

Finger Lakes Area Service Committee Guidelines

May 2015 Approved December 2015

Latest Review 10/29/2017



## **Finger Lakes Area Service Committee Guidelines**

Finger Lakes Area guidelines were created to give direction, purpose and guidance to our Area Service Committee. They were created based on a collection of experience from Narcotics Anonymous members, the NA guide to Local Service manual, and other WSO service materials as well as the existing Finger Lakes Area Guidelines. Rather than have a "hard fast policy", we have chosen to create guidelines that refer to established WSO service guidelines where possible. These guidelines were written to give direction to the ASC on conducting business, electing trusted servants, handling funds and delivering services to the fellowship of Narcotics Anonymous in our area. Common sense, direction from our groups, and the will of a Higher Power, will, hopefully, be sufficient to guide us through issues this guide does not address.

The Finger Lakes Area Service Committee of Narcotics Anonymous here after known as FLASCNA is a committee whose members consist of Group Service Representatives (GSR's) from groups within the Finger Lakes Area and officers elected by the GSR's to fulfill specific duties as set forth within these guidelines. FLASCNA meets at 10:00AM on the 2<sup>nd</sup> Sunday of each month with the exception of May which will be the 3<sup>rd</sup> Sunday at 3000 Fallbrook Street, Geneva, New York. All subcommittees or ad-hoc committees of FLASCNA will also meet at 3000 Fallbrook Street, Geneva, New York.

Guide is defined as an indication or outline of future policy or conduct. Webster's 3<sup>rd</sup> new International Dictionary.

In Loving Service,  
Finger Lakes Area Guidelines Committee  
May 2015

## **THE TWELVE TRADITIONS**

We keep what we have only with vigilance, and just as freedom for the individual comes from the 12 Steps, so freedom for the groups springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on N.A. 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 the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose-- to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. 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. N.A. as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principals before personalities.

## **THE TWELVE CONCEPTS**

1. To fulfill our fellowship's primary purpose, the N.A. groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of N.A. as a whole.
2. The final responsibility and authority for N.A. service rests with the N.A. groups.
3. The N.A. groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. N.A. 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.

## **SERVICE PRAYER**

"God, grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may be truly Your work, not ours- in order that no addict, anywhere, need die from the horrors of addiction."

## **AREA SERVICE COMMITTEE DESCRIPTION**

Introduction (taken from the Guide to Local Service pg. 45-46, 2002 version)

“Workhorse” of the service structure-maybe that’s the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level. NA groups support meetings where addicts can share their recovery with one another. Only minimal organization is necessary to hold those meetings. But there are lots more that can be done to further the aims of Narcotics Anonymous.

-NA panel presentations at addiction treatment centers and correctional facilities can reach addicts particularly in need of what we have to offer.

-Public information presentations to schools and community groups, mailings to addiction treatment professionals, meeting notices in newspapers, and public service announcements on local radio and television stations can help direct people to N.A.

-Directories showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being conducted at times convenient to them.

-A phone line service can help addicts seeking recovery find a meeting in their area.

It can also provide information about NA to interested community members.

-A ready supply of NA books and pamphlets can make it easier for groups to stock literature tables.

-Social activities can help addicts feel more comfortable in their local NA community and increase unity and camaraderie among area members.

All of these services require a certain degree of organization, the complexity of which could easily divert NA groups from the week-in week-out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do groups stay focused on their primary purpose and still see that other services are developed and maintained? In the words of NA’s 9th tradition, they “create service boards or committees directly responsible to those they serve”. And the service committee closest to the groups and the community is the area service committee.

### **THE AREA COMMITTEE AND OTHER NA SERVICES (Derived from the Guide to Local Service page 46)**

Area service committees are ultimately responsible to the groups they serve. An NA group is any meeting that meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions of NA. NA groups send group service representatives (GSR’s) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSR’s-and through them, in the area service committee-for the necessary work to get done. NA groups also send money to the area committee, money needed to coordinate panels, maintain phone lines, and conduct public relations activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

## **PARTICIPATION GUIDELINES**

Finger Lakes Area consists of:

1. Groups represented through GSR’s, or GSR alternate in the absence of the GSR.
2. Facilitator
3. Assistant Facilitator

4. Money Handler
5. Assistant Money Handler
6. Note Taker
7. Assistant Note Taker
8. RCM
9. RCM Alternate
10. Subcommittee facilitators:  
Public Relations (PR), (Hospitals and Institutions (H&I), Phone line, Web Site Coordinator, Meeting List)  
Outreach  
Guidelines  
Activities and Events  
In the Spirit of Love Convention  
Literature Distribution  
Ad-hoc as needed
11. Participating members: All members of Narcotic Anonymous are participants at FLASCNA and as such have the right to request the floor.

