

GUIDELINES OF THE  
PURE AND SIMPLE  
AREA SERVICE COMMITTEE

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## **ARTICLE I**

### ***Name***

The name of this committee shall be: **The Pure and Simple Area Service Committee of Narcotics Anonymous**

## **ARTICLE II**

### ***Service Area***

The service area shall not be bound by geographical boundaries. Groups will be accepted or rejected on an individual basis.

## **ARTICLE III**

### ***Purpose***

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous Groups within the Pure and Simple Area. This committee shall support the needs of these groups, foster unity within them and serve as a link between these groups and the Eastern Pennsylvania Regional Service Committee of Narcotics Anonymous. For the purpose of these guidelines, the term "Narcotics Anonymous Group" shall be defined as stated in the Narcotics Anonymous approved service manual: *A Guide to Local Services in Narcotics Anonymous* (pages 25-27).

## **ARTICLE IV**

### ***Participants***

The voting participants shall be as follows:

1. One acting GSR per group.
2. Acting Chairperson may vote in case of a tie, but this is not required.

The non-voting participants of the Pure and Simple Area Service Committee are as follows:

1. ASC Officers
2. Sub-committee Chairpersons and Vice Chairpersons
3. Area Representatives (i.e. RCM, RCM Alt.)
4. Acting GSR for any group which has lost its vote due to two consecutively missed ASC meetings (see Article XIV).

NA members not addressed elsewhere in this policy shall be classified as observers. Only NA members have the specific right to request the floor. The ASC Chairperson has the exclusive right to approve or deny such requests.

## **ARTICLE V**

### ***Requirements and Duties for Officers***

The following are general requirements for ALL positions on this committee.

1. To be a member of an NA Home Group in the Pure and Simple Area of Narcotics Anonymous.
2. To possess a working knowledge of the 12 Steps / 12 Traditions of Narcotics Anonymous.
3. To have the time and resources available to be an active participant.
4. To have a willingness and desire to serve.

The following are general requirements for all Vice-Positions (Vice.) & Alternates (Alt.).

1. To learn the duties and responsibilities of the chairperson for the committee on which the Vice/Alt. serves.
2. To meet the requirements for their appropriate Officer/Chairperson position upon completion of their Vice/Alt. term and be prepared to serve at that time.

The following are specific requirements and duties for each position:

#### **ASC Chairperson:**

##### ASC Chairperson Requirements:

1. 3 years clean time.
2. One-year prior involvement in the ASC, preferably as ASC Vice-Chairperson or Subcommittee Chairperson.
3. Organizational skills, leadership qualities and the ability to communicate clearly.
4. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the Vice Chairperson or another ASC Officer is required.

##### ASC Chairperson Duties:

1. To open the meeting at the appointed time by taking the chair and calling the meeting to order after having determined that quorum is met.
2. To recognize participants who are entitled to the floor.
3. To state and to put to vote legitimate motions and to announce the results of each vote.
4. To rule illegitimate motions out of order.
5. To protect the Committee from obviously frivolous or unnecessary motions by refusing to recognize them.
6. To enforce the rules relating to debate and to order decorum within the Committee when appropriate.
7. To vote in the case of a tie (not required).
8. To expedite business in every way possible consistent with the rights of participants.

9. To decide all questions of order, subject to appeal, unless, when in doubt, the Chairperson prefers to submit such a question to the Committee for decision.
10. To be co-signer on the Area's bank account.
11. To declare the meeting adjourned when the Committee so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
12. To schedule and conduct committee meetings on a regular basis with a firm yet understanding hand, making sure to conduct all meetings with impartiality and fairness.
13. To manage the creation of all Ad-Hoc Committees as per Article XII.
14. To submit a typewritten or legible report to the ASC when needed.
15. To be familiar with all motions prior to their introduction during new business and to handle all motions appropriately as stated in the above requirements.
16. To conduct an annual Area Inventory in September as outlined in *A Guide to Local Services in Narcotics Anonymous* (pages 58-59) in order to ensure that we are properly serving the area groups and properly servicing our current commitments. An inventory report must be presented no later than the November ASC meeting.
17. To be custodian of the Committee's backup mailbox key.
18. To serve as a JAC member.

## **ASC Vice-Chairperson**

### ASC Vice-Chairperson Requirements:

1. 2 years clean time.
2. One-year prior involvement as Subcommittee Chair or GSR.
3. An automatic nomination for the position of ASC Chairperson after the completion of the term of the current ASC Chairperson.
4. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson is required.

### ASC Vice-Chairperson Duties:

1. To serve in the absence of the Chairperson.
2. To be co-signer of area bank account.
3. To assist as parliamentarian when needed.
4. To serve as JAC Chairperson. As such, to provide the ASC with a written report.

## **ASC Secretary**

### ASC Secretary Requirements:

1. 1 year clean time.
2. Access to a personal computer with email, printer and scanner.
3. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson or Vice Chairperson is required.

4. Prior experience as Co-Secretary at an Area/Regional level or has fulfilled a full term as a group secretary.
5. Knowledge of general office and clerical skills.
6. An understanding of what is and what is not important to include in the minutes.

#### ASC Secretary Duties:

1. To deliver the Area minutes and corresponding documents no later than one week after the ASC meeting. See Addendum VIII for detailed list of documents.
2. The minutes will be sent via email to GSRs requesting email copies OR the minutes will be printed out and mailed to GSRs requesting hard copies.
3. To scan or forward all event flyers, etc. to be distributed to GSRs in a timely manner.
4. To record all vote counts and list them with the numbered motions in the area minutes, including number of yes, no and abstaining votes.
5. To call the ASC meeting to order in the absence of the Chairperson, Vice Chairperson, and Regional Committee Member, and to preside until the immediate election of a Chairperson Pro-tem (see Article VI).
6. To be custodian of the Committee's mailbox key. To check the mailbox regularly and distribute mail to appropriate chairs/committees. All other mail should be given to the ASC chair. PO Box 227 is located at the Sellersville, PA post office.
7. To maintain the Committee's files and archives.
8. To keep on file the current ASC guidelines and minutes.
9. To notify the participants of each special meeting, utilizing such methods of notification as is agreed upon by the Committee.
10. To maintain the folder for New Group Forms. Folder includes New Group Registration Form, List of questions for potential groups and Group Starter Packet list.
11. To serve as JAC Secretary.

### **Vice-Secretary**

#### Vice-Secretary Requirements:

1. 6 months clean time.
2. Personal computer with email access.
3. An automatic nomination for the position of ASC Secretary after the completion of the term of the current ASC Secretary.
4. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson or Vice Chairperson is required.

#### Vice-Secretary Duties:

1. To assume all duties of the Secretary in their absence.
2. To assist the Secretary with the duties of the position.

## **Treasurer**

### Treasurer Requirements:

1. 3 years clean time.
2. One-year prior experience as a group treasurer and prior participation in the ASC.
3. Time and resources available to do the job.
4. MUST be employed and/or have a steady source of income.
5. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson or Vice Chairperson is required.

### Treasurer Duties:

1. To be the custodian of the Committee's funds.
2. To disburse funds as necessary in accordance with Committee decisions when the funds are available.
3. To be co-signer of the Area bank account.
4. To give a financial report at each monthly ASC meeting, which is incorporated into the area minutes.
5. To deposit ASC funds into the ASC bank account in a timely manner.
6. To provide a detailed copy of the Treasurers report to the Area Secretary, within one week after the ASC meeting, which will include the donations and literature purchases of each group.
7. To serve as a JAC member.

## **Vice-Treasurer**

### Vice-Treasurer Requirements:

1. 2 years clean time.
2. One-year prior experience as a group treasurer and prior participation in the ASC.
3. Time and resources available to do the job.
4. MUST be employed and/or have a steady source of income.
5. An automatic nomination for the position of Treasurer after the completion of the term of the current Treasurer.
6. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson or Vice Chairperson is required.

### Vice-Treasurer Duties:

1. To assume all duties of the Treasurer in the absence of the Treasurer.
2. To assist the Treasurer with the duties of there position.

## **Policy Representative**

### Policy Representative Requirements:

1. 2 years clean time.
2. Previous experience in the Pure and Simple Area as Policy Representative-Alternate preferred; if not, as an ASC Officer or a Sub-Committee Chair.
3. Access to a personal computer.

4. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson or Vice Chairperson is required.

#### Policy Representative Duties:

1. To act as parliamentarian at ASC and Executive Body meetings to ensure that all Area Guidelines and Parliamentary rules are followed.
2. To maintain a record of all current Area Guidelines, including changes as they were enacted.
3. To conduct ongoing Policy review and make recommendations to the ASC when changes become necessary.
4. To provide an annual update of policy guidelines reflecting changes made during the year by the ASC and to provide dated digital copies to the ASC Subcommittees and member groups. This update shall supersede all earlier versions.
5. To forward updated digital policy to ASC Secretary no later than one week after ASC meeting for distribution with Area minutes.
6. To number each legitimate motion prior to its vote. Example: Motion number 1, May, 2012 = 001.05.12
7. To serve as a JAC member.
8. To chair the JAC meeting in the absence of the JAC Chair.

### **Policy Representative – Alternate**

#### Policy Representative – Alternate Requirements:

1. 18 months clean time requirement
2. Access to personal computer
3. Length of commitment: 1 year as Alternate, followed by 1 year as Policy Representative.
4. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson or Vice Chairperson is required.

#### Policy Representative - Alternate Duties:

1. To assume all duties of the Policy Representative in their absence.
2. To assist the Policy Representative with all duties of their position.
3. Automatic nomination for Policy Representative after the completion of the term of Policy Representative – Alternate. Election is required.
4. To serve as a JAC member.

