

# Guidelines of the Seacoast Area Service Committee of Narcotics Anonymous

## Article I

The name of this Committee shall be the Seacoast Area Service Committee of Narcotics Anonymous. (SASC)

## Article II

The service area shall include that geographical area but not limited to the groups it services.

## Article III

The purpose of this Committee shall be to administer and coordinate the activities common to the welfare of the NA groups in the Seacoast Area, to support their needs, to serve as a link between the groups and the Northern New England (Regional Service Committee) of Narcotics Anonymous, (RSC), or (Region), to be the link between our public community and to promote unity within the fellowship.

## Article IV

**Section 1:** This Committee has two (2) types of participants only, that of voting, the other non-voting. Only voting participants shall have voting rights. No person shall hold more than one (1) membership in either class.

**Section 2: VOTING PARTICIPANTS.** The voting participants shall be the GSR's (or alternate GSR's in their absence), *or in case of a tie vote, the area Chairperson.*

**Section 3: MATTERS OF GROUP CONSCIENCE.** *In matters of the Areas group conscience, All members have a vote. (I.E. When and where to)*

**Section 4: VOTING PROCEDURE.** To be a 2/3 majority for any and all changes or amendments to these guidelines which constitute policy for the Area Service Committee. All other matters of business to be conducted require a simple majority. Votes to be taken are: yes, no, and abstention. Abstention is a non-vote, not to be counted as a yes or no except in matters requiring a 2/3 majority *where an abstention shall be considered a no vote.*

**Section 5: NON-VOTING PARTICIPANTS.** The non-voting participants of this Committee shall be the Chairperson (*except in the case of a tie*), Vice-Chairperson, Secretary, Treasurer, *RCM and Alternate RCM, Policy Chair and Sub-Committee Chairperson.*

## ARTICLE V. **OBSERVERS:**

NA members not addressed elsewhere in these guidelines shall be known as observers. Any NA member shall have the right to request the floor to express specific concerns by the same method as all others. The Chairperson has the exclusive right to grant or deny such requests. The chair's decision is subject to appeal and may be overturned by a *simple* majority of the voting participants.

## ARTICLE VI. **ELECTION OF TRUSTED SERVANTS:**

**Section 1:** The trusted servants of the Committee shall be Chairperson, Vice-Chairperson, Secretary, *Treasurer, Policy Chair, Regional Committee Member and Alternate Regional Committee Member.*

**Section 2:** All ASC trusted servant positions shall be *nominated in June or July, and elected into office in August.*

**Section 3:** The trusted servants shall be elected for one year. Their term shall start at the *September* regular ASC meeting.

**Section 4:** No trusted servant shall hold more than one office at a time, and no trusted servant shall be eligible to serve more than two (2) terms, consecutively in the same office. Upon election to any service position, the NA member should resign from any other area service position as soon as practical, *including the GSR positions*.

**Section 5:** An election to fill a vacancy in an office shall occur within two (2) regular meetings after the vacancy arose. Notice of intent to fill a vacancy shall be provided. In case of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson UNTIL THE ELECTION OF A CHAIRPERSON. In the case of a vacancy in the office of **RCM**, the Alternate **RCM** shall assume the duties of the **RCM** UNTIL THE ELECTION FOR AN **REGIONAL COMMITTEE MEMBER**.

**Section 6:** Any member of NA may nominate an individual for an ASC trusted servant position.

**Section 7:** Clean time requirements as follows:

Chairperson: 2 years

Vice-Chairperson: 1 year

Secretary: 1 year

Treasurer: 2 years (note: a financial background is suggested)

Regional Committee Member: 2 years

Standing Sub-Committee Chair: 2 years

*All Alternates: 1 Year*

**NOTE:** It is recommended that all trusted servants of the Seacoast Area Service Committee have a working knowledge of the 12 Traditions of NA, have an NA sponsor, an NA home group, and demonstrated willingness and commitment to serve.

**OPTION 3:** In case of an emergency an addict nominated for a trusted servant's position need not be present at a time of election, provided that the addict has qualified for the ASC at time of nomination. Emergency to be clarified by vote of voting members.

## **ARTICLE VII.**

### **REMOVAL OF TRUSTED SERVANTS**

**Section 1:** A service member *shall* be removed from their position for non-compliance. A 2/3 vote is required for removal. Non-compliance includes, but is not limited to:

Loss of abstinence.

Non-fulfillment of the duties of their position.

