

# Best Little Area Service Committee of Narcotics Anonymous Policy

## B.L.A.S.C.N.A. Area Service Committee Policy

### I. Purpose and Function

- A. The B.L.A.S.C.N.A. Area Service Committee of Narcotics Anonymous for Toledo, Ohio and its encompassing area consists of N.A. members working together to serve the fellowship of N.A. in the greater Toledo area, but not to act as authoritarian and/or governors over the area. B.L.A.S.C.N.A., operating within its defined and implied responsibilities as directed by the fellowship of N.A. in the greater Toledo area, strives to provide the following services:
1. To unify the groups within the greater Toledo area.
  2. To carry the N.A. message of recovery through B.L.A.S.C.N.A. Public Relations, Phonenumber, Outreach and the Hospitals and Institutions subcommittees.
  3. The area office subcommittee will provide N.A. literature for sale at cost to its members, groups and isolated groups within the B.L.A.S.C.N.A. Area.
  4. To contribute to the growth of N.A. by reviewing and voting on regional and world issues and literature as suggested and to aid in the support of our region, Ohio Region Service Committee (O.R.S.C.N.A.) and Narcotics Anonymous World Service (NAWS).
- B. B.L.A.S.C.N.A. is comprised of elected G.S.R.'s (Group Service Representatives) from the member groups in the greater Toledo area. Committee officers consist of the following:
- Chairperson
  - Vice-Chairperson
  - Secretary
  - Vice-Secretary
  - Treasurer
  - Vice-Treasurer
  - Regional Committee Member
  - Alternate Regional Committee Member
  - Area Hospital and Institutions Chairperson
  - Area Public Relations Chairperson
  - Area Activities Chairperson
  - Area Office Chairperson
  - Area Phonenumber Chairperson
  - T.A.C.N.A. Convention Chairperson
  - Area Outreach Chairperson
- C. Suggested clean time requirements for positions in the BLASCNA area for not all positions have a suggested clean time requirement. They would be as follows:
- |                              |                                   |
|------------------------------|-----------------------------------|
| Area Chair - 5 years clean   | Vice Chair - 4 years clean        |
| Treasurer - 5 years clean    | Vice Treasurer - 4 years clean    |
| Secretary - 1 year clean     | Vice-Secretary - 6 months clean   |
| RCM - 2 years clean          | RCM Alt. - 1 year clean           |
| Office Chair - 3 years clean | Activities Chair - 5 years clean  |
| TACNA Chair - 5 years clean  | Phonenumber Chair - 2 years clean |
| PR Chair - 2 years clean     | Outreach Chair - 2 years clean    |

D. Duties and responsibilities for the ASC Chair.

1. To have a working knowledge of the BLASCNA policy, NA Service Structure, 12 Steps, 12 Traditions and 12 Concepts.
2. Preside over BLASCNA meeting and keep an orderly flow of business in accordance with *Robert's Rules of Order*.
3. Follow the agenda for the BLASCNA meeting as set out in BLASCNA policy.
4. Ability to be a co-signer on the BLASCNA bank account.
5. Previous ASC experience and minimum of 5 years clean time.

E. Duties and responsibilities for ASC Vice-chair.

1. Have a working knowledge of BLASCNA policy, the NA Service structure, 12 Steps, 12 Traditions and 12 Concepts.
2. The Vice-chair's primary responsibility is the coordination of the BLASCNA subcommittees.
3. The Vice- Chair keeps in regular contact with the chair persons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible.
4. Work closely with the subcommittee chairs when they prepare their annual reports and budget proposals.
5. Assist the Chair in conducting BLASCNA meetings and to conduct BLASCNA meetings him/herself in the Chair's absence.
6. Previous ASC experience and minimum of 4 years clean time.

F. Duties and responsibilities for ASC Secretary.

1. Have a working knowledge of BLASCNA Policy, the NA Service structure, 12 steps, 12 Traditions and the 12 Concepts.
2. Keep accurate minutes of each BLASCNA meeting, including but not limited to motions, nominations, votes, attendance, and all other pertinent information and forms.
3. The Secretary will also be responsible for copying, distribution and archiving minutes of each BLASCNA meeting to each ASC member within 7-10 days following the meeting. Copies may be mailed or sent electronically.
4. Maintain a complete set of BLASCNA minutes to pass on to his/her successor.
5. Maintain current mailing list of all BLASCNA trusted servants to pass on to his/her successor.
6. The Secretary must submit to BLASCNA a budget for annual expenses in April. to consist of a budget for the whole Executive Body (Chair, Vice-chair, Secretary, Treasurer.)
7. Maintain and distribute the motion log.
8. Previous ASC experience is desired and a minimum of 1 year clean.

G. Duties and responsibilities for ASC Vice-secretary.

1. Be willing to learn the BLASCNA Policy, the NA Service structure, the 12 Steps, 12 Traditions and the 12 Concepts.
2. Shall perform duties of Secretary in absence of Secretary.
3. After one year term as V. Sec., this individual may be elected to the position of Secretary with a vote of affirmation from the ASC members present with no nomination required. If they have served less than a full term, a nomination to become Secretary is required.
4. Shall attend BLASCNA meetings in support of the secretary.
5. Shall provide clerical support to the Sec. in the typing and distribution of monthly meeting minutes.
6. Previous ASC or group experience is desired and a minimum of 6 months clean time.

- H. B.L.A.S.C.N.A. Area Service Committee will meet monthly on the first Saturday at 3:00 P.M. at a place predetermined by the chairperson whose responsibility it is to notify the area officers and the voting members (G.S.R.'s.) An emergency Area Service Committee Meeting cannot be called without notification of all area officers. Should an emergency B.L.A.S.C.N.A. Area Service Meeting be deemed necessary by any acting officer or G.S.R. then all trusted servants of the area offices and all of the voting members G.S.R.'s should be notified one week (7 days) prior to such an emergency meeting.
- I. All G.S.R.'s and Area Subcommittee Chairs will submit a monthly written report to the B.L.A.S.C.N.A. Secretary for the inclusion in the meeting minutes of that month's A.S.C. meeting.
- J. All trusted servants and G.S.R.'s are to be given one (1) copy of the BLASCNA Policy for their respective Subcommittee or Group.

## II. VOTING PROCEDURES OF B.L.A.S.C.N.A.

- A. The voting body of B.L.A.S.C.N.A. will be made up of the elected G.S.R.'s (or G.S.R. alternate in the absence of the G.S.R.) All N.A. group's G.S.R.'s wishing to be represented as a part of the voting body will need to register with the B.L.A.S.C.N.A. Area in writing at the time of their election, submitting pertinent data, such as time, place of meeting, name of meeting and whether it is an open or a closed meeting. A group must be represented by a G.S.R. or a G.S.R. alternate for two consecutive A.S.C. meetings in order to be considered an active voting group. After attending two meetings, the G.S.R. or G.S.R. alternate is eligible to vote at their third consecutive A.S.C. meeting.
- B. In case of a tie vote, the B.L.A.S.C.N.A. Chairperson may vote to break the tie.
- C. Business of the B.L.A.S.C.N.A. Area Service Committee shall be conducted in conjunction with The N.A. Local Guide to Service and according to Parliamentary Procedures as suggested in *Robert's Rules of Order* for business meeting formats unless otherwise specified by area policy. The passage of motions on the floor of the committee requires a simple majority vote of all voting members present at the meeting while motions regarding policy making or changes in policy will require a 2/3 majority of the voting body present; only after such policy motions have gone back to groups.
- D. Should a situation arise when there are more abstentions than the total number of "yes" and "no" votes, the motion will be placed on the floor again for further deliberation and clarification or tabled for discussion at a later time.
- E. All motions will be made by and seconded by any elected Area trusted servant or G.S.R. or their alternate or presiding officers of the B.L.A.S.C.N.A. Area Service Committee. This is with the exclusion of the chairperson.
- F. Motions made and seconded that are put to the voting body of B.L.A.S.C.N.A. shall be voted on as directed by the group conscience of the G.S.R.'s respective group or in the case of matters not directed by group conscience according to their own judgment and conscience at that time.
- G. In accordance with the Ninth Tradition of N.A., the B.L.A.S.C.N.A. area is directly responsible to those they serve and shall be mindful of the Traditions of N.A. in all its affairs and matters of business, keeping the interest of the N.A. fellowship in the greater Toledo area ever at heart.

H. If any group is not represented by a GSR or GSR Alternate for two consecutive ASC meetings that group's representatives will be exempt from all voting rights and will be considered inactive. Should either representative of that group attend two consecutive ASC meetings they will regain the right to vote at their third ASC meeting, and will then be considered an active voting group.

### III. ELECTIONS FOR B.L.A.S.C.N.A.

A. Nominations and elections of B.L.A.S.C.N.A. trusted servants should be as follows:

1. At the B.L.A.S.C.N.A. meeting in December of each year, G.S.Rs will be asked to return with nominations in January for elections in February from their groups, for the following offices to begin their terms in March:  
Area R.C.M. Alternate  
Area Hospitals and Institution Chair  
Area Activities Chair  
Area Office Chair  
Area Phonenumber Chair  
T.A.C.N.A. Convention Chair
2. At the B.L.A.S.C.N.A. meeting in July of each year, G.S.R.'s will be asked to return with nominations in August for elections in September, for the following offices to begin their terms in October:  
Vice Chair  
Secretary  
Treasurer  
Area Public Relations Chairperson  
Area Outreach Chairperson
3. Elected trusted servants are to begin their term immediately after these above-mentioned elections, beginning with March and October respectively.
4. B.L.A.S.C.N.A. may hire a special worker for pending needed professional services. Additional services may be requested on an as needed basis. Term of employment, rate of pay, and the hiring of this special worker will be decided by our GSRs in accordance with B.L.A.S.C.N.A. policy.

B. Area service officers are elected for a one-year term with the exception of the RCM Alternate and the Vice-chair. These positions may move into the RCM and Chair offices respectively in case of resignation of the RCM or Chair. A vote of confidence is suggested. Should any B.L.A.S.C.N.A. Officer, other than the RCM or Chair be removed from office during their term of office, elections will be held as soon as possible to fill these positions until the end of the term. At the time of regular elections, officers not having served a full term of office may be re-elected.

C. Anyone nominated to a position on the committee who is unable to be in attendance for the nomination may submit his or her willingness to accept and present it to the chair in writing for him or her to present to the area. At the time of elections persons elected to any area position must be in attendance to be elected so that he or she will be able to answer any questions the voting body may have.

D. Subcommittees shall elect a Vice-chair from its members to assist the chair in administering the business of that subcommittee. In the event of resignation of a subcommittee chair, the vice chair shall assume the duties of the chair until such time as scheduled elections for that particular chairperson are held or re-elections are held with nominations from the fellowship of B.L.A.S.C.N.A.

E. Resignation and removal of trusted servants

1. Trusted servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the B.L.A.S.C.N.A. chairperson prior to or at the time of resignation.
2. Any elected Area trusted servant is allowed two absences per term in cases of emergency or illness. A replacement or written report should be supplied in case of a planned absence.
3. Area trusted servants might be removed from office for any of the following reasons:
  - a. Relapse
  - b. Excessive absence without notification and explanation.
  - c. Neglect of duty.
  - d. Disregard for group conscience.
  - e. Repeated violations of Traditions.
  - f. Misuse of funds.
  - g. Falsification of financial reports.
  - h. Any act of theft or violence in committee meetings or towards committee members.

F. Anyone elected mid-term (with the exemption of temporary committee chairperson and RCM and Chair) will serve the remainder of the regular term without forfeiting re-election for another term.

G. Two Hatting

1. No member shall hold more than one Area service position at any one time, with the exception of the subcommittee vice chairs and any temporary committee chair.
2. No member shall serve as GSR or GSR Alternate as well as an Area servant with the exception of subcommittee vice chair and temporary committee chair.
3. No member shall serve on both the Area and Regional level concurrently with the exception of an Area subcommittee vice chair.

IV. General format for B.L.A.S.C.N.A. meeting is as follows:

- A. Meeting called to order by Chair.
- B. Meeting opened with a moment of silence followed by the Serenity prayer.
- C. Reading of the Twelve Traditions.
- D. Reading of the Twelve Concepts of Service.
- E. Reading of the Service prayer.
- F. Roll call and appointment of a vote counter.
- G. Chair/Vice Chair report.
- H. Secretary's report with a motion to accept the minutes of the last B.L.A.S.C.N.A. meeting with additions and/or deletions.
- I. Treasurer's report.
- J. RCM/RCM Alternate report.
- K. Subcommittee reports.
- L. Old Business.
- M. New Business.
- N. GSR Reports.
- O. Motion to adjourn.
- P. Group hug and prayer.

