adjust their schedule for their residents for that time slot; or
3. If you cannot attend the monthly H&I Subcommittee Meeting.

QUESTIONS AND ANSWERS

It is a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that NA has no opinion on outside issues... Occasionally during the question and answer period, or when talking after the meeting, the residents will ask us to give an opinion on outside issues such as:

1. Other recovery programs or other fellowships.
2. The facility, i.e.: "Do I need to stay in treatment?"
3. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions. Always remember to share only your experience, strength and hope about your recovery in Narcotics Anonymous.

WORKING WITH OTHERS

Some facilities house only men or only women. Other facilities house both women and men, but keep them separate. While other facilities house both men and women together. IT IS VITAL THAT YOU AS A CHAIRPERSON OR CO-CHAIR CHECK WITH YOUR H&I SUBCOMMITTEE FOR GUIDELINES AS TO WHO (male or female) MAY ATTEND THESE MEETINGS IN YOUR RESPECTIVE FACILITY. Remember, our primary purpose is to carry the message of recovery. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous.

SOME SUGGESTED TOPICS

1. Transition to the fellowship from treatment
2. The BASICS: Don't use, meetings, phone numbers, literature, sponsorship, and THE STEPS
3. Responsibility for our own recovery
4. Identify rather than compare
5. Spiritual not religious program
6. Denial and reservations
7. Giving up old playmates, playgrounds and playthings
8. Living Just For Today
9. The first three steps
10. Surrender, acceptance and feelings

This is a list of some topics that could be talked about during your meetings, but there are countless others. Topics should, however, be chosen carefully, keeping in mind the 12 Steps and 12 Traditions of Narcotics Anonymous.

H&I REQUIREMENTS ALONG WITH DO'S AND DON'TS

You have been invited to carry the message of recovery through H&I meetings because:

1. You have 3 months clean time from all mood and mind altering chemicals making you eligible to panel or speak or be a panel member.
2. You have 6 months clean time from all mood and mind altering chemicals making you eligible to chair or co-chair a meeting.
3. You are willing to comply with all H&I Subcommittee and facility requirements.
4. You are willing to carry the NARCOTICS ANONYMOUS message in a responsible manner.
5. You have a STRONG, CLEAR and CONSISTENT NARCOTICS ANONYMOUS MESSAGE OF RECOVERY FROM ADDICTION.

DO'S

1. Make meeting lists of outside meetings available to residents.
2. Clarify the facility's rules with anyone you bring in.
3. Start and end the meeting on time.
4. Give a brief explanation of what H&I is.
5. Make it clear that NA is separate and distinct from the facility as well as other similar fellowships.
6. Try to get residents involved, especially those in long-term facilities (assign a secretary, literature person, readings, etc.)
7. OBEY ALL DRESS CODES. Exercise common sense and dress appropriately.

8. Keep staff aware of your whereabouts **AT ALL TIMES**.
9. Make sure all literature is stamped with the Helpline number.
10. Remember that this is a "**WE**" program. No addict should feel that he/she is alone or being preached to or admonished.
11. Remember that an addict is an addict, regardless of age.
12. Remember that in NA, recovery is available to any addict regardless of what or how much or how little we used (or where we come from or how we got here.)
13. Emphasize the importance of getting to an NA meeting the first day out.
14. Emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery and the importance of attending meetings (suggest 90 in 90).
15. Use the literature recommended for H&I work, if we are supplying literature.
16. Explain the language that **WE** use ("addict", "clean", "recovery") and why we use it.
17. Be selective about your choice of speakers or panel members. Clean time is important; however, equally important is that person's message of **RECOVERY IN NARCOTICS ANONYMOUS**.

DON'TS

1. Don't break another person's anonymity or tell their story.
2. Don't debate any issues involving the facility's policies, conditions within the facility, opinions about staff members, the merits of the facility's program and methods used by the facility, OR OTHER FELLOWSHIPS. Focus on the positive qualities of OUR PROGRAM. Remember, not all facilities are 12 Step based nor do their understanding of the Steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the facility's methods or to residents' comments.
3. Don't debate which drugs are acceptable. We are a program of complete abstinence. Remember we are not doctors or professionals (i.e.: counselors or therapists).
4. Don't carry excessive cash or wear expensive or flashy jewelry.
5. Don't show favoritism to any resident(s).
6. Don't take messages inside or outside the facility.
7. DON'T GIVE OUT ANOTHER PERSON'S PHONE NUMBER OR STREET ADDRESS. REFER TO THE HELPLINE NUMBER.
8. Don't carry contraband items, such as cigarettes, weapons, etc.
9. Don't flood the facility with literature. The most reliable means of carrying the message is the NA member.
10. Don't pass the basket.
11. Don't let the meeting run too long.
12. Don't read too much literature; keep it simple for everyone (including you).
13. Don't take a person with outstanding warrants to jail or prison meetings. THEY MAY NOT LEAVE.
14. Don't take a person who is on parole or probation unless they have received permission from their officer and the facility.