### **Regional Committee Member**

#### Regional Committee Member Requirements:

1. 3 years clean time.
2. At least one-year prior experience in the NA service structure.
3. Prior commitment as GSR.

4. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson or Vice Chairperson is required.

#### Regional Committee Member Duties:

1. To represent the Committee at each Eastern Pennsylvania Regional Committee Meeting.
2. To prepare a typewritten or legible report of the progress, problems and projects of the Pure and Simple Area to be acknowledged at the Regional Service Committee meeting (RSC). Also prepares a report regarding the RSC meeting and gives that report at the following ASC meeting.
3. To keep the Pure and Simple Area informed of activities, strengths and problems in the fellowship.
4. To provide the Chairperson with additional agenda items from the RSC prior to the next ASC.
5. To hold a Conference Agenda Report (CAR) workshop every other year.
6. To serve as a JAC member.

### **Alternate Regional Committee Member**

#### Alternate Regional Committee Member Requirements:

1. Requirements for this position are the same as RCM, except 2 years clean are required.
2. To attend all ASC meetings and to stay for their entirety. If absence is necessary, prior notification to the ASC Chairperson or Vice Chairperson is required.

#### Alternate Regional Committee Member Duties:

1. To perform the regional functions of the RCM in their absence.
2. To assist the RCM in the duties of their position.

### **Hospitals & Institutions Chairperson**

#### H&I Chairperson Requirements:

1. 2 years clean time.
2. Attends all H&I committee meetings at the Area and Regional levels.

#### H&I Chairperson Duties:

1. To keep order in the committee meetings.
2. To act as a communication link between the committee and the ASC.
3. To provide a written report to the ASC.
4. To correspond with institutions served by this committee, including communications with the leaders of institutions in setting up new presentations and working out problems.
5. To follow the guidelines of the H&I committee once elected.

## **Literature Chairperson**

### Literature Chairperson Requirements:

1. 2 years clean time.

### Literature Chairperson Duties:

1. To oversee the committee to insure its proper functioning.
2. To attend all ASC meetings in their entirety and provide the Area with a written report from the committee.
3. To work hand-in-hand with the vice-chair to train them for this position.
4. To maintain accurate minutes of all committee meetings.
5. To follow the guidelines of the Literature committee once elected.
6. To purchase Conference Agenda Reports (CAR) for all Area groups.

## **Literature Vice-Chairperson**

### Literature Vice-Chairperson Requirements:

1. 1 year clean time.

### Literature Vice-Chairperson Duties:

1. To assume all duties of the Literature Chairperson in their absence.
2. To assist the Chairperson with the duties of there position.
3. To learn and prepare to succeed the Chairperson in accordance with the Guidelines and Procedures of the Literature Committee.
4. Nominated as Literature Chairperson at the completion of the term of the Chairperson.

## **Public Relations Chairperson**

### PR Chairperson Requirements:

1. 2 years clean time.
2. Attends all PI committee meetings at the Area and Regional levels.

### PR Chairperson Duties:

1. To keep order in the committee meetings.
2. To act as a communication link between the committee and the ASC.
3. To provide a written report to the ASC.
4. To respond to requests from the public for information about Narcotics Anonymous.
5. To follow the guidelines of the PI Committee.

## **Meeting List Chairperson**

### Meeting List Chairperson Requirement:

1. 1 year clean time.
2. Transportation.
3. Access to a computer.

### Meeting List Chairperson Duties:

1. To maintain and print the Pure & Simple Area meeting list.

2. To work with the Regional Meeting List Subcommittee to coordinate changes to the Regional meeting list.
3. To coordinate with the Regional Website Committee in regard to meeting information changes.
4. To provide a written report to the ASC.

## **Unity Committee Chairperson**

### Unity Chairperson Requirements:

1. 3 years clean time.
2. Attends all Unity committee meetings at the Area and Regional levels.
3. Time and resources available to do the job.
4. MUST be employed and/or have a steady source of income.

### Unity Chairperson Duties:

- 1) To keep order in the committee meetings.
- 2) To act as a communication link between the committee and the ASC.
- 3) To provide a written report to the ASC.
- 4) To encourage unity and fellowship among NA members by organizing and planning events.
- 5) To provide a written proposal at least two (2) months in advance of all planned activities that require expenditure or possible expenditure(s).  
This proposal will include:
  - (1) Date & time of event(s)
  - (2) Location
  - (3) Any associated cost(s)
  - (4) Flyers
  - (5) Deposit Amounts
- 6) To submit to the ASC Treasurer all proceeds along with an itemized accounting report and all receipts at the first ASC meeting that follows the completion of any event(s) that required use of Area funds.
- 7) To follow the guidelines of the Unity Committee.

## **ARTICLE VI**

### ***Election of Officers and Subcommittee Chairpersons***

#### **ASC Officers**

1. The Executive body shall consist of **Chairperson, Vice Chairperson, Secretary, Treasurer, RCM, and Policy Representative.**

#### **Schedule of Elections**

All ASC Officers, Vice positions, Alternates and Subcommittee Chairpersons are elected in March to serve a one-year commitment. Notice of ASC elections will be prominently displayed in the Area minutes for the months of December and January. Nominations will be submitted in February, elections will take place in March. In the case of a nomination being submitted during New Business at the March ASC meeting, that election will take place in April. Elections require a simple majority vote.

## **Guidelines for Nominations**

The following steps are conducted for *each position* during the February ASC meeting; also during nominations to fill vacant positions:

1. The ASC Chairperson reads the qualifications and responsibilities for the position. Then asks if there are any nominations for that position. All nominees must be present at time of nomination.
2. Any member of NA may submit a nomination through their home group, which will be brought to the ASC by that group's GSR; this nomination will not require a second. Any member attending the ASC meeting may also submit a nomination; a second by a GSR is required for this nomination.
3. After accepting nominations, the ASC Chairperson will ask if there are any additional nominations. If there are none, the Chairperson closes the nominations for that position and asks each nominee to qualify him or herself.

## **Guidelines for Elections**

The following steps are conducted for *each position* during the March ASC meeting; also during elections to fill vacant positions:

1. Each nominee must be present at the ASC meeting to be elected. Verbal qualifications are taken, followed by a short question and answer period.
2. Clean time and other qualifications will not be waived if another nominee meets the requirements.
3. After all questions have been answered, the nominees are asked to leave the room.
4. A brief discussion period will follow. If, during this time more questions arise, the nominees will return to address them and then once more be asked to leave the room.
5. Call to a vote. Simple majority wins.

All elected parties' positions shall begin at the start of the next regular meeting following the meeting at which they are elected.

## **Multiple Positions**

No voting officer shall hold more than one voting position at any time, and no officer shall be eligible to serve more than two terms consecutively in the same office. Upon election to an ASC Executive Officer position, the NA member should resign from any other ASC Executive Officer position.

## **Nominations and elections to fill a vacant position**

Nominations to fill a vacant position may take place during New Business of the next regular meeting after the vacancy occurs. Notice of intent to fill a

vacancy shall be provided to the Groups. All nominees must be present at time of nomination.

An election to fill a vacant position will take place during Old Business of the next regular meeting following any nomination.

In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a new Chairperson. A Chairperson with experience will be elected to finish the term. In the event the position of Treasurer becomes vacant, the Executive body will appoint someone to take over the position until a Treasurer is present or elected.

### **Election of a Pro-tem chairperson**

In the absence of the Chairperson, Vice-Chairperson, Regional Committee Member, and Alternate RCM, the Area Secretary shall preside over the meeting until the election of a Pro-tem Chairperson.

After quorum has been established, the first order of business is to elect a member to fill in as the Chairperson until one of the four eligible Committee members arrives.

The Pro-tem chairperson nomination / volunteer must be seconded by a GSR and the vote must have a two-third majority. If the Pro-tem chairperson is a GSR, that GSR may carry the vote or motion of his/her Group Conscience but may not vote or make other motions.

## **ARTICLE VII**

### ***Removal of Executive Body Members***

An Officer may be removed from his/her position for non-compliance. A 2/3 vote is required for removal. Non-compliance includes, but is not limited to:

- ✓ Loss of abstinence.
- ✓ Non-fulfillment of the duties of his/her position.
- ✓ Absence at two consecutive meetings of the Area Service Committee without prior notification.

An Officer of this Committee may resign by providing written notice to the ASC Chairperson at a particular ASC.

## **ARTICLE VIII**

### ***Meetings***

#### **Regular Meeting**

The regular meeting of the Committee shall be held on the 2<sup>nd</sup> Sunday of the month unless otherwise scheduled by the Committee. If an ASC meeting falls on a holiday (Easter, Valentine's Day, Mother's Day, Father's Day, Passover, Yom Kippur, First Day of Rosh Hashanah) the Area will meet the following week.

## **Special Meetings**

Special meetings may be called by the Chairperson of the Committee, and shall be called upon the written request of members of the Committee. The purpose of the meeting shall be stated; No business other than that which is stated will be conducted. At least 7 days notice shall be given.

## **ARTICLE IX**

### ***Procedures for Accepting New Groups***

When a group petitions to join the Pure and Simple Area, the following steps are suggested.

#### **In the ASC meeting which the group petitions:**

- 1) The group petitions for membership during New Business.
- 2) The representative(s) provide:
  - a) The name of the group.
  - b) The day of the meeting.
  - c) The time of the meeting.
  - d) The location of the meeting.
- 3) The ASC Secretary provides the list of questions to the petitioning group's representative (see addendum I).
- 4) The following is read by the ASC Chairperson:

***The "group name" group of Narcotics Anonymous has requested to join the Pure and Simple Area. For the next month, all Narcotics Anonymous members in the Pure and Simple Area are encouraged to attend the meeting. At the next ASC, we will hear the group's responses to our Area question list and vote on whether or not to accept the group into the Pure and Simple Area.***

- 5) The group is then offered a startup package. If they chose to accept the startup package the Literature Committee is notified and the group is given the literature at that time.

