

**SOUTH ATLANTIC AREA
SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS**

As of
OCTOBER 2012

We establish Policy Guidelines to clarify our responsibilities and articulate clearly the ground rules that each of us that are privileged to serve will observe and respect. Just as our third tradition reminds us that we are all equally members of Narcotics Anonymous. We put our expectations clearly in writing here so that each participant of the South Atlantic Area Service can expect the same ground rules to apply whether we come here as a newer member or a longtime service participant, a GSR or another Trusted Servant. The Policy Guidelines herein are intended to help us “be of” service and in developing them or adjusting them in the future we should regularly look to our **12th Concept**, which reminds us:

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

The Twelve Traditions of Narcotics Anonymous..... 3

The Twelve Concepts of Narcotics Anonymous Service..... 3

Service..... 5

A Mission Statement of the South Atlantic Area Service of Narcotics Anonymous 6

The South Atlantic ASC Defined..... 6

The Purpose of the South Atlantic Area Service of Narcotics Anonymous..... 6

General Policy of the South Atlantic ASC..... 8

Theft of Na Funds Policy..... 13

Election of ASC Officers..... 14

ASC Meeting Format..... 16

Qualifications and Responsibilities of ASC Officers..... 17

Chairperson..... 17

Vice-Chairperson..... 17

Secretary..... 17

Treasurer..... 18

Vice-Treasurer..... 19

Regional Committee Member (RCM)..... 19

Alternate Regional Committee Member (ARCM)..... 20

Administrative Committee..... 20

Qualifications & Responsibilities of ASC Standing Subcommittee Chairpersons..... 21

Hospitals & Institutions..... 23

Public Information..... 23

Activities..... 24

Literature Distribution..... 24

Policy..... 24

Guidelines for Area Service Inventory

Literature Distribution Guidelines..... 26

Activities Subcommittee Guidelines..... 28

H&I Subcommittee Guidelines..... 30

Correctional Facility Orientation..... 34

SAASC Calendar..... 39

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our Group conscience; our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each Group should be autonomous, except in matters affecting other Groups, or N.A. as a whole.
5. Each Group has but one primary purpose - to carry the message to the addict who still suffers.
6. An N.A. Group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. Group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. N.A. has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS FOR NARCOTICS ANONYMOUS SERVICE

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

11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

SERVICE

GENERAL SERVICE is for any NA member who wishes to get involved. General service has contributed greatly to the growth of NA. Any elected position within the service structure is, by definition, general service. Committees are formed to meet our specific needs and are an integral part of general service. Some members feel that general service is “getting on with the business of Narcotics Anonymous” and wish to be a part of that effort. In order to function, NA needs active support – our support. Do this by participating in functions of our Subcommittees; get involved in NA. The work is hard and often frustrating. Work hard anyway. Seek to serve whenever and wherever possible. The personal return will be ten-fold.

PERSONAL SERVICE. Members, the meeting, the groups provide what is frequently called personal service. This kind of service is based on one-to-one, addict-to-addict sharing of experience, strength and hope that is the foundation of our recovery. Sponsorship is personal service. It is at this level that we find personal identification with others with similar problems and experiences and the hope so necessary to continue. Here also is our first introduction to the Narcotics Anonymous program. The Twelfth Step is a matter of personal service and obviously the most important aspect of service. Without the Twelfth Step the program would wither and die. Personal service is an effort to carry the message of Narcotics Anonymous to the addict who still suffers. Every member of the fellowship has the responsibility to provide this kind of service. The most basic form of personal service is bringing a newcomer to an NA meeting. We have found that we can strengthen and maintain our own recovery when we offer this kind of service. Personal service can be any type of service in NA that does not have to do with an elected position. Making coffee, emptying ashtrays, picking up chair's and cleaning up our meeting rooms are all forms of personal service, as is sharing at a meeting and working the Twelfth Step.

A MISSION STATEMENT OF THE SOUTH ATLANTIC AREA SERVICE OF NARCOTICS ANONYMOUS

The Mission of the South Atlantic Area is to provide service as a collective effort of the Groups and members in the South Atlantic Area. All of the South Atlantic Area's activities should be geared to enhance the service committees' ability to better serve the groups and help make the NA message of recovery more available to the addict who still suffers. The Groups in the South Atlantic Area have joined together in an expression of the 1st Concept which says, *"To fulfill our fellowship's primary purpose, the NA groups have joined together to create a service structure which develops, coordinates, and maintains services on behalf of NA as a whole."*

THE SOUTH ATLANTIC ASC DEFINED

The South Atlantic Area Service Committee is a service body established by the member groups within the South Atlantic Area. The Area generally includes the counties of Dade and Broward in the state of Florida. As the geographic area has many Groups and meetings that have several options in Area Service Committees to participate with, the boundaries of the area are not defined with any additional specificity. Groups who have chosen to come together and form the South Atlantic Area Service Committee will make this decision based on their Group Conscience, not a predefined geographic boundary.

This body was established and continues to serve for the express purpose of helping to carry the NA message of recovery to the addict who still suffers.

1. The South Atlantic Area Service Committee is the joining together of representatives from every Group and elected leadership, to work together for the common welfare of NA in a unified effort to carry the message of recovery to the addict that still suffers.
2. The Groups create and direct committees to perform services that are necessary or helpful to the Groups and NA as a whole.

THE PURPOSE OF THE SOUTH ATLANTIC AREA SERVICE OF NARCOTICS ANONYMOUS

The South Atlantic Area Service Committee (SAASC) is a body made up of Group Service Representatives (GSRs), Elected Officers and Elected Subcommittee Chairpersons, within the South Atlantic Area. This body meets monthly for the express purpose of serving the specific needs of its member groups.

The most important service that the South Atlantic Area Service Committee (SAASC) provides is that of Group support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to the Area Service Committee for input, guidance, direction or support. These situations are almost limitless in scope, but we have learned that we can get much accomplished when we work together.

The SAASC performs other functions that are of help to the groups. It can help groups to get started or give aid to floundering groups. Workshops or learning days may be conducted to train trusted servants. A stock of literature can be maintained for distribution to the Groups. The point is that the ASC handles whatever functions are necessary or helpful to its groups.

The meetings of the ASC are an event: the joining together of representatives from every Group and elected leadership to work together for the common welfare of NA in a unified effort to carry the message of recovery to the addict that still suffers. In order to provide these services the SAASC needs the active participation of its GSRs, Officers and Subcommittee Chairpersons.

Groups support the Area Service Committee both financially and emotionally. It takes money to provide these services. It is each group's responsibility to offer this support. Some additional funds are provided through ancillary functions of the ASC. These alternate courses of financial support are helpful, however the bulk of the responsibility still falls on the groups. As the Area grows, the financial needs of the ASC also grow. In order to provide a full line of services, it requires a steady, reliable, flow of money. If the stability of the financial support seems to falter or undergoes significant change it is wise to investigate the causes and respond in a responsible and timely manner. The **11th Concept** reads, "NA funds are to be used to further our primary purpose, and must be managed responsibly."

The active participation of each Group Service Representative is essential for a successful ASC. Each GSR must keep their Group informed and must represent that Group's conscience in all ASC decisions. GSRs should evaluate each vote in terms of the needs of those they serve in the group and the needs of N.A. as a whole. Finding the balance in this process is a function of applying the Principles of Narcotics Anonymous and communicating frankly with the Group as to the amount of delegated authority the Group wishes to allow this Trusted Servant to serve with. Each Group will make it's own determination as to how broad the delegation (or vote of confidence) will apply for it's GSR. Our experience has shown that Groups who select GSRs who have had time to work the Steps, Traditions, and Concepts and practice these principles in their lives are able to demonstrate integrity and justify a good deal of trust in representing the Group. Other Groups may choose to give more detailed direction to it's GSR. Each GSR should come the ASC with a clear understanding of the Conscience of their Group in this.

In addition, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of subcommittee functions and the aid given to groups with specific situations are services which require much more effort than a monthly ASC meeting.

In order to coordinate its services, the ASC elects officers yearly. Leadership and the ability to organize gives the ASC direction and the incentive must come from its Officers. Each committee has its own mission and does the actual work to implement the directives as they have been directed by the ASC. This is best articulated in **Concept 3**, "*The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.* This delegation assumes accountability. If an element of the structure does not responsibly exercise it's delegated authority we can look to the **2nd Concept** which reminds us that, "*The final responsibility and authority for NA services rests with the NA groups.*"

The Purpose of the Area is to accomplish the following:

1. To support the common welfare of every Group within the Area and the unity of the Fellowship.
2. To create service boards or committees that are necessary and helpful, clearly defining their purpose, providing the necessary resources to carry out the task, and to keep them directly responsible.
3. The ASC meeting is a forum where each committee can interact directly with representatives from the Groups. It is here that those elected Trusted Servants receive support, direction, and approval. This is the single point of decision and accountability for each of the subcommittees and officers of the SAASC. Although these members are selected to provide leadership for the SAASC, they are directly accountable to the ASC and any responsibility placed in their safekeeping will be reallocated if not employed properly. The **5th Concept** guides us here: *“For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”*
4. To respond collectively to issues of concern or decisions that affects the Groups, other Areas, the Region, or NA as a whole. The SAASC will seek to apply the Twelve Traditions and the Twelve Concepts for NA Service in all of its actions, recommendations and activities.