REMEMBER AT ALL TIMES THAT YOU HAVE A RESPONSIBILITY TO THE FACILITY, TO THE RESIDENTS AND TO NARCOTICS ANONYMOUS. IF YOU OBSERVE THE ABOVE SUGGESTIONS...AND FOLLOW THE 12 TRADITIONS, YOU WILL UPHOLD YOUR RESPONSIBILITIES TO ALL THREE. THIS IS ONLY A BRIEF OUTLINE OF INFORMATION. FOR FURTHER INFORMATION, SEE YOUR H&I HANDBOOK WHICH IS AVAILABLE THROUGH YOUR AREA H&I SUBCOMMITTEE. THE WORLD SERVICE CONFERENCE H&I HANDBOOK IS ALSO AVAILABLE.

THANK YOU FOR YOUR SERVICE.

NORTH BY NORTHWEST AREA OF NARCOTICS ANONYMOUS PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES

I. PURPOSE

To inform the public that Narcotics Anonymous exists, offer recovery from addiction and provide information about how and where to find it. The area P.I. Subcommittee should adequately inform the fellowship about P.I. efforts and what to do when someone outside of NA requests information. All activities are directed towards that purpose and shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

II. MEMBERSHIP

Chairperson, Vice-Chairperson, Secretary and General Members

III. QUALIFICATIONS AND RESPONSIBILITIES

A. Chairperson: Nominated and elected by the ASC

1. Five (5) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions and Twelve Concepts of Narcotics Anonymous, and policy of the North by Northwest Area Service
3. An understanding of the service structure of Narcotics Anonymous,
4. Willingness to serve
5. One (1) year commitment.
6. Minimum of Four (4) years NA service involvement.
7. Holds no service commitment in any other 12-step fellowship on any level.
8. Upon election, is expected to attend all ASC and Regional Meetings

Arranges times and agendas for all Subcommittee meetings, and is ultimately responsible for the functioning of the Subcommittee and the maintenance of files and records. Coordinates the work of all the ad-hoc committees. Represents this Subcommittee at the Area Service Committee, and serves as its spokesperson before that Committee. Can only serve two (2) consecutive terms. Should acquaint him/herself with the North by Northwest Area Service Guidelines.

B. Vice-Chairperson: Nominated and elected by the P.I. Subcommittee from its voting members

1. Four (4) years clean time
2. Six (6) months prior involvement in the P.I. Subcommittee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions and Twelve Concepts of Narcotics Anonymous, and policy of the North by Northwest Area Service
4. An understanding of the service structure of NA
5. Willingness to serve
6. Two (2) year commitment.
7. Holds no service commitment in any other 12-step fellowship on any level.
8. Upon election, is expected to attend all ASC and Regional Meetings

Fills in for Chairperson when needed. Is responsible for the literature needs of the Subcommittee and shall arrange for the purchase and distribution of it. Must attend all ASC meetings with the P.I. Chairperson and keep in close communication with him/her. Is in charge of insuring appropriate follow through on commitments.

C. Secretary: Nominated and elected by the P.I. Subcommittee from its voting members

1. One (1) year clean time
2. Secretarial experiences and some organizational ability
3. One (1) year commitment.
4. Willingness to serve
5. Holds no service commitment in any other 12-step fellowship on any level

Records, prints and distributes Subcommittee's minutes and will make copies available upon request. These minutes are to be verified by the Chairperson. Handles all correspondence for the Subcommittee and maintains contact with all Subcommittee members to advise them of meeting times and places (in minutes). Mails the minutes of each meeting within seven (7) days to all Subcommittee members (i.e. Members present at the meeting and all members who retain their voting privileges but were unable to attend the meeting).

D. Website Coordinator

1. One (1) Year clean time
2. Working knowledge of traditions, concepts, steps, FIPT and copy write laws.
3. Will be accountable to North by Northwest Area PI sub-committee.
4. Nominated and elected by PI sub-committee.
5. Will maintain and update the pages and a bi-monthly basis.
6. Must have a working knowledge of Internet.
7. Working knowledge of HTML language.
8. Periodically check all links to make sure the still are active and contain NA public information that is inline with our tradition and the P.I. Handbook.