#### **During Old Business of the ASC meeting following the petition:**

- 1) The ASC Chairperson shall read the list of Area questions (see Addendum I page 27) to the group representative one by one; allowing the representative to answer after each question is read.
- 2) The ASC Chairperson asks the GSRs if they have any questions for the group's representatives.
- 3) The ASC Chairperson asks the representative to leave the room (out of eyesight and earshot).
- 4) The Chairperson reads the 4<sup>th</sup> Tradition:

Tradition 4: "Each group should be autonomous except in matters affecting other groups or NA as a whole."
- 5) The floor is open for any discussion.
- 6) If there are any additional questions for the petitioning group:
  - a) The representative is asked back into the room.
  - b) The ASC Chairperson asks any additional questions.
  - c) The representative is asked to leave the room again.

- d) This process is repeated until all questions have been answered.
- 7) The vote is conducted by hand and the majority must be 2/3.
- 8) The group is called back in and given the results of the vote.
- 9) Any additional information / explanations will be provided by the ASC Chairperson after the ASC meeting.

## **ARTICLE X**

### ***Group Removal***

A Group not following the 12 Traditions of Narcotics Anonymous ought to remove itself from the Area as a participating Group.

If a problem group chooses not to remove itself, ASC members and volunteers shall attend the meeting and peacefully try to resolve any tradition violations. If no resolution can be found, the group may be removed by a 2/3 vote.

A removed group may not remain a recognized Group of the Area nor remain on the Area Meeting List until its Group conscience is to follow the 12 Traditions.

When a group is removed, the meeting list and phone line shall be updated with the appropriate information.

## **ARTICLE XI**

### ***Subcommittees***

#### **Standing Subcommittees**

The ASC may establish subcommittees as needed to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the Area Service Committee. Standing subcommittees may include, but not be limited to administrative, public information, hospitals and institutions, literature, activities, and any other standing subcommittees, which shall be deemed necessary to carry on the work of the Area Service Committee. At the inception of these standing subcommittees, the voting members of the Area Service Committee will elect a Chairperson and Vice Chairperson. Other officers of each standing subcommittee will be elected by the subcommittee membership.

#### **Subcommittee Guidelines**

All standing subcommittees of this Area Service Committee shall create and adopt guidelines which are consistent with "A Guide to Local Services in Narcotics Anonymous", the Twelve Traditions of Narcotics Anonymous, and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.

The guidelines of each standing subcommittee shall be subject to review by the Area Service Committees as a whole at a special meeting, and then approved at a regular meeting. Subcommittee Guidelines will be made a part of Area Policy as an Addendum. It will be the responsibility of the Subcommittee Chairs to inform the Area of any changes, updates or corrections

## **Subcommittee records**

Subcommittees are to keep minutes and financial records which are to be available upon request.

## **ARTICLE XII** ***Ad-Hoc Committees***

The Chairperson of the Area Service Committee, with the approval of voting members, shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific function.

The following items should be identified and entered into the minutes upon the creation of an ad-hoc committee.

- The purpose of the Ad-Hoc committee.
- The Chairperson of the Ad-Hoc committee.
- The duration of the Ad-Hoc committee.
- The membership of the Ad-Hoc committee if necessary.

\* Ad-hoc committees are created to provide information to the ASC body. They are not allowed to bring motions, other than for funding to operate the subcommittee to the ASC floor.

## **ARTICLE XIII** ***Amendments of Guidelines***

### **Amendments affecting area groups**

**To amend ASC Guidelines that will affect the Groups of this Area:**

1. The amendment must be in the form of a written motion.
2. The amendment may be discussed on the Area floor during the ASC meeting in which it is introduced.
3. The amendment will be sent out to the groups for input and review for 30 days.
4. After a 30-day review period, the motion will be addressed during old business. Any amendments to the motion may be offered at this time.
5. The motion (or motion as amended) then goes back to the groups for another 30-days for a vote, which will be tallied at the following ASC meeting.
6. The vote must be a 2/3 majority to carry the amendment.
7. Upon acceptance, the Policy Representative shall draft a final version of the motion (if necessary) and incorporate it into the Pure and Simple Area Service Guidelines.

### **Amendments not affecting area groups**

**To amend Guidelines not affecting the area groups:**

1. The amendment must be in the form of a written motion.
2. The amendment may be discussed on the Area floor during the ASC meeting in which it is introduced.
3. Any amendment may be made to the motion at that time.

4. The motion and amendments will then be voted on at that meeting.
5. The vote must be 2/3 of the voting participants.
6. Upon acceptance, the Policy Representative shall incorporate it into the Pure and Simple Area Service Guidelines.

## **ARTICLE XIV**

### ***Main Motions***

#### **Who can make a motion?**

Those participants who can make motions are as follows:

- Home Groups
- Group Service Representatives
- Subcommittee Chairpersons
- Treasurer
- Secretary
- RCM
- Policy Representative

#### **When can a motion be brought?**

All motions are to be submitted to the JAC Chairperson or JAC Secretary by email or in written form before the start of the JAC meeting. It is recommended that any member submitting a motion be present at the JAC meeting where that motion will be discussed.

If an issue arises during an ASC meeting that requires immediate attention, the Rules of Order can be suspended and a motion may be presented at that time. If the issue does not require immediate attention it may be handled at the following ASC meeting.

If a motion is entered on the floor and fails, that motion cannot be entertained for a period of six months.

#### **What is the process for introducing a motion?**

All motions are to be submitted to the JAC for review and disposition as per their committee guidelines. The ASC Chairperson will introduce all legitimate motions on the floor during New Business.

#### **Seconding a motion**

Motions brought by a home group do not need to be seconded.

A GSR must second all other motions. If there is no second the Chairperson will say, "The motion dies for lack of a second," and the meeting shall continue.

After the second, if one is required, the Chairperson may rule the motion out of order or disallow the motion.

#### **Which motions can be handled on the ASC floor and which cannot?**

Any motions that pertain to the Area Service Committee or its subcommittees may be voted on the ASC floor by the voting participants.

All motions pertaining to the member groups and/or their purpose shall be tabled to the groups for a decision. The votes will be tallied at the next ASC.

If the Chairperson is in question as to whether a motion pertains to the ASC or to the groups, the Chairperson may call for a vote to decide whether it is dealt with by the ASC or by the groups. This will need a 2/3 vote. Failing that, the motion shall be handled at the ASC.

Regional motions that do not affect the groups may be handled on the ASC floor unless the motion specifically directs group input.

### **Debate on a motion**

Debate is the formal exchange of views on an idea. Debate on motions is usually limited to two or three pros and two or three cons (speakers for and against the motion).

### **When does debate happen?**

Debate happens prior to a vote.

Any motions that will be voted upon during the current ASC may be debated.

Motions that will be relegated to home groups may also be debated, but only during the ASC at which the motion was made, prior to the motion going back to home groups for vote.

The ASC meeting after a home group vote is for tallying of the votes only and no debate will be entertained at that time.

### **Voting**

After debate on a motion is concluded, either by the absence of interest or by the Chairperson's discretion, the motion comes to a vote or is sent back to the home groups.

Calculation of a vote should be done by a show of hands. If the motion affects an individual or a group, the individual or group members are asked to leave the room out of eye shot or earshot. At that time the vote should be calculated by a show of hands.

When accepting a new group in to the area, refer to Article IX, procedures for accepting a new group.

GSR/Alt. GSR will lose their group's vote with two consecutive absences from the ASC Meeting.

GSR/Alt. GSR can regain their group's vote by attending two consecutive ASC meetings. They will regain their vote during New Business of the second meeting.

### **Abstentions**

The number of YES and NO votes determines a majority. Should participants abstain, their votes are not counted either for or against the motion. (i.e. there are 10 members present for a vote requiring a 2/3 majority. If 2 vote YES, 1 votes NO, and 7 abstain, the motion carries with a 2/3 majority).

## **Majority**

This will be 2/3rds of the eligible voting members of the area.

# **ARTICLE XV**

## ***Parliamentary Motions***

**Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.**

### **Motion to SUSPEND THE RULES**

TWO-THIRD majority required.

Is DEBATABLE.

Due to unforeseen circumstances, a body may find it necessary to suspend its normal rules in order to conduct the business at hand. At the point where the rules do not allow a certain course of action, a participating member may make the motion to suspend the rules until the particular issue is resolved. This motion must be seconded by a GSR and requires a two-third majority.

### **Motion to AMEND**

SIMPLE majority required.

Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

### **Motion to call the PREVIOUS QUESTION**

TWO-THIRD majority required.

Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question," or "move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no

debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

### **Motion to TABLE**

SIMPLE majority required.  
Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to table it. Saying, "I move we table this motion until such-and-such a date/meeting", does this. This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

### **Motion to REMOVE FROM THE TABLE**

SIMPLE majority required.  
Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. Saying, "I move to remove from the table the motion to such-and-such" does this. If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

### **Motions to RECONSIDER or RESCIND**

MAJORITY required varies.  
Is DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last months or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order. The motion to reconsider requires a simple majority provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

## **Request to WITHDRAW A MOTION**

UNANIMOUS CONSENT required.  
Is NOT DEBATABLE.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

Withdrawing a motion is not allowed after the Home Groups have discussed and voted on the motion. Only the vote tally occurs at the next ASC.

## **Offering a SUBSTITUTE MOTION**

SIMPLE majority required.  
Is DEBATABLE.