General Policy of the South Atlantic ASC

1. All ASC meetings are open to N.A. members and any member has a voice on the floor. Only the following can make or second a motion:

GSRs or their Alt. GSRs, ASC Vice-Chairperson, ASC Secretary, ASC Treasurer, ASC Vice-Treasurer, RCM, Alt. RCM, Outreach Coordinator, Subcommittee Chairpersons or their Vice-Chairpersons, and ad hoc Committee Chairpersons.

2. Quorum for the ASC to conduct business is one more than 1/2 of the GSRs on the roll call. If a Group is absent at 2 consecutive ASC meetings it will be dropped from the roll call to be reinstated when a representative is next present at the ASC meeting. Also the ASC will attempt to contact the Group to see if it is in need of some assistance. If there is no quorum GSR reports may be accepted by the Chairperson but no other business will take place except that allowed by parliamentary procedure.

3. Voting Participants:

Voting participation is open to any recognized elected GSR within the Area (or Alternate GSR in his/her absence), duly elected Officers and Standing Subcommittee Chairpersons (or Vice-Chairperson in his/her absence). On matters that have been referred to the Groups, or on a vote to refer a matter to Groups only GSRs (or Alternate GSR in his/her absence) may vote. Our **7th Concept** reminds us, *“All members of a service body bear*

substantial responsibility for that bodies decisions and should be allowed to fully participate in its decision-making process.”

4. All motions should be submitted in writing to the Chairperson. Any motions not already on the agenda are to be given in writing to the SAASC Chairperson at the beginning of each SAASC meeting, (or during, but not preferred.) All motions must be seconded, unless otherwise specified here or as a matter of parliamentary procedure. No proxy votes will be accepted. If a participant eligible to make motions would like a motion included on the prearranged agenda they may present them to the ASC Chairperson in writing, prior to the day of the SAASC meeting.
5. If a motion is made that pertains to the work of an existing subcommittee, and has not been addressed in that subcommittee, it should be referred to that subcommittee for consideration and or recommendations. If the motion is made and seconded the ASC Chair will determine if the subcommittee has considered the motion prior to referring it to the subcommittee. If such a motion has had prior Subcommittee consideration it is in order. The Subcommittee may speak to a recommendation (for or against approval) which shall not diminish the number Pro's or Con's in order during debate.
6. All motions for financial expenditure shall include a maximum dollar figure, which may not be exceeded. If the actual expense falls at a level lower than the motion authorized additional expenditures are not appropriate. All contracts committing the South Atlantic ASC or its subcommittees for commitments greater than \$500 are to be reviewed by the ASC Chair, ASC Vice Chair, and the ASC Treasurer, in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC chair or the ASC Treasurer in the Chair's absence.
7. Resignation of Officers:
Voluntary:
Should be made in writing to the ASC. Advance notice prior to leaving office is greatly appreciated.

Involuntary:
 - a) Any Officer, Subcommittee Chairperson or other Trusted Servant Elected by the ASC who misses 2 consecutive ASC meetings without prior approval of the body, is considered to have automatically resigned their position. At the end of the 2nd missed meeting the Chairperson will announce an opening in that position and remind participants to bring nominations to the next meeting.
 - b) Relapse
 - c) Misappropriation of fellowship assets.
 - d) Impeachment- requires a 3/4 majority of the last roll call. The maker of the impeachment motion will have 3 minutes to show cause and then the Officer or Subcommittee Chairperson in question has 3 minutes to respond. The maker of such a motion must show cause, which may include:
 - i) Failure to perform duties,
 - ii) Inability to perform duties,

- iii) Inability or unwillingness to comply with the 12 Traditions, 12 Concepts or the Policy of the SAASC.

The only additional discussion in order is to ask questions, time for which will be limited to a total of 5 minutes. Voting is done by raised hands with the candidates out of the room.

- e) Any SAASC Officer or Subcommittee Chairperson resigning or dismissed from office prior to completing that term of office must wait a minimum of twelve (12) months to assume new SAASC involvement. The only exception is when a resignation is to assume a position the member was newly elected to or other legitimate reason approved by the SAASC.
8. It is the will of this body that changes to the Policy should not be made casually or haphazardly. Changes to the existing policy of the SAASC, shall require a 3/4 majority.
 - If a Policy is not serving the needs of the Area it should be changed or modified. Motions to waive one part of the Policy on a temporary basis should be rarities and only used to solve a critical or emergency situation that is time sensitive. A motion to waive or suspend Policy shall require Unanimous Consent to pass.
 - To ensure care and consideration are exercised in new policies the Chairperson will read **Concept 5** prior to any other discussion on a motion to amend, make or waive policy. *“For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”*
 9. Theft of NA Funds and misappropriation of fellowship assets will be resolved utilizing the Theft of NA funds Policy immediately following this General Policy section.
 10. Once the ASC’s bills have been paid, any funds in excess of the established prudent reserve will be donated to the Regional Service Committee (RSC). The Prudent Reserve will be established each year as a part of the SAASC Budget and should be treated as a measure of responsibility so that critical, non-discretionary expenses can be met if the Area had an unexpected short-term interruption of its funding.
 11. At least once a year in the month of June, the SAASC shall hold an "Area Service Inventory" meeting to review what and how it has done in the past year, but may be scheduled at other times if it is desirable to re-focus the Area on its mission. The format used shall be the approved and attached "Inventory Guidelines", but may also include items the participants feel may enhance the thoroughness of the inventory. Other topics may be included that address issues the Groups, the Area, the Region or NA as a whole is facing at the discretion of the ASC. To moderate this inventory session, the ASC will selected an interested member who is not an ASC participant like a Regional Trusted Servant, a past ASC participant or other member of NA seen as impartial and unbiased by all the participants. GSRs shall notify their groups of this meeting at least one month in advance.
 12. Each GSR, elected officer and subcommittee chair of the SAASC shall be provided a copy of the *South Atlantic Area Service Policy, Guide to Local Service* and other materials (Handbooks, service manuals, etc.) relevant and useful in performing their duties. These will be provided by SAASC and be retained as property of SAASC and as such should be passed

on to new officers as elected or returned to the SAASC archives if the position is left unfilled.

13. Ad Hoc committees may be formed by SAASC as needed. SAASC Chairperson may appoint the Ad Hoc Committee chairperson. Ad Hoc committees are not Subcommittees. They are appointed for special circumstances and as such have no vote at the SAASC but may make and second motions and are recognized by the Chairperson for reports and discussion. Refer to www.na.org/pdf/GLS_2005.pdf (pg. 69)
14. If an issue is not covered in the *SAASC Policy* we will next refer to the *Guide to Local Service of N.A.* (GTLS), if not addressed or resolved in the GTLS, we will refer to Roberts Rules of Order. The rules of order of the ASC will be the most recent version of *The Scott, Foresman Robert's Rules of Order*, except where in conflict with the 12 Traditions, the 12 Concepts for N.A. Service, or the *South Atlantic Area Service Policy*.
15. Regular ASC meetings will be held once a month at a time and place established by the ASC. The chairperson may call Special Meetings of the SAASC for a specified need or purpose. Special meetings are only to be called in an emergency to deal with an important problem, which cannot wait until a regularly scheduled session. In some circumstances the Chairperson may have to act on behalf of the SAASC prior to the next SAASC meeting. In such cases the Chairperson must seek the advice and input of the Administrative Committee before making the decision. The SAASC recognizes that the Chairperson is a Trusted Servant who is sometimes called on to make decisions on behalf of the SAASC but expects the Chairperson to solicit the advise and council of the Administrative Committee first.
16. The ASC will maintain a PO Box, or other central mail option, which will be the primary point of contact for the ASC, its Subcommittees and Officers. This shall be the mailing address for all subcommittees and Officers of the ASC. Groups may use this mailing address for Group Registrations or other purposes if they so choose. The ASC may also choose to establish a storage or other rental space if the needs of the area so dictate.
17. The Administrative Committee meets from time to time as the SAASC chair directs. To better inform GSRs of policies and procedures, the SAASC provides GSRs and Alt. GSRs learning opportunities periodically, as scheduled by the Administrative Committee.
18. ISSUE FORUM- Each month at the end of the ASC a topic for the next month (or they may be selected several months in advance) issue forum would be selected and the chair would appoint a member or member(s) to research and/or introduce the issue. It may be a topic the area is struggling with, a Tradition or a Concept.
19. The following policy applies to new Groups and meetings:
 - For a new meeting to be included on the meeting list a request should be made at the ASC by someone prepared to answer general questions about the operation and conduct of the meeting. The new meeting shall then be included in the next printing unless a motion is made and passed to not recognize the meeting.
 - New groups will be seated at the ASC with the same procedure except that the GSR or Alt. GSR of the group should make the request.

- To remove a meeting from the meeting list a motion should be made at the ASC. To be removed from the meeting directory the meeting should be discontinued or not following the 12 Traditions. This vote requires 3/4 vote to pass.
20. Once a motion either passes or fails, it can only be reconsidered if there is more or new information pertaining to that motion. Only a participant who cast a vote on the prevailing side of the original question may make or second the motion to reconsider.
 21. When the number of abstentions on a vote is greater than the prevailing vote (yea or Nea), the motion is tabled. The Chair has the authority to decide where to table a motion. I.E. Maker for more information or clarification
 22. It is the practice and policy of the SAASC to donate literature to new Groups. The dollar amount of these “Starter Kits” will be determined from time to time by the ASC. Other NA literature will be available for sale at the ASC meeting itself. Meeting directory’s will be made available for no charge to Groups that are member’s of the Area.
 - Participants should also note that the SAASC makes available, free of charge, an eternity medallion for a deceased member of NA.
 23. All Committees and Boards of the SAASC are open to any member of NA who may wish to attend. All NA members shall have a reasonable opportunity to be heard but the Committee may have either predefined voting membership (i.e. Administrative) or requirements for voting participation (i.e. attendance requirements). Private homes or offices are not appropriate venues for open board and committee meetings.
 24. The RCM, ARCM and Subcommittee Chairpersons participating at the RSC meeting will be reimbursed for actual expenses incurred for participation at the RSC meeting up to the periodically established RSC travel allowance.
 25. The spirit and practice of the principle of rotation guides us in selecting new leadership and allowing other members to experience the privilege and honor of serving our fellowship. Generally our Trusted Servants are asked to serve one term and then participate in other roles of carrying the message to the addict who still suffers. The most desirable course is for a member to participate for a term in a role that facilitate their learning the relevant skills, like a subcommittee vice chair, Alt. RCM, Vice Treasurer, and following their election to serve a term in the leadership role. In some cases the ASC may choose to elect a member to a second term but in no circumstances may a member serve more than two (2) consecutives terms in the same position.