## V. Operations and Funds

- A. At the Area meeting before each Regional meeting an amount will be determined for an Area donation to the Region. The Area will keep a prudent reserve of \$10,000.00. If after all bills are paid the Area has more than their prudent reserve, 10% of the Area's general fund total will be designated as a donation to the region.
- B. That the Area treasurer provide an itemized list of all checks written (to whom, amt., purpose) in addition to donations (which group, amt.)
- C. The Executive Body which includes: Area Chair, Area Vice Chair, Area Treasurer, Area Secretary, Regional Committee Member, and Alternate Regional Committee Member will have an annual budget which will be presented and voted on in April of each year. The RCM and RCM Alt. to have a separate budget from the ASC executive body.
- D. Annual subcommittee budgets should be presented to the B.L.A.S.C.N.A. Area within two (2) months after the election of subcommittee officers. Budgets should be itemized, detailed and limited, to be presented and voted on in April and October.
  1. Subcommittee chairs and the RCM should provide the office with typed minutes and N.A. related business to be kept on file in the Area office.
  2. The Area Secretary will provide the office with typed Area meeting minutes to be kept on file in the Area office.
  3. All copy accounts will be used for copying N.A. related business and schedule updating only.
- E. The B.L.A.S.C.N.A. office subcommittee should have quarterly inventories of the literature stock fund. These should be taken at the end of February by the outgoing and incoming office chairpersons, and then in May, August, and November with the results of these inventories reported to the ASC in the following month's report. The office subcommittee members and the area treasurer should take the November inventory. At the time of the Dec. report, should the office have generated more than their \$2000.00 literature stock fund, the amount over \$2000.00 will be deposited into the area general fund.

### Theft of NA funds

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

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money. Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms that NA pays rent for. Many individual trusted servants follow guidelines and pass on funds that are used to further our

primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

### Safeguarding funds

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

Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place but not used. Some of us have hesitated to either institute or use these measures because it makes us uncomfortable—we believe that they are somehow insulting to the people we ask to serve or they seem too troublesome to follow.

However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

### Selecting trusted servants

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

So what exactly are these “leadership qualities” the Fourth Concept tells us to look for?

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

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

### Responsible management

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

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

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people

make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

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

## When safeguards fail

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future. But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we are addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

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

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

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

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

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

signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

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

Again, balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps. If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

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

## Resolution and recovery

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

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

## AREA SERVICE OFFICE SUB-COMMITTEE POLICY

### SECTION ONE

#### PURPOSE AND RESPONSIBILITIES

- A. Our primary purpose is to assist the groups and other service committees of the Area in carrying the message of recovery to the addict who still suffers.
- B. This Office serves as a distribution point for literature, schedules and newsletters and other fellowship information including News Lines, Fellowship Reports, etc.
- C. The Office serves as a central point of information for:
  - Local events
  - Regional and other N.A. events
  - Inquiries about NA by providing meeting information and their locations

In addressing these inquiries, the Office Sub-Committee will use the Area Post Office Box 1028, Toledo, Ohio 43697 as its permanent address in order to provide a consistent and stable point of contact.

- D. This Sub-Committee is directly responsible to the BLASCNA Area. Its responsibilities are:
  - 1. To operate within the Twelve Traditions.
  - 2. To follow any directives of the Area.
  - 3. To report to the Area by providing a monthly report submitted at the Area meeting.
- E. The Duties of the Office are as follows:
  - 1. To purchase bulk literature and distribute it by selling it at cost to the groups and sub-committees first, and anyone else who inquires. The Office accepts cash or check for literature at the time of purchase. Literature will be sold at cost, including schedules.
  - 2. To keep current and updated schedules on hand.
  - 3. To be open at a consistent time to provide such services. The Office will be open from 4-6 p.m. on Thursdays and for one hour after the ASC meeting.
  - 4. In conjunction with Tradition One, this Office is to help bring unity in our Area, other Areas and Regions.
  - 5. To maintain and provide storage for minutes and records of Area and Sub-Committee business.
  - 6. To provide a uniform place for Sub-Committees to meet.

### SECTION TWO

#### COMMITTEE OFFICERS- DUTIES AND RESPONSIBILITIES

##### A. CHAIRPERSON

- 1. Chairperson is nominated and elected by the Area.
- 2. Must have at least 1 year clean.
- 3. To be responsible for Area Office and carry out all ASC directives.

4. To schedule and chair Office Sub-Committee meetings.
5. Can determine time and length of Office Sub-Committee meetings.
6. Can sell literature.
7. Keep a weekly Itemized Report.
8. Monthly Itemized Reports are to be included in monthly report to ASC.
9. Maintain \$50.00 in office for making change and office expenses.
10. Keep all receipts for office expenses and turn in to area Treasurer monthly.
11. Do a quarterly (Feb., May, Aug., and Nov.) inventory.
12. Make weekly deposits to office checking account within 24 hours
13. To be responsible for the purchase of bulk literature.
14. To be responsible within the Office Sub-Committee to maintain an accurate inventory.
15. To purchase the supplies as needed for maintaining the Office.
16. To maintain an accurate set of books to present a report at Office Sub-Committee meetings.

#### B. VICE-CHAIR

1. Nominated and elected within the Office Sub-Committee
2. Assists the Chairperson.
3. Attends ASC meetings as needed.
4. Be prepared to assume Chairperson's responsibility in case of resignation or removal.
5. Sells literature.

#### C. SECRETARY

1. Take an accurate set of minutes.
2. Distribute minutes to the members of the Office Sub-Committee and the Office File.

#### REMOVAL OF OFFICERS

A member of the Office Sub-Committee will be removed for any of the following reasons:

- Relapse
- Excessive absence (dereliction of duty)
- Misuse of funds/theft
- Violence

#### SECTION THREE

#### VOTING PROCEDURES

Anyone in attendance may vote except for the Chairperson, who may vote only in case of a tie.

## **BLASCNA POLICY AND ADMINISTRATION AD HOC COMMITTEE POLICY**

### **1. Description**

The BLASCNA Policy and Administration Ad Hoc (hereafter referred to as P&A Ad Hoc Committee) consists of concerned NA members and Area Trusted Servants directly responsible to those they serve.

### **2. Purpose**

- A. To provide input and information to be utilized in a group conscience process of the full committee for the understanding and application of the Twelve Traditions of NA.
- B. To provide the Area Sub Committees and GSRs within BLASCNA with documented past actions and recommendations for new procedures when appropriate.
- C. To be supportive of all Area Sub Committees and GSRs within BLASCNA.

### **3. Operational Procedures**

- A. This Ad Hoc Committee shall adhere to the Traditions of NA.
- B. The BLASCNA P&A Committee will provide forums for discussion in accordance with the following circumstances:
  - 1. At the request of BLASCNA.
  - 2. When there is a desire and need within the BLASCNA community.
  - 3. That an Ad Hoc Policy Committee meet on a regular monthly basis to create and update all policy changes concerning BLASCNA and its subcommittees operating procedures.

### **4. Function**

- A. The BLASCNA P&A Ad Hoc Committee shall meet at BLASCNA's request. The Area Vice Chairperson may call additional meetings as necessary. When possible, 7 to 10 days' notice shall be given for all meetings.
- B. Minutes shall be recorded at each meeting and distributed to all P&A Ad Hoc Committee participants and Area Trusted Servants.
- C. When BLASCNA makes a request, this Ad Hoc Committee shall collect and analyze input regarding procedures in the past. This input shall be analyzed and compiled with the objective of providing information regarding the proficiency and productivity of past procedures. Changes or modifications, which could improve the procedure, will then be presented to the entire Area Service Committee body and acted on according to the process being utilized by BLASCNA, Area Sub Committees and GSRs as appropriate.
- D. When requested by BLASCNA, Area Sub Committees or GSRs within BLASCNA, the P&A Ad Hoc Committee will collect and analyze input regarding issues of concern where no past procedures have been developed. This input may be gathered from all resources available including other areas, regions, NA members and Sub-Committees throughout the fellowship of NA. The P&A Ad Hoc Committee will then develop and recommend further study or new procedures for these situations as seems appropriate.

### **5. Ad Hoc Membership**

- A. Membership is open to all concerned NA members in the BLASCNA community; any active member may enter discussion and provide input.

### **6. Ad Hoc Trusted Servants and Responsibilities**

- A. The Chairperson of the P&A Ad Hoc Committee is the Area Vice Chairperson.
- B. It is suggested that the Secretary of this Ad Hoc Committee be the BLASCNA Secretary in office at the time or one may be elected from within the committee.
- C. All P&A Ad Hoc Committee Trusted Servants shall adhere to the requirements of the BLASCNA Policy and the Twelve Traditions of NA.

D. Suggested responsibilities of the Ad Hoc Committee are:

1. Chairperson (Area Vice Chairperson)
  - a. Participates in BLASCNA monthly meetings.
  - b. Makes reports to BLASCNA meetings of all business being done within the Ad Hoc Committee.
  - c. Prepares agenda for P&A Ad Hoc meetings.
  - d. Conducts Ad Hoc meetings in an orderly fashion.
  - e. Makes sure minutes are prepared and made available to all participating members and Area Trusted Servants.
  - f. Ensures that the Twelve Traditions of NA are upheld.
2. Secretary
  - a. Records and takes an accurate set of minutes.

7. Ad Hoc Committee Meeting Agenda

- A. A moment of silence for the still suffering addict.
- B. Serenity Prayer.
- C. Service Prayer.
- D. Reading of the Twelve Traditions of NA.
- E. Roll Call.
- F. Old Business (Items from the previous BLASCNA meeting)
- G. New Business
- H. Move to adjourn
- I. Close meeting with a moment of silence followed by Serenity Prayer.

8. Voting and Business

- A. The voting body of the P&A Ad Hoc meetings will be made up of the following BLASCNA Trusted Servants: Chairperson, Secretary, Treasurer, RCM, RCM Alternate, and all BLASCNA Sub Committee Chairpersons in attendance.
- B. In case of a tie vote, all GSRs in attendance will be asked to vote.
- C. In case a tie vote reoccurs, the Area Vice Chair will be asked to break the tie.
- D. Only GSRs, BLASCNA Trusted Servants and Sub Committee Chairpersons may make or second motions.
- E. Business of the Ad Hoc Committee shall be conducted according to Robert's Rules Order except when BLASCNA and P&A Ad Hoc Policy indicate otherwise. The passage of motions on the floor of the Ad Hoc Committee requires a simple majority, while motions on the floor, which change or make P&A Policy, require a 2/3rd majority of the voting body in attendance. If a situation occurs when there are more abstentions than the total of votes, then the motion will be placed on the floor again for further deliberation and clarification.

9. Amendments to this Policy

- A. This Policy may be amended at any time by a 2/3rd majority vote of BLASCNA's voting members.

10. General Information

For anything not covered in this Policy, please refer to the BLASCNA Policy as reference. This Policy is recommended for the BLASCNA P&A Ad Hoc Committee. We leave the final decision to a Higher Authority who is a loving God, as we understand Him.

In Loving Service,  
BLASCNA P&A Ad Hoc Committee

## **BLASCNA AREA ACTIVITIES SUB-COMMITTEE POLICY**

### **1. DESCRIPTION**

The BLASCNA Activities Sub-Committee consists of BLASCNA NA members directly responsible to the Area they may Serve.

### **2. PURPOSE**

Our primary purpose as an Area Activities Sub-Committee is to help unify the members within the BLASCNA Area. To fulfill this purpose, the Sub-Committee is to coordinate and facilitate all Area Activities.

Each Area is responsible for electing its own Activities Chairperson who in turn through their Area Sub-Committee is responsible for setting up their own Area guidelines for Activities.

### **3. OPERATIONAL PROCEDURES**

A. This Sub-Committee shall adhere to the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

C. This Sub-Committee will not participate in the planning, coordinating, or facilitating of functions outside of the Area, except in the event of a shared services activity.

### **4. FUNCTION**

A. The BLASCNA Activities Sub-Committee will plan and implement Area events as the BLASCNA Activities see fit.

B. The Sub-Committee shall meet every month to discuss problems, suggestions, ideas, etc., concerning the unity of the Fellowship in BLASCNA, and the Ohio Region as a whole. The Chairperson may call additional meetings of 1-week notice.

C. Minutes shall be recorded of each meeting and distributed to all Activities Sub-Committee participants.

### **5. SUB-COMMITTEE MEMBERSHIP**

Membership is open to all concerned NA members in the BLASCNA community. Any active NA member may enter discussion and provide input.

### **6. SUB-COMMITTEE TRUSTED SERVANTS AND RESPONSIBILITIES**

The trusted servants of the Activities Sub-Committee are elected according to the policy of the Area from which they serve.

#### **A. CHAIRPERSON**

1. Participates in ORSCNA quarterly meetings.
2. Participates as a voting member in ORSCNA Policy and Administration meetings.
3. Makes reports to BLASCNA Area of all business being done within the Sub-committee
4. Prepares agenda for Activities Sub-Committee meeting.
5. Conducts Sub-Committee meeting in an orderly fashion.
6. Makes sure minutes are prepared and sent to all participating members.
7. Maintains contact with RAC.
8. Keeps a calendar list of all upcoming events in and around Ohio Region.
9. Ensures that the Traditions are upheld.

#### **B. VICE-CHAIRPERSON**

1. Helps chairperson keep proceedings in order.

2. Acts as chairperson in absence of chairperson.
3. In the event that the chairperson is removed or resigns from the position, the Vice-Chair will take over as Chair.

#### C. SECRETARY

1. Takes an accurate set of minutes at each Area Activities meeting.

#### D. TREASURER

1. Keeps accurate account of funds going in and coming out.
2. Needs to maintain full communication with the Area Treasury concerning checks and money.
3. Is responsible for all funds at all functions.
4. Needs to have an accurate report at Activities Sub-Committee meetings.