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

## **Motion to ADJOURN**

SIMPLE majority required.  
Is NOT DEBATABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

## **Other Procedures**

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### ***Order of the day***

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "Call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote--the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

### ***Point of information***

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of information." This means, "I have a question to ask," not "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

## ***Point of order***

If it appears to a committee member that something is happening in violation of the guidelines, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says, "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

## ***Point of appeal***

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chair.

## ***Parliamentary inquiry***

If a committee member wants to do something but doesn't know how it fits in with the current guidelines, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary Inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

## ***Voting Procedures of Parliamentary Motions***

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

# **Addendum I**

## ***List of questions for prospective groups***

The following list of questions shall be given to a petitioning group upon notice of their intent to join the Area and administered in accordance with the Pure and Simple Area Guidelines.

- 1.) Does your group intend to follow the 12 steps and 12 Traditions of Narcotics Anonymous?
- 2.) Has your group arranged for a facility that will be available on a reliable and consistent basis?
- 3.) Has your group established a format and if so, would you be willing to submit a copy for Area consideration?
- 4.) Is your group willing to adhere to the Pure and Simple Area Guidelines?
- 5.) How many home group members does your group have?
- 6.) What day of the week and time does your group intend to meet?
- 7.) Does your group have any outside affiliations or receive any outside support and if so, what are they?
- 8.) Will your meeting be open to the public or closed for addicts only?
- 9.) Will your group turn away any addicts seeking recovery?
- 10.) Would your group like to make a statement to the Area?
- 11.) If your meeting facility is associated with a substance abuse program (i.e. halfway house, rehabilitation center), what are the policies regarding former patients attending your meeting after the successful or unsuccessful completion of their term.
- 12.) What, if anything can the Pure and Simple Area Service Committee do to help your group get started?

## Addendum II

### *Motion Table*

TYPE OF MOTION	PURPOSE	I N T E R R U P T	S E C O N D	D E B A T A B L E	VOTE
Suspend the rules	To suspend it's normal rules to conduct business at hand	No	Yes	Yes	2/3
Amend	To change part of the language in a motion	No	Yes	Yes	Simple
Amend by substitution	To alter the main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Point of information	To be allowed to ask a question about a motion being discussed, not to offer information.	Yes	No	No	None
Order of the day	To make the committee return to it's agenda if it gets onto another track.	Yes	No	No	None
Point of order	To request clarification of the policy when they are being broken.	Yes	No	No	None
Parliamentary Inquiry	To ask the chair about how to do something according to the policy.	Yes	No	No	None
Previous question	To stop the vote right now on whatever motion is at hand.	No	Yes	No	2/3
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed (motion maker had to have been on the winning side of vote).	No	Yes	Yes	2/3
Table	To put off further consideration of a motion until a latter date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

## **ADDENDUM III**

### ***Guidelines for the Public Relations Subcommittee***

#### ***Purpose***

To further fulfill the primary purpose of the fellowship of NA, which is to carry the message of recovery to addicts by informing the public about Narcotics Anonymous.

To initiate and coordinate actions within the fellowship, ensuring unity and clarity in all Public Relations (PR) activities.

To coordinate and implement public relations efforts outside the fellowship at an Area level, as well as, those efforts which may cross Area service boundaries.

All activities of this committee shall be consistent with the twelve traditions of NA, the Pure and Simple Area (PSA) guidelines, these committee guidelines, and based on the needs of the fellowship as determined by the members of this committee in cooperation with the Area Service Committee (ASC) and Area groups.

To act as the point of accountability to provide learning materials to home groups to stimulate discussion and knowledge about our NA service structure.

#### ***The Committee***

The PR committee is directly responsible to those it serves, which is the ASC. The committee reports to the ASC and follows such direction that the ASC may give, responding to all requests for information in a timely, effective manner. The PR committee meets regularly at a designated time and place that is well publicized within the fellowship, encouraging all members to attend.

#### **Participants of the committee**

**Voting members:** Members of NA who attend two consecutive PR meetings are able to vote.

**Non-Voting members:** Members who miss two consecutive meetings without prior notice.

#### **Requirements and Duties for Officers**

The following are general requirements needed for ALL positions on this sub-committee.

- 1.) Member of an NA Home Group in the Pure and Simple Area of Narcotics Anonymous.
- 2.) Time and resources available to be an active participant.
- 3.) Willingness and desire to serve.
- 4.) Should stay for the entire PR meeting.

The following are general requirements for all Vice-Positions (Vice.) & Alternates (Alt.).

- 1.) To learn the duties and responsibilities of the chairperson for the committee on which the Vice. / Alt. serves.

## **Requirements and duties for each position:**

### **PR Chairperson Requirements**

- 1.) Should have 3 years clean time.
- 2.) One-year prior involvement in PR, preferably as PR Vice-Chairperson.
- 3.) Organizational skills, leadership qualities and the ability to communicate.

### **Duties of the PR Chairperson**

- 1.) To open the meeting at the appointed time by taking the chair and calling the meeting to order after having determined that quorum is met.
- 2.) To recognize participants who are entitled to the floor. To state and to put to vote legitimate motions and to announce the results of each vote.
- 3.) If a motion that is not in order is made, to rule it out of order.
- 4.) To protect the Committee from obviously frivolous or unnecessary motions by refusing to recognize them.
- 5.) To enforce the rules relating to debate and to order decorum within the Committee when appropriate.
- 6.) To vote in the case of a tie (not required).
- 7.) To expedite business in every way possible consistent with the rights of participants.
- 8.) To decide all questions of order, subject to appeal, unless, when in doubt, the Chairperson prefers to submit such a question to the Committee for decision.
- 9.) To declare the meeting adjourned when the Committee so votes or when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- 10.) Schedule and conduct committee meetings on a regular basis with a firm yet understanding hand, making sure to conduct all meeting with impartiality and fairness.
- 11.) When needed, submits a typewritten or legible report to the ASC.

- 12.) To participate at the regional at the Regional PR Sub-Committee meetings.

### **PR Vice-Chairperson Requirements**

- 1.) 2 years clean time
- 2.) One-year prior involvement in PR

### **Duties of PR Vice-Chairperson**

- 1.) Serve in the absence of the Chair.
- 2.) Automatic nomination for position of Chairperson during PR elections.
- 3.) Assist as parliamentarian when needed.

### **PR Secretary Requirements**

- 1.) 1 year clean time.
- 2.) Personal computer with email access.

### **Duties of PR Secretary**

- 1.) In the absence of the Sub-Chairperson and the Vice Chairperson, call the meeting to order and preside over the meeting.
- 2.) To keep on file all Sub-Committee reports.
- 3.) To maintain the Sub-Committee's files and archives.
- 4.) To keep and update the Sub-Committee's official membership list and to call the roll where it is required.
- 5.) To keep on file the current PR guidelines and minutes.
- 6.) To notify the participants of each special meeting, utilizing such methods of notification as is agreed upon by the Committee.

### **Duties of Greeter**

1. Warmly greet participants and visitors at ASC meetings.

### **Resignation or removal of Participants**

The following shall be considered sufficient reason to remove any participant in question from their respective position:

- 1.) Relapse of the Chairperson, Vice-Chairperson or Secretary
- 2.) Failure to attend two consecutive meetings without prior notice, subject to the judgment of the committee.

### ***Presentations***

The following are duties and requirements of presenters. Positions will be nominated per presentation. If there are time constraints that do not allow a formal vote to be taken at PR sub-committee meeting then an informal discussion among the Chairperson, Vice-Chairperson and Secretary will decide the appropriate people to fill the position.

### **Presentation Chairperson**

- 1.) 1 year clean time

- 2.) Prior chair experience, either at sub-committee level or a homegroup level
- 3.) Able to communicate effectively to a large group of people
- 4.) Willingness and desire to serve

### **Presentation Speaker**

- 1.) 1 year clean time
- 2.) Prior chair experience, either at sub-committee level or a homegroup level
- 3.) Able to communicate effectively to a large group of people
- 4.) Willingness and desire to serve

### **Presentation Observer:**

- 1.) 6 months clean time
- 2.) Willingness and desire to serve

### **Parliamentary Procedure**

All motions pertaining to the sub-committee will require simple majority. For all other parliamentary motions please refer to the voting section in the ASC policy.

## **ADDENDUM IV**

### ***Guidelines for the Hospitals & Institution Sub-Committee***

#### ***PURPOSE OF THE COMMITTEE:***

The purpose of the committee is to coordinate local H&I activities. It is a service of P.S.A.N.A.S.C. and reports its activities and needs to the ASC.

It provides a forum for the experience: "I CAN'T. WE CAN."

It provides a communication link between the meetings at the Area level, and the Regional and World H&I committees. The committee is financed by funds, which flow through the ASC, and makes an accounting of financial standing and financial need to the ASC. The committee holds workshops and orientations for groups when needed. Our primary purpose is to carry the message of recovery to the still suffering addict in institutions.

#### ***FUNCTION OF THE COMMITTEE:***

The primary function of the committee is to carry the message of recovery to the still-suffering addict in hospitals and other institutions. In addition to the functions listed above, the committee serves in any way directed by the groups of the area, through the ASC.

### **Structure of the Committee**

#### **Chairperson**

- 1.) One-year commitment.
- 2.) Suggested two years continuous abstinence from all drugs.
- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) Keeps order in the committee meetings.
- 5.) Keeps discussion on the topic at hand.
- 6.) Prepares an agenda for each committee meeting.
- 7.) Sees that the Traditions are upheld.
- 8.) Forms a communication link between the committee and ASC, hand out written reports to the ASC.
- 9.) Corresponds with institutions served by this committee, including communications with the leaders of institutions in setting up new presentations and working out problems.
- 10.) Attends all H&I meetings at the Area and Regional levels.
- 11.) Teaches the vice-chair the responsibilities of the position
- 12.) If the chairperson misses two consecutive H&I meetings or ASC without due cause, the committee will seek direction from the ASC in finding a chair.
- 13.) Provides a written report at all sub-committee meetings.