Theft of NA funds Policy

(This Policy is an adaptation of the Theft of NA Funds Bulletin available at the SAASC or from NA World Services)

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

The South Atlantic ASC has adapted this Policy to fulfill its duty of accountability and responsibility to its Groups and the members of NA.

We utilize a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary. First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the ASC will then schedule a special meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express his or her feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a 20 minute break will take place to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement will include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. The agreement will specify regular weekly or monthly payments until the full amount is repaid. A legally binding document will be executed, utilizing legal advice, the cost of which will be added to the balance owed. If the restitution agreement is not adhered to, the SAASC take legal action based on the restitution agreement.

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

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

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, the SAASC will proceed with legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried.

ELECTION OF ASC OFFICERS

In selecting trusted servants, we have a spiritual responsibility. If we place someone in a service position that does not have working knowledge of the 12 Steps, 12 Traditions and 12 Concepts, then we bear responsibility if this member is unable to perform their responsibilities in a manner consistent with our principles. The tragedies of service can be avoided by working our programs, being responsible in electing members to positions of trust, and requiring accountability. Over-commitment, resentments, disservice, and return to using are the tragedies of service, which occur when a service body ignores or abdicates its responsibility in the **4th Concept**: *“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”*

- 1 An election is announced at the ASC prior to the election so that nominations may be solicited from each group within the area. Each year in the month of July a priority vote of confidence will be taken for Vice-Chairperson, Vice-Treasurer and Alt. RCM to become Chairperson, Treasurer and RCM. Annual elections are held in the month of August for the remainder of the officers and subcommittee chairpersons as well as any position that did not get filled by the priority vote of confidence. The new trusted servants will take office at the beginning of the September ASC unless they are filling a vacant position, in which case they take office upon election.
- 2 The Chairperson will read the following, “As we prepare to select Trusted servants to help this body carry the message, the participants of this body are reminded of the **4th Concept** of NA Service which says, *“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”*
An explanation of the position is then read from the Area Service Committee Guidelines before nominations are opened to establish each position's responsibilities.
- 3 Nominations are opened and accepted from GSRs, which need no second. The Chairperson will then ask for nominations from other ASC participants and these nominations do require a second.
- 4 Close nominations. (Chair usually seeks unanimous consent, as this motion is rarely met with opposition)
- 5 At the time of nominations, each nominee should state, in person, their qualifications for serving the fellowship as a whole in this position (state clean time, past service experience, any previous failures to complete a service

commitment, any previous misappropriation of fellowship assets and why they can serve and want to serve the fellowship). No individual shall serve more than 2 consecutive terms in the same position.

- 6 After all of the nominees have stated their qualifications members of the ASC may ask the nominees questions related to the qualifications and ability to serve. Following this, discussion is in order, **with the nominee present**. At no time in the election process will a nominee be asked to leave the room. Discussion may include questions and up to 2 pros and 2 cons.
 - 7 In the case of only 1 nomination for a position, a vote is taken which requires a 3/4 majority of the last roll call in order to pass. If the vote fails, the election is sent back to the groups for further consideration and/or nominations.
 - 8 Voting is done by raised hands with the candidates out of the room. If there are more than 2 nominations, the voting is a process of elimination until 1 nominee receives a majority of those voting.
 - 9 This procedure is repeated until all elections are concluded.
 - 10 When holding elections for the position of Chairperson, Treasurer and RCM the Vice-Chairperson, Vice-Treasurer and Alt. RCM are given a priority vote of confidence one month prior to the annual elections. This is a vote that requires a 3/4 majority of those voting to pass. If the vote fails, the election is referred to the Groups.
- Members may serve only one ASC position at a time. Ad hoc or temporary assignments shall not be a conflict. Upon election, Officers and Subcommittee Chairpersons shall resign as GSRs, if applicable. Their group then elects a new representative, thus ensuring all groups equality of representation.
 - All ASC Subcommittees elect their own vice-chairpersons and secretaries. These election results will be included in the Subcommittee's next report to the ASC and will be considered approved if the report is approved.

AREA SERVICE COMMITTEE MEETING FORMAT

1. Opening Prayer
2. Read 12 Traditions, 12 Concepts, Mission Statement and The Area Defined
3. Roll Call (Group Service Representatives, Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, **RCM, Alt. RCM**, Standing Subcommittee Chairpersons, Ad hoc Committee Chairpersons)
4. Open forum- Floor is opened for any NA member to address the ASC (3-minute time limit per topic-1 minute per speaker) Also this time provides an opportunity to address a **10th Concept** Redress of a personal grievance. *(Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.)*
5. ISSUE FORUM- based on last month's pre-selected topic. Discussion limited to a maximum of 10 minutes.
6. Secretary's Report *(The Secretary will note any changes that are needed for the previous minutes and then move for the minutes to be accepted, with or without changes)*
7. GSR Reports
8. Administrative Committee Report
9. RCM Report
10. Subcommittee's Reports
11. Ad hoc Committee's or Other Special Reports (If applicable)
12. Recess (5 to 10 minutes)
13. Treasurer Report *(Treasurer will go over financial report answering any questions, note any changes and then move for the report to be accepted, with or without corrections)*
14. Old Business
15. Elections (if needed)
16. New Business
17. Review business of the day
18. Plans for next meeting are discussed
 - a. Next meeting Issue Forum topic selected and Chair appoints the presenter for it.
 - b. Ensure no conflict with Holiday or major NA Functions.
 - c. Review of items referred to Groups and Nominations necessary for the next meeting.
19. Announcements pertaining to NA activities or events
20. Closing Prayer

QUALIFICATIONS & RESPONSIBILITIES OF ASC OFFICERS

CHAIRPERSON

The qualifications of the Chairperson are:

A willingness to serve, service experience, active for at least 2 years in the N.A. service structure and the willingness to give the time and resources to do the job. A qualified nominee for this position will have 3 years-uninterrupted abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

The responsibilities of the Chairperson are:

Arranges for and presides over the monthly ASC meeting. The Chairperson typically prepares a prearranged agenda, which includes the elements found in these guidelines and new business motions submitted in advance to the Chairperson. The order of New Business motions may be changed by a majority vote of the ASC. The Chairperson is a cosigner on the Area bank account. At the ASC meeting, the Chairperson only votes in the event of a tie, enforces the rules of decorum and procedure, attempts to be absolutely fair in all matters.

Reviews the secretary's minutes prior to their distribution. Keeps discussion focused on the topic and within a reasonable time frame. Should attend all SAASC meetings. Serves as Parliamentarian at SAASC meetings.

VICE-CHAIRPERSON

The qualifications of the Vice-Chairperson are:

A willingness to serve, service experience, active for at least 2 years in the NA service structure and the willingness to give the time and resources to do the job. A qualified nominee for this position will have 3 years-uninterrupted abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

The responsibilities of the Vice-Chairperson are:

Coordinating all subcommittee functions; in the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson is a cosigner on the Area bank account, and is a liaison between all subcommittees to assure proper coordination of responsibilities. Attention should be given to arbitrating committee jurisdiction and accountability of the subcommittee to the ASC. To help facilitate this goal, the Vice Chairperson should have regular meetings with the Subcommittee Chairpersons prior to the regular SAASC meeting. Is responsible for assisting the Subcommittees to continue with business in the event of the absence or resignation of a Subcommittee Chairperson. The subcommittees are not autonomous groups! The position of Vice-Chairperson is typically a 2-year commitment. After serving for 1 year as the Vice-Chairperson, it is customary to serve as the next ASC Chairperson after a priority vote of confidence is taken.

SECRETARY

The qualifications of the Secretary are:

A willingness to serve, service experience, active for at least 2 years in the N.A. service structure and the willingness to give the time and resources to do the job. A qualified nominee for this

position will have 2 years-uninterrupted abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

The responsibilities of the Secretary are:

Keeps an accurate record of each ASC meeting, types and mails minutes of the SAASC meeting (after the Chairperson or Vice-Chairperson reviews them) to all participants within ten (10) days following the SAASC meetings, types and sends any letters or correspondence the ASC so dictates, keeps records of the ASC, arranges for printing of local ASC stationery, maintains the Area files and archives, maintains and distributes as necessary the Policy change log and does any job that may be assigned to the Secretary during the year. The Secretary is a cosigner on the Area bank account.