#### 7. SUB-COMMITTEE MEETING AGENDA

- A. Moment of silence for the still suffering addict.
- B. Serenity Prayer
- C. Reading of Service Prayer
- D. Reading of Twelve Traditions
- E. Old Business (items from previous Activities minutes)
- F. New Business
- G. Get date for next meeting
- H. Close meeting with a few moments of silence followed by the Serenity Prayer (or Prayer of choice)

#### 8. VOTING

- A. The voting of the Activities Sub-Committee will be made up of the following trusted servants: Vice-Chair, Secretary, and all present.
- B. Members need to attend 2 consecutive meetings to have the power to vote (including emergency meetings as well).
- C. Any member can make motions and 2nd them.
- D. In the case of a tie vote the Chairperson may vote to break the tie.

#### 9. GENERAL INFORMATION

- A. Any functions that are given for convention (OHIO REGIONAL) after all bills are paid; money will be given directly to them.
- B. Area Activities Chairperson is responsible for notifying the RAC of all specifics (type of event, time, date, place, etc.,) of all events within the BLASCNA Area
- C. The Activities Chairperson should encourage GSR's to encourage the groups to support all functions, ever increasing our Primary Purpose.

#### SERVICE PRAYER

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

In Loving Service,  
BLASCNA AREA ACTIVITIES SUB-COMMITTEE

# **BLASCNA**

## **HOSPITALS AND INSTITUTIONS SUBCOMMITTEE POLICY**

### **I. DEFINITION & PURPOSE**

The Hospitals & Institutions Subcommittee of BLASCNA is a group of men and women from the Fellowship of Narcotics Anonymous who believe in the concept: “TO ASSURE THAT NO ADDICT SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE, FROM THIS DAY FORWARD MAY WE BETTER PROVIDE THE NECESSARY SERVICES.”

This concept should always be our primary concern so that when an addict who is housed in a correctional institution, hospital or recovery house reaches out for recovery. Narcotics Anonymous will be there.

### **II. FUNCTIONS OF THE HOSPITALS & INSTITUTIONS SUBCOMMITTEE**

The BLASCNA Hospitals & Institutions Subcommittee plays a central role in the overall Hospitals & Institutions picture. It coordinates all local NA Hospitals & Institutions activities. An NA group can sponsor a meeting in a particular facility and coordinate those efforts through the area Hospitals & Institutions Subcommittee or the area Hospitals & Institutions Subcommittee can sponsor the meeting. The first step back from the front lines, the central hub of Hospitals & Institutions planning and organization, is the area Hospitals & Institutions Subcommittee.

The Toledo Area Hospitals & Institutions Subcommittee is a subcommittee of the BLASCNA Area. It meets monthly on the third Saturday, independently of BLASCNA, and its Chairperson reports monthly to BLASCNA. It is composed of a Chairperson, Vice-Chairperson, Secretary and other members who wish to be involved. This is what the Subcommittee does:

1. Provides a monthly forum to pool experiences: (I CAN'T, WE CAN.)
2. Serves as local communication link between local Hospitals & Institutions meetings and Hospitals & Institutions committees at the Regional and World levels.
3. Serves as a distribution point for literature to facilities and their clients.
4. Conducts workshops and orientation on relevant topics.

### **III. SUBCOMMITTEE MEETING AGENDA**

1. Moment of silence for the still suffering addict.
2. Serenity Prayer.
3. Read Traditions.
4. Service Prayer.
5. Seventh Tradition.
6. Attendance.
7. Elect Officers/Trusted Servants (if appropriate.)
8. Read and approve minutes of previous meeting.
9. Hospitals & Institutions Representative reports.
10. Old Business.
11. New Business.
12. Schedule next meeting.
13. Close meeting with prayer of choice.

#### IV. VOTING PROCEDURES

1. The voting body for the Hospitals & Institutions Subcommittee is the elected Trusted Servants only.
2. In order to change Hospitals & Institutions policy, a two-thirds majority of elected Trusted Servants must be present to vote.

#### V. SUBCOMMITTEE OFFICER'S RESPONSIBILITIES

The responsibilities of the Subcommittee officers are as follows, but this list is only a summary. Officers will often take on extra responsibilities as needed. The success or failure of the subcommittee depends upon the dedication and leadership of good officers.

1. Chairperson
  - a) Clean-time requirement is one year.
  - b) Keeps discussion on the topic and brief.
  - c) Keeps order in the meeting.
  - d) Brings a prepared agenda to each subcommittee meeting.
  - e) Ensures that the Traditions are upheld.
  - f) Maintains a link of communication between the Hospitals & Institutions Subcommittee and BLASCNA, including giving a monthly report to the ASC.
  - g) Orders all Hospitals & Institutions literature.
  - h) In cooperation with PI, makes all initial contacts and presentations to facilities.
  - i) To provide printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each institution, to each Sponsor/Co-Sponsor so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
  - j) To stamp Hospitals & Institutions literature with NA Hot-Line telephone number.
2. Vice-Chairperson
  - a) Clean-time requirement is one year.
  - b) Helps Chairperson keep proceedings orderly.
  - c) Acts as Chairperson in case of Chairperson's absence.
  - d) Keeps an updated volunteer list of willing people who would like to serve.
  - e) Maintains information on all hospitals and institutions being served and keeps a list of all persons to contact of each facility being served.
3. Secretary
  - a) Clean-time requirement is six months.
  - b) Takes an accurate set of minutes at each meeting and distributes them to the Subcommittee members prior to the next Hospitals & Institutions Subcommittee meeting.
  - c) Keeps an updated Subcommittee list, including addresses and phone numbers.
  - d) Maintains an ongoing file of all correspondence and minutes.

#### VI. TRUSTED SERVANT RESPONSIBILITIES

This Subcommittee has chosen a system of Trusted Servants called the SPONSOR SYSTEM. The word "Sponsor" here is not to be confused with personal Sponsorship. Here is a list of the Trusted Servants involved, their responsibilities and their terms.

1. Sponsor
  - a) Clean-time requirement is one year or the requirements of the facility being served.

- b) Term is six months.
  - c) Primary liaison between the facility and Narcotics Anonymous communication.
  - d) Responsible for the literature inventory for the meeting.
  - e) Selected by vote at the Hospitals & Institutions Subcommittee meeting.
  - f) Start and end the meeting on time.
  - g) Conduct the Hospitals & Institutions meeting according to Hospitals & Institutions Subcommittee Policy and inform volunteers of their guidelines.
  - h) Have a working knowledge of the Hospitals & Institutions Subcommittee and its purpose.
  - i) Responsible for the volunteers taken into the meeting (to make sure they are following Policy on dress codes, clean time, etc.)
  - j) Keep ongoing communication with Co-Sponsor.
  - k) Should attend all regularly scheduled Hospitals & Institutions Subcommittee meetings.
  - l) Provide a monthly report of experiences and general information on the meeting (format, relationship with the facility, facility clean-time requirements, etc.)
  - m) Be sure all volunteers are advised that we carry a NA message only and use only NA language.
  - n) In case Sponsor and Co-Sponsor cannot do the meeting, the Sponsor is responsible to contact the Hospitals & Institutions Chair or Vice-Chair to do the meeting.
2. Co-Sponsor
- a) Clean-time requirement is six months or the requirements of the facility being served.
  - b) Term is one year (six months as Co-Sponsor followed by six months as Sponsor.)
  - c) Selected by vote at the Hospitals & Institutions Subcommittee meeting.
  - d) Keep ongoing communication with Sponsor.
  - e) Should attend all regularly scheduled Subcommittee meetings,
  - f) When the Sponsor cannot make it to the meeting, the Co-Sponsor must follow all responsibilities of the Sponsor.
3. Volunteers
- a) Clean-time requirement is two months or the requirements of the facility being served.
  - b) Should have a positive, hopeful attitude about recovery and a willingness to serve.
  - c) They can be chosen by the Sponsor or Co-Sponsor with the Sponsor's knowledge.
  - d) Should have knowledge of H&I Subcommittee and its purpose.
  - e) Should attend one Hospitals & Institutions Subcommittee meeting every six months.
  - f) Should have 90 days clean to share.
  - g) New Hospitals & Institutions volunteers should attend an Hospitals & Institutions subcommittee meeting prior to going into a facility to receive a copy of the Policy and Guidelines and to learn how the Hospitals & Institutions Subcommittee functions.

## VII. ADDITIONAL REQUIREMENTS

1. Any member of the Hospitals & Institutions Subcommittee is automatically disqualified from further Hospitals & Institutions activity upon relapse, but may again become eligible when they can conform to the requirements herein set forth. Being clean for the purpose of this subcommittee shall be construed as freedom from the use of any mood-changing, mind-altering chemicals.
2. No Narcotics Anonymous meeting regularly conducted under the guidance of this Subcommittee shall be held in any hospital or institution, except under the direct supervision of a regularly delegated Sponsor/Co-Sponsor or group specifically appointed by this Subcommittee. They must also be acceptable to the authorities of the hospital or institution being served.

3. No Sponsor/Co-Sponsor will involve themselves with any other activity at any facility that this Subcommittee serves which would result in damage to or possible conflict with:
  - a) The inmate or patient inside.
  - b) The working ability and the privilege of this subcommittee is to carry the message inside the institution.

For these same reasons, no Sponsor will interfere with or use influence neither in any institutions, courts, hospitals, nor with any judge, doctor, probation or parole officer. Nor will they make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous recovery through spiritual help.

4. Narcotics Anonymous life stories and/or NA principles or general information are to be the main topics of any Narcotics Anonymous meeting conducted within all institutions served by this Subcommittee.
5. Excessive use of vile, profane or filthy stories is strictly prohibited by this Subcommittee. All speakers and Sponsors/Co-Sponsors must strictly comply with this regulation. Nothing will be given to or taken from an inmate or a patient, including messages.
6. A member of Narcotics Anonymous on parole will be allowed to participate in or attend a NA meeting in any institution being served by this Subcommittee with the express clearance by the authorities when requested.
7. It is further suggested that to assist the purpose of Narcotics Anonymous in carrying the message, the Sponsor/Co-Sponsor present the staff of any institution with NA literature and related information stamped with the NA Hot-Line telephone number.
8. Any elected Trusted Servant having two absences from Subcommittee meetings in one year is subject to review by the Subcommittee for possible dismissal. Any Sponsor/Co-Sponsor having two absences from their facility meeting during their term is subject to review by the Subcommittee for possible dismissal.
9. Please dress accordingly: if we keep in mind that we are going into a hospital or institution to “do a job” (which we are) to carry the message, we will NOT wear dirty clothes, shorts, headbands, low-cut tops that show cleavage, excessive jewelry or any drug-oriented appearances. Remember that we are representing recovery to the newcomer.
10. Any member not conforming to the foregoing requirements or to any others which might hereafter be added or refuse to abide by the rules and regulations of the hospital or institution being served shall automatically be relieved of any Hospitals & Institutions Subcommittee assignments previously granted.

Finally, since the purpose of the Hospitals & Institutions Subcommittee and its individual members is to share the experience, strength and hope of the Narcotics Anonymous message, it is hoped that the Sponsor/Co-Sponsor try to get the inmates, patients or residents of any facility involved with the NA meeting through reading, sharing, etc.

For anything not covered in this Policy, please refer to the current World Service Hospitals & Institutions Handbook.

BLASCNA  
PHONELINE SUBCOMMITTEE OPERATING POLICY  
ASC Approved September 2012

I. Description:

We are a subcommittee of the Best Little Area Service Committee of NA, serving the Toledo and Northwest Ohio area. We are supported by BLASCNA and are directly responsible to that committee. The B.L.A.S.C.N.A. phone line subcommittee is made up of any concerned NA member, including the following officers: chairperson, secretary, vice-chair and phoneline volunteers.

II. Purpose:

Our primary purpose is to carry the NA message to the addict who still suffers. The way to make us available to those who need help is to provide a 24-hour help line by which a person can call and speak with a recovering addict, anonymously. This is done in accordance with the Twelve Traditions of NA.

III. Operational Procedure:

1. Subcommittee meetings will be held every third Sunday of the month at 3:00pm, in the BLASCNA area office.
2. Phoneline workshops will be held once every six months.
3. Chairperson may call additional meetings as needed, with seven to ten day notice.
4. Submit to ASC a written, itemized, operational subcommittee budget annually beginning with January.

IV. Committee Officers Duties and Responsibilities:

1. Elected trusted servants are recommended to have one year clean time in NA.
2. Elected trusted servants will attend workshops every six months.
3. Elected trusted servants will attend all subcommittee meetings, unless excused.

Chairperson:

1. Attends and reports to the B.L.A.S.C.N.A. ASC monthly meetings.
2. Prepares agenda for workshops and committee meetings.
3. Schedules and conducts workshops.
4. Conducts committee meetings in an orderly fashion.
5. Assures the Twelve Traditions are being upheld.
6. Assures a listing with the RSC and the WSC.
7. Attends scheduled area (P&A) Ad-hoc meetings.
8. Assess and distributes tasks to volunteers and officers.
9. Submit a written, itemized, operational subcommittee budget bi-annually, in April and October, to the ASC.

## Vice-Chairperson:

1. Helps Chairperson maintain orderly proceedings.
2. To assume responsibility for the subcommittee in the Chairperson's absence.

## Secretary:

1. Records all minutes, distributes a copy to committee members and allows one copy of each to be put in the office phonline drawer.
2. Reads minutes and motions at subcommittee meeting.
3. Tallies votes.
4. Maintains updated list of volunteers/voting members.
5. Updates list of volunteers bi-annually.