E. General Members:

1. One (1) day clean time
2. Willingness to fulfill the commitment

Provides assistance as necessary. It is required that you attend the Subcommittee meetings. If you are absent for two (2) consecutive meetings, you will lose your voting privileges, until re-established. Any Subcommittee member who accepts responsibility for a project will contact someone on the Administrative Committee if they are unable to attend the next meeting. All PI members should be provided a policy manual.

IV. AGENDA FOR MEETING

A. Opening Prayer

- B. Reading of the Twelve Traditions
- C. Reading of the Twelve Concepts of N.A. Service
- D. Reading of the Anonymity Statement
- E. Review Subcommittee Guidelines on Voting Procedures
- F. Establish quorum
- G. Old Business
- H. New Business
- I. Review 20 Questions and Answers
- J. Establish Next Meeting Time and Place
- K. Close Meeting with Prayer of Choice

V. MOTIONS AND VOTING PROCEDURES

A. Motions:

May be made and seconded only by voting members

B. Consensus:

Consensus will be reached on all Public Information motions and elections. If conceits cannot be reached, then a Vote will be done on a one member, one vote system.

C. Voting:

1. Voting members of the Subcommittee shall be all General Members who have participated for a period of three (3) consecutive meetings
2. In the event of a tie, the Chairperson will exercise his/her right to break such tie
3. A quorum is the simple majority of the voting members. Once a quorum is established, it remains unless the meeting is adjourned for any reason. Quorum is then re-established once the meeting resumes.

VI. BUDGET

General operating expenses, these might include copies of minutes, P.I. guidelines, or policies, postage, meeting hall fees, and various forms of PSA's (i.e. bus bench signs or interior bus posters), etc. Yearly Budget is submitted and Approved at the November ASC.

VII. ADDITIONAL GUIDELINES

GUIDELINES FOR PRESENTATIONS

I. Preparation

A. Meet the following qualifications:

1. Anyone who speaks about Narcotics Anonymous on behalf of the North by Northwest Area Public Information Subcommittee shall have a minimum of

two (2) years clean time in Narcotics Anonymous and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

2. Persons with one (1) year clean time can participate with the qualified presenter to give presentations to schools, churches, probation and parole officers etc.
3. Anyone who is to give a presentation or accompany people to presentations must have prior approval by the Public Information Subcommittee.
4. Anyone who is to give a presentation or accompany people to presentations should dress appropriately.
5. Anyone going on their first presentation for Public Information must be accompanied by someone who has previous experience in Public Information presentations.
6. Any person who participates in any presentation shall have observed at least one (1) previous presentation.
7. Persons giving a Narcotics Anonymous presentation to the public should have a focused clear Narcotics Anonymous message.

- B. Obtain data sheet from contact person.
- C. Confirm by phone the day before, and complete any missing information on data sheet.
- D. Review "20 Questions and Answers" sheet distributed by World Service.
- E. Take "White Book", "20 Questions and Answers" sheet and literature packets.
 - F. Arrive at least 15 minutes before the start of the presentation.
 - G. Remember, this is NOT a Twelve Step call.

II. Presentation

A. Introduction (First Reader)

1. State your full name and that you are a member of the North by Northwest Area Public Information Subcommittee of Narcotics Anonymous. (DO NOT BREAK YOUR ANONYMITY AT THIS TIME)
2. "We of the Public Information Subcommittee would like to thank (NAME OF AGENCY, SCHOOL OR PERSON) who invited us here today. Our purpose here today is to inform you of what Narcotics Anonymous is, what it is not, what we do and how to contact us. We are not here to tell any of you that you have a problem; that's for you to decide. We are always grateful to have the opportunity to carry the message to the public so that no addict seeking recovery need ever die from addiction. Someone you know may need help in the future with a drug problem and it is our hope that you will

remember the name of Narcotics Anonymous.”

B. History:

1. “In 1953, a handful of addicts seeking recovery held the very first N.A. meeting in California. Gradually the fellowship grew and spread to other areas of the United States and other parts of the world. In 1982 we published our own recovery text.” (HOLD UP THE BASIC TEXT) “To date, our literature has been translated into seven different languages and we now have over 20,000 meetings held weekly in over 70 countries, and our message continues to help addicts all over the world find a new way of life.”
2. “Narcotics Anonymous has been here in Clark County since 1978, and there are currently 80 meetings held per week at various times all over Clark County.”
3. “The name Narcotics Anonymous does not refer to any particular drug or group of drugs. Very simply, it is any mind or mood-altering chemical. It makes no difference if it is smoked, drunk, inhaled, swallowed or injected. The only requirement for membership is a desire to stop using.”