It is essential that he/she possess a good sense of order about what transpires at SAASC meetings. Drafts minutes to reflect the essence of what is conducted at the SAASC meetings. Takes roll call at the SAASC meetings. Gives a list of groups that have missed two - (2) or more ASC meetings to the SAASC Chairperson. Maintains a file system for all information generated by the SAASC, including as a record motion forms reports and correspondence for the SAASC archives. Mails copies to RSO for area archives at the Regional Service Office

TREASURER

The qualifications of the Treasurer are:

A willingness to serve, service experience, active for at least 2 years in the NA service structure and the willingness to give the time and resources to do the job. Bookkeeping or accounting experience suggested; a qualified nominee for this position will have 3 years-uninterrupted abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

The responsibilities of the Treasurer are:

The Treasurer is responsible for the management of SAASC financial resources. First signature on the SAASC bank account and maintains the checkbook. SAASC Treasurer is responsible for all incoming and outgoing monies through the SAASC. Presents an itemized report of finances at each SAASC meeting, which includes a monthly statement showing fixed and all other expenses of the SAASC. Maintains fiscal yearly budget from January through December. The Treasurer maintains accurate balances for the SAASC bank account, confirmed monthly by bank statements. He/she will report these monthly balances with accumulated year to date totals, as well as the SAASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. In accordance with our **5th Tradition** "For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined"; all moneys or receipts must be turned in to the Treasurer within forty-eight (48) hours of an event: i.e., dance, merchandise sales, special events, etc. In turn, the Treasurer must deposit funds within (48) hours of receiving funds, under one set of books. The Treasurer makes disbursements upon direction of the SAASC. Any request made to the Area for payment or reimbursement must include an itemized receipt.

The Treasurer oversees a prudent reserve as established by the SAASC and informs the SAASC of any amount above prudent reserve and operating expenses so that a donation can be made to the RSC. Incorporates a system for cash receipts verification requiring two (2)

signatures with a receipt issued. All payments will be made by check, except for petty cash purchases under \$40.00.

Acts as finance chairperson going over the annual budgets with the committees and ASC Officers in the month of October. The budgets will be submitted to the ASC for consideration each year in the month of November. The fiscal year would begin in the month of January and continue through December.

The Treasurer ensures that each group is contributing its fair share to help support the Area's services and to establish reserves adequate to serve the Area. All funds are channeled through the Treasurer and no subcommittee may have a treasurer or bank account. The Treasurer is the one who distributes moneys to pay bills as needed and keeps accurate records and receipts. While all members bear substantial responsibility for the decisions of the SAASC, the Treasurer will often be a vocal advocate of our **11th Concept**, "NA funds are to be used to further our primary purpose, and must be managed responsibly." To direct all committees, subcommittees, boards and ASC Treasury all bank accounts monthly statements and any other financial correspondence be mailed to the SAASC P.O. Box. The Prudent Reserve are funds set aside to cover unforeseen emergency needs. (Established each year as a part of the ASC Budget but may be adjusted from time-to-time as warranted.)

VICE TREASURER

The qualifications of the Vice-Treasurer are:

A willingness to serve, service experience, active for at least 2 years in the NA service structure and the willingness to give the time and resources to do the job. Bookkeeping or accounting experience suggested; a qualified nominee for this position will have 3 years-uninterrupted abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

The responsibilities of the Vice-Treasurer are:

Assists the Treasurer in performing the duties of Treasurer. There is a two-year commitment for this position. The first year is spent as Vice-Treasurer, becoming familiar with the job of Treasurer, attending all SAASC meetings and assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all moneys, cash and checks, received. Will be present to witness, by signature when all moneys are received and counted by the Treasurer, verifying group donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. The Vice- Treasurer will become Treasurer for the second year of this commitment if he/she receives a priority vote of confidence of 3/4 majority. If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer. The Assistant Treasurer is NOT a signature on the Area's bank account.

REGIONAL COMMITTEE MEMBER (RCM)

The qualifications of the RCM: A willingness to serve, service experience, active for at least 2 years in the NA service structure and the willingness to give the time and resources to do the job. A qualified nominee for this position will have 3 years-uninterrupted abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

The responsibilities of the RCM are to: Represent the group conscience of the ASC at the Regional level and provide the Area with a report of the regional meeting and activities of concern in the Fellowship as a whole. The RCM attends all Regional Service Conferences and takes an active part in the decisions, which effect the Region, always cognizant of the Area's conscience. The office of RCM is immensely important, for the RCM is the Area's link to the rest of the Fellowship and its link to the Area. An RCM must be able to work for the common good of the Fellowship, placing principles before personalities at all times.

The primary responsibility is to work for the good of NA and as a liaison between the SAASC and Florida Regional Service Committee. The RCM represents the group conscience of the SAASC at a Regional level. In order to accomplish this, the RCM and RCM Alternate must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is essential for both the RCM and RCM Alternate to attend all meetings of SAASC and RSC, including Regional Conferences.

The RCM should prepare a written report to the RSC on SAASCs progress, projects and dilemmas. In addition, the RCM should prepare a written report to SAASC of the RSC meetings. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM Alternate, as they present the WSC Conference Agenda items to the groups in a workshop form where group members may ask questions pertaining to these items

Periodically, in advance of the World Service Conference the RCM is responsible to plan and coordinate a workshop to discuss the issues presented in the Conference Agenda. This workshop will seek to assist the GSRs be more prepared for participation with the GSR Assembly. Any member of NA may participate at this CAR workshop.

ALTERNATE REGIONAL COMMITTEE MEMBER (ARCM)

The qualifications of the ARCM are: A willingness to serve, service experience, active for at least 2 years in the NA service structure and the willingness to give the time and resources to do the job. A qualified nominee for this position will have 3 years-uninterrupted abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

The responsibilities of the ARCM are: There is a two- (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all SAASC and RSC meetings, and filling in for the RCM if he/she is temporarily absent for any reason and assisting the RCM in representing the Area at the RSC. The Alternate RCM will become RCM for the second year of this commitment if he/she receives a priority vote of confidence of 3/4 majority. If this is not received, the Alternate RCM is a nominee for the position of RCM.

ADMINISTRATIVE COMMITTEE

The Administrative Committee coordinates the services that are offered to the member Groups through the SAASC. The responsibilities may include but are not limited to: Group Outreach, research on business, legal or tax issues, finding resolution for controversies, mediating disputes and conducting periodic audits of SAASC assets. The members who are elected to serve on this

committee are trusted servants who have usually served their home group and area and have gained the experience necessary to qualify them for these positions of trust. The members of the Administrative Committee are the SAASC Chairperson, Vice Chairperson, Treasurer, Vice-Treasurer, Regional Committee Member, Alternate Regional Committee Member and Secretary.

Holds a regularly scheduled meeting between ASC meetings on a monthly basis where all are welcomed to attend. These meetings will be held to review current & pending ASC issues, maintain communications, and act as Policy Committee as needed.(See page 23)

QUALIFICATIONS & RESPONSIBILITIES OF ASC STANDING SUBCOMMITTEE CHAIRPERSONS

The qualifications of a Subcommittee Chairperson are: A willingness to serve, service experience, active for at least 1 year in the NA service structure and the willingness to give the time and resources to do the job. A qualified nominee for these positions will have 2 years-uninterrupted abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

Each subcommittee submits a report of accomplishments and upcoming plans to the ASC every month. If an ASC participant believes the Subcommittee should act differently than they have reported then a motion should be made to direct the Subcommittee. Subcommittees are not autonomous entities but instead are “Boards and Committees” referenced in the **9th Tradition** (NA, as such, ought not to never be organized; but we may create service boards or committees directly responsible to those they serve).

The Chairperson of each Subcommittee is the single point of “decision and accountability” spoken to in the **9th Concept** (For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.)

While we seek to find an appropriate balance between delegating enough authority to our service committees to fulfill the responsibilities assigned to them and maintaining accountability. When the SAASC decides that it is appropriate to direct the Boards and Committees it has formed, it should be understood that the SAASC is the single point of accountability. Any plans that involve special consideration or financial expenditures not included in their budgets must be in the form of a motion to be voted on at the ASC.

Probably the best tool we have in Narcotics Anonymous to avoid unnecessary differences and disunity is open and honest communications. Many misunderstandings can be mitigated or even avoided by paying close attention to our **8th Concept**. (Our service structure depends on the integrity and effectiveness of our communications.)

The subcommittees are responsible for electing their own Vice-Chairperson and Secretary but may not have a Treasurer. These Vice-Chairperson and Secretary elections shall be included in the next report to the SAASC and will be considered confirmed if the report is approved without amending the election portion of the report. One SAASC policy to note for Subcommittee internal elections is, “Any SAASC Officer or Subcommittee Chairperson resigning or dismissed

from office prior to completing that term of office must wait a minimum of twelve (12) months to assume new SAASC involvement. The only exception is when a resignation is to assume a position the member was newly elected to or other legitimate reason approved by the SAASC.”

All funding is maintained as ASC General Funds and will be handled by the ASC Treasurer in accordance with guidelines established for handling of NA funds. Each year, in the month of October, the Treasurer meets with all of the Subcommittee Chairpersons to go over their proposed yearly budgets. Budget items should include regular expenses of the subcommittee and not infrequent items. Of course, the subcommittee may later ask the ASC to amend the budgets or approve special requests, but expenses may not exceed the established budget without prior ASC permission. Also, any committee expenditure of more than 10% of its annual Budget at one time will be made only after a report of the planned expenditure is made to the SAASC.

Subcommittees will develop internal working guidelines that will be used for operations of their subcommittees. These guidelines, and any future amendments to them, must be submitted to the ASC and then referred to the Administrative Committee for review and recommendations to the ASC for consideration.