Absent from two (2) consecutive regular meetings of the Area Service Committee without prior notification to the ASC Chairperson.

**Section 2:** A trusted servant may resign at any time. In order to maintain continuity of service and reasonable transition, it is suggested that the resignation be in the form of written notice *to* the ASC Chairperson at least one regular meeting in advance.

## **ARTICLE VIII**

### **DUTIES OF TRUSTED SERVANTS**

**Section 1:** It is the duty of the Chairperson of this Committee:

To open the meeting at the appointed time by taking the chair and calling the Meeting to order and establish that a quorum is present.

To announce in the proper sequence the business that comes before the Assembly or becomes in order, in accordance with the prescribed order of business agenda, or program and with existing orders of the day.

To recognize members or observers who are entitled to the floor.

To state and to put to vote all questions that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the results of each vote or, if a motion that is not in order is made, to rule it out of order.

To protect the Assembly from obviously frivolous or dilatory motions by refusing to recognize them.

To ensure the rules relating to debate are maintained and to order decorum within the Assembly when appropriate in a spiritual manner.

To expedite business in every way compatible with the rights of members and observers.

To decide all questions of order, subject to appeal unless, when in doubt, the Chairperson prefers to submit such a question to the Parliamentarian or the Assembly for decision.

To respond to inquiries of members relating to parliamentary procedures or factual information bearing on the business of the Assembly and cause to be elected a Parliamentarian.

To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the Assembly.

To cancel and/or postpone the regularly scheduled or special meetings of the ASC for reasons of safety due to hazardous or inclement weather at least three (3) hours prior to the scheduled starting time and to establish the proper procedures to inform the body of any such decisions. Also to coordinate with the other trusted servants of the ASC to reschedule the meeting.

To declare the meeting adjourned when the assembly so votes or where applicable, at the time prescribed in the program, or at anytime in the event of a sudden emergency affecting the safety of those present.

To arrange the agenda for the Meeting and take the necessary action to ensure the distribution prior to the Meeting.

To conduct the general correspondence of the Committee.

To sign all certified acts of the Committee.

To make a report of the year's work at the Annual Meeting.

To conduct the meeting with impartiality and fairness.

To appoint all Ad-Hoc Committees

Co-sign Area Service bank account.

***To vote in case of a tie vote.***

TO ATTEND ALL AREA SERVICE COMMITTEE MEETINGS (AREA).

**Section 2:** It is the duty of the Vice Chairperson of this Committee:

In the absence of the Chairperson to serve as Chairperson.

To coordinate the functions of all Standing Sub-Committees. To fill in for the Chairperson of such Sub-Committees in the event of absence, loss of clean time or resignation until such time as the position is filled through election.

To make a report of the year's work at the Annual Meeting.

To be ex-officia, a non-voting member of all Committees.

To act as Parliamentarian for the ASC meeting, unless this task is specifically assigned to another individual.

To be a signer on the Bank Account.

**Section 3:** It is the duty of the Secretary of the Committee:

In the absence of the Chairperson, the Vice-Chairperson, and the RCM., to call the meeting to order and preside until the immediate election of a Chairperson pro-tem.

To keep a record of all the proceedings of the Committee.

To keep on file all Committee Reports.

To maintain the Committee's Files and Archives.

To keep and update the Committee's official membership list and to call the roll where it is required.

To make the minutes available to NA members upon request and in the manner prescribed by the Committee.

To notify trusted servants, Committee members, and delegates of their election or appointment and to furnish Committees with whatever documents are required for the performance of their duties.

To sign all certified copies of the acts of the Committees.

To notify the participants of each special meeting, utilizing such methods of communication as is agreed upon by the Committee.

To type and mail any correspondence of the ASC which is not a function of other trusted servants or Committees.

To prepare, prior to each meeting and in conjunction with the Chairperson, an exact order, under each heading, all matters known in advance that are due to come up, and if applicable, the times for which they are set.  
To distribute legible copies of the minutes to each trusted servant and member, no later than ten (10) days following each Meeting.

**Section 4:** It is the duty of the Treasurer of this Committee:

To be the custodian of the Committee's funds.

To be a co-signer of the Committee's bank account.

To make a report of the receipts and disbursements at each regular meeting.

To make a full financial report at the Annual Meeting to be reviewed by the Committee.

To disburse funds as necessary in accordance with the Committee decision when funds are available.