C. What is the N.A. program?

1. “N.A. is a non-profit fellowship or society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean. This is a program of complete abstinence from all drugs. There is only one requirement for membership, the desire to stop using. We suggest that you keep an open mind and give yourself a break. Our program is a set of principles written so simply that we can follow them in our daily lives. The most important thing about them is that they work.”
2. “There are no strings attached to N.A. We are not affiliated with any other organizations, we have no initiation fees or dues, no pledges to sign, no promises to make to anyone. We are not connected with any political, religious or law enforcement groups and are under no surveillance at any time. Anyone may join us regardless of age, race, sexual identity, creed, religion or lack of religion.”
3. “We are not interested in what or how much you used or who your connections were, what you have done in the past, how much or how little you have, but only in what you want to do about your problem and how we can help. The newcomer is the most important person at any meeting because we can only keep what we have by giving it away. We have learned from our group experience that those who keep coming to our meetings regularly stay clean.”
4. “Now, about the meetings. There are two basic types of meetings, OPEN and CLOSED. An OPEN MEETING is for anyone who would like to attend, and a CLOSED MEETING is for those who know that they are an addict or those who think they may have a problem. The formats of these meetings vary, depending upon what the groups’ decision was at the formation of that meeting. There are several: OPEN DISCUSSION, where anyone can share about whatever is or isn’t happening in their lives; SPEAKER/DISCUSSION, where one person shares his or her story with the group and the remaining time is open discussion. Then there is TOPIC DISCUSSION, where a particular

topic is selected and whoever wants to share on the topic can, and finally STEP/TRADITION study groups where a specific step and tradition is shared about by one person with significant amount of clean time and then others have the opportunity to share. There are many more types of meetings; these are just a few of the most popular formats.”

D. Addiction: (Second Reader)

“We know that addiction is a physical, spiritual and mental disease that effects every area of our lives. The physical aspect of our disease is the compulsive use of drugs; the inability to stop using once we’ve started. The mental aspect of our disease is the obsession or overpowering desire to use even when we know we are destroying our lives. The spiritual part of our disease is our total self-centeredness; we thought we could stop whenever we wanted to despite all evidence to the contrary and every action we took was for our self-satisfaction. Denial, substitution, rationalization, justification, distrust of others, guilt, embarrassment and isolation are all results of our disease. The disease of addiction is more than just the drugs we used. It’s the compulsive, self-centered, obsessive behavior. Denial and isolation are just two of the ways to cover up the idea that we might have a problem.”

E. Abstinence and Recovery:

“We have found that we MUST abstain from all drugs in order to recover. We’ve also found that the therapeutic value of one addict helping another is without parallel. We follow a Twelve Step Program based on a set of principles written so simply we can follow them in our daily lives. The progress of a person’s recovery is always up to the individual.”

F. Life After Drugs:

“The lives we build after coming to N.A. allow us to develop new interests; we make new friends, we get together and plan all sorts of events and functions of all types. And, each year, we have a World Convention where thousands of addicts meet to celebrate their recovery. Basically, we learn to enjoy doing things that non-addicts come to take for granted as everyday things.”

Announce that the following is read before most meetings as part of the format.

WHO IS AN ADDICT?

“Most of us do not have to think twice about this question. WE KNOW! Our whole life and thinking was centered around drugs in one form or another – the getting and using and finding ways and means to get more. We lived to use and used to live. Very simply, an addict is a man or woman whose life is controlled by drugs. We are people in the grip of a continuing and progressive illness whose ends are always the same: JAILS, INSTITUTIONS AND DEATH.”

G. What we offer and do not offer: (Third Reader)

“We offer recovery from the disease of addiction. Some of the things that Narcotics Anonymous does not provide for are medical care, professional counseling services, job placement, halfway houses, detox centers, treatment facilities or legal advice. Narcotics Anonymous has over forty years of experience with literally hundreds of thousands of addicts. This mass of intensive first-hand experience in all phases of illness and recovery is of unparalleled therapeutic value. We are here to share freely with any addicts who want it. We feel that our

way is practical, for one addict can best understand and help another addict.”

H. How to get in touch with us:

“To get in touch with us, you simply need to call our 24-hour Helpline: 702-263-2111. A recovering addict will return your call. Or, you can attend a meeting. (HOLD UP A MEETING LIST) And, we will be leaving some meeting lists here for you in case someone you know may need us. Please remember though that meetings do sometimes change locations and the location can be confirmed with the Helpline.