#### **Vice Chairperson**

- 1.) Two-year commitment - one as vice-chair, one as chair.
- 2.) Suggested one-year clean time.

- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) Helps the chair maintain order.
- 5.) Acts as the chairperson in the absence of the chair.
- 6.) Attends institutional presentations on a monthly basis, or as directed by the committee.
- 7.) Attends meetings with institutional leaders and chair of the H&I committee.
- 8.) Oversees the H&I committee budget.
- 9.) To assist H&I sub-committee members in complying with the guidelines of this sub-committee.
- 10.) If the vice-chair misses two consecutive H&I meetings or ASC without due cause, the committee will seek direction from the ASC in finding a new vice-chair.
- 11.) The vice-chair will preside over two H&I meetings prior to becoming chairperson.

### **Secretary**

- 1.) One-year commitment.
- 2.) Suggested one-year clean time.
- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) Takes an accurate set of minutes during H&I committee meetings.
- 5.) Maintains a current list of volunteer services (speakers, phone lines, panel members, panel leaders, lists of institutional presentations).
- 6.) Maintains an ongoing file of minutes and correspondence.
- 7.) Teaches the vice-secretary the responsibilities of the position.
- 8.) If the secretary misses two consecutive H&I committee meetings without due cause, the committee will seek a new secretary.

### **Vice Secretary**

- 1.) Two-year commitment - one as vice-secretary, one as secretary.
- 2.) Suggested six months clean time.
- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) Acts as secretary in the absence of the secretary.
- 5.) Helps the secretary with the duties of the office.
- 6.) Will preside over two meetings prior to becoming secretary.
- 7.) If the vice-secretary misses two consecutive meeting without due cause, the committee will seek a new vice-secretary.

### **Literature Chairperson**

- 1.) One-year commitment.
- 2.) Suggested one-year clean time.
- 3.) Working knowledge of the 12 Steps and the 12 Traditions through application.

- 4.) Keeps an accurate count of literature on hand, given out, and reports this back to the committee.
- 5.) Prepares a monthly literature budget and reports it to the committee.
- 6.) Brings changes in literature back to the committee.
- 7.) Teaches the literature vice-chair the responsibilities of the position.
- 8.) If the literature chair misses two consecutive H&I meetings without due cause, the committee will seek a new literature chairperson.

### **Literature Vice Chairperson**

- 1.) Two-year commitment - one as literature vice-chair, and as literature chair.
- 2.) Suggested six months clean time.
- 3.) Working knowledge of the 12 Steps and the 12 Traditions through application.
- 4.) Helps literature chair count and distribute literature.
- 5.) Reports literature needs to the literature chair or the H&I chair.
- 6.) Acts as literature chair in that person's absence.
- 7.) Will preside over two meetings prior to becoming literature chair.
- 8.) If the literature vice-chair misses two consecutive H&I meeting without due cause, the committee sill seek a new literature vice-chair.

### **Member**

- 1.) No clean time requirement to attend and give input.
- 2.) Any member who has 90 days clean and has two consecutive H&I committee meetings may vote at their third meeting.
- 3.) A member has a responsibility to attend H&I meetings and workshops.
- 4.) Active participation is our primary purpose (supports institutional presentations, 12 step calls, etc.).
- 5.) All members of this committee should have a willingness to learn and to apply the 12 Steps and 12 Traditions, and be responsible for their personal recovery.
- 6.) If any member of the committee misses two consecutive meeting without due cause, or relapses, they lose their voting privilege and any positions they hold.

### ***Voting Procedures – Privilege of Vote***

Any member who has 90 days clean and has attended two consecutive H&I committee meetings may vote at their third meeting.

To maintain voting, a member may not relapse, or miss more than two consecutive meetings without due cause.

## **Procedures in Voting**

A motion may be made or seconded by any voting member of this committee.

After the motion has been made and seconded, the H&I chair will entertain two Pros, two Cons and two questions pertaining to the motion. At the discretion of the chair, discussion may continue for a longer period of time as needed. After discussion, a vote will be taken.

On motions other than those setting policy for this committee, a simple majority carries the motion.

On motions changing or setting policy, a quorum (50% + 1) of the committee voting members must be present for a vote to be taken.

On motions dealing with committee policy issues, a clear two-thirds majority is needed for the motion to be carried; in these cases, abstentions are counted as "NO" votes. In non-policy issues, abstentions are counted as neither "YES" or "NO" votes.

## ***Panel System***

The H&I committee will institute the Panel System as suggested in the WSC Hospitals and Institutions Guidelines. We will follow these guidelines as closely as possible, taking into consideration the area need, and individual institutional restrictions.

A panel consists of a Panel Chair, a Panel Leader, and no more than three panel members.

### **Panel Chairperson**

- 1.) Active member of the H&I committee.
- 2.) One-year commitment.
- 3.) Suggested one-year clean time.
- 4.) The Panel Chair serves as the primary link between the institution and NA. He or she oversees the H&I approach to that facility by attending the presentations and upholding policy, helping to select the Panel Members, keeping track of the literature and generally seeing that the presentation is alive and well at all times.

### **Panel Leader**

- 1.) Suggested six months clean time.
- 2.) Three-month commitment.
- 3.) Responsibilities: The Panel Leader leads or chairs the presentations each week. He or she is responsible to see that the presentation is started and ended on time, and conducted according to the chosen format. Along with the Panel Chair, the Panel Leader maintains an atmosphere of recovery in the presentation.
- 4.) The Panel Leader helps choose the Panel Members for each presentation.
- 5.) The Panel Leader should attend at least one H&I Sub-Committee meeting a month and give verbal updates regarding the

presentation they cover, except in cases where commitments are held by Pure & Simple NA Home Groups. (In the case of a presentation that has a permanent panel covering the presentation, any member of that panel may attend in lieu of the panel leader.)

### **Panel Members**

- 1.) Required: 90 days clean time, an NA sponsor and a home group in the Pure & Simple Area.
- 2.) These are the people who carry the message in H&I presentations on a weekly basis. They should have a positive, hopeful attitude about recovery, and a willingness to serve.
- 3.) There should be an emphasis placed on sharing experience, strength, and hope the NA way, and not on "war stories".
- 4.) The Panel Member is responsible to notify the H&I committee of his or her probation/parole status, if any.

### **Commitments Held By Groups**

All policy concerning H&I commitments held by individuals also applies to commitments held by groups (Ex. Clean time requirement, length of commitment, etc.)

A group is required to send a representative to at least one of the monthly H&I Sub-Committee Meetings

The group's commitment will be revoked if there is no representative for more than three consecutive, regularly scheduled sub-committee meetings.

### **General Information**

Any member of the H&I committee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements set forth.

Any member not conforming to the foregoing requirements, or to any others which may be added, or who refuses to abide by the rules and regulations of the institution being served shall automatically be relieved of any H&I assignments previously granted.

No meeting in this area calling itself Narcotics Anonymous shall have a direct affiliation with any institution, except under the direct supervision of this committee in cooperation with the ASC.

No H&I member will involve themselves with any other activity at the institution that this committee serves which may result in conflict or damage to:

- The patient/inmate inside the institution.
- The working ability and privilege of this committee to carry the message inside the institution. For these reasons, no H&I member will interfere with or use influence in any institution, court, hospital, nor with any judge, doctor, probation officer or parole officer. Nor will he or she make any comments or promises regarding employment, parole, probation or medical problems.

We carry ONLY the message of Narcotics Anonymous - recovery through spiritual principles.

Length of clean time required by each institution is to be rigidly upheld by all H&I members.

Narcotics Anonymous case histories (life stories) and/or NA principles or NA general information are to be the only topics of discussion at any presentation conducted in all institutions served by this committee. All H&I speakers must strictly comply with this regulation, confining their talks solely to Narcotics Anonymous.

Excessive use of vile or profane language or filthy stories is strictly prohibited by the authorities of all institutions, and by this committee, and is requested by the patients themselves.

NOTHING will be given to or taken from any patient/inmate, including messages.

A member of the H&I committee will be allowed to participate in or attend an H&I presentation in any institution being served by this committee only with the express clearance of that institution.

In order to assist the purpose of NA in carrying the message, H&I members should present the clients with NA literature stamped with the NA Helpline number.

It is suggested that all H&I members have a working knowledge of the 12 Steps and 12 Traditions through application.

Finally, since the purpose of the H&I committee is to share their experience, strength and hope through the NA message, it is hoped that all H&I participants in these presentations try to get the patients/inmates involved with the presentation through reading, identifying, sharing, etc., and that a personal contact be established with the current Panel Leader and Panel Chair before the person leaves the institution.

## **Do's and Don'ts for H&I Work:**

### **Facility Rules**

- Do Attempt to get the treatment facility agreements in writing.
- Do Clarify the rules with whomever you bring into the facility.
- Do Adhere to the security regulations at all times.
- Do Arrive early to set up meeting.
- Do Keep the staff informed of your whereabouts.
- Do Obey the dress code. Exercise common sense.

### **Panel Leaders and Members**

- Do Screen all panel members speakers, and chairpersons.
- Do Adhere to the clean time requirements of the treatment facility and the H&I committee.
- Do Ensure that a clear NA message of recovery is carried by all panel members.
- Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility.
- Do Emphasize the importance of a sponsor, regular NA meetings attendance, and group commitments after release.
- Don't Bring any contraband items or weapons into the treatment facility.
- Don't Take messages and carry letters in or out of the facility.