**Section 5:** It is the duty of the Regional Committee Member of this Committee:

In the absence of the Chairperson and Vice-Chairperson to serve as the Area Chairperson.

To represent the Area at each Regional Service Committee (RSC) meeting.

To provide the Chairperson of the Region with additional agenda items, if appropriate, for the next regular meeting of the RSC fourteen (14) days prior to that meeting.

To make a report to the Assembly at each regular meeting covering the business of the previous RSC meeting.

**Section 6: It is the duty of the Regional Committee Member Alternate of this Committee:**

*In the absence of the Chairperson, Vice-Chairperson and RCM to serve as the Area Chairperson.*

*To represent the Area at each Regional Service Committee (RSC) meeting should the RCM be unavailable.*

*To provide the Chairperson of the Region with additional agenda items, if appropriate, for the next regular meeting of the RSC fourteen (14) days prior to that meeting.*

*To make a report to the Assembly at each regular meeting covering the business of the previous RSC meeting*

**Section 7: It is the duty of the Policy Chair of the Committee:**

*To maintain records of all ASC Guidelines and policies, special rules of order and standing rules.*

*Current records to be on hand at every regular and special ASC Meeting.*

*To answer all questions on policy at the ASC Meeting.*

*To be Parliamentarian.*

**Section 8:** It is the duty of the Chairpersons of all ASC Standing Sub-Committees:

To schedule and chair all meetings of their respective Sub-Committees.

To attend all regularly scheduled and special meetings of the ASC and submit appropriate reports of their respective Sub-Committees activities.

( Are encouraged ), To attend all regularly scheduled and special meetings of their respective Regional Sub-Committees.

To ensure the first order of business of their respective Sub-Committees is to adopt appropriate guidelines consistent with the 12 Steps and the 12 Traditions of NA and submit said guidelines to the ASC as a whole (see Article X).

To prepare and submit a budget for their respective Sub-Committees activities approval within thirty days of election to the trusted servants position.

To submit a written report of their respective Sub-Committees activities for inclusion in the Annual Report of the ASC and report such activities at the Annual Meeting.

*It is the duty of the Literature Chair to be a signer on the bank account.*

## **ARTICLE IX.** **MEETINGS**

**Section 1:** The regular meetings of the Committee shall be held on the *second* Sunday of each month unless otherwise ordered by the Committee.

**Section 2:** *The Annual Meeting referred to in these guidelines will be at the August ASC.*

**Section 3:** Special meetings may be called by the Chairperson of the Committee and shall be called upon the written request of the members of the Committee at least ten (10) days prior to the meeting. The purpose of the meeting shall be stated in the request. No business other than that which is requested will be conducted.

**Section 4: QUORUM:** GSR's in attendance at Area in order to conduct Simple Business. (NOTE); All other actual policy changes require group conscience approval process.

#### **ARTICLE X.**

##### **STANDING SUB-COMMITTEES**

**Section 1:** The ASC may establish Sub-Committees as necessary to perform certain duties. These standing Sub-Committees shall be formed upon approval of the voting ASC. Standing Sub-Committees may include, but are not limited to, Administration, Public Information, Hospitals and Institutions, Literature, Activities, and other standing Sub-Committees which shall be deemed necessary to carry on the work of the ASC. At the inception of these standing Sub-Committees, a Chairperson will be appointed by the Chairperson of the ASC or elected by the voting members of the ASC. Subsequent trusted servants of each standing Sub-Committee will be elected by the Sub-Committee membership.

**Section 2:** All standing Sub-Committees of this ASC shall create and adopt guidelines which are consistent with the Temporary Working Guide to the Service Structure, the 12 Traditions of NA, and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.

**Section 3:** The guidelines of each standing Sub-Committee shall be subject to approval and review by the ASC as a whole.

#### **ARTICLE XI.**

##### **AD-HOC COMMITTEES**

**Section 1:** The Chairperson of the ASC, shall have the authority to appoint an Ad-Hoc Committee for such purpose as he feels necessary to fulfill special functions. The purpose, membership, and duration of existence of any such Ad-Hoc Committee shall be specifically designated by the Chairperson at the time the Ad-Hoc Committee is established.

#### **ARTICLE XII.**

##### **PARLIAMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order shall be utilized to expedite the business of the Committee in cases to which they are applicable and in which they are not inconsistent with the 12 Traditions, these guidelines, and any special rules the Committee may adopt.

**Revised 11/12**