## Phonline Volunteer Phone Carrier Requirements:

1. Express willingness to serve and have attended two previous subcommittee meetings.
2. Have nine months clean time in NA.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA.
4. Attends every subcommittee meeting and the bi-annual workshop, including a previous workshop to carrying the phone.
5. The phone carrier will be held responsible if the phone is lost, stolen or misplaced and will replace it at their own cost.
6. Follows the Do's and Don'ts.
7. All requirements must be met before becoming a volunteer phone carrier.

## V. Voting:

1. Any member of Narcotics Anonymous is welcome to vote at the Phonline subcommittee meeting, after their 2<sup>nd</sup> consecutive meeting.
2. Failure to attend three (3) consecutive Phonline subcommittee meetings shall result in the loss of voting privileges.
3. Voting body consists of all phonline volunteers, elected trusted servants, with the exception of chairperson, who only votes to break a tie.
4. Anyone can give input on discussion, but only voting members can make motions.

## VI. Amending Policy:

1. A 2/3 majority of voting body in attendance is required to amend policy.

## VII. Subcommittee Review of Officers and Cell Phone Carriers:

1. Failure to comply with the responsibilities or the non-fulfillment of the duties for the position held.
2. Missing two unexcused subcommittee meetings will be reviewed for possible dismissal.
3. Misuse or personal use of a cell phone provided by Area.

## VIII. Dismissal of Duties:

1. Relapse in recovery.
2. Resignation as a written and/or verbal statement.

## **Phone line Volunteer's Do's**

- Contact your Higher Power before communicating with a caller.
- Determine caller's need, i.e. addict, family, friend, or outside issue.
- Refer only to 911.
- Have a meeting schedule and White Book or N.A. Basic Text at hand.
- Any problems or professional calls, contact chairperson.
- Responding to Twelve Step transportation calls are NOT suggested by this committee. IF you choose to transport an addict caller, take someone with you, preferably the same sex as the caller.
- Keep with the N.A. traditions.
- Share your experience, strength, and hope...not advice.
- Do explain what N.A. is, and what N.A. is not.

## **Phone line Volunteers' Don'ts**

- Don't give out anyone else's phone number under any circumstances-EVER.
- Don't break anyone else's anonymity, e.g. names or stories.
- Don't make referrals to a particular facility.
- Don't try to persuade anyone to stop using if they don't want to.
- Don't spend too much time with people who are not addicts.
- Don't try to handle calls you are not qualified for.
- Special note (Refer to #3 and #5 of the Do's.)
- Don't volunteer to transport callers to meetings.

**BLASCNA**  
**PUBLIC RELATIONS SUBCOMMITTEE OPERATING POLICY**  
ASC Approved December 2012

**I. Definition:**

We are a subcommittee of the Best Little Area Service Committee of NA, serving the Toledo and Northwest Ohio area. We are supported by BLASCNA and are directly responsible to that committee.

**II. Purpose:**

Public Relations purpose is to inform the public that we exist and offer recovery from addiction through the 12 Steps of Narcotics Anonymous. Our goal is to open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to anyone seeking recovery.

**III. Functions & Responsibilities:**

1. To provide information about NA to the addict, to professionals, and to the community as a whole by letting people know that NA exists, and how we can be reached.
2. To provide information about NA to professionals who work with addicts, such as educators, treatment providers and criminal justice officials. We do this by reaching out to professionals and by responding to their requests.
3. To act as the resource and coordinating body for group and area P.R. efforts.
4. To maintain a close working relationship with other subcommittees within the area, thereby insuring that all requests for information are referred to and carried out by the appropriate committees in accordance with the Twelve Traditions.
5. To respond to any P.R. requests that originates from within the BLASCNA Area.
6. To maintain close communications with other area, regional, and/or World Committee, utilizing their resources and providing assistance when requested.
7. To be responsible for an up-to-date Master Copy of the meeting directory and is made available to the Area Office Subcommittee, ASC, RSC and website.
8. To ensure a group will have a sixty (60) day stabilizing period for new meetings or changes in already listed meetings before printing it on the BLASCNA meeting schedule.
9. To Maintain a web presence for the BLASCNA area using the domain names purchased in Feb. 2012 (natoledo.org; natoledo.com; blascna.org)

**IV. Membership:**

1. The subcommittee membership shall consist of a Chairperson, Vice-chair, Secretary and any other interested members.
2. Each subcommittee member shall be encouraged to have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

**V. Voting:**

1. Any member of Narcotics Anonymous is welcome to vote at the Public Relations subcommittee meeting, after their 2nd consecutive meeting.
2. Failure to attend three (3) consecutive Public Relations subcommittee meetings shall result in the loss of voting privileges.

**VI. Subcommittee Structure and Meeting:**

1. The Chairperson shall be nominated and elected by the ASC, according to BLASCNA Policy.
2. All other officers shall be nominated and elected by the Public Relations Subcommittee to serve a one (1) year term.
3. All nominees for office shall be present at the time of nomination.
4. No officer shall hold more than two (2) consecutive terms of any one (1) position.

5. The subcommittee shall meet once a month with a consistent time and place determined by the subcommittee. Currently the subcommittee meets the third (3<sup>rd</sup>) Sunday of the month at 3:00pm along with Phonelines and Outreach at the ASC location.
6. The members of the subcommittee shall be notified of any changes in the meeting time and location at least one (1) week prior.
7. The PR subcommittee budget expenses shall be for but not limited to typeset, copy and print of directories, flyers, meeting supplies, website domain name and hosting expenses and workshop expenses.

## VII. Committee Officers Qualifications and Duties:

4. Elected trusted servants are recommended to have one year clean time in NA.
5. Elected trusted servants will participate in workshops every six months.
6. Elected trusted servants will attend all subcommittee meetings, unless excused.

### Chairperson

1. Shall have a minimum of two (2) years abstinence from all drugs.
2. Shall have a minimum of one (1) year service experience at any level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

### Duties:

1. Attends and prepares a report for each monthly BLASCNA ASC meeting, makes all motions on behalf of the committee and is the voice of the Public Relations subcommittee at the ASC.
2. Prepares agenda for workshops and subcommittee meetings.
3. Schedules and conducts workshops.
4. Conducts committee meetings in an orderly fashion.
5. Assures the Website Coordinator and Meeting Directory is up to date and available.
6. Assures accurate meeting listings with the RSC and the WSC.
7. Attends scheduled area (P&A) Ad-hoc meetings.
8. Assess and distributes tasks to volunteers and officers.
9. Submit a written, itemized, operational subcommittee budget bi-annually, in April and October, to the ASC.
10. Manages expenditures for the operation of the Public Relations subcommittee.
11. Votes only in the event of a tie.

### Vice-Chairperson

1. Shall have a minimum of one (1) year abstinence from all drugs.
2. Shall have previous experience at the group level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

### Duties:

1. To assume responsibility for the subcommittee in the Chairperson's absence.
2. To work closely with the chairperson and assist with all duties of the subcommittee.
3. Carryout responsibilities delegated by the Chairperson and/or the subcommittee.
4. Attend all BLASCNA Public Relations subcommittee meetings.
5. Attend monthly BLASCNA ASC meeting in the absence of the Chairperson.

## Secretary:

1. Shall have at least six (6) months abstinence from all drugs.
2. Shall have previous service experience at a group level.
3. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

## Duties:

1. Record minutes of each subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
3. Attends all BLASCNA Public Relations subcommittee meetings.

## VIII. Operational Guidelines:

1. Subcommittee officers serve a 1-year term. They may succeed themselves in office, but may not serve more than 2 consecutive terms in a particular office.
2. Any subcommittee member or officer may be removed during their term by a majority vote of the subcommittee.
3. Officers will be removed from office for: Loss of Abstinence. Misuse of funds. Falsification of financial records. Acts of theft and violence. Repeated Tradition violations. See procedure below.
4. Policy/Guidelines may be amended at any time by a two-thirds vote from the Public Relations subcommittee and with the approval of the ASC.
5. The subcommittee operates within the budget approved by the ASC. Additional funds may be requested, but must be approved by the ASC.
6. The subcommittee will function in accordance with the Twelve Traditions of NA and Twelve Concepts of NA Service.
7. This subcommittee will operate within the parameters set forth in the current edition of the Public Relations Handbook, published by the WSO and the current ASC policy.
8. All Public Relations Subcommittee meetings are open to any NA member, but closed to the general public.
9. Every November, the subcommittee shall hold a "Group Inventory" meeting to review what was achieved in the previous year.

## IX. Removal From Office:

Subcommittee officers and coordinators may be removed from office for noncompliance, which includes but is not limited to:

1. Loss of abstinence.
2. Non-fulfillment of the duties of their position.
3. Non-attendance of two (2) consecutive subcommittee meetings without being excused by the Chairperson.
4. If by two-thirds (2/3) vote of the subcommittee, the Chairperson is found in non-compliance, a written request to remove them may be submitted to the ASC executive body.
5. Upon receipt of said written request, the ASC executive body may remove or investigate the officer.
6. All other subcommittee officers or coordinators may be removed from office by two-thirds (2/3) vote of the subcommittee.

## X. Meeting Agenda Template (Amendable by chair and committee):

1. Opening Prayer (Serenity Prayer).
2. Service Prayer.
3. Read 12 Traditions.
4. Read 12 Concepts of NA Service.

5. Review and Approval of Agenda and Previous Minutes (Secretary Report).
6. Administrative Reports.
7. Prior Month's Activities (Task/Project Reports).
8. Old Business.
9. Elections.
10. New Business.
11. Review of upcoming subcommittee activities and motions for the ASC.
12. Announcements (Set Next Public Relations Subcommittee Meeting).
13. Closing Prayer.

ASC Approved 12/01/2012

BLASCNA  
OUTREACH SUBCOMMITTEE OPERATING POLICY  
ASC Approved August 2012

I. Definition:

We are a subcommittee of the Best Little Area Service Committee of NA, serving the Toledo and Northwest Ohio area. We are supported by BLASCNA and are directly responsible to that committee.

II. Purpose:

To reach out to members and groups within our area, assist them in solving problems that may impede their growth and help them overcome many kinds of isolation by encouraging increased knowledge, contact and exposure to NA as a whole and the NA service structure. The goal is to provide support services to individuals and groups so that we can help them help themselves.

III. Functions: The function of this subcommittee is to:

1. Spread unity and our message to individuals and groups.
2. Encourage and improve GSR attendance and member involvement in NA service.
3. To bring NA meetings to recovering addicts who are unable to attend a regular meeting due to hospitalization, illness or being home-bound.
4. To hold a regular monthly subcommittee meeting at a time and place that is pre-announced and accessible to the local fellowship.
5. Respond to the needs of the ASC and the groups, upon their request, in the spirit of strengthening and serving our fellowship.

IV. Membership:

1. Membership shall consist of a Chairperson, Vice-chair, Secretary and any other interested NA member.
2. Each subcommittee member shall be encouraged to have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

V. Subcommittee Structure and Meeting:

1. The Chairperson shall be nominated and elected according to BLASCNA Policy.
2. All other officers shall be nominated and elected by the Outreach Subcommittee to serve a one (1) year term.
3. All nominees for office shall be present at the time of nomination.
4. No officer shall hold more than two (2) consecutive terms of any one (1) position.
5. The subcommittee shall meet once a month with a consistent time and place determined by the subcommittee.
6. The members of the subcommittee shall be notified of any changes in the meeting time and location at least one (1) week prior.

VI. Qualifications and Duties:

Chairperson

1. Shall have a minimum of two (2) years abstinence from all drugs.
2. Shall have a minimum of one (1) year service experience at any level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

Duties:

1. Arranges time and agenda for subcommittee meeting.

2. Maintains communication and cooperation between all subcommittees
3. Is ultimately responsible and acts as the single point of accountability for all files, records and overall functioning of the subcommittee.
4. Attends all BLASCNA Outreach subcommittee meetings.
5. Attends all monthly BLASCNA ASC meetings.
6. Prepares a report for each ASC meeting, makes all motions on behalf of the committee and is the voice of the Outreach subcommittee at the ASC.
7. Submit a written, itemized, operational subcommittee budget bi-annually, in April and October, to the ASC.
8. Manages expenditures for the operation of the Outreach subcommittee.
9. Votes in the event of a tie.
10. Coordinates Outreach subcommittee representatives to visit groups not represented at the ASC for three (3) consecutive months.
11. To promptly report any relevant meeting changes to the PR chair.
12. Coordinates Outreach subcommittee members to bring NA meetings to recovering addicts who are unable to attend a regular meeting due to hospitalization, illness or being home-bound.

### Vice-Chairperson

1. Shall have a minimum of one (1) year abstinence from all drugs.
2. Shall have previous experience at the group level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

### Duties:

1. To assume responsibility for the subcommittee in the Chairperson's absence.
2. To work closely with the chairperson and assist with all duties of the subcommittee.
3. Carryout responsibilities delegated by the Chairperson and/or the subcommittee.
4. Attend all BLASCNA Outreach subcommittee meetings.
5. Attend monthly BLASCNA ASC meeting in the absence of the Chairperson.

### Secretary:

1. Shall have at least six (6) months abstinence from all drugs.
2. Shall have previous service experience at a group level.
3. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

### Duties:

1. Record minutes of each subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
3. Attend all BLASCNA Outreach subcommittee meetings.