- Don't Show favoritism to any residents.
- Don't Bring an NA member who has friends and / or family in the facility.
- Don't Wear flashy jewelry and don't carry excessive cash.
- Don't Use excessive profanity.
- Don't Attend H&I facilities alone.

## **Literature**

- Do Make directories of outside meetings available to the residents.
- Do Use the literature recommended for H&I work.

## **Facility Meetings**

- Do Start and end on time.
- Do Explain briefly during the meeting, what H&I is.
- Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships.
- Do Emphasize that NA recovery is available to all addicts, regardless of drugs used.
- Do Explain the language that we use (addict, clean, recovery, and clean time) and why we use it (the First Step of NA and Sixth Tradition of NA).

## **Resident Meeting Participation**

- Do Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.).

## **Facility Guidelines**

- Don't Debate any issue involving the facility's rules, regulations, programs, or other Fellowships with residents and staff.
- Don't Discuss conditions within the facility.
- Don't Discuss treatment staff members with residents.
- Don't Discuss residents with the treatment facility staff.
- Don't Sponsor residents in the treatment facility that you are attending as an H&I member.
- Don't Accept money or gifts from, or give money or gifts to, any resident.

## **Meeting Guidelines**

- Don't Give anyone within the facility your address or telephone number.
- Don't Provide anyone with another NA member's address or telephone number.
- Don't Bring in anyone who is not supposed to be there (sponsees, friends, guests).
- Don't Emphasize "using days" while sharing an NA message of recovery.

## ***PURE AND SIMPLE AREA H&I PANEL HANDBOOK***

The meetings this committee takes into Hospitals and Institutions should be for the benefit of the residents of that facility, not the speaker, the chairperson, or the staff. For this reason it is imperative that we make every attempt to conduct meetings that carry a strong, clear, positive message of NA recovery in a way that is attractive to the residents.

H&I meetings are the first exposure some residents have to NA. Quite literally, those who chair meetings in facilities are all these residents know of NA. Whether we like it, accept it or not, the meeting chairs are

representatives of NA as a whole to these residents. It is for this reason that meeting chairs must be aware of their conduct at these meetings. Following a few simple guidelines can help make NA safe, predictable, and attractive to residents.

- BE ON TIME!
- BE PREPARED
- KNOW THE FORMAT
- HAVE AN ALTERNATE FORMAT READY  
HAVE ANY LITERATURE/MATERIALS NEEDED
- FOLLOW THE FORMAT

### **General Information**

- Any member of the H&I committee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when they conform to the requirements set forth: 90 days for speakers and 6 months for the chair.
- Any member not conforming to the foregoing requirements, or to any which may be added, or who refuses to abide by the rules and regulations of the institution being served shall be automatically relieved of any H&I assignment previously granted.
- No meeting in this area calling itself Narcotics Anonymous shall have a direct affiliation with any institution, except under the direct supervision of this committee in cooperation with the ASC.
- No H&I member will involve themselves with any other activity at the institution that this committee serves which may result in conflict or damage to:
  - The residents inside the institution.
  - The working ability and privilege of this committee to carry the message inside the institution. For these reasons, no H&I member will interfere with, or use influence in any institution, court, hospital, nor with any judge, doctor, probation officer, or parole officer. Nor will he or she make any promises or comments regarding employment, parole, probation, or medical problems. We carry ONLY the message of Narcotics Anonymous recovery through spiritual principals.
- Length of clean time for H&I speakers is a minimum of 90 days or as required by each facility. This is to be rigidly upheld by all H&I members.
- Narcotics Anonymous case histories (life stories) and/or NA principals or NA general information are to be the only topics of discussion at any meeting conducted in all institutions served by this committee. All H&I speakers must strictly comply with this regulation, confining their talks solely to recovery based in the NA program. This is done through working with a NA sponsor, regular NA meeting attendance, NA homegroup, etc.
- Excessive use of vile or profane language or filthy stories is strictly forbidden by the authorities of all institutions, this committee, and the patients of the facility.
- Use only NA approved literature.
- It is suggested that all H&I members have a working knowledge of the 12 Steps and the 12 Traditions.
- Finally, since the purpose of the H&I committee is to share their experience, strength, and hope through the NA message, it is hoped that all H&I participants in these meetings try to get the residents involved with the meeting through reading, identifying, sharing etc., and that a personal

contact be established with current Panel Leader and Panel Chair before the person leaves the institution.

## **Do's and Don'ts for H&I Work**

DO make meeting lists available to residents.  
DO start and end meetings on time.  
DO try to get residents involved; especially those in long term facilities.  
DO obey dress codes; exercise common sense and respect for the facility in what you wear.  
DO keep staff aware of your whereabouts at all times.  
DO follow all security regulations at all times.  
DO use only NA approved literature.  
DO screen all panel members carefully, especially regarding clean time requirements.

DON'T break another person's anonymity.  
DON'T get in discussions about an inmates guilt or innocence.  
DON'T debate issues involving institution rules or regulations.  
DON'T discuss conditions within the facility or express opinions on the staff.  
DON'T debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.  
DON'T give or take gifts.  
DON'T carry excessive cash or wear expensive jewelry.  
DON'T show favoritism to any inmate.  
DON'T mail letters into or out of any institution.  
DON'T give out any person's name, address, or phone number without permission.  
DON'T carry any contraband items, such as cigarettes (if applicable) or weapons.

REMEMBER at all times that you have a responsibility to the institution, to the residents, and to Narcotics Anonymous. If you observe the above suggestions and follow the 12 Traditions, you will uphold your responsibility to all three.

To help the meeting chairs, the H&I Committee has come up with these questions to ask yourself when picking an H&I speaker.

- Do they share a positive message of recovery in regular meetings? (As opposed to constant war stories or complaining about everything wrong in their lives?)
- Do they share about recovery through NA in regular meetings? (As opposed to sharing a "mixed message")
- Do they share about applying the basics in their life in regular NA meetings? (NA steps, NA homegroups, NA sponsorship, NA service...)
- Do they share coherently (are they able to share complete thoughts and speak in full sentences?)?
- Do their actions outside the rooms reflect what they share in the rooms?
- Will their message and life be a source of hope and strength to the residents?

It is very important to call the Panel Leader or the H&I Chair twice a month to let us know how the meeting is going so we can better serve the addict that needs help.  
THANK YOU.

## **ADDENDUM V**

### ***Pure & Simple ASC Meeting Format***

**Call To Order:** Meeting to start at 2:00 pm – Ask to see hands of GSRs to confirm that quorum is reached.

Quorum is 2/3 of the GSRs (1 per group) of the Area body.  $2/3 = (\# \text{ of Area groups} \times 2) \text{ divided by } 3$ . Round up. 27 Groups = 18 GSRs for quorum.

**Roll Call: In order to be counted present at any ASC meeting, one voting member from each homegroup must be present at each of the 2 roll calls.**

Manageable Mondays	We Do Recover	Sharing Solutions
Monday Night Recovery	Choosing Life	Experience, Strength & Hope
Spiritual Foundation	Freedom To Live	Free At Last
Hope Without Dope	Steps in Action	Step it Up
Through Principles We Unite	5th Tradition	Early Steps Group
Steps to Serenity	Helping Hands	Easy Does it Sunday
Honesty in Recovery	It Works if You Work It	Just for Today
Recovery In Progress	Stand By Me	Clean and Free
Step Sisters Group	We Want to Stay Clean	Hope In Hatboro

**Ask if any new GSRs are present. If so, offer assistance or a GSR Orientation Packet.**

**12 Traditions:** Ask someone to read the 12 Traditions.

**12 concepts:** Ask someone to read the 12 Concepts.

**ASC Secretary reads the last month's ASC attendance and asks if there are any corrections needed to last month's minutes.**

- When Secretary is done, ask "Are there any questions or corrections to the attendance and corrections as read?"
- Ask for a motion to accept the attendance and corrections as read/corrected. It must be seconded. Then call for a vote to accept the attendance and corrections as read/corrected.

**Minutes Corrections from last ASC:**

**Chair Report:** (Questions?)

**Secretary Report:** (Questions?)

**Treasurer Report:** (Questions?)

**Policy Report:** (Questions?)

**RCM Report:** (Questions?)

**H&I Report:** (Questions?)

**Literature Report:** (Questions?)

**PR Report:** (Questions?)

**Meeting List Report:** (Questions?)

**Unity Report:** (Questions?)

**JAC Report:** Questions?)

**Ad-Hoc Report:** (Questions?)

***Group Reports:*** (Use Roll Call List above)

\* Remind groups that if there are changes to meeting times, location or names - they need to contact the Meeting List Chair & RCM to see that the changes are updated in the Area & Regional Meeting Lists.

**10 minute break**

**Roll Call: In order to be counted present at any ASC meeting, one voting member from each homegroup must be present at each of the 2 roll calls.**

**Open Forum:**

**Old Business:** Is there any old business? (New business from last month)

**New Business:** Are there any motions? Is there any New Business from the groups?

**Positions open at Area level:** (Have secretary read from last months minutes)

ASC Chair	ASC Vice Chair	Secretary	Vice-Secretary
Treasurer	Vice-Treasurer	Policy Rep.	Policy Rep.-Alt.
RCM	Alt. RCM	H&I Chair	Lit. Chair
Lit. Vice Chair	PR Chair	Meeting List Chair	Unity Committee Chair

Are there any volunteers or nominations for these positions? Please take this back to your groups ☺

**Positions open at Regional level:** (Have secretary read from last month's minutes)

**Closing Discussion:** Is there any closing discussion?

**NEXT AREA SERVICE WILL BE:**

**Area Meetings for <INSERT YEAR>**

January	July
February	August
March	September
April	October
May	November
June	December

**@ 2:00 P.M.**

**Subcommittees meet at 1:00pm**

**JAC meets at 1:30**

# **ADDENDUM VI**

## ***Guidelines for the Pure & Simple Unity Sub-Committee***

### ***Purpose***

To plan and coordinate events and activities to promote unity. Participating in these activities will show recovering addicts that we can live and enjoy life without the use of drugs.