OPTIONAL IF THE AUDIENCE IS A LARGE ONE:

“Normally, this is when we would open the floor to questions, but with the number of attendees here today, that may not be possible so we will have available a list of the most commonly asked questions. But, before we end, let me say that we greatly appreciate the opportunity to share with you our vision of hope that began in 1953. And, we would like to conclude with one of the basic elements of our fellowship, the principle of anonymity. We remain an anonymous fellowship so that addicts who seek recovery here may be protected. Many of us eventually come to have nothing to fear from society if it becomes known that we are recovering addicts; still, we maintain anonymity as a reminder that it is not our personal identity that is important in Narcotics Anonymous. What is important is that we are addicts who have learned to live without drugs. Personal Anonymity at the public level remains an important spiritual principle, reinforcing the humility necessary for ongoing recovery. Thank you for respecting that when you leave here today.”

I. Anonymity:

“Before we open the floor to questions you might have, we would like to say that we greatly appreciate the opportunity to share with you our vision of hope that began in 1953. And, we would like to conclude with one of the basic elements of our fellowship, the principle of anonymity. We remain an anonymous fellowship so that addicts who seek recovery here may be protected. Many of us eventually come to have nothing to fear from society if it becomes known that we are recovering addicts; still, we maintain anonymity as a reminder that it is not our personal identity that is important in Narcotics Anonymous. What is important is that we are addicts who have learned to live without drugs. Personal Anonymity at the public level remains an important spiritual principle, reinforcing the humility necessary for ongoing recovery. Thank you for respecting that when you leave here today.”

THE FLOOR IS NOW OPEN TO QUESTIONS.

Intent: To give a more clearly defined explanation of what N.A. is and how to format a presentation.

II. Follow-up

- A. If you decide to break your anonymity now is the time.
- B. Answer questions from the audience using the "20 Questions and Answers" sheet as a guide.

- C. Send form letter within one week.
- D. Give data sheet to secretary for permanent file.

III. Guidelines for Booths and Community Events

A. Meet following qualifications:

1. Anyone who attends booth on behalf of NBNW PI should have a minimum of 1 day clean time in NA and be accompanied by qualified member of PI (qualified member = 1 year clean time with 3 months prior PI involvement)
2. All those attending to booth must have prior approval of PI subcommittee
3. All those attending to booth must dress appropriately. (No cut-offs, no tank tops, no sweat shorts, casual dress slacks, shorts, collared shirts or plain T-shirts)
4. Persons attending PI booth/community event should have a focused clear NA message.

B. Obtain data sheet from contact person.

C. Confirm by phone the day before and complete any missing information on data sheet.

D. Review questions and answer sheets from World Service.

- #### E.
1. Press packet
 2. 20 Q & A sheets
 3. White books, PI nos. 1,6,7,8,11,13,16,22, current 17, Resource and community, as well as meeting lists from surrounding areas.

F. Arrive at least 10-15 minutes earlier than shift starts.

IV. QUESTIONS FOR RADIO TALK SHOW

Why is Narcotics Anonymous anonymous?

Do you have to use certain drugs to join?

How can I help an addict before it is too late?

What kind of staff does NA Have?

Must an NA member believe in God?

Where are the meetings held?

Must a member stay abstinent forever?

How long are the meetings?

Must you be an NA member to attend the meetings?

What is Narcotics Anonymous?

Who is an addict?

How does NA work to help the addict?

Does Narcotics Anonymous always work?

What happens in NA meetings?

How old do you have to be in order to attend these meetings?

What is total abstinence?

Is there a place an addict can go right now?

Are the meetings under surveillance at any time?

V. GUIDELINES FOR PHONE CONTACTS

Hello. My name is (first and last name) . I am calling as a member of the Public Information Subcommittee of Narcotics Anonymous. We are a non-profit organization that helps people who have a problem with drugs. The services we provide are free, and we are available to make a presentation to your (type of organization) at your convenience to provide more information as to who and what we are and how we can help. Would your (type of organization) be interested in a presentation of this type?

If the answer is no, proceed as follows:

Would you like to receive some of our literature to further explain our program? (If answer is "Yes", obtain following information: person to whom you are speaking, verify address, obtain zip code, to who's attention you should send information). For more information, call (P.I. Chairperson) at (phone number) . We have a 24-hour Helpline available for addicts – 702-636-2111 - or if you prefer, you can reach us through our P. O. Box 270611 Las Vegas Nevada 89127, Attention: P.I. Chairperson.