### Outreach Subcommittee Representative:

1. A member of the Outreach subcommittee, chosen by the subcommittee, to facilitate scheduled events (such as, but not limited to: homebound visitations, group visitations, workshops.)
2. Never works alone.
3. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall be positive and supportive of each Group. If there is a problem, take it back to the subcommittee and ask for suggestions.

## VII. Voting:

1. Any member of Narcotics Anonymous is welcome to vote at the Outreach subcommittee meeting, after their 2<sup>nd</sup> consecutive meeting.
2. Failure to attend three (3) consecutive Outreach subcommittee meetings shall result in the loss of voting privileges.

## VIII. Removal From Office:

Subcommittee officers and coordinators may be removed from office for noncompliance, which includes but is not limited to:

1. Loss of abstinence.
2. Non-fulfillment of the duties of their position.
3. Non-attendance of two (2) consecutive subcommittee meetings without being excused by the Chairperson.
4. If by two-thirds (2/3) vote of the subcommittee, the Chairperson is found in non-compliance, a written request to remove them may be submitted to the ASC executive body.
5. Upon receipt of said written request, the ASC executive body may remove or investigate the officer.
6. All other subcommittee officers or coordinators may be removed from office by two-thirds (2/3) vote of the subcommittee.

## IX. Meeting Agenda Template (Amendable by chair and committee):

1. Opening Prayer (Serenity Prayer).
2. Service Prayer.
3. Read 12 Traditions.
4. Read 12 Concepts of NA Service.
5. Review and Approval of Agenda and Previous Minutes (Secretary Report).
6. Administrative Reports.
7. Prior Month's Activities (Task/Project Reports).
8. Old Business.
9. Elections.
10. New Business.
11. Review of upcoming subcommittee activities and motions for the ASC.
12. Announcements (Set Next Outreach Subcommittee Meeting).
13. Closing Prayer.

# TACNA Convention Policy

## PURPOSE

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because service committees of Narcotics Anonymous sponsor conventions, they should always conform to the N.A. principles and reflect our primary purpose.

Convention committees of Narcotics Anonymous sponsor conventions, they should always conform to the N.A. principles and reflect our primary purpose.

Convention committees have often compromised traditions. When strong personalities take over, spiritual principles have a tendency to go by the wayside. Our Twelve Steps, Traditions, and literature have a specific focus, and our conventions should maintain that focus with a strict adherence to the Traditions. By so doing, our conventions will reflect our primary purpose as well as an atmosphere of recovery in N.A.

## TACNA CONVENTION

The Convention Committee is a subcommittee of our ASC. This places the convention within the N.A. service structure via the Ninth Tradition by making it a committee directly responsible to those it serves. This point needs special emphasis. The Convention Committee is totally responsible to the ASC and exists only because we formed it. Any convention not reporting to a branch of the N.A. service structure is not responsible to the Fellowship and hence is not an N.A. convention.

The Convention Committee is to be allowed sufficient leeway to perform its responsibilities and should not bog down the ASC with routine business matters that can be handled within the Convention Committee. Also, the Convention Committee Chairperson should give a report of the committee's activities at each of the area meetings. This keeps the ASC in touch with how things are going and enables them to provide support and guidance when needed. As with any committee of area service, the Chairperson and Vice-Chairperson of the ASC should also keep in close contact with the Convention Committee and its officers.

Conventions, as in any service sponsored by N.A. committees, should conform to N.A. principles and focus on our primary purpose of carrying the message. There are questions we should ask ourselves such as: "Is there a need?" "Is it practical?" and "Will it conflict with our ability to support our ASC services and groups?" These questions need to be weighed by the ASC. Sometimes we found that it would take too much time away from our trusted servants who were supporting committees such as phonelines, P.I., H&I, and other services that require stable support to properly serve the Fellowship. When this situation is encountered, we should realize there are other ways of bringing large numbers of members together, such as picnics, camp-outs and Fellowship days. These events do not require large cash outlays, labor-intensive duties and the related financial and legal responsibilities necessary to host a convention. The potential for financial and legal complications are always present when hosting a convention. If problems occur, they are the responsibility of the ASC. We are to be prepared to closely evaluate all legal and financial commitments before entering into them. When these problems occur they substantially impair the ability of the local membership to provide N.A. services.

Financial benefit may be gained from holding a convention but should not be the major purpose.

This tends to divert us from our primary purpose and a large amount of funds can disrupt a service structure as much as a total lack of funds.

## PLANNING COMMITTEE

A convention is a tremendous responsibility, which requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort is to be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee, which are made up of representatives from groups sponsoring the convention. The convention is conducted as an area activity, so the committee is organized as a subcommittee of the ASC. Although members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

This convention is sponsored by our ASC to foster unity and the celebration of recovery. Area conventions are rare because the effort and resources required to stage a convention are often greater than those which are available at the area level.

## CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort is to be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.

Election of officers is to be based upon qualifications and experience. A description of Executive Committee members and duties is presented in this Policy.

Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member.

The chairperson of the subcommittee determines subcommittee voting privileges. All subcommittees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons submit reports, recommendations and other details about their areas of responsibility.

Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings take place weekly.

Schedule two or three hours to conduct the Convention Committee meeting business. An agenda or format is to be prepared prior to the meetings. Use the agenda shown.

1. Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions.
2. Read and approve the minutes of the last meeting.
3. Chairperson's report (review progress to date and relay recent information.)
4. Treasurer's report (update on expenses and new balance.)
5. Subcommittees' reports (reports include goals and progress of each committee.)
6. Old business carried over from the last meeting.
7. New business to be undertaken before the next meeting.
8. Closing prayer.

## CONVENTION COMMITTEE

Membership in the Convention Committee is open to all members of the Fellowship. The Convention Committee consists of an Executive Committee, subcommittee chairpersons and

attending members. The Executive Committee and subcommittee chair positions are identified as follows:

1. Executive Committee
  - A. Chairperson
  - B. Vice-Chairperson
  - C. Secretary
  - D. Treasurer
2. Subcommittee Chairpersons
  - A. Hotels and Hospitality
  - B. Fund-Raising & Entertainment
  - C. Convention Information
  - D. Registrations
  - E. Arts and Graphics
  - F. Program
  - G. Merchandising

Requirements and qualifications suggested for the Executive Committee and subcommittee chairpersons of conventions are as follows:

1. Chairperson-----five years clean time  
Vice-Chairperson-----four years clean time  
Secretary-----two years clean time  
Treasurer-----five years clean time  
Subcommittee Chairs-----two years clean time
2. Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
3. Willingness to give the time and resources necessary.
4. Ability to exercise patience and tolerance.
5. Active participation in Narcotics Anonymous

## THE EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, monthly and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees, which may need extra help.

However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters, which affect the convention. The results of these discussions are included in reports at Convention Committee meetings.

As soon as possible, the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular night on which meeting is held and schedule all meetings on that night throughout the duration of the planning period.

The Executive Committee also makes regular reports to the ASC. Comments and suggestions from the ASC are included in the chairperson's report at the beginning of each committee meeting.

The responsibilities and qualifications of the Executive Committee are as follows:

**CHAIRPERSON:** Five years clean time, demonstrated stability in local community, and administrative abilities, and is elected by B.L.A.S.C.N.A.

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each Subcommittee and provides help when needed.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees are to be given trust and encouragement to use their own judgment.
7. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
8. Votes only to break a tie.
9. Chairs the Convention Committee meeting as well as the convention.
10. Makes a report to the ASC on the progress of convention planning.
11. Holds monthly Executive Committee meetings in addition to monthly Convention Committee meetings.

**VICE-CHAIRPERSON:** Personable and familiar with all committee members, in order to serve as a liaison between the subcommittees.

1. Acts as chairperson if the chairperson is unavailable.
2. Acts as subcommittee chair if one is not available but may delegate this duty to someone else on the Executive Committee if necessary.
3. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
4. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.

**SECRETARY:** Service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function.
3. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
4. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
5. Communicates to the local N.A. membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.

**TREASURER:** Five years clean time, demonstrated stability in the local community, accounting skills, service experience with conventions or other large-scale Fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.

1. Uses a bank account using only two-signature checks for the Convention Committee.

Usually the signatures required for the account are any two of four signatories, which are the Convention Committee Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the committee meeting.

2. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention, which is used for planning fund-raising activities. The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income is to be outlined: one source of income comes from fund-raisers, and the second from registrations.
3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
4. Responsible for *all* monies, including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
5. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is to be included in the Treasurer's report.
6. Each check requires two signatures. Additionally, a complete treasurer's report within three months of the convention is to be submitted to the ASC along with fund distribution. Convention committees are subject to having the report audited as a further safeguard of convention funds.
7. A periodic review of all financial records is to be made by the corresponding service arm. The records are to be reviewed at the time of the actual fund's distribution in accordance with the Treasurer's financial statement requirements.

#### Helpful Hints for Treasurers

1. Have an accountant check your work.
2. Save all receipts in case the IRS audits you.
3. The Convention Committee Treasurer is the only one to handle checks.
4. Determine budgets for subcommittees as early as possible.
5. Maintain a separate account or record of monies received for banquet, brunch and registrations.
6. Utilize the WSC approved financial guidelines whenever possible.

#### Helpful Hints for Budgets

The importance of making a budget for the Convention Committee and subcommittees needs to be emphasized. At this stage of planning, the committee should list as many financial responsibilities as possible. Most of the subcommittees, with the exception of the Fund-Raising & Entertainment Committee and the Hotels and Hospitality Committee, should write a budget and adhere to it fairly closely throughout the planning period.

The Arts and Graphics Committee projects a monetary figure for flyers, programs, banner(s), literature, and other displays and graphics that is used at the convention. The Program, Public Relations and Registrations Committees estimate the cost of mailing, paper, envelopes, and other office supplies needed to carry out their duties. The Fund-Raising & Entertainment Committee sets a budget based on the entertainment, which is used at the convention. This committee also sets a new budget each month, which includes the expenses of functions the other committees perform on their behalf, such as designing flyers, or mailing. For the sake of expediency, the Fund-raising & Entertainment Committee maintains a petty cash fund to aid in its operations. The Hotels and Hospitality Committee projects attendance figures before setting a budget. This is the most difficult

area to budget because we can never really be sure of attendance until a few weeks prior to the convention. A reasonable projection of participation is a figure between 40 percent and 60 percent above the pre-registrations, depending on the efficiency of Fellowship communications. With regard to banquet tickets, prudence and caution is to be used when estimating the number of tickets because this is one important area where a committee can fall into the red.

## SUBCOMMITTEES

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed above. Specific service or vocational experience is to be considered prior to election or appointment. It is to be clearly understood that the subcommittees have specific service responsibilities to perform.

Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. Each subcommittee has only one chairperson who then recruits committee members. A list of committees is provided, although other committees may be established if needed. Experience has shown, however, that most other responsibilities can be incorporated within the framework provided.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly, and that business is conducted in an orderly fashion. Each subcommittee chairperson is to be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. Financial reports, including needs, expenditures, and receipts are included with each subcommittee report. The subcommittees of the Convention Committee work together. At the onset, each subcommittee should decide whether or not it would use the services of another committee or address that particular area of business itself.

Although either way is effective, remember, cooperation and consideration are the keys that will make it work.

**HOTELS AND HOSPITALITY:** Once the task of selecting a convention site is complete, the Hotels and Hospitality Subcommittee can begin planning to host the Fellowship. To assist in this planning, it is necessary to adopt and implement the procedures, or a reasonable facsimile, as they are outlined in this section. Care is to be exercised in the development of this committee to ensure that the tasks assigned to it are properly accomplished.

This subcommittee consists of: a chairperson to conduct business meetings, make sure the duties of the committee are carried out and make progress reports to the sponsoring area; a co-chairperson to act as chairperson if necessary; and a secretary to record the minutes of the subcommittee. Additional responsibilities may be added or removed if the Convention Committee and/or the area direct.

The workload of any one-committee member will probably be determined by the size of the committee itself. There is probably no set formula for determining the size of this subcommittee. What worked for one convention may not work for the next. However, there is a set of objectives that need to be accomplished. Perhaps it is best to weigh these objectives out and then determine who, on this committee, is able to perform what tasks.

The first objective is to project an attendance figure to help determine the amount of meeting space, which is needed. The projected figure need not be accurate, although using criteria from previous conventions should help the committee to project a reasonable figure from which to work.

Once the committee has become comfortable with the projected attendance figure, they can plan how much meeting space is needed, how the space can be utilized most effectively, and what would be the lowest possible expense. It would be wise to have alternate plans of action if the actual attendance is to be higher or lower than the projected figure of attendance. Keep in mind the need for unscheduled meeting rooms.

Secondly, this committee will submit, for approval, any catering proposals such as coffee, banquets, and brunches. Special attention is to be given to the wording of any proposal. Beware of open end or additional charges. Inform the hotel, as well as any other contractors who might be involved, that the Convention Committee is unable to pay for unexpected costs. Make them explain their bargain in detail; exerting you to be sure that there won't be any unexpected costs. Also make sure that they don't extend services, which might be left unpaid.

Establish an arrangement so that a minimal number of individuals will have the authority to sign for services. Make it clear that the committee will only honor bills with specific signatures. Final approval of any contracts is the responsibility of the full Convention Committee sponsoring the convention.