### ***Functions***

1. Coordinate activities and events.
2. Raise funds to finance future events.
3. Communicate to Area Service.
4. Elect members to fulfill the needs of the sub-committee.
5. In addition to the functions listed above, the committee serves in any way directed by the groups of the area, through the ASC.

### ***Participants of the Sub-committee:***

#### **Voting Members:**

Members of NA who attend two consecutive Unity meetings.

#### **Non-voting Members:**

Members who miss two consecutive meetings without prior notice.

#### **Requirements & Responsibilities of Sub-committee Membership:**

1. The desire to serve
2. Member of a NA Home Group
3. Has a NA Sponsor
4. Maintain personal recovery in NA
5. Be an active member of the Unity Sub-committee

### ***Trusted Servants:***

#### **Chairperson:**

- 1.) Three years clean time.
- 2.) One year commitment.
- 3.) Working knowledge of the 12 steps and the 12 Traditions through application.
- 4.) Attends all Unity sub-committee meetings.
- 5.) Attends all ASC meetings and regional Unity sub-committee meetings.
- 6.) Keeps order in committee meetings.
- 7.) Keeps discussion on the topic at hand.
- 8.) Prepares an agenda for each committee meeting.

- 9.) Sees that the Traditions are upheld.
- 10.) Acts as a communication link between the committee and the ASC.
- 11.) Provides written reports to the ASC.
- 12.) Teaches the vice-chair the responsibilities of the position.
- 13.) MUST be employed and/or have a steady source of income.
- 14.) Time and resources available to do the job.
- 15.) Acts as a liaison between the committee and any outside facility, group or area with whom we will interact.

### **Vice Chairperson:**

- 1) Two years clean time.
- 2.) Two year commitment – one as vice-chair, one as chair.
- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) Assumes all duties and responsibilities of the Chairperson in Chairperson's absence.
- 5.) Creates event flyers, advertising & road trip info to help spread the word.

### **Secretary:**

- 1.) One year clean time.
- 2.) One year commitment
- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) Takes an accurate set of minutes during Unity sub-committee meetings.
- 5.) Maintains an on-going file of sub-committee minutes, correspondence and event flyers.
- 6.) Must have access to personal computer.
- 7.) To type and email the unity sub-committee meeting minutes no longer than 7 days after any given unity sub-committee meeting.
- 8.) To maintain a list of contact information of unity sub-committee members for the purpose of sending out unity sub-committee meeting minutes and other sub-committee-related information.
- 9.) To maintain a list of facilities for possible future unity events.

### **Vice-Secretary:**

- 1.) 6 months clean time.
- 2.) Two year commitment – one as vice-secretary, one as secretary.
- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) Assumes all duties and responsibilities of the Secretary in Secretary's absence

### **Treasurer:**

- 1.) Three years clean time.
- 2.) One year commitment.
- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) MUST be employed or have a steady source of income.
- 5.) Acts as custodian of sub-committee funds.

- 6.) Provides financial report at sub-committee meetings which can be included in Chair's report to Area.
- 7.) Responsible for the collection and deposit of Unity funds received.
- 8.) Keeps accurate financial ledger.
- 9.) Prepares financial statement after each event.
- 10.) Maintains copies of all receipts that are turned into ASC Treasurer.
- 11.) Must have access to personal computer.
- 12.) Maintains listing of inventory and where inventory is stored.
- 13.) Provides budget to sub-committee for each function, either creating budget or delegating the responsibility.

**Vice-Treasurer:**

- 1.) Two years clean time.
- 2.) Two year commitment – one as Treasurer, one as Vice-treasurer.
- 3.) Working knowledge of the 12 Steps and 12 Traditions through application.
- 4.) MUST be employed or have a steady source of income.
- 5.) Assumes all duties and responsibilities of Treasurer in Treasurer's absence.

***Additional Guidelines:***

- 1.) All policy changes will require a 2/3 majority vote of qualified voting members present.
- 2.) Nominees of any elected position must be present to state qualifications and answer questions at the time of the nomination and election.
- 3.) In keeping with the 12th Tradition, clean time requirement will not be waived for the positions listed above, ever reminding ourselves to place principles before personalities.
- 4.) Prior to contacting a facility for any function where a Narcotics Anonymous meeting is regularly held, the Unity Sub-committee must contact the GSR/liaison of that group to inquire of that group's status with the facility.

***Removal of Trusted Servants:***

- 1.) Voluntary Resignation – must provide written notice to the committee they serve.
- 2.) Involuntary Removal
  - a. A 2/3 vote is required for removal.
  - b. Absence at 2 consecutive meetings of the Unity Sub-committee without prior notification.
  - c. Non-fulfillment of the duties of his/her position.
  - d. Relapse during term of position.

## ***Financial Operations:***

- 1.) Unity Sub-committee prudent reserve is \$400 per month. A motion to the ASC is needed for any expenses that exceed this amount.
- 2.) All requests for funds outside of approved budgets must be voted on.
- 3.) A written proposal will be provided at least two (2) months in advance of all planned activities that require expenditure or possible expenditure(s). This proposal will include:
  - a. Date and time of event
  - b. Location
  - c. Any associated costs
  - d. Flyers
  - e. Deposit amounts
- 4.) Receipts for all expenses must be submitted to the Unity Treasurer at time of event.
- 5.) Two trusted servants will count the cash collection at the end of each function. Immediately following the function, the trusted servants will acquire a money order to be turned in with financial statement.
- 6.) All proceeds along with an itemized accounting report and all receipts will be submitted at the first ASC meeting that follows the completion of any event that requires use of Area funds.
- 7.) Any expenses submitted to ASC Treasurer prior to event must be submitted with expense form and receipt.
- 8.) Purchase of literature must be included in the Sub-committee report to ASC and reported to ASC Treasurer with expense form.

# **Addendum VII**

## ***Guidelines and Procedures for the Literature Subcommittee***

### ***Purpose:***

- To carry the message of recovery to still suffering addicts by serving the literature needs of PSANA.
- To maintain an adequate stock of NA books and pamphlets for purchase by local groups at the monthly ASC meeting.

### ***Functions:***

- Process group and subcommittee orders, monitor stock levels, and reorder materials from the local Region or World Service Office.
- Maintains accurate records of inventory, group and subcommittee orders, and replenishment orders.
- Follows Guidelines and Procedures as adopted by the ASC, adhering to prescribed timeframes.

### ***Committee Members:***

#### **Literature Chairperson:**

- Requirements and Duties - as outlined in Article V.

#### **Literature Vice Chairperson:**

- Requirements and Duties - as outlined in Article V.

#### **Literature subcommittee members:**

##### *Requirements:*

- Desire and willingness to serve.
- Has an N.A. home group.
- Has an N.A. sponsor.

##### *Duties:*

- Attends all Literature subcommittee meetings.
- Assists in the processing of group and subcommittee orders at ASC meetings, at the direction of the Literature Chairperson and Vice Chairperson.
- All volunteers are welcome to assist the Literature Subcommittee to fill literature orders, regardless of clean time.

#### ***Removal of Literature subcommittee members:***

*A 2/3 vote of the Literature subcommittee is required for removal of a subcommittee member.*

- Loss of abstinence.
- Non-fulfillment of the duties of his/her position.
- Absence from two consecutive ASC meetings without prior notification.

### ***Guidelines:***

- As managing the literature operation requires focused management, the Literature Chairperson, whenever possible, should not be physically filling literature orders. Proper assistance should be in place to physically fill literature orders during the ASC meeting, enabling the Chairperson to properly manage the operation.
- The established computerized worksheet is to be utilized - for identifying and maintaining adequate stock levels, reflecting literature sales, establishing replenishment orders, and requiring routine physical inventories.
- All Literature subcommittee business begins with an ASC meeting and must be concluded before the following ASC meeting.
- To ensure accuracy, all sales entries, orders, and replenishments must be recorded prior to the following ASC meeting.
- **ALL** literature orders must be made with P&S Literature Order Form - with order total and funds being submitted to ASC Treasury.
- At the conclusion of ASC regular meetings, Literature Committee Chairperson shall meet with the Treasurer to compare and verify literature sales totals and literature order totals.

### ***Regional meeting lists:***

- The Literature Subcommittee will order one case + 300 of the most recently printed EPARNA Regional Meeting Lists per calendar quarter.
- One case of lists will be distributed evenly among all of the P&S groups.
- 150 lists will be distributed to the H&I Subcommittee.
- 150 lists will be distributed to the Public Relations Subcommittee.

### ***Physical inventory:***

- In April, BEFORE the April ASC meeting, physical inventory of literature stock shall be calculated, together, by the incoming and outgoing Literature Chairpersons, with adequate assistance.
  - Physical stock levels will be compared to the calculated stock levels resulting from operations October through March, as reflected by the established computerized worksheet.
  - Discrepancies will be included in the following Literature Subcommittee written report to the ASC body.
  - Necessary adjustments will be made to the established computerized worksheet, ensuring accuracy at that point.
  - The need for assistance with inventory should be announced at the March ASC meeting and included in the March ASC minutes.
- 
- In October, BEFORE the October ASC meeting, physical inventory of literature stock shall be calculated by the Literature Chairperson, with adequate assistance.
  - Physical stock levels will be compared to the calculated stock levels resulting from operations April through September, as reflected by the established computerized worksheet.