The process that the Finger Lakes Area uses to invite a loving Higher Power into our decision making is consensus based rather than voting. Consensus is a process where after open discussion, no one has strong opposition. This allows for consideration of all viewpoints and the single voice of dissent to be heard. Any participant may present proposal for consideration. This allows for clarity on an issue we want group conscience on. Debate will then be heard and the ASC Facilitator may ask if we find the proposal acceptable when he/she feels we are in agreement. The minority opinion should always be heard and considered by all participants. If we are not in agreement, we may need further discussion unless the body as a whole feels comfortable with the overall consensus. We may feel the need to send the proposal to the groups themselves to provide direction. Any issue sent to the groups would get priority in an old business session at the next ASC. All subcommittees should have their own guidelines, when necessary, for each subcommittee that it serves.

#### **PARTICIPATION PRIVILEGES**

1. GSR's fully participate no matter what session of business we are in during the ASC, unless voting privileges are suspended due to three consecutive absences without notification to the ASC facilitator or Assistant Facilitator. It is the GSR's responsibility to inform one of these two area officers of their absence prior to the ASC meeting. Participation privileges will be resumed on the second consecutive ASC attendance.
2. ASC officers and individual area members may fully participate in all sessions EXCEPT for old business. Only GSR's will participate in old business. GSR's are the only ones that can vote on proposals.

#### **FLASCNA Service Positions: Qualifications, Duties, and Responsibilities**

##### ***Facilitator:***

1. A willingness and desire to serve.
2. Must attend and facilitate the Area business meeting according to the agenda.
3. Time and resources necessary to be an active participant.
4. Expresses no personal opinions during the meeting.
5. Understanding of the 12 Traditions and 12 Concepts through application.

6. Must be a signatory on the primary FLASCNA bank account. May be a signatory on all FLASCNA Subcommittee bank accounts.
7. Group service experience highly recommended
8. Upon subcommittee request will attend the scheduled subcommittee meeting.
9. 5 years clean time, non-negotiable.
10. 1 year term and 2 consecutive terms maximum.
11. Appoints ad-hoc facilitator as needed.
12. Arranges and conducts special meetings as directed by the ASC.
13. Will not hold a Facilitator position at any subcommittee or RSC/WSC elected position of NA service.
14. Must sign both a "Misappropriation Form" and "Key Holder/Key Code Form"
15. Must participate during semi-annual audits for inventory and each ASC bank account.
16. Must have a working understanding of all ASC subcommittees.
17. In the event of absence from the ASC business meeting the ASC assistant facilitator must be notified.
18. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
19. Must obtain the Area mail from the Post Office Box in Geneva no sooner than two days prior to the monthly ASC.
20. The ASC Facilitator will be responsible for ensuring that all listed contacts on the latest ASC sign in sheet are contacted relative to any special meeting.
21. Required to read and be familiar with guidelines and changes.

***Assistant Facilitator:***

1. A willingness and desire to serve.
2. Facilitate the Area business meeting according to the agenda in the absence of the Facilitator.
3. Time and resources necessary to be an active participant.
4. Expresses no personal opinions during the meeting.
5. Understanding of the 12 Traditions and 12 Concepts through application.
6. Must be a signatory on the primary FLASCNA bank account. May be a signatory on all FLASCNA Subcommittee bank accounts.
7. Group service experience highly recommended.
8. Upon subcommittee request, will attend the scheduled subcommittee meeting.
9. Will attend at least one different regularly scheduled subcommittee meeting monthly. Must attend each subcommittee at least once during term of service.
10. 3 years clean time, non-negotiable.
11. 1 year term and 2 consecutive terms maximum.
12. Will maintain the recognition list during business.
13. Will not hold a Facilitator position at any subcommittee or RSC/WSC elected position of NA service.
14. Will, as needed, temporarily fulfill duties of open elected ASC position.
15. Must sign both a "Misappropriation Form" and "Key Holder/Key Code Form"
16. Must participate during semi-annual audits for inventory and each ASC bank account.
17. Must attend all ASC business meetings and any special meetings.
18. In the event of absence from the ASC business meeting the ASC facilitator must be notified.

19. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
20. To open the ASC meeting space one hour prior to the regularly scheduled ASC.
21. Required to read and be familiar with guidelines and changes.