Each Subcommittee may plan events and functions specific to its area of service of a format that helps it accomplish its mission (i.e. learning workshops, awareness functions). Any such event or function still requires explicit approval of the SAASC prior to any commitments and/or expenditures. Any Subcommittee that plans such an event will be the single point of decision and accountability but the Activities Subcommittee will be available for advise and assistance if requested. **9th Concept** (For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.)

General Responsibilities of Subcommittee Chairpersons:

To meet in joint session with other subcommittee chairs and the SAASC Vice-Chair prior to the regular SAASC meeting; to hold at least 1 meeting monthly of its membership; to submit a report at SAASC of the subcommittee’s plans, special events, workshops, problems and concerns;

STANDING SUBCOMMITTEES

**HOSPITALS AND INSTITUTIONS (H&I)
PUBLIC INFORMATION (PI)
ACTIVITIES
LITERATURE DISTRIBUTION**

Other ad hoc committees may be formed from time to time to perform some specific task. These ad hoc committees may be established and appointed by the ASC by a majority vote or by the Chairperson.

HOSPITALS AND INSTITUTIONS

The H&I Subcommittee at the area level is responsible to coordinate all H&I activities within the South Atlantic Area. The H&I subcommittee initiates, coordinates, and conducts all H&I meetings in the area. An ongoing file should be kept of all matters that concern H&I and accountability for literature disbursed should be maintained. This subcommittee will find itself cooperating a great deal with neighboring Areas and Regions so as to avoid conflicts.

PUBLIC INFORMATION

The Area PI Subcommittee attempts to carry the NA message of recovery by informing those who work with or come in contact with addicts what NA is, and where we can be found. This subcommittee will find itself cooperating a great deal with neighboring Areas and Regions so as to avoid conflicts.

The avenues open to the PI subcommittee to do its job are numerous. Some examples include but are not limited to: print media, radio, television, posters, mail outs, attendance at conventions of related fields, or presentations to groups such as attorneys, judges, clergy or police groups. The ways and means are quite extensive. Also responsible for maintaining and updating meeting list regularly.

Internet access and presence will be administered by the Public Information (PI) Subcommittee. PI will be responsible to maintain the site in a manner that is satisfactory to the South Atlantic Area Service Committee of NA. The following policies will apply to internet services: Any material made available on the internet for public or fellowship viewing, retrieval or reference will be approved by the SAASC PI Subcommittee who will report any significant changes in its monthly report to the ASC. Materials published in such manners should be tasteful and accurate, with special consideration given to the 12 Traditions and 12 Concepts when reviewing content. PI review is not necessary to publish reports, minutes or announcements of the Area or its subcommittee's. At least 2 members of the PI Subcommittee or the SAASC will maintain full access to any material published. More than 2 members may have access but care should be given to maintaining proper security by not widely distributing access codes and/or passwords. Passwords should be changed periodically as a standard practice. Links or references to other electronic sources of information regarding Narcotics Anonymous will only be to sites and/or sources that are approved by a legitimate Narcotics Anonymous service body. Any references, links or citations will be properly attributed and permission to utilize the reference, link or citation will be obtained from the proper party. In all respects the implementation of the SAASC Internet presence will respect all laws and conventions of copyright, fair-use or other applicable laws.

The SAASC PI Subcommittee is also responsible for coordinating help line services on behalf of the South Atlantic Area. Do to the proximity of several other NA Area Service Committees this coordination may be done on a shared services basis in a manor approved by the South Atlantic ASC and the other affected ASCs. The service provided by the SAASC or coordinated with the cooperation of the SAASC will provide information for finding an NA meeting or NA services regardless of whether they are members of the South Atlantic Area or the Florida Region.”

Whatever services are chosen from time to time, will be conducted with an inclusive policy regarding meeting and services information distributed.

ACTIVITIES

The Activities Subcommittee is responsible for coordinating and planning activities, which promote unity and fellowship. The primary purpose of the activities Subcommittee is to promote unity and fellowship for the South Atlantic Area of Narcotics Anonymous. The Activities Subcommittee is responsible for organizing and hosting such events as dances, picnics, fundraisers, etc, in a recovery-oriented atmosphere. Any functions planned by this subcommittee must be presented to the ASC before commitments are made. The motion for the ASC should include a dollar figure for the event, a date and a general description of it. Any activities involving the receipt of money should be coordinated with the Treasurer to ensure accountability. This subcommittee will find itself cooperating a great deal with neighboring Areas and Regions so as to avoid conflicts.

LITERATURE DISTRIBUTION

The primary function of the Area Literature Distribution Subcommittee is the stockpiling and distributing N.A. Literature. The Literature Distribution Chairperson should work closely with the SAASC Treasurer preparing literature orders and reports of distributions and will provide an itemized inventory and a written report at each SAASC. The Chairperson is responsible for transporting the literature to and from SAASC meetings, and will maintain the ASC storage facility for store the literature between meetings. This cost will be part of the ASC budget.

It is the practice and policy of the SAASC to donate literature to new Groups. The dollar amount of these “Starter Kits” will be determined from time to time by the ASC. Other NA literature will be available for sale at the ASC meeting itself. Meeting directories will be made available for no charge to Groups that are member’s of the Area. Participants should also note that the SAASC makes available, free of charge, an eternity medallion for a deceased member of NA. Copies of RSO and/or WSO literature order forms will be made available for individuals, non-SAASC member Groups and others.

The literature inventory levels should be established from time to time with the approval of the SAASC. The established level will reflect inventory on-hand, the inventory items on backorder and outstanding literature orders.

POLICY

The Primary Purpose of the Policy committee should be to assure that all policy is in accordance with the 12 traditions & 12 concepts and of Narcotics Anonymous. The Vice Chair will call for and hold meetings as needed.

If the ASC refers a matter of policy to this subcommittee it must formulate recommendations, on the best method for implementing the policy and/or suitable alternative for the ASC to consider, if appropriate.

They will also be responsible for proper placement of passed motions in the ASC Policy if not included in the original motion.

This subcommittee may also act as recourse to Groups in the South Atlantic Area by addressing issues related to the operation of the Group as it relates to the 12 Traditions, the 12 Concepts or the service structure of NA. Any recommendations should be in writing and be supported by at least a 3/4 vote of the subcommittee. The Chair should report on any request it has addressed in this manner to the ASC.

Once a year this subcommittee should update the printed version of the ASC Guidelines incorporating any revisions approved by the SAASC. In the interim between new printings a running listing of amendments should be made available to the SAASC.

The Chairperson of this Subcommittee shall be the Vice Chair of the ASC and the voting members shall consist of the ASC Chairperson, ASC Vice-Chairperson, ASC Treasurer, ASC Vice-Treasurer the ASC Secretary, the RCM, the ARCM. Any member of NA may attend and address issues being considered by the Policy Subcommittee.

GUIDELINES FOR AREA SERVICE INVENTORY

"N.A. ought never be organized, but we may create service boards or committees directly responsible to those they serve."

The South Atlantic Area Service Committee exists to carry the message of recovery in accordance with the principles of this tradition. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and some even fail. As individual members, we are advised to use our 4th Step as a tool of recovery. Similarly, a service inventory might help the SAASC keep things on track. As individuals take their own inventories even when things are going well, an Area should also review itself periodically. An SAASC service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its services and trusted servants, its growing pains, suggestions for improvement and its adherence to the 12 Traditions of N.A. Emphasis should be given overall to how the SAASC is performing its responsibilities to the Area it serves. This inventory will be done at least once a year in the month of June, but may be scheduled at other times if it is desirable to re-focus the Area on its mission. Each ASC Participant should, at minimum, answer the questions contained in this format prior to arriving at the inventory meeting but may also include items the participants feel would be enhance the thoroughness of the inventory. Other topics may be included that address issues the Groups, the Area, the Region or NA as a whole is facing at the discretion of the ASC. To moderate this inventory session, the ASC will selected an interested member who is not an ASC participant like a Regional Trusted Servant, a past ASC participant or other member of NA seen as impartial and unbiased by all the participants.

This review might include some of the following questions:

Generally, the inventory can be broken into 2 parts:

- 1) How did I, as a trusted servant, do in the performance of my duties?
 - a. Do I show up?
 - b. Do I know what I am supposed to do? If not, have I consulted the SAASC Guidelines, the Guide to Local Services, or the person who held this position before me?
 - c. Do I do what I am supposed to do?
 - Represent my group's conscience?
 - Keep my group (subcommittee or Area) informed about the Area, Region and World.

- 2) How did the SAASC do in performance of its functions?
 - a. As a representative of a meeting or subcommittee do I feel confident that the SAASC will help my meeting or committee resolve any problems it may face?
 - b. Do the SAASC subcommittees serve the needs of my meeting or NA as a whole?
 - c. Is my group's conscience being sought and heard when matters arise, which affected my meeting or N.A. as a whole?

Does the SAASC remember our **12th Tradition** and do we "place principles before personalities"? We are a spiritual fellowship. The function of the SAASC is to allow the

message of recovery to be carried through the services we provide. When we respect each other, even though we might disagree, and adhere to the principles stated in each of our Traditions, we are a unified entity serving the Fellowship of N.A. within the South Atlantic Area.

All Committees shall review their policy for inaccuracies updates and any changes that might serve the ASC. The Admin Committee shall be responsible for general policy and any Subcommittees without a chair.