Information regarding transportation to the host site is to be included on the convention flyer. Information regarding the location of airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

Finally, this committee should open and operate a hospitality area where the Fellowship can gather and relax and drink coffee as well as obtain local transportation, tourist, dining or other information pertinent to our community.

Keep in mind that the majority of problems arise from poor communication. Good communication between the Hotels and Hospitality Subcommittee and all other subcommittees is extremely important. Almost everything that is done by other committees will hinge on how well Hotels and Hospitality performs and communicates.

Try not to lose sight of the reason your committee is doing all of their work. Stay in tune with the spirit of recovery. As the convention draws near there is a number of tasks available for newcomers to perform. Try to enlist the help of as many local members as possible.

**FUND-RAISING & ENTERTAINMENT:** New members not familiar with the Twelve Traditions may be confused by the concept of "fund-raising" in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organizations-even nonprofit organizations. *We never*, under any circumstances, accept any monetary contribution from any outside source.

We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we do need to "raise funds," we fund-raise from our own membership.

**PURPOSE OF FUND-RAISING:** We must remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers.

The experience of many areas is that fund-raising for conventions is extremely important as it generates interest and support from the local N.A. community, in addition to raising money. Our guidelines do not prohibit fund-raisers on behalf of conventions. We would, however, caution against placing an unreasonable financial drain on local resources for funds in support of the conventions, while at the same time welcoming activities which motivate attendance by increasing awareness of how conventions- like meetings- help us as members in our personal recovery.

This subcommittee plans and carries out activities such as dances and picnics and needs to interface with other subcommittees such as C.I., Arts and Graphics, and the Administrative Subcommittee in order to successfully complete its projects.

This subcommittee also has responsibility for entertainment activities, selecting the bands or disc jockeys to be used at all fund raising and convention dances. They also arrange for all other forms of entertainment, which are provided in conjunction with the convention.

One budget is to be prepared for fund-raisers and a separate budget for entertainment activities.

Activities can be held throughout the year; however, we suggest that events be scheduled at least three or four months prior to the date of the convention. Communication about your events is extremely important. A list of planned functions is to be prepared and distributed through the area and regional service structure to the groups you serve to spark interest, encourage participation and support. Functions that are successful are well planned and publicized. Poor turn out and unsuccessful fund-raisers can generally be traced back to a lack of planning and/or exposure within the local N.A. community.

**SELECTING A CHAIRPERSON:** When selecting a chairperson for the Fund-Raising and Entertainment Subcommittee, the duties and responsibilities associated with the task is to be seriously considered. Experience has shown that a successful chairperson will have:

1. A good working knowledge of the Twelve Steps and Twelve Traditions;
2. The willingness to work hard and the ability to motivate others;
3. The ability to deal effectively with people outside the Fellowship;
4. Demonstrated trustworthiness, especially where funds are concerned.

**ALL CONVENTIONS:** The N.A. logo, which is in use on flyers, T-shirts, mugs, etc., is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the N.A. logo is always in good taste and in keeping with our Twelve Traditions. Any N.A. service board or committee created through our Ninth Tradition may use the N.A. logo, as well as any Narcotics Anonymous group.

Care is to be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions and other facilities, which relate to N.A. Appropriate use of language and graphics is crucial; these flyers may represent N.A. to the public. Utilize the expertise of the Arts and Graphics Subcommittee.

Use of the convention "theme" for fund-raising and entertainment events is more likely to excite and increase the local members' involvement in the upcoming convention.

In conclusion, fund-raising events for a convention is to be held first to generate interest and support for the convention, and second to raise money. All fund-raising events held in support of the conventions should include an explanation as to why money is needed. Finally, all of our events, be they to raise money or simply to provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasizes caring and sharing the N.A. way.

**CONVENTION INFORMATION:** The Convention Information (C.I.) Subcommittee may actually be considered a two-part committee. This committee, as the name indicates, serves the purpose of providing information about the convention both to N.A. members and certain nonmembers. These two jobs are handled very differently and, because of the resulting contacts with non-N.A.'s, those members chosen to serve on C.I. must have a thorough knowledge of the Twelve Traditions, especially as they apply to public relations and personal anonymity.

Information provided by C.I. may include a description of the planned event, dates, locations and other pertinent information. It is always important that convention subcommittees work closely together and because of the work, which C.I. is responsible for; it becomes especially important for them to maintain close contact with the Programming, Hotels and Hospitality, and Arts and Graphics Subcommittees. All information must be up-to-date and accurate.

There is to be no reason to promote the convention. It is an event of sharing and fellowship and needs no "advertisement." It is, however, the duty of the C.I. subcommittee to communicate to all concerned persons and agencies about the coming events and encourage their participation. This is done in a spirit of providing information rather than of promoting N.A. or its activities. In a subsequent section of this policy, entitled "Miscellaneous Questions and Answers," question number four provides additional information about promoting N.A. conventions.

The C.I. Subcommittee chairperson has the sensitive task of encouraging a large attendance without abandoning the principle of "attraction rather than promotion." Some of the following suggestions are helpful in keeping all C.I. efforts within the dignity and spirit of N.A.:

1. **WITHIN THE FELLOWSHIP:** Preparation and distribution of flyers, programs and a map of the area, if necessary. Handing out or mailing the information to the GSR's and RCM's in the area with additional mailings to other RSCs and the WSO for inclusion in the Newslines accomplishes distribution. Members' names should never be used on an envelope with N.A. identification. The Convention Committee should rent a post office box and that box number, with no reference to N.A. on the return address, can be used on all mailings. Flyers and personal phone contact numbers can be used on all mailings. Flyers and personal phone contact numbers can be distributed freely within N.A. groups at regular meeting places, but even here, attraction is our aim and discretion and good taste should prevail.

2. **OUTSIDE THE FELLOWSHIP:** Pre-convention informational activities of the C.I. Subcommittee's activities outside the Fellowship is to be extended only to those hospitals, treatment centers and similar agencies which provide direct service to addicts. The purpose of this is to attempt to bring addicts in the hospital, center or facility to the convention. This is in keeping with our primary purpose. The H&I subcommittee in our area is to be asked to help by providing names and addresses of those agencies and institutions which are already aware of the Fellowship and have H&I panels currently operating. Addresses of other agencies, which have direct contact with addicts, may be available from the area or regional P.I. Subcommittee. A short cover letter to the agencies is to be included with the convention flyers or other information being mailed. The letter might be a simple statement acknowledging their ongoing support of recovery from addiction and a request that their clients be informed of the upcoming convention.

If the treatment centers are residential, a request might be made that the Convention Committee be advised about the number of residents they expect to attend. This information would then be turned over to the Registration Committee. A member of the C.I. Subcommittee may be assigned to the registration desk to greet and assist members and staff from treatment centers. Assuring that Institutionalized addicts have the chance to attend a convention serves our primary purpose by showing them and the staff that there are indeed clean, recovering addicts in the outside world.

The C.I. Subcommittee does not do the type of work that is commonly associated with a public information committee. P.R. committees inform the public about Narcotics Anonymous, and the majority of that information is shared with non-addicts, often in the form of community presentations. The community at large is not included in the C.I. Subcommittee's efforts of distributing information about the convention. Letters or general announcements to professionals, other than those mentioned in paragraph 2 above would not benefit the celebration of recovery, which a convention represents. A convention is not an appropriate setting for a community presentation. Neither is it a beneficial time or place to encourage media participation.

It is recommended that pre-convention press releases to print and/or visual media sources be avoided. Anonymity, non-affiliation and "attraction rather than promotion" are just some of our principles, which can be easily, although unintentionally, violated if the press is encouraged to attend a convention.

It is, however, a good idea for the C.I. Subcommittee to prepare a press packet to have available at the registration desk in case a reporter does show up. All members staffing the registration desk is to be informed that if a reporter inquires they should give him/her a packet and immediately direct the reporter to a member of the C.I. Subcommittee. A well-informed, knowledgeable C.I. Subcommittee member is to be readily available to accommodate the reporter's needs or questions. If pre-arranged, and whenever necessary or possible, a special room (press room) may be made available for just those occasions. That room would need to be staffed during designated hours by members of the C.I. Subcommittee. The World Service Conference P.R. Committee works closely with the World Convention Corporation in all matters relating to public information and convention information at world conventions. The experience of regional P.R. subcommittees should also be sought and utilized by convention committees. P.R. committees can help put together a press packet and may also be helpful as volunteers in the pressroom or at registration.

**REGISTRATION:** Usually the first people convention attendee's meet is those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by this committee is very important.

The Registration Subcommittee is one of the busiest committees of every convention. Although its most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning. This advance planning by the committee includes drafting the flyers and forms, which must be done well in advance (at least five or six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The development of the convention flyer is to be a cooperative effort between the Registration and the Arts and Graphics Subcommittees.

The Registration Subcommittee should develop the convention registration form for the Arts and Graphics Subcommittee. This form is customarily placed at the bottom of the Convention Flyer. After the convention flyer is completed, it is given to the Convention Information Subcommittee for distribution.

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people. Therefore, the creation of shifts and work teams is important. The shift and team aspect is addressed in detail in a later section.

The first flyer announcing the convention is to be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. This advance flyer can be distributed even if complete registration forms or convention fees have not been set. The flyer can be sent to the World Service Office so the convention can be mentioned in the *NA Way*. The committee is to also do a direct mailing to N.A. members listed on attendance rosters of previous conventions. When pre-registration and arrival registration information is available, the Registration Subcommittee prepares a finalized flyer. Copies of this flyer, and the registration forms, should also be sent to the WSO for *NA Way* inclusion and sent to all members on the mailing lists. The WSO *NA Way* includes announcements of conventions, and reaches thousands of N.A. members around the world, at no cost to the Convention Committee. It is an excellent way of circulating information about the convention.

Care is to be exercised in the production of flyers and registration forms. They are to be clear and informative, not confusing. Flyers are to be attractive but need not be ornate or expensive. The finalized flyer, with registration forms, is to be sent at least four months prior to

the convention date and again about forty-five days prior to the convention. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded.

Sometimes convention planning committees generate additional activities, which were not scheduled when the original convention schedule was announced. The final mailing, at forty-five days prior to the convention, can be used to provide announcements of those changes or new activities.

A clear understanding is to be reached between the Registration Subcommittee Chairperson, the full committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. One person is to be assigned the responsibility of picking up registrations from the committee's post office box or business address at least two or three times a week. Registration form records are to be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, by mail or a direct sale, a record is to be made indicating information about the registrant and all money received. If free registrations are given out as part of promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund-raising activities, numbered cash receipts are used as a confirmation to the convention. The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these fund-raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Subcommittee who is authorized to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. Undeposited cash received by the Registration Subcommittee are not to be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by the Registration Subcommittee is to be simple and clearly understood by all members of the Committee. The records of all registrations and banquet or brunch ticket sales are to be updated at least once a week. In this way, the full committee can be apprised of the financial status. The record system can be used to verify the Committee Treasurer's records and provide an indication of the solvency of the convention.

A duplicate records system is to be maintained for all Registration Subcommittee activities. A simple file box containing 3 X 5 cards arranged alphabetically is a simple and effective method. A card is made for each registration. One card contains all the information about each registrant, including all functions, which have been paid, the receipt number and confirmation number (which are the same.)

As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations, which are received by the announced cut-off date. The cut-off date for pre-registrations is included on the convention flyer. Following is an example of a simple confirmation, which has been used satisfactorily.

**YOUR CONFIRMATION NUMBER FOR THE CONVENTION IS \_\_\_\_\_ PLEASE BRING THIS CARD WITH YOU WHEN YOU PICK UP YOUR REGISTRATION PACKET AT THE CONVENTION.**

The Registration Subcommittee is responsible for preparing a complete registration packet.

The packets include:

1. A convention program
2. Name tag or badge
3. Tickets (banquet, brunch, etc.)

4. Sightseeing information
5. List of local restaurants with approximate price ranges (especially those open 24 hours)
6. Marathon meeting list
7. Souvenir items (N.A. phone books, key tags, etc.)

A Registration Committee can be organized with the following positions and responsibilities:

**CHAIRPERSON:** Oversees and coordinates all aspects of the Registration Subcommittee and reports to the Convention Committee, schedules work shifts and puts together work team members.

**VICE-CHAIRPERSON:** Assists the chairperson and may become more actively involved in one or more aspects of the Registration Subcommittee.

**SECRETARY:** Keeps minutes and records.

**MAILINGS SUBCOMMITTEE:** Handles all registrations that come through the mail. Mails out registration, receipts and confirmation numbers as soon as possible.

**SHIFT OR WORK TEAM:** Writes receipts, collects registration money, and gives out registration packages at conventions.

The number of teams needed to work a shift is determined by anticipated attendance and length of registration hours. A team of three members seems to work best. Two members write receipts and issue packages. The third team member is the deposit person who sits between them and collects the money and receipts.

During registration hours the treasurer and co-treasurer collect the registration money at regular periodic intervals from the deposit person.

A suggested shift for a team to work is three hours on and three hours off.

One last note for Registration Subcommittee members: At times there is a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. Stay clean and grow together!