***Money Handler and Assistant Money Handler:***

1. A willingness and desire to serve.
2. Time and resources necessary to be an active participant.
3. Understanding of the 12 Traditions and 12 Concepts through application.
4. Group service experience highly recommended.
5. 5 years clean time preferred, minimum 3 years clean time non-negotiable.
6. 1 year term and 2 consecutive terms maximum.
7. Experience in business, accounting, book keeping, or as a successful group Money Handler is recommended.
8. If a nominee has mishandled or misappropriated funds/merchandise in the past, a period of at least 3 years from complete financial amends shall be observed before the nominee can be considered for election.
9. Carries out and monitors all budgets, financial transactions of the ASC – group donations, subcommittee donations, or reimbursements, payment of bills prior to due date, and any other expenditures as directed by the ASC.
10. Maintains the FLASCNA financial ledger, reconciling it with the monthly bank statements and reporting any discrepancies to the ASC immediately.
11. Is a signatory on all FLASCNA bank accounts.
12. Maintaining up to date signatory status for all FLASCNA bank accounts. Ordering checks for the ASC account as necessary and reporting it to the ASC.
13. Must sign both a “Misappropriation Form” and “Key Holder/Key Code Form”
14. Monthly report will be written, presented to the ASC, and submitted to the ASC note taker.
15. Must participate during semi-annual audits for inventory and each ASC bank account.
16. Incoming Money Handler will coordinate with the outgoing Money Handler the updating of all FLASCNA bank accounts signatories within 30 days.
17. Upon election of any new subcommittee signatory, the money handler will update the bank with the new subcommittee signatory information within 30 days.
18. Must attend all ASC business meetings and any special meetings.
19. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
20. Must submit an annual budget for the purpose of carrying out the duties of the position in January to go back to the home groups for approval at February ASC business meeting.
21. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
22. Required to read and be familiar with guidelines and changes.

***Note Taker and Assistant Note Taker qualifications, duties, and responsibilities:***

1. A willingness and desire to serve
2. Time and resources necessary to be an active participant
3. Understanding of the 12 Traditions and 12 Concepts through application



4. Group service experience highly recommended
5. 2 years clean time for Note Taker and no less than 1 year for Assistant Note Taker.
6. 1 year term and 2 consecutive terms maximum
7. Ensure all attending have signed in on the attendance sheet prior to the start of new business.
8. Takes accurate and unbiased notes of the proceedings of each meeting and the notes are to be archived with the printed minutes.
9. Make 25 printed copies of the notetaker report i.e. minutes only (not including proposals, Officer reports, and GSR reports that are available on the website flana.net) to be available at the next ASC. In the event that all 25 copies are utilized at any ASC the note taker will make 5 additional copies of the current month's minutes for the next month's ASC.
10. Will email the completed minutes to the Website Coordinator within 10 days of the ASC meeting.
11. Maintains a log of ASC proposals monthly and has this proposal log on hand at every ASC meeting.
12. Maintains and files the archives of FLASCNA – filing all reports, proposals and records each month.
13. Must sign both a “Misappropriation Form” and “Key Holder/Key Code Form”
14. Makes copies available of proposal forms (10 copies), subcommittee report (10 copies), GSR report (20 copies), misappropriation, and key code forms at each month's ASC meeting.
15. In the event, of the need, the Note Taker maybe be a signatory on the ASC bank account.
16. Must participate during semi-annual audits for inventory and each ASC bank account.
17. Must attend all ASC business meetings and any special meetings.
18. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
19. Must submit an annual budget for the purpose of carrying out the duties of the position in January to go back to the home groups for approval at February ASC business meeting.
20. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
21. Required to read and be familiar with guidelines and changes.

***RCM and RCM-Alternate qualifications, duties and responsibilities:***

1. A willingness and desire to serve.
2. Time and resources necessary to be an active participant.
3. Understanding of the 12 Traditions and 12 Concepts through application.
4. Group and Area service experience highly recommended.
5. 3 years clean time preferred, minimum 2 years clean time non-negotiable.
6. 1 year term and 2 consecutive terms maximum.
7. Attends all meetings of Northern New York Region Service Committee of Narcotics Anonymous (NNYRSCNA) as a representative of FLASCNA, and all FLASCNA ASC meetings including special meetings.
8. Provides the Region Service Committee (RSC) with information regarding the business, activities, and collective conscience of FLASCNA.
9. Gathers all available information at the RSC meetings and reports that information to the ASC.

10. Make known all matters requiring group conscience to the ASC so that FLASCNA may have a clear vote at the RSC.
11. May be a signatory on the FLASCNA bank account.
12. Acts as facilitator in the absence of the facilitator and assistant facilitator.
13. Must sign both a “Misappropriation Form” and “Key Holder/Key Code Form”
14. Must participate during semi-annual audits for inventory and each ASC bank account.
15. \*\* RCM Alternate--Observes and assists the RCM in his or her duties for the purpose of learning and experience.
16. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
17. Must submit an annual budget for the purpose of carrying out the duties of the position in January to go back to the home groups for approval at February ASC business meeting.
18. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
21. Required to read and be familiar with guidelines and changes.

### **Subcommittee Facilitator Qualifications, Duties, and Responsibilities:**

In the event that there is no facilitator for a subcommittee the subcommittee is not able to meet or conduct business for that subcommittee.