**SOUTH ATLANTIC AREA LITERATURE DISTRIBUTION
SUBCOMMITTEE GUIDELINES
Date 4-03**

I. PURPOSE

The primary purpose of the Literature Distribution Subcommittee is to procure from the Regional Service Office all literature and related items and distribute them as needed to the Groups and Subcommittees in the South Atlantic Area. **To procure and distribute meeting lists, as needed.**(To PI) Distribution is done largely at the monthly Area Service Committee meeting and is also available at the discretion of the Subcommittee throughout the month.

II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS

A. Chairperson

This position is responsible for purchasing inventory. Maintains records. Fills literature orders. The Literature Distribution Chairperson is elected by the group conscience of the Area Service Committee as outlined in the SAASC Guidelines. The Literature Distribution Subcommittee is directly responsible to the ASC through the Literature Distribution Chairperson. The Literature Distribution Chairperson must attend all Literature Distribution Subcommittee meetings and ASC meetings. He acts as a link of communication between the Subcommittee and the ASC. The Literature Distribution Chairperson is responsible to ensure that all members performing tasks for the subcommittee comply with the Literature Distribution Subcommittee and ASC policies, as well as the Twelve Traditions and Twelve Concepts. The Chairperson is responsible to give a monthly report of all budget expenditures.

B. Vice Chairperson

The Literature Distribution Vice-Chairperson is elected by the Subcommittee at its first meeting with an opening in that position. Requirements are a minimum of three (3) years of clean time and a strong N.A. message of recovery. He is to assume the duties of the Chairperson, if the Chairperson is unable to serve. The Vice-Chair works with the Chairperson and Project Coordinators to maintain a smooth operation of this Subcommittee and the activities it conducts. The Vice-Chair must attend all Literature Distribution Subcommittee meetings as well as the ASC meetings. The Vice-Chair will be replaced at the second consecutive absence unless prior notice and arrangements were approved of by the subcommittee. If necessary may be removed by a 3/4 vote of the subcommittee.

C. Project Coordinators

The Project Coordinator is appointed as needed by the Literature Distribution Chairperson. The Project Leader is assigned specific responsibilities or tasks to accomplish.

Additional Guidelines

- 1 Decisions on selecting individuals to handle money for the subcommittee will be made by the chairperson in consultation with the ASC Treasurer. Specific criteria and procedures should be implemented for any activities that require the receipt or handling money or other forms of payment.
- 2 It is the practice and policy of the SAASC to donate literature to its Groups. While it hoped that each Group will make a donation to the Area at least as high as the value of the literature order it has filled, that is not a prerequisite for having a recovery literature order filled. The SAASC does not sell literature and therefore does not collect sales tax on any literature distributed to its member Groups or Subcommittees in the course of providing services. Copies of RSO and/or WSO literature order forms will be made available for individuals, non-SAASC member Groups and others. Participants should also note that the SAASC makes available, free of charge, an eternity medallion for a deceased member of NA.
- 3 Any member of NA may become a voting member of the subcommittee by attending 2 consecutive regular meetings of the subcommittee. A member will be a voting member at the second meeting. A member will be dropped as a voting member after missing 3 consecutive regular subcommittee meetings and must then attend 2 meetings to be reinstated as a voting member Any member may attend and participate on issues before the subcommittee at any time.
- 4 No member of this subcommittee may act as a vendor, contractor or supplier for any item utilized or inventoried by the Literature Distribution Subcommittee.
- 5 The Subcommittee will utilize and follow the guidance established in the Handbooks and Guides available from NA World Services.

SOUTH ATLANTIC AREA ACTIVITIES SUBCOMMITTEE GUIDELINES

Date 06-12

Purpose: To coordinate and plan activities which promote unity and fellowship in the N.A. program, as well as to generate funds. All Activities Must be held in accordance with the Twelve Traditions of Narcotics Anonymous.

Membership:

Chairperson, Vice-Chairperson, Secretary, Treasurer and General Members.

Qualifications and Responsibilities:

1. Chairperson: Nominated and Elected by the ASC For a 1 year term of Service .
 - A. Three (3) years clean time

- B. Six (6) months prior involvement in the activities subcommittee.
- C. An example of living recovery through the application of the twelve steps and twelve traditions of Narcotics Anonymous.

The Chairperson is responsible for planning, coordinating, and implementing all area activities. He/She acts as a liaison between the area and the activities subcommittee. He/She must attend all regularly scheduled Activities Subcommittee meetings. He/She coordinates the work of all Ad-Hoc committees. He/She arranges times and agendas for all sub-committee meetings, and is ultimately responsible for the functioning of the committee and the maintenance of files and records. He/She should acquaint him/herself with the South Atlantic Area Service Policy. He/She will assume responsibility for any vacant position on the sub-committee.

2. Vice-Chairperson: Nominated and elected by the Activities Committee from it's voting members for a 1 year term of service that coincides with the South Atlantic Area Service Committee elections.

- A. Two (2) years clean time.
- B. Three (3) months prior involvement in the Activities Sub-Committee.
- C. An example of living recovery through the twelve steps and twelve traditions of Narcotics Anonymous.

The Vice-Chairperson fills in for the Chairperson when needed. He/She assists the Chairperson in maintaining order in the sub-committee meetings. He/She works closely with the Chairperson in planning and executing all area activities. He/She should attend all activities committee meetings. He/She maintains communication with the South Atlantic Area groups and neighboring Areas and keeps and calendar of upcoming events. He/ She will also ensure that any upcoming South Atlantic Area events do not conflict with any neighboring areas.

3. Secretary : Nominated and elected by the Activities Committee from it's voting members for a 1 year term of service that coincides with the South Atlantic Area Service Committee elections.

- A. Six (6) months clean time.
- B. Secretarial experience and organizational ability.
- C. An example of living recovery through the twelve steps and twelve traditions of Narcotics Anonymous.

The Secretary takes accurate minutes at Sub-committee meetings and will make copies available on request. He/She assists the Chairperson in maintaining files and records.

4. Treasurer: Nominated and elected by the Activities Committee from it's voting members for a 1 year term of service that coincides with the South Atlantic Area Service Committee elections.

- A. Three (3) years clean time.
- B. Three (3) months prior involvement in the Activities Sub-committee.
- C. An example of living recovery through the twelve steps and twelve traditions of Narcotics Anonymous.

The Treasurer must attend all Activities Sub-committee meetings. He/She is accountable for all funds spent or acquired by the sub-committee. He/She is responsible for turning over all money collected by the sub-committee to the ASC treasurer within Forty-Eight (48) hours. He/She Submits a monthly written financial statement accounting for all monies and inventory (I.e. paper goods, sodas, sports equipment, decorations, condiments, etc.) to be included in the ASC minutes. He/She assists the chairperson in the budgeting of funds.

5. General Members:

A. One (1) day clean time.

B. Willingness to fulfill the commitment. It is suggested that you attend the Sub-Committee meetings. He/She assists in the planning, coordinating, and implementing of activities. He/She brings new ideas for events.

Agenda for Meeting:

1. Opening Prayer.
2. Reading of the Purpose of the Activities Subcommittee.
3. Reading of the Twelve Traditions.
4. Reading of the Twelve Concepts.
5. Roll Call; Establish Voting members and welcome new members.
6. Old business.
7. New Business
8. Review business of the day.
9. Establish next meeting time and place.
10. Close meeting with the serenity prayer.

Motions and Voting Procedures:

1. Motions;

A. May only be made and seconded by voting members.

2. Voting;

A. Members have voting privileges after attending two (2) consecutive meetings, to be lost after missing two (2) meetings until reestablished.

B. In the Event of a tie, the Chairperson will exercise his/her right to break such tie.

Budget:

1. Annual Budget includes printing of flyers, miscellaneous sub-committee meeting hall fees and general operating expenses.
2. Area holds \$500.00 for security deposits, tickets, food, etc. If additional funds are needed, it must be approved by a vote of the ASC. This fund shall be replenished by the Activities Subcommittee after each activity.

Guidelines for Planning functions:

1. All activities must have prior ASC approval.

2. Locations:

A. The Activities-Subcommittee Chairperson is responsible for negotiating and contracting locations for activities.

B. The chairperson may appoint committee members to scout locations.

C. The final selection of a location will be voted on by the sub-committee.

D. All deposits and fees are to be paid by check from the ASC account.

E. The chairperson should make a follow-up call to the selected location after each activity to maintain goodwill and proper clean up etc.

3. Provisions (Food, Sodas, Decorations, etc.) :

A. The Subcommittee as a whole will coordinate volunteers and/or purchase and deliver all provisions for activities.

B. All commitments for tasks must be by committee members.

C. All purchases should be accompanied by a receipt. All receipts should be turned into the activities treasurer or in their absence the ASC treasurer.

D. All surplus provisions must be accounted for and returned to the designated storage place by the subcommittee members, accompanied by the chairperson. An on-going record should be kept and maintained by the Secretary.

4. Entertainment:

A. All Entertainment should be approved by and voted on by members of the Activities Sub-committee.

B. It is suggested that bids be obtained for all entertainment and be reviewed and approved by vote of the activities committee members.

C. All contracted entertainment must be informed that no mood or mind-altering chemicals will be allowed on premises.

5. Advanced Planning:

A. Flyers will be printed for each function and tickets when needed.

B. Ticket sellers must have a minimum of One (1) year clean time.

C. All Flyers and Tickets should read "Suggested Donation \$____" and " *NA is not affiliated with _____" . In the corresponding sections.

D. The treasurer and Secretary must keep record of all tickets handed out.

E. Ad-hoc committees can be formed for decorations and set up, food and beverage, entertainment, location, ticket sales, meeting, and clean up.

F. If Formed ;A progress report will be given by each of the above Ad-Hoc committees at the next Activities Committee meeting.