Thank you very much for your time.

If answer is "yes", proceed as follows:

We are available (one month from date called). (Obtain following information: name of contact person, business hours, phone number and extension, address including zip code). Either myself or a member of our committee will contact you in the near future to confirm. If you have further questions, you can contact us at: Public Information Committee for North by Northwest Area of Narcotics Anonymous, Attention P.I. Chairperson, P.O. Box 270611 Las Vegas Nevada 89127. Or call P.I. Chairperson at (phone number).

Thank you very much for your time.

Keeping record of contacts

1. Secretary will keep a written record on index cards of:
 - a. Name of target, address, phone number
 - b. Person contacted
 - c. Date of contact
 - d. Who contacted target
 - e. Date of presentation
 - f. Follow-up date
2. The P.I. member who made the contact is responsible for giving the secretary all necessary information.
3. When we furnish anyone with literature, if more is requested, they will be given an order form, or be put in contact with the H&I Subcommittee, if applicable.
4. Refer to World Service Guidelines for the following:
 - A. Guidelines for Media Presentation, pages 28-34, sections 3.4 and 3.5.
 - B. P.I. Service work in general - Do's and Don'ts
 - C. Phone lines, bulletins and letters - Do's and Don'ts
 - D. Letter writing - Do's and Don'ts
 - E. Presentations to Groups and Community Meetings - Do's and Don'ts
 - F. H&I/Public Information Cooperation.

VI. 20 QUESTIONS AND ANSWERS ABOUT NARCOTICS ANONYMOUS

1. Q: How and when did N.A. start?

A: Narcotics Anonymous, as we know it today, was started by a group of addicts seeking recovery. They made a decision to follow the example of those who had gone before them. It began in July 1953, in Southern California. It has since grown into a worldwide fellowship with many thousands of meetings.
2. Q: Who are the members of Narcotics Anonymous?

A: Our members come from all walks of life. Anyone with the desire to stop using may join our Fellowship. We seem to have many differences. The drugs we used, the circumstances of our lives and the degree to which our disease had progressed may have been different. We do share two important things in common; the disease of addiction and the desire to stop using.
3. Q: Is N.A. only for narcotics addicts?

A: No. When our Fellowship was named in the 1950's, the understanding of the words narcotic and addict was different than today. The influence of the drug culture in the 1960's and the 1970's changed that understanding.

A greater variety of drugs are in use today. Only a few are known

commonly as narcotics. Over the same period of time, the program of Narcotics Anonymous has remained the same. We believe our problem is not the use of any specific drug or group of drugs. Our problem is the disease of addiction, and our program is one of abstinence from all drugs.

4. Q: Does an addict have to be clean to attend an N.A. meeting?
- A: Newcomers don't have to be clean when they get here but after the first meeting we suggest that they keep coming back and come back clean. We want the place where we recover to be a safe place. For that reason, we ask that no drugs or drug paraphernalia be brought to any meeting.
5. Q: Can non-addicts become N.A. members?
- A: Non-addicts are very important to N.A. but not as members. Many professionals who work with addicts attend our open meetings to find out for themselves how N.A. works. Families and friends of addicts often attend our social functions and open meetings. Membership, however, is restricted to addicts only; we need to preserve the atmosphere of trust and identification so necessary to our recovery. The highest priority at our meetings is the maintenance of an atmosphere where a suffering addict may find hope and recovery.
6. Q: What about dual addiction?
- A: The term dual addiction has no application for us. We believe there is one disease, regardless of the drugs used. All addicts are welcome in N.A.; we make no distinction among them.
7. Q: How to addicts of such diverse background relate?
- A: By using a vocabulary that is in common with our recovery, we do not set any addict or drug apart from others. We use the term addict when describing ourselves, regardless of drugs used. We use the term "clean", "cleantime" and "recovery" to refer to the recovery process rather than terms that applies to specific drugs. This way we carry one consistent, clear message that applies to us all.
8. Q: Where are N.A. meetings held?
- A: There is no certain kind of facility in which N.A. meetings are held. Regardless of where our meetings are located, they are in no way affiliated with any facility.
9. Q: How can addicts find N.A. meetings?
- A: If an addict has never heard of us, he cannot seek us out. If those who work with addicts are unaware of our existence, they cannot refer them to us. Most cities have N.A. phonelines listed in their directories. The people answering them will be happy to give you

the location of the N.A. meeting nearest you, or send a meeting list upon request. If no phonenumber is listed in your area, feel free to contact our World Service Office at PO Box 9999, Van Nuys, CA 91409.