### **Public Relations (PR)**

1. A willingness and desire to serve.
2. Time and resources necessary to be an active participant.
3. Understanding of the 12 Traditions and 12 Concepts through application.
4. Group service experience highly recommended.
5. 3 years clean time preferred, minimum 2 years clean time non-negotiable.
6. 1 year term and 2 consecutive terms maximum.
7. Active participation in PR for at least 1 year.
8. Must attend and facilitate the monthly subcommittee meeting as well as attend the monthly ASC business meeting. (All meetings must meet at 3000 Fallbrook St. Geneva, NY)
9. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
10. If unable to attend the monthly subcommittee meeting or the ASC business meeting. The subcommittee assistant facilitator must be notified of need to attend and fulfill facilitator duties.
11. Must sign both a “Misappropriation Form” and “Key Holder/Key Code Form”
12. Monthly report to include financial must be written, presented at the ASC, and submitted to the ASC note taker.
13. Must participate during semi-annual audits for inventory and each ASC bank account.
14. Fulfills all duties set forth by the guidelines of the subcommittee.
15. To be a signatory on the subcommittee’s bank account (if the subcommittee has a bank account).
16. Must submit an annual budget for the purpose of carrying out the duties of the position in January to go back to the home groups for approval at February ASC business meeting.
17. Provides information to the public about NA in accordance with ASC Social Networking section of these guidelines through various media and mediums (including by phone service).

18. Must work in conjunction with the H & I subcommittee to further our primary purpose.
19. When dealing with the public must adhere to the PR Handbook Chapter 4, page 33 “appearance”.
20. Must adhere to the H & I “Do’s and Don’ts” page 28 of the H & I Handbook 4/07
21. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
22. Required to read and be familiar with guidelines and changes.

### **Outreach**

1. A willingness and desire to serve.
2. Time and resources necessary to be an active participant.
3. Understanding of the 12 Traditions and 12 Concepts through application.
4. Group service experience highly recommended.
5. 3 years clean time preferred, minimum 2 years clean time non-negotiable.
6. 1 year term and 2 consecutive terms maximum.
7. Must attend and facilitate the monthly subcommittee meeting as well as attend the monthly ASC business meeting. (All meetings must meet at 3000 Fallbrook St. Geneva, NY)
8. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
9. If unable to attend the monthly subcommittee meeting or the ASC business meeting. The subcommittee assistant facilitator must be notified of need to attend and fulfill facilitator duties.
10. Must sign both a “Misappropriation Form” and “Key Holder/Key Code Form”
11. Monthly report to include financial must be written, presented at the ASC, and submitted to the ASC note taker.
12. Must participate during semi-annual audits for inventory and each ASC bank account.
13. Fulfills all duties set forth by the guidelines of the subcommittee.
14. Must submit an annual budget for the purpose of carrying out the duties of the position in January to go back to the home groups for approval at February ASC business meeting.
15. Attendance by facilitator and/or subcommittee members at a struggling or no GSR groups meeting, minimum one per week.
16. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
17. Prior participation in Outreach subcommittee preferred.
18. Required to read and be familiar with guidelines and changes.

### **Guidelines**

1. A willingness and desire to serve.
2. Time and resources necessary to be an active participant.
3. Understanding of the 12 Traditions and 12 Concepts through application.
4. Familiarity with The Guide to World Service, Local Service, as well the Handbooks for Public Relations, Hospitals & Institutions, and Literature.
5. Access the World Service website and work with the Literature distribution subcommittee on any new service materials to be presented to the ASC.
6. Group service experience highly recommended.
7. 3 years clean time preferred, minimum 2 years clean time non-negotiable.
8. 1 year term and 2 consecutive terms maximum.

9. Must attend and facilitate the monthly subcommittee meeting as well as attend the monthly ASC business meeting. (All meetings must meet at 3000 Fallbrook St. Geneva, NY)
10. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
11. If unable to attend the monthly subcommittee meeting or the ASC business meeting. The subcommittee assistant facilitator must be notified of need to attend and fulfill facilitator duties.
12. To be present with all ASC and subcommittee guidelines at the ASC business meeting for any issues requiring reference or clarification.
13. Must sign both a "Misappropriation Form" and "Key Holder/Key Code Form"
14. Monthly report to include financial must be written, presented at the ASC, and submitted to the ASC note taker.
15. Must participate during semi-annual audits for inventory and each ASC bank account.
16. Fulfills all duties set forth by the guidelines of the subcommittee.
17. Must submit an annual budget for the purpose of carrying out the duties of the position in January to go back to the home groups for approval at February ASC business meeting.
18. Will conduct review and possible revisions of all ASC guidelines and subcommittee guidelines annually to be completed prior to the April ASC. As well as requested by subcommittees.
19. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
20. Active participation in Guidelines subcommittee for at least 1 year.
21. Required to read and be familiar with guidelines and changes.

### **Activities and Events (A&E)**

1. A willingness and desire to serve.
2. Time and resources necessary to be an active participant.
3. Understanding of the 12 Traditions and 12 Concepts through application.
4. Group service experience highly recommended.
5. 3 years clean time preferred, minimum 2 years clean time non-negotiable.
6. 1 year term and 2 consecutive terms maximum.
7. Must attend and facilitate the monthly subcommittee meeting as well as attend the monthly ASC business meeting. (All meetings must meet at 3000 Fallbrook St. Geneva, NY except for meeting at an event at the time of the event)
8. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
9. If unable to attend the monthly subcommittee meeting or the ASC business meeting. The subcommittee assistant facilitator must be notified of need to attend and fulfill facilitator duties.
10. Must attend and facilitate all A & E scheduled events.
11. To be responsible for access, accountability, and inventory of all A & E assets.
12. Must sign both a "Misappropriation Form" and "Key Holder/Key Code Form"
13. Monthly report to include financial must be written, presented at the ASC, and submitted to the ASC note taker.
14. Must participate during semi-annual audits for inventory and each ASC bank account.
15. Fulfills all duties set forth by the guidelines of the subcommittee.
16. To be a signatory on the subcommittee's bank account.