**ARTS AND GRAPHICS SUBCOMMITTEE:** The Arts and Graphics Subcommittee is comprised of members who are artistic and energetic. Prior to the convention, this committee is responsible for designing and/or printing a banner, programs, tickets, flyers, convention posters and directional posters. Some conventions also produce coffee cups, T-shirts or other merchandise. The Arts and Graphics Committee also design these materials.

The Chairperson of the Arts and Graphics Subcommittee develops a budget, which includes all printing and other expenses. Once the budget is developed, it is to be presented to the Treasurer and to the Convention Committee for approval. The Arts and Graphics Subcommittee should present a variety of designs for each item to the full Convention Committee in order to provide a choice of selections.

**Helpful Suggestions:**

1. Develop a set of priorities and keep first things first.
2. Encourage members with artistic talents to get involved.
3. Solicit the help of as many members as possible (especially newcomers.)
4. Find a large room in which to work: banner and poster makers need a lot of space
5. Utilize any and all resources available—members, who work in hobby/craft stores, printing

- offices, copy shops, etc., may be able to provide services or supplies at discount rates.
6. Always present ideas and suggestions to the entire Convention Committee for feedback.
  7. Always adhere to the group conscience of the Convention Committee, remembering that our Ultimate Authority is a loving God expressed through the group conscience.

**PROGRAM SUBCOMMITTEE:** Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program Subcommittee should therefore be given appropriate attention.

The program Subcommittee plans all the workshops and meetings at the Convention. The members of the Program Subcommittee select speakers, meeting chairs and others to help with the program. They schedule all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions. One of the main problems in scheduling is the event of no-shows (people who don't call when they are unable to attend.) The recommended procedure for speakers, chairpersons, readers or anyone else involved in the program is to note somewhere on the program or the registration package that a check-in table is set up. Include the specific location and times. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of no-show, the Program Subcommittee should have a pool of members available from which to select replacements.

The basic qualification for participation on the program of an N.A. convention is membership in N.A. A Speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous.

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure an N.A. member gets an N.A. convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to N.A. These workshops allow attending members to ask questions and learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the sometime. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

Taping the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home or sharing them with others. Care is to be taken to inform the speakers and/or workshop participants that they are being taped. When contracting with someone to record meetings, it is to be clearly understood that the Convention Committee holds the copyrights to the tapes.

Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation. Sometimes a complimentary room is provided to the participant as a way of deferring travel expenses. Hotels usually give the convention a certain number of complimentary rooms that can be used for this purpose. These financial considerations are to be taken into account when the budget is being drawn up in order to provide the Program Subcommittee with an idea of available funds for securing speakers.

**MERCHANDISING:** The merchandising effort of any convention is to be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any convention is the celebration

of recovery. Our efforts to generate funds from our members are to be based solely on what is necessary to ensure that the convention is successful. If a Convention Committee finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandising effort is to be kept to a minimum. Every Convention Committee wants to be able to provide commemorative items for the convention attendees, however, the efforts to do this is to be done in such a way that a department store atmosphere is not created.

The Merchandising Subcommittee is to be fairly business minded and have an understanding of the Twelve Traditions; especially the sale of N.A. related items. The practice of allowing commercial vendors to sell their products at an N.A. convention violates our Sixth Tradition and is to be strongly discouraged. Any time there is a person or group of people selling merchandise at an N.A. convention, other than the Merchandising Subcommittee, we are, in fact, sanctioning the idea that it is alright for individuals to generate personal profit in the name of our Fellowship. Any funds generated from an N.A. convention are to be used to further enhance our Fellowship either locally or worldwide. Careful consideration is to be made in negotiating the purchase price of items selected for sale. Usually three different bids are submitted for consideration. All items selected by the Merchandising Subcommittee is to be purchased outright by the Convention Committee. In cases where funds are not available to purchase the items, then the possibility of a consignment agreement is to be investigated. This will ensure that the Merchandising Subcommittee or its equivalent body does all merchandising done at a convention.

The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the Convention Committee for approval. Attached to the budget is to be a complete summary of information regarding the ordering, marketing, and shipping of the items selected for sale at the convention (i.e. individual item prices, service charges, consignment agreement terms if applicable, and the time frames for obtaining the items.) The Merchandising Subcommittee is responsible for the sale of all merchandise.

The Merchandising Subcommittee is responsible for communicating with the Hotels and Hospitality Subcommittee for the provision of space for a store at the convention site. Store hours are to be coordinated with the Program and the Hotels and Hospitality Subcommittees to assure proper scheduling with the facility management. The Merchandising Subcommittee is responsible for the storage of all items, in a secure place, and the delivery of all receipts promptly to the Convention Committee Treasurer along with an accurate list of remaining items in the inventory. Following the convention, a final statement of remaining inventory is given to the Treasurer. This is to be provided no more than one (1) week from the closing date of the convention. This information is to be included in the Treasurer's final convention report. In addition to the statement of remaining inventory a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales is to be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion there are committee representatives from other N.A. conventions or similar activities (i.e. state, regional, world convention committee's) at a convention. Many times these committees would like to sell items from a previous or upcoming N.A. event. This is to be allowed as long as it does not conflict with the merchandising effort of the sponsoring convention committee. One very practical approach is to establish a specific time and place for these sales to take place. This not only simplifies the situation for the sponsoring committee, but also allows conventioners the opportunity to purchase items from these committees at one time and in one place. The Merchandising Subcommittee coordinates arrangements to provide space for this type of sale to take place with the Hotels and Hospitality and the Program Subcommittees. It is customary for the sponsoring committee to receive some type of advance notification of a committee's intention to be present to sell. This allows the host committee ample time to plan for the provision of space and the scheduling of the sale so as not to interfere with the convention program. It is important that the

committee be reasonably sure that such sales benefit the Fellowship. This opportunity should not be provided for commercial vendors.

The Merchandising Subcommittee is responsible for the acquisition and sale of N.A. Conference-approved literature and other items selected for sale at the convention.

Although these steps may seem a bit excessive they are necessary to ensure that proper accountability is always maintained. Additionally, using a set of established guidelines makes merchandising much easier to handle.

Finally, we all have responsibility to ensure that our Fellowship, and not individuals, is the beneficiary of funds generated at N.A. conventions.

## MISCELLANEOUS QUESTIONS AND ANSWERS

The purpose of this section is to focus on the most significant questions asked by Convention committees. Presented are responses developed from the best experience available.

1. *What about N.A. members who are unable to pay registration and/or banquet fees. Should they be allowed to attend for free?*

First the purpose of registration must be addressed. The registration fee is designed to defer the costs incurred for the facilities and functions of the convention. As outlined in the body of the handbook, these costs will vary and at times be unpredictable. Registration fees are not intended as a charge for meetings. Keep in mind that no convention has indicated they have turned away an addict who was unable to pay. However, there are methods in which this can be handled.

The most popular method is to provide a place at the registration desk where an individual with no money can go and a committee representative, responsible for making this type of determination, can be found. Members of the committee are to be instructed to send people to this area to solve these problems when they occur. However, specific reference to this is not announced or written. Policy on this matter is to be developed by the committee as a whole, long before the convention is held. Prior notification from an institution or hospital of the number of residents planning to attend who may have an inability to pay would be helpful and is to be encouraged by the committee in advance of the convention. In this way the full committee can participate in developing a policy to handle these situations. Due to the sensitive nature of the problem it is essential that all members of the committee working in the registration area be informed of the procedures involved and who the Convention Committee members are who are authorized to discuss and act on these requests.

2. *How do we set registration and banquet prices in relationship to the costs?*

The section on the Registration Committee, as discussed in this handbook, is intended to explain the major, if not all, factors related to costs incurred for convention facilities, functions and activities. The registration price should only be set after a careful examination of budgets and estimated attendance. Once this has been established, committees should consider the possibility of under budgeting and an incorrect estimation of attendance. If this should occur and the registration price was set low, the ramifications could be devastating to the committee and the Fellowship.

Careful consideration is to be taken to allow for this possibility in establishing the registration price. Keep in mind that extra revenue will go to furthering our primary purpose.

Banquet prices are usually formulated from a fixed amount negotiated with the hotel. The common problem, which occurs is hotels only negotiate on the price for the meals and not the tax and gratuity, which accompany all prices. So, careful focus on this is essential in determining the price of the banquet ticket.

Once the price of the meal, tax and gratuity are established, attention is to be placed on the possibility of not making the estimated banquet count. Hotels require prior notification of the number of persons attending the banquet. They must prepare the right number of meals and therefore if you are under the agreed number, the committee must still pay for unused meals. If the committee is fortunate and has a number in excess of the agreed number of meals, the restaurant may be able to accommodate the situation if given enough time. If not, the committee must be careful not to oversell the number of banquet tickets. The situation is made more complex when special diets may be requested or required, as these usually have different prices from the regular meals.

All of these factors are to be taken into consideration when establishing the banquet price. Most conventions have found it practical to charge a standard price even if some of the dinners will cost less. In this manner the committee can balance low attendance, unexpected additional meal costs and meet other expenses related to the banquet.

*3. Who provides for the basic tasks of convention set up and break down? How does security fit into the Convention Committee scheme of things?*

In considering the operations of the conventions, it is important to cover issues of security and functional aspects. This includes crowd control, set up and break down tasks, as well as transportation for out-of-towners. All of these tasks will probably involve every member of the committee and all subcommittees although it may be considered a separate committee. Most frequently the Hotels and Hospitality Subcommittee manage these tasks in cooperation with the hotel staff. The needs and resources are identified and planned for in the latter stages of planning for the convention. This is an area of work that many of the newer volunteers can be assigned to.

Security is necessary whenever large functions take place in order to maintain harmony between the hotel and the convention. Most hotels have rules and by signing the contract the committee indicates agreement with those rules. Every attempt is to be made to maintain harmony and reduce the negative reflection on N.A. or future conventions. However, security decisions should remain with the Executive Committee and the hotel staff.

*4. To what extent should the convention be publicized by a convention information committee?*

A serious danger exists with respect to conventions and inappropriate activity in the area of convention information. In the non-N.A. sphere of activities, conventions are most frequently used as media events. In this way, social service, business and religious organizations encourage public attention to their activities, members, goals and objectives. This is most often done as a means of promoting their organizations, their goals and objectives. N.A. on the other hand, if we are to live within our Traditions, should avoid this form of public information or promotional activity.

Convention information is to be available at all conventions as a precaution, should any media discover the convention and desire to report about it. The Convention Information Subcommittee is to be prepared to convey to interested media members the appropriate ways in which they can correctly report activities of the convention and at the same time not endanger the anonymity of members or allow the media to convey promotion rather than attraction.

Convention information endeavors is to be encouraged with respect to increased participation from hospital treatment programs and institutions, so that their staff, patients and residents might be encouraged to attend and benefit from the convention experience.

Conventions should not have an impact on the convention information plans and programs of the local N.A. membership. The tendency to capitalize on the "event" of a convention to promote N.A. through the local media is inappropriate and a violation of our Traditions.

*5. What about special interests? To what extent should special meetings or activities be provided at the convention?*

N.A. conventions are many things to many people, but most N.A. members would agree that the convention is primarily a celebration of our shared recovery, a living testimony to our worldwide unity, and a public statement of our common purpose--to help the addict who still suffers.

We believe that N.A. conventions are not an appropriate place for special interest meetings of Narcotics Anonymous. Unity, however, is something that can always be increased and enhanced. Conventions offer an opportunity for recovering addicts from different backgrounds and lifestyles to learn about each other and, by doing so, break down any remaining barriers between us. The more we know about each other the more we can help each other.

It is recommended, therefore, that convention committees be particularly sensitive to the differences in backgrounds of N.A. members and be careful to select N.A. speakers who represent a variety of experiences and lifestyles and who carry a message of commonality and unity in recovery.

## LEGAL MATTERS

The convention is responsible for overseeing proper, consistent bookkeeping and reporting. It also ensures that proper reports are made with the appropriate branches of government (i.e. Form 990, state filings where applicable, etc.)

Conventions of Narcotics Anonymous, as defined by the Fellowship, are celebrations of recovery. Although the intent is only to celebrate recovery, as the convention interacts with outside individuals and corporations, it forces us to act like a business enterprise also. It is this business-like behavior that forces the convention into the public arena where it is subject to other outside enterprise and possibly public attention. Due to this, it is essential that all conventions conduct their work within the framework of the Twelve Traditions. It is imperative that, as a convention grows, the reality of these business-like needs be addressed for the protection of each member as well as Narcotics Anonymous as a whole.

Among the important aspects of this business-like activity is the financial liability that such events entail. The committee responsible for the convention is financially liable for injuries, damages and financial loss resulting from the convention. If the committee is properly organized and protected, the individual members of the Convention Committee would not normally be liable for damages or suit.

However, if the convention is not properly organized or protected, then the member who signs the contract and others on the committee is liable. If the convention is organized on behalf of Narcotics Anonymous (which they all are) then all those assets connected to Narcotics Anonymous may become liable if injury or loss results. So, the reality of liability both from a contractual and public injury standpoint is fearfully present. Our duty is to be responsible and to ensure that Narcotics Anonymous is not brought into public controversy. This will protect N.A. assets from being exposed as a result of litigation. As a member of Narcotics Anonymous and the Convention Committee, you have the direct responsibility for the integrity of convention affairs handled on behalf of Narcotics Anonymous.