10. Q: What are N.A. meetings like?
- A: Since N.A. meetings are self-governing; there are many different kinds of meetings. Some are topic discussion meetings, some are speaker meetings, some are literature discussion meetings and some are more of a combination of these. Many are open to the public and others are for addicts only. There are a few common threads running through them all. The primary purpose of every N.A. meeting is to carry the message to the addict who still suffers. There are no counselors or professional people present. N.A. meetings are run by addicts for addicts. We have found that the therapeutic value of one addict helping another is without parallel. Regardless of format, N.A. meetings usually start with readings from our literature and move into the portion mentioned above. There is time for announcements and perhaps more reading at the end. They usually close with a prayer.
11. Q: What is the difference between “open” and “closed” N.A. meeting?
- A: An “open” meeting is one which non-addicts may attend to see how N.A. functions. A “closed” meeting is only for those who are there because of their own addiction problem.
12. Q: Is N.A. a religious organization?
- A: No. Narcotics Anonymous is not affiliated with any religious group and espouses no religious beliefs. Our program is a set of principles – Twelve Steps and Twelve Traditions – which are spiritual in nature. While these principles mention God, each member is free to develop their own concept of a higher power. What is important to us is that our recovery is based on these principles and that they work.
13. Q: Is there any formal organization to N.A.?
- A: N.A. is made of thousands of self-governing groups. These groups are held together by common principles: the Twelve Steps and Twelve Traditions of N.A. We have learned that for our Fellowship, leadership by example and selfless service work, and that direction and manipulation fail. We choose not to have presidents, masters or directors; instead we have secretaries, treasurers and representatives. These titles imply service rather than control. There is a network of service committees whose function is to unify and strengthen the N.A. groups. These committees exist to help groups carry the N.A. message. Some committees provide services to help increase the number of addicts who know about N.A. so they may attend meetings. Others provide services to

groups such as literature development, phonenumber operation, guidance in applying our principles, etc. Recovering addicts, all members of the N.A. Fellowship, provides these services. There is no governing body in N.A.; no part of N.A. has authority over any part of the fellowship.

14. Q: What about meetings held in hospitals and institutions?
- A: N.A. Service Committees sponsor presentations of N.A. recovery in jails, treatment centers and recovery houses. If a facility wishes to have one of these meetings held regularly, they may call the local phonenumber or write to the World Service Office, Attention: H & I Coordinator.
15. Q: What does it cost to participate in N.A.?
- A: Nothing. There are no initiation fees or dues. N.A. is not professional. We are all addicts, here for our own recovery. We take a collection at every meeting from members who wish to contribute. This money pays expenses: rent, coffee and literature. The balance is sent to other levels of service to help carry the N.A. message to the addict who still suffers. In this way, we remain free of outside control and self-supporting through our own contributions.
16. Q: How are N.A. groups funded?
- A: Solely through the contributions of their members. N.A. accepts no grants, gifts or contributions from any outside sources.
17. Q: What are N.A. service offices?
- A: They are primary distribution centers for our literature. At times, Regional Service Offices serve as meeting places for our service committees. Our N.A. Phonelines are often located there. These service centers may employ management, clerical and shipping personnel as special workers to get the necessary work done. Some offices are funded by member and group contributions. The World Service Office, located in Chatsworth, California, is the Fellowship's World Service Center.
18. Q: Does N.A. operate detox or treatment facilities?
- A: No. N.A. is not a professional organization and we are not affiliated with any professional agencies or facilities. We employ no counselors or treatment staff. Many treatment centers introduce their patients to N.A. before they release them. We are grateful for their cooperation, but cannot allow this to influence us in any way. We remain, simply, a Fellowship of recovering addicts who meet regularly to help each other to stay clean. Our program is a set of principles written so simply we can follow them in our daily lives.

19. Q: Why is it anonymous?

A: The principle of anonymity protects the membership and reputation of the Fellowship and provides a safe setting for each and every member to seek recovery on an equal basis. No individual inside or outside the Fellowship represents Narcotics Anonymous.

20. Q: How can I find out more about N.A.?

A: Call the N.A. Phonenumber in your community, (702) 636-2111, or contact our World Service Office.

PRESENTATION DATA SHEET

(Please fill in completely)

Full Name _____ Title _____

Company Name _____

Street Address _____

City, State & Zip _____

Phone No. _____

Directions _____

Date of Presentation ____/____/____

Time of Presentation _____ a.m.
p.m.