17. The subcommittee will submit a budget at the beginning of the year. No later than the March ASC.
18. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
19. Active participation in A & E for at least 1 year.
20. Required to read and be familiar with guidelines and changes.

### **In the Spirit of Love (SOL)**

1. A willingness and desire to serve.
2. Time and resources necessary to be an active participant.
3. Understanding of the 12 Traditions and 12 Concepts through application.
4. Group service experience highly recommended.
5. 3 years clean time preferred, minimum 2 years clean time non-negotiable.
6. 1 year term and 2 consecutive terms maximum.
7. Must attend and facilitate the monthly subcommittee meeting as well as attend the monthly ASC business meeting. (All meetings must meet at 3000 Fallbrook St. Geneva, NY except meeting at the time of the convention at the convention)
8. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
9. If unable to attend the monthly subcommittee meeting or the ASC business meeting. The subcommittee assistant facilitator must be notified of need to attend and fulfill facilitator duties.
10. Must sign both a "Misappropriation Form" and "Key Holder/Key Holder/Code Form"
11. Monthly report to include financial must be written, presented at the ASC, and submitted to the ASC note taker.
12. Must participate during semi-annual audits for inventory and each ASC bank account.
13. Fulfills all duties set forth by the guidelines of the subcommittee.
14. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
15. Facilitates the 3 day "In the Spirit of Love" convention held annually in February.
16. Active participation in a convention subcommittee for at least 1 year.
17. Bank account with \$3,000.00 seed money after deposit for the venue for the next convention has been paid. All monies collected for pre-registration for the next convention are held in the subcommittee bank account.
18. The SOL facilitator takes position at the end of the March ASC and holds it until the end of the following March ASC.
19. Each year the newly elected SOL facilitator will be mentored from December to March and actively participate in all SOL subcommittee meetings with the outgoing facilitator.
20. To be liaison with the venue and another subcommittee officer.
21. Required to read and be familiar with guidelines and changes.

### **Literature Distribution**

1. A willingness and desire to serve.
2. Time and resources necessary to be an active participant.
3. Understanding of the 12 Traditions and 12 Concepts through application.
4. Group service experience highly recommended.
5. 3 years clean time preferred, minimum 2 years clean time non-negotiable.

6. 1 year term and 2 consecutive terms maximum.
7. Must attend and facilitate the monthly subcommittee meeting as well as attend the monthly ASC business meeting. (All meetings must meet at 3000 Fallbrook Rd. Geneva, NY)
8. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
9. If unable to attend the monthly subcommittee meeting or the ASC business meeting. The subcommittee assistant facilitator must be notified of need to attend and fulfill facilitator duties.
10. Active participation on the literature subcommittee for at least 1 year.
11. To be responsible for access, accountability, and inventory of all literature assets.
12. Must sign both a "Misappropriation Form" and "Key Holder/Key Code Form"
13. Monthly report to include financial must be written, presented at the ASC, and submitted to the ASC note taker.
14. Must participate during semi-annual audits for inventory and each ASC bank account.
15. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
16. Facilitates the subcommittee's purchase and sales of NA literature.
17. Facilitate and work with the membership to have meetings for the review of proposed new and/or revised literature from NAWS.
18. To be a signatory on the subcommittee's bank account.
19. Bank account with no set reserve balance.
20. Required to read and be familiar with guidelines and changes.

#### **Ad-Hoc Subcommittees**

1. Appointed Ad-Hoc subcommittee facilitator must have a minimum of 2 years clean time.
2. Ad-Hoc facilitator is appointed by the ASC facilitator.
3. Willingness and desire to serve.
4. Must sign both a "Misappropriation Form" and "Key Holder/Key Code Form"
5. Required to read and be familiar with guidelines and changes.

Ad-Hoc subcommittees are created by the ASC as temporary subcommittees designed to fulfill a single purpose not able to be resolved by any other subcommittee or the ASC's responsibilities.

The purpose, duties and duration of the ad-hoc subcommittee must be clearly stated upon appointment of a facilitator for the subcommittee.

All meetings will be held at 3000 Fallbrook St. Geneva, NY

While an ad-hoc subcommittee exists, it operates in the same manner as any of the other subcommittees of the ASC – meeting regularly and reporting all activities and progress to the ASC. Submit final written report upon disbanding of the ad-hoc subcommittee.