G. The Activities Chairperson , Vice-Chairperson, and Treasurer will count money together. More than one person must always count money at functions.

SOUTH ATLANTIC AREA HOSPITALS & INSTITUTIONS

SUBCOMMITTEE GUIDELINES

Date 05-12

I. PURPOSE

The South Atlantic Area Hospitals & Institutions Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions where addicts do not have full access to regular N.A. meetings. The Hospitals & Institutions (“H&I”) Subcommittee initiates, conducts and coordinates all H&I meetings in the Area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS

A. Chairperson

The H&I Chairperson is elected by the group conscience of the Area Service Committee as outlined in the SAASC Guidelines. The H&I Subcommittee is directly responsible to the ASC through the H&I Chairperson. The H&I Chairperson must attend all H&I Subcommittee meetings and ASC meetings. He acts as a link of communication between the Subcommittee, the ASC and the Regional H&I Subcommittee. He/she makes sure that a link of communication is maintained between the Subcommittee and the individual institutions as well. This communication can be done by the Meeting Chairpersons but the Chair should ensure that it is taking place. The H&I Chairperson is responsible to ensure that all Meeting Chairpersons and Panel Members comply with the H&I Subcommittee and ASC policies, as well as the rules of the individual institutions. The Chairperson is responsible to give a monthly report of all budget expenditures except literature disbursements which the Vice-Chair reports. The Chairperson should be aware of all matters that effect H&I in the South Atlantic Area by communication and periodic attendance at H&I meetings.

B. Vice Chairperson

The H&I Vice-Chairperson is elected by the Subcommittee at its first meeting with an opening in that position. Requirements are a minimum of three (3) years of clean time and a strong N.A. message of recovery. He is to assume the duties of the Chairperson, if the Chairperson is unable to serve. The Vice-Chair takes any literature orders or other ASC business to the monthly ASC meeting for the Secretary if so requested. In this way the Secretary prepares items under his/her job description and the Vice-Chair assists with the implementation. The Vice-Chair works with the Meeting Chairpersons to maintain a smooth operation of this Subcommittee and the meetings it conducts. The Vice-Chair must attend all H&I Subcommittee meetings as well as the ASC meetings. The Vice-Chairperson should be aware of all matters that effect H&I in the South Atlantic Area by communication and periodic attendance at H&I meetings. If necessary may be removed by a 3/4 vote of the subcommittee.

C. Secretary

The Secretary of the H&I Subcommittee is elected by the Subcommittee at its first meeting with an opening in this position. The Secretary must have one (1) year clean time. The

Secretary is to keep an accurate set of minutes of all Subcommittee meetings. These minutes are to be typed or neatly written, approved by the Chairperson and available for distribution at the next regular following the H&I Subcommittee meeting. A copy should be forwarded to the ASC and the RSC H&I Committee. The H&I Secretary is also responsible for keeping and distributing to Meeting Chairpersons an updated H&I Volunteer list, as directed by the H&I Chairperson. If necessary may be removed by a 3/4 vote of the H&I Subcommittee.

D. Literature Distribution Chair

The Literature Distribution Chair of the H&I Subcommittee is elected by the Subcommittee at its first meeting with an opening at this position. The Literature Distribution Chair must have Six (6) months clean time and the willingness to fulfill the commitment of one (1) year. He/She will keep record and distribute literature and meeting lists at the monthly H&I Subcommittee meeting. He/She is responsible for providing literature to the Meeting Chairpersons in the following manner: Meeting Chairpersons are to place literature orders with the H&I Literature Distribution Chair by using H&I Literature Order Forms. He/she will ensure the total requests do not exceed the H&I Subcommittee's budget. The order can be sent to the ASC with the Vice-Chair who will bring the literature to the H&I Literature Distribution Chair for distribution to the Meeting Chairpersons. The H&I Literature Distribution Chair should keep records of the distribution for the records and future planning. The types of literature that is brought into facilities are as follows:

1. Meeting Lists
2. White Book
3. An Introductory Guide to NA
4. Behind the Walls (Jails Only)
5. Staying Clean on the Outside – IP No. 23
6. For the Newcomer – IP No. 16
7. For Those In Treatment – IP No. 17
8. Sponsorship – IP No. 11
9. Just For Today – IP No. 8
10. Am I An Addict – IP No. 7
11. Recovery and Relapse – IP No. 6
12. By Young Addicts for Young Addicts – IP No. 13
13. Group Reading Cards (Who, What, Why, How and Just for Today)
14. Basic Text, English, Soft Cover 6th Edition (only on approval by the H&I Subcommittee)

Make Basic Texts available to be placed in libraries of correctional institutions as is financially available. Hospitals, Treatment Centers, and Institutions should be urged to use their funds to purchase N.A. literature for use by their clients.

E. The Meeting Chairperson

The Meeting Chairperson is elected as needed by the H&I Subcommittee. There is a required minimum six (6) months clean time (unless a longer period is required by a specific institution), clear N.A. message which includes having an NA sponsor, regular attendance at NA meetings and working the 12 Steps of Narcotics Anonymous. and has paneled three (3) times with members of the South Atlantic Area H&I. He/she must attend all regular H&I Subcommittee

meetings. The Meeting Chairperson will be replaced at the third consecutive absence unless prior notice and arrangements were approved of by the subcommittee. The Meeting Chairperson is responsible for all aspects of the meeting such as keeping supplies, i.e., literature etc., and making sure the meeting begins and ends on time and that the content of the meeting is recovery from the disease of addiction in the Narcotics Anonymous Fellowship. He/she is to maintain a link of communication with the H&I Chairperson and/or Vice-Chairperson letting him/her know of any problems that effect the meeting. The Meeting Chairpersons should have regular communication with his/her contact person at the facility to ensure that all is as it should be. If necessary may be removed by a 3/4 vote of the committee.

F. The Panel Members

The Panel Members are members who are in the orientation stage of the H&I Subcommittee (This member is here to observe and learn only). To qualify as a Panel Member individuals must have a minimum of ninety (90) days clean in Narcotics Anonymous. Prior to attending an H&I meeting as a Panel Member the person must attend at least once as an observer to become orientated to H&I services. Members in this orientation stage do not necessarily need to have 90 days clean yet and should be given an orientation package so they can better understand their role in H&I.

III. AGENDA FOR MEETING

1. Opening prayer
2. Read Traditions
3. Take attendance and give meeting reports
4. Establish voting membership
5. Read and approve the minutes of the previous meeting
6. Report of budget expenditures including literature disbursements
7. Old business
8. New business
9. Establish next meeting time and place.
10. Close meeting with serenity prayer.

IV. MOTIONS AND VOTING PROCEDURES

Voting members of the Subcommittee shall be all H&I Meeting Chairpersons. Motions may be made and seconded only by voting members. In the event of a tie, the Chairperson will exercise his/her right to break such tie. A quorum is the simple majority of the voting members. Once a quorum is established at each meeting, it stays through the meeting.

V. BUDGET

General operating expenses, which may include copies of minutes, guidelines, policies, reports on projects from other levels of service or other committees, postage and rent for H&I Subcommittee meeting. The budget needs to be prepared and submitted to the ASC in accordance with the ASC calendar. The H&I Chairperson's report to the ASC should include a monthly statement detailing literature and operating expenses. The H&I Subcommittee should

receive literature from the ASC rather than funds for literature. The ASC provides the H&I Subcommittee with the budget allotted amount of literature each month.

VI. ADDITIONAL GUIDELINES

1. Meeting Chairpersons should not do H&I services at a facility where they have an ongoing outside relationship (i.e. are employed at, do volunteer work in a context outside of N.A. ect.)
2. The volunteer list is updated regularly by the Chairperson of the subcommittee (or an appointee of the Chairperson). Members who have suffered a relapse are automatically removed and the Chair may ask the subcommittee to remove other names for the following reasons: Meeting Chairpersons have reported the volunteer fails to show up for commitments, a facility makes a justifiable complaint or a Meeting Chairperson reports unacceptable behavior about an individual. To place names on the list the Meeting Chairperson brings it up at the H&I Subcommittee meeting and unless there is objection and a motion not to include an individual they are automatically placed on the list. The list itself is maintained by the H&I Secretary.
3. The H&I Subcommittee will only recognize H&I meetings that fall under the auspices of this subcommittee. Individual members of the H&I Subcommittee should not take it upon themselves to start H&I meetings. Request for new H&I meetings are reviewed and approved by the H&I Subcommittee.
4. The H&I Subcommittee will utilize and follow the guidance established in the Handbooks and Guides available from NA World Services.
5. Each speaker must have at least three (3) months clean time to speak at a H&I meeting and have a clear N.A. message which includes having an NA sponsor, regular attendance at NA meetings and working the 12 Steps of Narcotics Anonymous. Like the Meeting Chairperson each speaker is an example of Narcotics Anonymous and must only share their experience through the 12 Steps in Narcotics Anonymous as anything else would be an endorsement of an outside enterprise. Remember ego has no place in H&I work. We are here to spread the message of recovery to the suffering addict not to make a name for ourselves.
6. Medallions and Key-Tags should not be passed out at H&I meetings. Literature and meeting lists for H&I meetings must be supplied at H&I Subcommittee. Meeting lists will be distributed with discretion. The H&I Subcommittee is given meeting lists as needed.
7. Rides to outside N.A. meetings are not provided by H&I Subcommittee members.
8. Speaker and Chairpersons for H&I meetings must not be employed or affiliated with that facility.
9. We believe in men working with men and women with women. Some facilities house only men or only women. Other facilities house men and women separately. Whenever this is the case, only same-sex N.A. members should chair H & I meetings in those facilities or work closely with the inmates/patients whenever possible. This does not exclude members of the opposite sex from participating in meetings. Experience has taught us that we can avoid many possible problems if we follow this simple guideline. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Even though we may be innocent, just the

appearance of problems of this nature can do irreparable harm. Please use sound judgment in this area.