- Discrepancies will be included in the following Literature Subcommittee written report to the ASC body.
- Necessary adjustments will be made to the established computerized worksheet, ensuring accuracy at that point.
- The need for assistance with inventory should be announced at the September ASC meeting and included in the September ASC minutes.

***Report to ASC body:***

- Written report will outline business from the previous ASC meeting.
- Written report must include total of literature disbursements from previous ASC meeting and total of literature replenishment order.
- Written report must include total # of current Literature subcommittee members and must communicate the need for additional help, if needed.

## **Addendum VIII**

### ***Guidelines and Procedures for the Treasury***

#### ***Purpose:***

1. To administer all ASC financial matters in a timely, accurate, and thorough manner.
2. To communicate to the ASC body all relevant information regarding ASC funds, financial operations, integration with ASC subcommittees, and any related concerns.
3. To ensure a solid and sustainable fiscal operation for the ASC through realistic and manageable expectations and procedures.

#### ***Functions:***

1. The Treasury receives contributions from the groups and keeps complete records of group & subcommittee donations & literature expenditures.
2. Administers funds for literature operations, administers the Area's checking account, pays all Area obligations and expenses, and reimburses officers and subcommittee chairs for their budgeted expenses.
3. Maintains and adheres to all budget guidelines, keeps careful records of all transactions, and provides written reports on the financial condition of the ASC at each of its meetings, communicating all relevant information and concerns.
4. Treasurer follows Guidelines and Procedures as adopted by the ASC, adhering to prescribed timeframes.

#### ***Officers:***

##### **Treasurer:**

Requirements and Duties - as outlined in Article V.

##### **Vice Treasurer:**

Requirements and Duties - as outlined in Article V.

#### ***Removal of Officers:***

- Treasurer - as outlined in Article VII.
- Vice Treasurer - shall be the same as for the Treasurer, as outlined in Article VII.

### ***Guidelines:***

1. Treasury shall maintain records in QuickBooks Pro 2002 Edition.
2. QuickBooks Pro 2002 installation disk and installation key code must be installed on Treasurer's computer, and then given to the ASC Chairperson for safekeeping.
3. A flash drive backup of the PSANA QuickBooks database must be performed monthly and maintained as part of the Treasurer's records.
4. All checks will require two signatures - Authorized signers are the ASC Chairperson and Treasurer.
5. In order to ensure proper recordkeeping, all fund requests from the Treasury must be made with the Funds Request Form.
6. At the conclusion of ASC regular meetings, Treasurer shall meet with the Literature Committee Chairperson to compare and verify literature sales totals and literature order totals.
7. At conclusion of term, outgoing Treasurer must coordinate a meeting with the incoming Treasurer, outgoing Chairperson, and incoming Chairperson to change bank signatures prior to the following ASC meeting.
8. At conclusion of term, outgoing Treasurer must coordinate a meeting with the incoming Treasurer to install QuickBooks Pro 2002 software and import the PSANA database onto the incoming Treasurer's computer. A backup of the PSANA database must be performed at this time.

### ***Reimbursements:***

1. Only official, vendor issued receipts may be reimbursed with cash.
2. As a general guideline, cash reimbursements should be limited to reimbursements less than \$100.00. Treasurer should consider this guideline but may use discretion.

### ***Operating Budget:***

1. The ASC shall operate within the limits of an approved Operating Budget.
2. Changes to the operating budget must be made through motion.
3. Prudent Reserve - The Operating Budget shall include a \$150 prudent reserve of funds until such time as it is amended as part of ASC policy.
4. The Prudent Reserve funds shall not be utilized in any way without prior approved motion.
5. Operating Budget shall be balanced before a donation is forwarded to EPARNA.

### ***Reports to ASC body:***

1. Written report will outline business from the previous ASC meeting.
2. Written report will include a detailed outline of opening balance, all income, all expenditures, and ending balance, in relation to the Operating Budget.

### **Audits:**

1. The Treasurer will make available at each monthly ASC meeting the previous bank statements and reconciliations for inspection by any ASC trusted servant.
2. The Treasurer, upon request of the ASC body, will make available all of the financial records for review and audit, within 24 hours of such request.
3. At the completion of a Treasurer's term, an internal audit will be conducted within 30 days.
4. Audit will be conducted by outgoing Chair, outgoing Treasurer, incoming Chair, and incoming Treasurer.
5. All financial records from the previous year will be reviewed.
6. The outgoing Treasurer will conduct a review of standard procedures and reports.
7. It must be verified that current funds are equal to the ending balance of the outgoing Treasurer's final reports.
8. Any discrepancy is to be reported to the P&S body immediately.
9. It must be verified that the QuickBooks Pro 2002 software has been installed and the PSANA database has been imported onto the incoming Treasurer's computer.
10. It must be verified that a backup of the PSANA database has been performed.
11. It must be verified that the QuickBooks Pro 2002 installation disc and installation key code are in the custody of the incoming ASC Chairperson.
12. At the conclusion of the audit, the outgoing Treasurer will turn over all records to his/her successor.

## **Addendum IX**

### ***Guidelines for Secretary Position:***

1. Incoming secretary changes the password to the Pure and Simple Secretary Gmail account. This password is given to the ASC Chairperson and the Policy Representative.
2. The vice-secretary will fulfill all duties of the secretary for two ASC's prior to becoming secretary.
3. Duties during ASC:
  - Hand out 12 Traditions & 12 Concepts for reading at each ASC.
  - Folder to be passed around to update contact lists (Home Group Roster/phone list & GSR/trusted servant email).
  - Have available copies of all blank reports including group reports, trusted servant reports, sub-committee reports and motion forms.
4. The following documents will be filed in our archives:
  - PSANA minutes (final or amended)
  - Treasurer Reports
  - EPARNA minutes & Treasurer Reports

### ***Guidelines for minutes:***

1. Documents to be included in distribution of minutes:
  - Area minutes including the highlighted portions of group reports, and trusted servant reports and sub-committee reports in their entirety.
  - All Treasurer Reports including Detailed Transaction Report and P&L Budget vs. Actual Report
  - ASC Home Group Roster/Contact list
  - Blank group reports, sub-committee reports, trusted servant reports and blank motion forms. (The ASC asks all trusted servants to print their own reports, if able, thereby keeping costs down.)
  - Most current PSANA Policy
  - GSR Orientation Packet
  - All other corresponding documents
2. During Open Forum, New Business and Closing Discussion, state a brief summary including all major points of discussion.
3. All files will be distributed in the PDF format, ensuring that documents are not inadvertently altered.
4. Minutes are saved in a format that begins with the year, followed by the month and day: Example: 2012.09.09PSANAMinutes.pdf (September 9, 2012 minutes).
5. Minutes to be reviewed by the acting ASC chairperson or an executive board member present during that ASC prior to distribution to all GSRs.

# **Addendum X**

## **Guidelines and Procedures for the Joint Administrative Committee - JAC**

### ***Purpose:***

- To meet for 15 minutes, before regular ASC meeting for the review of all motions. Thus to ensure that all motions are handled effectively and efficiently. In this way we can better serve the Pure and Simple Area as a whole while keeping with the Twelfth Tradition and the Twelve Concepts of NA.

### ***Function:***

- To review, as a committee, all submitted motions prior to the ASC meeting for validity and clear intent.
- To determine, as a committee, the validity and disposition of all motions prior to their presentation at the ASC meeting.
- To seek clarification to the point and intent of motions when needed.

### ***JAC Committee Members:***

#### ***JAC Chairperson:***

- ASC Vice Chair person

#### ***JAC Secretary:***

- ASC Secretary

#### ***JAC members:***

- ASC Chairperson
- ASC Treasurer
- RCM
- Policy Representative
- Policy Representative-Alternate

### ***Guidelines:***

- To begin the JAC meeting at 1:30 pm, 30 minutes prior to regular ASC meeting.
- To follow meeting format.
- All members of the JAC are to be acquainted with the Pure and Simple Area policy.
- The Policy Representative will assume all duties of the JAC Chairperson in their absence.
- To offer assistance in the writing of motions when help is requested.
- To determine the order in which motions will be presented during New Business.
- JAC Chairperson to give a written report to the ASC.
- The Policy Representative will number all motions prior to discussion and will keep a record of all valid motions and their outcome.

### ***Procedures:***

- All motions are to be submitted to the JAC Chairperson or the JAC Secretary in written form or by email before the start of the JAC meeting. It is recommended that any member submitting a motion be present at the JAC meeting where that motion will be discussed.
- All motions must state a clear intent.
- All valid motions will be given to the ASC Chairperson to be presented during New Business.
- Any motion determined by the JAC to be out of order or in need of clarification will be tabled and returned to their author for clarification or revision.
- If an issue arises during an ASC meeting that requires immediate attention, the rules of order can be suspended and a motion may be presented at that time. If the issue does not require immediate attention it may be handled at the following ASC meeting.

## **Addendum XI**

### ***Pure and Simple Joint Administrative Committee Format***

- JAC Chairperson calls meeting to order.

### ***Open meeting with Serenity Prayer and Second Tradition.***

#### ***Roll Call:***

- ASC Chairperson
- Secretary
- Treasurer
- RCM
- Policy Representative
- Policy Representative-Alternate

#### ***Old Business:***

- Secretary reads minutes from previous JAC meeting. Discuss any unfinished issues; such as motions sent to the groups, tabled motions and previous open agenda items.

#### ***New Business:***

- Discuss the validity and disposition of all motions, as well as the order in which they will be presented at the ASC meeting.

### ***Close meeting with Serenity Prayer.***