An ad-hoc subcommittee will disband for any of the following reasons:

1. The predefined purpose of the ad-hoc subcommittee has been completed.
2. The predefined duration of the ad-hoc subcommittee has elapsed.
3. If directed by a consensus of GSR's

## **Election of ASC Positions and Subcommittee Facilitators**

### **Nominations:**

1. A member may be nominated to any open or vacant position by any participant of the ASC except the facilitator.
2. Duties, qualifications, and responsibilities for each position will be read by the guidelines facilitator aloud prior to acceptance of any nominations.
3. Nominations can only be accepted in person at which time the nominee will give their qualifications to the ASC both verbally and in written form.
4. All nominees will be asked the following questions by the ASC facilitator after their qualifications have been given.
  - a. Do you work with an NA sponsor?
  - b. Do you have an understanding of the 12 Steps, 12 Traditions and 12 Concepts through application?
  - c. Do you have a familiarization with the guidelines associated with the position you are nominated for?
  - d. Have you ever failed to fulfill an NA commitment? If so why?
  - e. Are you familiar with the ASC misappropriation of funds guideline?
  - f. Have you ever misappropriated any NA funds or merchandise? If so when? Have you made amends/restitution if so when completed? (In accordance with ASC misappropriation guideline it must be 2 years from amends/restitution completion in order to be eligible for nomination)
  - g. Is there any reason you know of that would keep you from fulfilling the duties of this position?
5. Participants of the ASC may ask nominees any questions pertinent to the ability to fulfill the position for which he or she is being nominated.
6. Positions are only open for nominations while the position is vacant and during the normal election cycle (October and November)
7. Nominations are closed at the end of the November business meeting with the exception of a position that has no nominations.
8. All nominations for all positions must be taken back to the home groups for voting on at the December ASC.
9. For any open position during the year nominations must be taken back to the home group to be voted upon at the next ASC.
10. Nominees must be present for the vote to take place at ASC.

### **Elections:**

1. Guidelines Facilitator will read how voting will be conducted.
2. The choice of your home group will be circled on the prepared ballot.
3. Voting is done by typed paper ballot prepared and distributed by the ASC note taker.
4. Ballots shall be collected and independently tallied by two ASC officers.
5. The results of the voting will be tallied as "Name(s)", "No", "Abstentions".
  - a. Abstentions will be removed from the total numbers counted. (Definition: Abstentions, An instance of declining to vote for or against an election. Oxford Dictionary)
  - b. No means that no nomination named is desired.

- c. The largest number of multiple names is the elected one. In the event of the No votes being greater than any named nominee, the results are that the nominations will be reopened as no one named is elected.
- d. All ballots will be retained and archived by the ASC note taker with that month's minutes when elections are held.

### **Mentorship of Service Positions**

During the transition from the outgoing to the incoming, the position holders will work together for the best possible understanding and transition of the service positions.

1. Upon election all new position holders will sign all necessary forms and receive a copy of Service material, ASC guidelines and the guidelines for that position from the outgoing position holder if possible. If outgoing is unable or unavailable to provide said copies. Guidelines Facilitator and as needed Literature committee will issue. The outgoing that was unable will be held accountable and special meeting held.
2. All merchandise, archives, inventoried items will be turned over no later than the end of the January ASC. With the exception of In the Spirit of Love which will be after the March ASC.
3. In the event that there is non-compliance with number 1 or 2 above, or a discrepancy, a Special Meeting will be called for at the next regular ASC meeting.
4. Newly elected ASC positions and subcommittee facilitators must be present for the December audit.
5. Newly elected ASC positions and subcommittee facilitators take over positions at the end of the December audit with the exception of SOL.

### **Removal from Service Position**

A trusted servant will be removed from their position for non-compliance. A majority vote of all GSR's after being taken back for group conscious to be done at the next regular ASC. Non-compliance includes:

1. Loss of abstinence is automatic removal not negotiable.
2. Misappropriation of NA funds or merchandise. (per misappropriation guideline)
3. Non-fulfillment of the duties of their position.
4. Absence at two regularly scheduled meetings of the ASC without prior notification to the ASC Facilitator or the ASC assistant facilitator.
5. Trusted servant acts in an intimidating manner creating a hostile environment. Not allowing a recognized participant to voice their opinion or viewpoint. A special meeting can be called to address the conduct in question. May be removed from position based on outcome of the special meeting.
6. At any time a trusted servant threatens anyone in attendance at the ASC, Subcommittee, or an ASC event the trusted servant will be immediately suspended from their duties pending outcome of a special meeting.

If the outcome of a special meeting recommendation is upheld for removal from the position, the trusted servant will not be considered for any trusted servant position based upon the special meeting recommendations.



### **Resignation from Position**

Written resignation is to be submitted as soon as possible cooperating with the relinquishing of any and all position related materials.

### **Home Groups Joining FLASCNA**

The ASC will provide new groups with a new group packet upon request. This packet shall include ASC guidelines, all subcommittee guidelines. A group starter kit and a copy of “The Guide to Local Service”, 2 Basic Texts, and Group readings to be provided by the literature committee.