Type of Audience _____

Number of People _____

Special Instructions _____

Taken by _____

COMMUNITY CONTACT DATA SHEET

(Please fill in completely)

Date ____/____/____

Contact Name _____ Title _____

Event Name _____

Address _____

Phone Number _____

Request _____

Date of event ____/____/____

Time of event START _____ a.m./p.m.

FINISH _____ a.m./p.m.

Type of audience _____

Special instructions:

TAKEN BY _____

UNITY & ACTIVITIES SUB-COMMITTEE GUIDELINES

PURPOSE

The purpose of the Activities Sub-Committee is to serve the groups of the NXNWA of Narcotics Anonymous by creating a fun atmosphere to share recovery and promote Unity.

CHAIR:

A. REQUIREMENTS

- 1 A minimum of two (2) years clean time.**
- 2 A one (1) year commitment.**
- 3 Have an NA Sponsor.**
- 4 Have an NA Homegroup in the North By Northwest Area.**

B. RESPONSIBILITIES

- Must sign a Theft Policy**
- Attends all Activity Sub-Committee Meetings, ASC Meetings and Functions.**
- A communication link between ASC and the Sub-Committee.**
- Makes sure all flyers get made and distributed.**
- Responsible for the key to the storage unit.**
- Gives a written and oral report at ASC.**
- Attends Regional Activity Meeting.**
- Oversees all aspects of the committee, assuring that all duties are completed.**
- Presents a yearly projected budget no later than July ASC**

to include a calendar of the year's events.

VICE CHAIR:

A. REQUIREMENTS

- 5 A minimum of one (1) year clean time.**
- 6 A two (2) year commitment (One year (1) Vice Chair, one year (1) Chair).**
- 7 Have an NA Sponsor.**
- 8 Have an NA Homegroup in the North By Northwest Area.**

B. RESPONSIBILITIES

- Must sign a Theft Policy**
- Assists the Chair with any duties where help is needed.**
- Assumes duties of the Chair in the event the Chairperson can not complete their term or until a new Chair is elected.**
- Attends all Activities Sub-Committee Meetings, functions put on by the Activities Sub-Committee and ASC Meeting.**
- Works with the Chair to maintain a smooth orderly Sub-Committee Meeting.**

****NOTE: THE CHAIR AND VICE CHAIR, IN CONJUNCTION WITH THE TREASURER, WILL BE RESPONSIBLE FOR ALL MONEY BEING COLLECTED AT FUNCTIONS.**

TREASURER:

A. REQUIREMENTS

- 9 A minimum of 6 months clean time.**
- 10 Have an NA Sponsor.**
- 11 Have an NA Homegroup in the North By Northwest Area.**

B. RESPONSIBILITIES

- 1 Must sign a theft policy.**
- 2 Attends all Activities Sub-Committee Meetings.**
- 3 Responsible for all money collected at any function put on by the committee.**
- 4 Will account for all financial transactions at the end of each**

activity, with the Chair, Vice Chair, Secretary or other accountable activities member.

- 5 If necessary, the Chair will appoint a committee member with two (2) years clean who has been consistently on the Activities Sub-Committee to collect money at functions.
- 6 A financial report will be given to the Chair each month, if applicable, to be placed with the report to ASC. The report will show allocations and expenditures for any function.

7

****NOTE: FOR THE “DOPES ON SLOPES” FUNCTION, MONEY ORDERS OR CHECKS PAYABLE TO THE NXNWA’S ASC ARE ALL THAT ARE ALLOWED. SEE ANNUAL ACTIVITIES.**

SECRETARY:

A. REQUIREMENTS

- 12 A minimum of two (2) years clean time.
- 13 A one (1) year commitment.
- 14 Have an NA Sponsor.
- 15 Have an NA Homegroup in the North By Northwest Area.

B. RESPONSIBILITIES

- 8 Must sign a theft policy.
- 9 Attends all Activities Sub-Committee Meetings.
- 10 Responsible for keeping an accurate set of minutes and addendums.
- 11 Keeps and updated list of all Sub-Committee Members phone numbers.
- 12 Maintains an archive of the minutes and all flyers.

ANNUAL ACTIVITIES:

- 1 September – NXNWA of NA Anniversary Celebration.
- 2 Spring – “Dopes on Slopes” ski trip.
- 3 Fall – Thanksgiving Event.
- 4 January – New Year’s Party (typically coordinated with the SNA).

SPEAKER REQUIREMENTS:

- 1 Clean time requirement is at the discretion of the Activities Sub-Committee and is determined by the type of function being held.**
- 2 Must have an NA Sponsor.**
- 3 Must have an NA homegroup.**
- 4 Must have a clear NA message.**