Considerations for Correctional Setting H&I Meetings

In the interest of maintaining a high standard of service at each of the correctional facilities, the South Atlantic Area H&I Committee has developed the following policies. These policies will be binding and serve as a minimum standard that all NA members shall be held to while participating with H&I service work. These policies may be amended as the needs of the facilities we work with may dictate.

- Confidentiality of the identities of inmates or anything they share about will be closely guarded. We are required to immediately inform facility personnel of any discussions related to escapes, planned violence or other life threatening issues. Our meeting format will include a statement advising participants of this.
- NA volunteers will comply with requests and directives of any correctional officer while at the facility. Volunteers will not move around the facility unless properly escorted by an officer or other staff member designated by the facility.
- NA volunteers will only attend meetings after they have obtained the proper clearance and permission. The Meeting Chairpersons will be responsible to ensure each attendee has met this criteria prior to arriving at the facility.
- NA volunteers will be prohibited from writing letters of recommendation or referral on behalf of inmates they have only had contact with at the NA activities at a facility. This includes but is not limited to parole and employment.
- NA volunteers will not participate in meetings if they are in any way connected to a legal action with people in attendance. Also NA volunteers will not participate in meetings if a relative is in attendance.
- NA volunteers will not participate in meetings if they are on an attendee's visitors list.
- The facility is not obligated to bargain for any NA volunteer being held hostage by an inmate.
- All NA volunteers will be responsible to understand and comply with the Correctional Facility Orientation Package and any other rules agreed to by the H&I Subcommittee and the facility.

VII. ORIENTATION

H&I Orientation is a period which allows NA members to become familiar with H&I work so they aren't thrust into it without any preparation for this important service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off; everyone has something to offer. The orientation packet has been developed by the South Atlantic Area

H&I Subcommittee to give a brief outline of some of the specifics that will be important for you as a Meeting Chairperson and Panel Member. If you decide you want to learn more about this rewarding type of service, the H&I Handbook gives a much more in depth look at H&I work in Narcotics Anonymous. This Area, as a part of Orientation, brings those that are new to H&I to their first meeting or two as an observer. This will give you a chance to just listen at first and see how an H&I Meeting really works. Also, this helps many feel more comfortable when they come in on the panel. Panel Members must have a clear understanding of the H&I Orientation packet.

VIII. H&I MEETING FORMATS

There are a variety of formats that we use when carrying the message into hospitals and other institutions. There are some key points to keep in mind with all of them.

The format of any particular H&I meeting may vary from meeting to meeting, depending on the type of facility that we are servicing. In short term facilities the format will be more focused on the Meeting Chairpersons carrying a message into the inmates, while at a long term facility we may encourage more participation from the inmates. The point is that in H&I we are carrying the message into the facility. We are not there to dump our problems but rather to help these addicts become aware of what NA is and how it works in our lives. An H&I meeting differs from a regular NA meeting in that this a presentation of Narcotics Anonymous and this is a service provided by the H&I subcommittee. Only those specifically invited by the Meeting Chairperson are to attend from the outside. In effect an H&I meeting is an introduction to our fellowship for the addict who does not have full access to regular NA meetings.

The Meeting Chairperson should let you know what the format is before the meeting and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the H&I Handbook. Whatever format is chosen, we normally get the inmates involved with a question and answer session at some point in the meeting. Also, you may be asked to stay after the meeting for a while to talk with the inmates.

IX. PERSONAL COMMITMENTS

Please **DO NOT** volunteer for an H&I meeting if;

- 1) You are not sure that you want to attend or;
- 2) You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make it, try to give the H&I Chairperson, H&I Vice-Chairperson at least 48 hours notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone who is not from the H&I Subcommittee to take your place. The Meeting Chairperson is the only one that is allowed to invite people to the H&I meeting.

X. QUESTIONS AND ANSWERS

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

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

- 1) Other recovery programs or Fellowships.
- 2) The facility or legal/parole issues.
- 3) Many other issues that do not pertain to recovery from the disease of addiction in the Narcotics Anonymous Fellowship.

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

XI. H&I REQUIREMENTS

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

- 1) You have at least 6 months abstinence from all drugs.
- 2) You have an NA message of recovery from addiction.
- 3) You are willing to comply with all of the H&I Subcommittee's and the facilities requirements.
- 4) You are a responsible and caring person.
- 5) You are an example of recovery in Narcotics Anonymous through your attendance at regularly scheduled Narcotics Anonymous meetings and through working the twelve steps of Narcotics Anonymous with a Narcotics Anonymous Sponsor.

XII. DO'S AND DON'TS FOR H&I PARTICIPATION

DO'S

DO make directories of outside meetings available to residents.

DO clarify the facility's rules with anyone you bring in.

DO start and end on time!

DO briefly explain what H&I is and why it is that type of meeting.

DO make it clear that NA is a separate and distinct thing from other programs in the facility as well as other fellowships.

DO try to get residents involved (i.e. readings).

DO obey all dress codes. Exercise common sense and respect for the facility in what you wear. Dress conservatively with no suggestive outfits or clothing associated with clubs or gangs.

DO keep officers and staff aware of your whereabouts at all times.

DO screen all panel members carefully, especially regarding the clean time or other requirements. Also be sure panel members have no outstanding legal judgments. They can probably get in but leaving may be more difficult.

DON'T

DON'T give out your or any other person's address or phone number.

DON'T break another person's anonymity or tell his or her story. Confidentiality of who attends our meetings and what is said is absolutely necessary.

DON'T debate any issues involving institution rules or regulations.

DON'T get involved in discussions on outside issues, remember why we are there.

DON'T while sharing, put too much focus on what it was like. They already know!

DON'T debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.

DON'T discuss conditions within the institution, or opinions about staff or officers.

DON'T carry any cash or wear expensive or flashy jewelry. Wallets, keys and other personal effects should be left in your car or with the officers.

DON'T show favoritism to any resident(s)

DON'T take messages in or out of the institution. Taking **any** personal items into or out of the facility for residents may result in criminal charges.

DON'T carry in any contraband items, such as cigarettes or weapons. This includes any medications prescribed to you.

DON'T accept or present gifts, of any kind.

Remember at all times that you have a responsibility to the institution, to the resident's and to NA. If you observe the above suggestions and follow the Twelve Traditions, you will uphold your responsibilities.

H&I PRESENTATION FORMAT

Hello, I'm an addict named _____.

I would like to open this presentation with a moment of silence followed by the Serenity Prayer, for those who care to join in, please do.

This is an H&I presentation. What H&I does is bring N.A. presentations to those who do not have full access to regularly scheduled N.A. meetings. N.A. is a fellowship of men and women who meet regularly to help each other stay clean. N.A. is a spiritual, not religious, program that comes from the Twelve Steps and Twelve Traditions of N.A. Our Third Tradition states “the only requirement for membership is a desire to stop using”.

Narcotics Anonymous is not affiliated with this facility nor do we have any opinions on its policies. We are not social workers, or counselors, only addicts who come to you to carry the message of recovery – that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.

At this time I’d like to go around the room and have everyone introduce themselves.

I’ve asked someone to read “WHO IS AN ADDICT”

I’ve asked someone to read “WHAT IS THE N. A. PROGRAM”

I’ve asked someone to read “WHY ARE WE HERE”

I’ve asked someone to read “HOW IT WORKS”

(Thank readers)

At this time introduce the format (speaker, topic, ask it basket, etc.). There will be no cross-discussion during the H&I presentation but we will make time for any questions you may have about Narcotics Anonymous.

(Thank everyone for attending the H&I presentation and explain the I. P. pamphlets on the table putting emphasis on the meeting list)

(Open presentation for discussion and questions)

We are out of time; we have a nice way of closing!

Can we close this presentation with a moment of silence followed by the Serenity Prayer, for those who care to join in, please do. 1

SAASC CALENDAR

- ASC Items plain text
- *RSC Items in italic*

January

Events: New Years Day Brunch (Jan. 1)

ASC new budget year begins

(RCM Annual Report due at Jan. RSC)

RSC 3rd Sunday

February

Events: Kick the Habit Picnic (Feb.)

March

GSR Assembly (3rd Weekend Even # Years)

RSC 3rd Sunday

April

Events: H&I Gratitude Dinner (April)

WSC held even # years

May

RSC 3rd Sunday

RSC Vote of Confidence for RSC Vice-Chairs and RSC Alternates

June

Annual Area Inventory

July

Vote of Confidence for ASC Vice-Chair, ASC Vice-Treasurer and Alternate RCM to assume new job

FRCNA July 4th Weekend (restarting 2004)

RSC Elections RSC 3rd Sunday

August

Elections- August (New Officers take over at September ASC)

September

(New Officers take over at September ASC)

RSC Elections of RSO and FRC Board members

RSC 3rd Weekend

October

ASC Treasurer holds finance meeting with all Officers to prepare proposed budgets

Area Anniversary!

November

Events: Shake ya Tail Feathers Dance (Nov.)

Budgets- November ASC Approval (Effective date of new budgets to be January)

RSC 3rd Sunday

December

Annual Reports from ASC- Officers, Subcommittee Chairpersons and GSRs