A New Group is considered to be a member of FLASCNA upon their second consecutive ASC attendance. To be added to the meeting list at the next regularly scheduled printing.

### **Special Meetings**

A written proposal from anyone in attendance may request a special meeting for any previously addressed issue or an issue not addressed by the ASC guidelines.

1. All special meetings will be held at 3000 Fallbrook St. Geneva, NY
2. The purpose and time of the meeting will be clearly stated- no other business will be conducted at this meeting other than what is stated as its purpose.
3. All participants at a special meeting have input on the recommendations of the special meeting.
4. Any special meeting must be announced at the regular ASC giving notice to all positions and GSR's. To be done by verbal announcement, phone, or email if possible.
5. The ASC Facilitator will be responsible for ensuring that all listed contacts on the latest ASC sign in sheet are contacted no less than 10 days prior to the scheduled special meeting.
6. In the event of alleged misappropriation of property, funds, or merchandise see the Misappropriation Guideline.

### **Group Support Forum (GSF)**

The purpose of the GSF is to provide a place for home groups to work together to strengthen their function in the primary purpose. The GSF fulfills this purpose through the sharing of experience, strength and hope of home group members through discussions of topics as requested by home groups.

The ASC meeting space is available for home groups and their members one hour prior to the regularly scheduled ASC. The ASC Assistant Facilitator will be available to open the meeting space for this purpose.

The GSF is informal in its nature, and conducts no business.

## **Banking and Finances**

In order to better fulfill its purpose and provide services, FLASCNA and its subcommittees as designated below, have bank accounts with a working balance.

FLASCNA  
Public Relations  
In the Spirit of Love  
Activities and Events  
Literature

All checks written from FLASCNA accounts must have 2 authorized signatures in order to be valid.

All FLASCNA accounts must have 4 signatories.

To be a signatory on any FLASCNA account, you must be a trusted servant holding a service position.

Signatories of the primary FLASCNA account may be signatories of any subcommittee account as needed except for the money handler who must be a signatory on all accounts.

Signatories of the primary FLASCNA account are as follows:

Primary signatories: ASC Facilitator, ASC Assistant Facilitator, ASC Money Handler, ASC Assistant Money Handler.

Alternate signatories: RCM, RCM Alternate, Note taker, Assistant Note taker.

The ASC will maintain a prudent reserve of \$500.00 for housekeeping purposes. Except for housekeeping purpose, proposed expenditures of any sort that will bring the balance of the FLASCNA primary account below this prudent reserve will require the proposal to be sent back to the groups for consensus.

## **Housekeeping**

Every regularly scheduled meeting of the ASC will conduct the following business in the order listed below to maintain FLASCNA:

1. The ASC will ensure payment for the area phone line
2. The ASC will pay monthly rent for its meeting space.
3. The ASC will pay for its post office box (annual fee)
4. The ASC will make allotment for its supplies:
  - a. Note taker supplies and reimbursement for copies made.
  - b. Guidelines Facilitator reimbursement for copies of guidelines.
  - c. The ASC will order new checks as needed
5. The ASC will pay for meeting list printings.
6. The ASC will pay the web site fee.
7. The ASC set aside 10 percent of the total monthly income of the ASC to NYRSCNA every month. The ASC money handler and note taker will keep track of that amount each month. The check will be written to the NYRSCNA on the months the NYRSCNA meets. For the total of the previous months amounts calculated.

## **Audits**

For the purpose of responsible accountability, FLASCNA will audit its funds and merchandise (including all subcommittees) twice yearly – once in June, and once in December. The audit is to be conducted at the close of normal ASC business. Newly elected ASC positions and subcommittee facilitators must be present for the December audit.

Officers, subcommittee facilitators, and Ad-Hoc facilitators must be present at the semi-annual meetings in June and December for the purpose of ASC audits. Any other interested member may attend to observe the audit. All materials to conduct a thorough audit must be presented at this meeting. These materials shall include, but not be limited to:

1. Bank Ledgers
2. Bank Statements
3. Projected budget
4. Merchandise
5. Literature
6. Receipts
7. Outstanding debts

Results of the ASC audits will be presented at the following ASC meeting.

## **Consensus Based Decision Making**

### **Proposals**

Business is conducted by way of proposals. A proposal is a statement of an idea a member wants to have the body discuss. Consensus Based Decision Making is about hearing a variety of ideas and coming to a consensus that is based in collaboration and compromise.

1. Any member other than the ASC Facilitator, may make a proposal by writing it out on a proposal form.
2. Only consensus of GSR's will be taken.
3. No more than one proposal can be brought before the ASC at a time.
4. Once a proposal is made and spoken on by its maker, it is then owned by the ASC and cannot be withdrawn by its maker.
5. Proposal that changes guidelines must go back to home groups for consensus.
6. Proposals that would expend \$100.00 or more must go back to home groups for consensus.
7. Proposals that are sent back to home groups will be brought back under old business for consensus without further discussion.

### **Proposal Process**

The following is the step by step process for how CBDM will be handled at FLASCNA

#### **A. Making a proposal**

1. A member gives the written proposal to the facilitator.
2. The facilitator reads the proposal to the body.
3. If it contradicts the 12 Traditions, 12 Concepts or FLASCNA Guidelines, the proposal will be disposed.

4. Facilitator will ask if there is consensus with the proposal.
  5. If there is no objection to the proposal the proposal passes by consensus.
  6. In the instance of objection to a proposal discussion will ensue.
- B. Discussing a proposal
1. The proposal maker may speak first on the proposal and its intent.
  2. Members raise their hand to be recognized and added to the recognition list.
    - a. Recognition list is handled by the assistant facilitator or other appointed trusted servant.
    - b. Members that have spoken once on a matter will be listed under a “double dip” column and will have opportunity to speak once all members have a chance to speak at least once if necessary.
  3. Facilitator will recognize in order one person at a time from the recognized list until all members have been recognized.
  4. As a member is recognized, he or she may do one or more of the following:
    - a. Ask a question
    - b. Speak on the proposal
    - c. Pass if the member feels his or her point has been made by another already.
    - d. Propose a modification to the proposal.
  5. If a modification is suggested:
    - a. Facilitator will ask if discussion is needed on the modification. Consensus determines yes or no.
    - b. If discussion is wanted, the facilitator will facilitate discussion of that modification utilizing one round of discussion.
    - c. Facilitator will call for consensus on the modification.
- C. Acting on a proposal
1. Once the recognition list is completed, the facilitator will call for consensus and one of the following actions will be taken.
    - a. Consensus reached – Proposal passes.
    - b. Send proposal back to home groups for conscience. To be acted upon at the next ASC with no further discussion at the ASC.
    - c. Appoint an Ad-hoc subcommittee for gathering further information to report back next month.
    - d. Dispose of the proposal.
  2. Guideline proposals that pass take effect at the end of the ASC meeting. Action proposals that pass take effect immediately upon passing.
  3. All decisions by the facilitator can be overturned by consensus.
  4. Please be respectful of the time during discussions. Facilitator will observe limits per person of 3 minutes.

### **Meeting Format**

1. The ASC facilitator calls the meeting to order promptly at 10:00am with a moment of silence and the “We” version of the serenity prayer.
2. Reading of the 12 Traditions.
3. Reading of the 12 Concepts.
4. Reading of the service prayer.

5. Sign in sheet is circulated to be signed by all members in attendance.
6. Read and approve (or correct) minutes of the previous meeting.
7. Election of nominated positions (if applicable).
8. Take nominations on all open positions.
9. Old business -proposals sent back for group conscience (not for further discussion), Ad-hoc subcommittee reports, proposed guideline changes, and special meeting findings if necessary. Consensus will be 2/3 of GSR's present at the time of the proposal called for consensus.
10. New Business
11. Subcommittee reports:
  - a. Hospitals & Institutions
  - b. Public Relations
  - c. Outreach
  - d. Guidelines
  - e. Literature distribution
  - f. Activities and Events
  - g. In the Spirit of Love
12. GSR reports
13. ASC officer reports
  - a. RCM or RCM Alternate
  - b. Assistant Facilitator
  - c. Note taker
  - d. Money Handler
14. Close in a circle with a moment of silence followed by the "We" version of the third step prayer.

### **Guidelines**

FLASCNA and its subcommittees shall have guidelines that are consistent with the 12 Traditions, 12 Concepts, and the most current information available from Narcotics Anonymous World Services (NAWS).

1. Subcommittees are required to review their guidelines upon election of the subcommittee facilitator to ensure they are in working order and make changes as needed.
2. Revised guidelines follow this procedure for review and approval:
  - a. Revised guidelines are submitted with an index of changes to the Guidelines subcommittee for review and suggestion.
  - b. The Guidelines subcommittee reviews the guidelines, makes notes of suggested changes or conflicts (if necessary) and returns them to the original subcommittee to make suggested changes if necessary.
  - c. Revised guidelines are then submitted with an index of changes to the ASC to go back to the home groups for review and consensus.
3. Subcommittee guidelines are considered to be sub-sections of the FLASCNA guidelines.
4. All subcommittee guidelines shall be in compliance with FLASCNA guidelines.
5. Changes to guidelines require a consensus after home group review.

6. The “Misappropriation Guideline”, “Key Holder/ Key Code Guideline”, “Drug Replacement Therapy (DRT) Guideline”, and “Social Media Guideline” are all considered sub-sections of FLASCNA guidelines.

**Storage Facility:**

FLASCNA will utilize a storage unit for the purpose of storing Archives, A & E items, and ISOL items.

Access to storage unit will be limited to ASC Officers: ASC Facilitator, ASC Note taker, A &E Facilitator, and ISOL Facilitator.

ALL Officers listed above are required to sign “Misappropriation Guideline”, “Key Holder/ Key Code Guideline”, per the positions’ qualifications, duties, and responsibilities.