## FUND DISTRIBUTION

It is important to understand that conventions are not the funding source of Narcotics Anonymous and are not established to support special projects or the specific interests of the Convention Committee. Projects of the area or their support are to be left to ASC contributions. Other than the generation of a prudent reserve for the next convention there is to be little or no funds

created as a result of a convention. However, excess funds may develop as a result of the activities of a convention. At the close of a convention the distribution of those funds has proven to be a significant issue. The following information provides clarification and a method of distribution for those funds that is helpful in avoiding conflicts.

An important consideration for a Convention Committee is the startup funds to be set aside for the following year's convention. In area conventions, a prudent reserve is to be retained for this purpose. The amount of the prudent reserve to be set aside is to be determined by the Convention Committee and approved by the ASC. The amount is to be entered into the convention's operational by-laws (a reasonable prudent reserve is \$4,000.00 to \$5,000.00.) Increasing the prudent reserve requires, (1) a 2/3 vote by the Convention Committee and, (2) a 2/3 vote by the ASC. It is extremely important that all convention matters concerning prudent reserve be voted on by both the Convention Committee and the ASC members in order to allow objective input from the ASC whose concerns are separate from the functional aspects of the convention.

Once a prudent reserve has been established, the next consideration is the surplus funds over and above the prudent reserve. A Convention Committee's main task is to facilitate a convention for the purpose of celebrating recovery. Disbursement of excess funds as a result of the convention is *not* a task of the Convention Committee. Distribution of funds resulting from conventions is to be done by the ASC to whom the Convention Committee is responsible. The ASC will distribute the funds according to the normal practice accepted by Narcotics Anonymous. It is advisable that the ASC not retain more than a minimal amount of the excess funds, as large amounts of money tend to disrupt our service committees and divert us from our primary purpose.

Once a prudent reserve is established, fund-raising efforts should not be needed, registration and other fees can be set at levels that will limit the accumulation of excess funds. This allows the Convention Committee to focus on the task of facilitating the convention. When turning over excess funds to the ASC, the Convention Committee Treasurer should provide a financials statement for the ASC's review. This will allow the committee to terminate its existence and allow the new host committee to begin the next convention.

If all conventions follow these practices, the development of a prudent reserve and distribution of surplus funds as indicated would further maintain unity within our Fellowship. There will also be a significant reduction in the personality conflicts within the committee and the casting of unwarranted suspicion on the members of the Convention Committee. Therefore, as the convention attains its prudent reserve, the need for fund-raising to produce the convention is greatly reduced and eventually eliminated. In addition, the ASC is unaffected financially, as a result of hosting a convention to celebrate recovery.

We must remember that we have only one need for money in N.A. and that is to further our primary purpose which is to carry the message to the addict who still suffers.

#### Additional Guidelines

1. No one may serve in a position more than two years in a row on the convention committee.
2. All convention committees are to follow TACNA policy.
3. While on a convention committee, you may not use your own business for personal gain.
4. Any money handling must be done by committee chairs, vice-chairs or the TACNA Executive Committee.
5. Any committee receiving money must turn it in to the treasurer with receipt(s) within 24 hours.
6. Upon election, the TACNA Chair will receive a BLASCNA Policy and 12 copies of TACNA Policy for distribution to Convention Committee and subcommittees.
7. After the convention, half of TACNA remaining funds are given to BLASCNA.
8. The Merchandise and Fund-Raising & Entertainment committees are to have revolving budgets.

9. There will be no more Serenity Keepers T-shirts. Instead, there will be TACNA ribbons without the specific convention number so they may be used at following conventions.
10. The TACNA convention body must prioritize the subcommittee budgets and dispense funds accordingly.
11. For TACNA X to be able to do early bird registration starting Saturday night after the main speaker and then Sunday morning before and after the closing speaker. No information about what happened with the motion.

## SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the *Rules of the US House of Representatives*. These sample rules differ in some details from Robert's Rules; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body or parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

### DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

### DEBATE LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion.) Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

### MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

#### MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact workind of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a second—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for anyone of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

## PARLIAMENTARY MOTIONS

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

### 1. Motion to AMEND.

SIMPLE majority required.

Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried.) When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business. If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

### 2. Motion to call the PREVIOUS QUESTION.

TWO-THIRDS majority required.

Is NOT DEBATABLE.

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

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

### 3. Motion to TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

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

### 4. Motion to REMOVE FROM THE TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

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

### 5. Motion to REFER.

SIMPLE majority required.

Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing committee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

### 6. Motions to RECONSIDER or RESCIND

MAJORITY required varies

Is DEBATABLE.

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

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

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

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to WITHDRAW A MOTION.

UNANIMOUS CONSENT required.

Is NOT DEBATABLE.

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

8. Offering a SUBSTITUTE MOTION.

SIMPLE majority required.

Is DEBATABLE.

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

## List of Motions Affecting BLASCNA Policy Passed SINCE 2003

**Motion 3-12-7-02:** The prudent reserve of BLASCNA be raised from \$500.00 to \$1,000.00. (Passed Unanimously.)

**Motion 2003-1:** That an Ad Hoc Policy Committee meet on a regular monthly basis to create and update all policy changes concerning BLASCNA and its subcommittees operating procedures. (Passed Unanimously.)

**Motion 2003-3:** All trusted servants and GSRs be given a copy of the BLASCNA Policy. (Passed Unanimously.)

**Motion 2003-3:** TACNA VII to sell early bird registrations on Sunday at TACNA VI. Passed. Yes: 12, 1 Abstain: 1, No: 0. (*P&A Secretary's note: This is a policy change. No mention that this motion went back to groups.*)

**Motion 2003-2:** Changes to Phonenumber policy: Passed. Yes: 11, No: 1, Abstain: 1.

Page 1 under Description. Eliminate "Treasurer" we don't have one.

Page 3 D. Treasurer - eliminated description of duties.

E. Phonenumber Volunteer eliminated.

F. Phone carrier requirements.

2. Cleantime requirement from "1 year" to "9 months"

6. Eliminated keeping call log (we now have an itemized billing)

Do's and Don'ts

3. Do's - only refer to 911 - no other numbers

(*P&A Secretary's note: No date included in minutes; however, the attendance roll for May was included*)

Text from Pg. 3 of the minutes under Old Business: "Revisions to Office policy was (sic) accepted by a unanimous vote. (As soon as TACNA policy is accepted or rejected, along with the Sample Rules of Order, policies will be made available by the middle of June.)"

**Motion 2003-10:** To include Sample Rules of Order in every policy sent out to groups.

**Motion 2003-11:** That the "Theft of Funds" paper from the WSO be incorporated into the BLASCNA policy. Passed Unanimously. (*P&A Secretary's note: This is a policy change. No mention that this motion went back to groups.*)

**Text from pg 4.** Text found under Old Business: "The P&A subcommittee has submitted a copy of the new TACNA policy. Please review carefully and take back to your group conscience for approval or denial. Also find a copy of the Sample Rules of Order attached for same review."

**Text from Pg 4 under Old Business:** "TACNA policy still needs to be voted on. TACNA policy was unanimously approved. (*P&A Secretary note: No record of number of votes.*)

**Motion 2003-10:** To include Sample Rules of Order in every policy sent out to groups. Motion carried. Yes: 6, No: 0, Abstain: 2.

**Motion 2003-15:** That the Area treasurer provide an itemized list of all checks written (to whom, amt., purpose) in addition to donations (which group, amt.) Motion carried. Yes: 8, No: 0, Abstain: 0.

**For TACNA X to be able to do early bird registration starting Saturday night after the main speaker and then Sunday morning before and after the closing speaker. No information about what happened with the motion.**

**Motion #8 – To update Phonline policy to better reflect cell phones.**

Motion 7-1 (sent to groups July 18, 2009)

Maker: Lorraine M.

Second: Karen W.

Motion: To create the positions of Vice Treasurer and Vice Secretary.

Intent: To help addicts doing service work to step into position when positions become vacant/open.

Motion 6-2 **passed** (sent to groups August 1, 2009)

MAKER: KAREN W.

SECOND: JEFF B.

MOTION:

To update suggested clean time requirements for positions in the BLASCNA area for not all positions have a suggested clean time requirement. They would be as follows:

Area Chair - 5 years clean

Vice Chair - 4 years clean

Treasurer - 5 years clean

Vice Treasurer - 4 years clean

Secretary - 1 year clean

RCM - 2 years clean

RCM Alt. - 1 year clean

Office - 3 years clean

SENT TO GROUPS

THE FOLLOWING 4 MOTIONS GO BACK TO GROUPS. THESE CAME FROM THE P&A AD HOC MEETING. THESE ARE POLICY CHANGES.

Motion 9-4

Maker: Karen W.

Second: Emmy B.

Motion: To add duties and responsibilities for ASC Vice Secretary.

1. Have working knowledge of BLASCNA Policy, the NA Service structure, the 12 steps, 12 traditions and the 12 concepts.
2. Shall perform duties of Secretary in absence of Secretary.
3. After one year term as V. Sec., this individual may be elected to the position of Secretary with a vote of affirmation from the ASC members present with no nomination required. If they have served less than a full term, a nomination to become Sec. is required.
4. Shall attend BLASCNA meetings in support of the secretary.
5. Shall provide clerical support to the Sec. in the typing and distribution of monthly meeting minutes.
6. Previous ASC experience is desired and a minimum of 6 months clean time.

Motion 9-5

Maker: Karen W.

Second: Emmy B.

Motion: To add duties and responsibilities for ASC Secretary.

1. Have a working knowledge of BLASCNA Policy, the NA Service structure, 12 steps, 12 traditions and 12 concepts.
2. Keep accurate minutes of each BLASCNA meeting, including but not limited to motions,

nominations, votes, attendance, and all other pertinent information and forms.

3. The Secretary will also be responsible for copying, distribution and archiving minutes of each BLASCNA meeting to each ASC member within 7-10 days following the meeting. Copies may be mailed or sent electronically.
4. Maintain a complete set of BLASCNA minutes to pass on to his/her successor.
5. Maintain current mailing list of all BLASCNA trusted servants to pass on to his/her successor.
6. The Secretary must submit to BLASCNA a budget for expenses in April and October.
7. Maintain and distribute the motion log.
8. Previous ASC experience is desired and a minimum of 1 year clean.

Motion 9-6

Maker: Karen W.

Second: Emmy B.

Motion: To add duties and responsibilities for ASC Vice Chair.

1. Have a working knowledge of BLASCNA policy, the NA Service structure, 12 steps, 12 traditions, 12 concepts.
2. The Vice Chair's primary responsibility is the coordination of the BLASCNA subcommittees.

A. The V. Chair keeps in regular contact with the chair persons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible.

B. Work closely with the subcommittee chairs when they prepare their annual reports and budget proposals.

3. Assist the Chair in conducting BLASCNA meetings and to conduct BLASCNA meetings him/herself in the Chair's absence.
4. Previous ASC experience and minimum of 4 years clean time.

Motion 9-7

Maker: Karen W.

Second: Emmy B.

Motion: To add duties and responsibilities for the ASC Chair.

1. To have a working knowledge of the BLASCNA policy, NA Service Structure, 12 steps, 12 traditions, 12 concepts.
2. Preside over BLASCNA meeting and keep an orderly flow of business in accordance with *Robert's Rules of Order*.
3. Follow the agenda for the BLASCNA meeting as set out in BLASCNA policy.
4. Ability to be a co-signer on the BLASCNA bank account.
5. Previous ASC experience and minimum of 5 years clean time.

8-25-2012 Revisions:

Changed all lines and phrases relating to Public Information to Public Relations and also P.I. to P.R.

Page 1:

Added vice-secretary, vice-treasurer and area outreach chairperson in list of executive members

Purpose and Function: Changed from Hotline to Phoneline

member group and TO members, groups, and...

Committee offices TO Committee officers

“and conclude no later than 6:00 PM” was deleted

“, a simple majority vote of all GSRs is needed and this vote is to be tabulated by the R.C.M., with” was deleted

ADDED “monthly” in letter D and changed “meeting minutes of that month’s ASC meeting.”

Under Voting Procedures, deleted “The B.L.A.S.C.N.A. chairperson may vote in case of a tie by temporarily stepping down from the chair to fulfill this duty.”

This line was added “B. In case of a tie vote, the B.L.A.S.C.N.A. Chairperson may vote to break the tie.”

Deleted “or items of business” and inserted “that are” in letter F and deleted “collective”

Letter G: “mindful” replaced “respective”

Took G and moved to A

Elections for BLASCNA

Letter A: Inserted “to begin their terms in March” and also added “Area” to each of the respective offices that needed that added

**(The revisions above were made to the policy August 25, 2012)**

**(The motions following this scanned version of the policy have been put into their respective committee policies or definitive components and separated for compilation with corresponding page numbers.)**

## Motions Presented to the ASC In June 2018 By the 2017-2018 Policy Review Ad-hoc

**Motion PR2018-001:** Under I. A. 2. Purpose and Function. To add Outreach to the list of subcommittees. **Intent: Because it was missing.** (Passed July 2018)

2. To carry the N.A. message of recovery through B.L.A.S.C.N.A. Public Relations, Phoneline, **Outreach** and the Hospitals and Institutions subcommittees.

**Motion PR2018-002:** Under I. A. 4. Purpose and Function. To include the full name of ORSCNA “Ohio Regional Service Committee of Narcotics Anonymous” with the Acronym. Also include the acronym “NAWS” for Narcotics Anonymous World Services. **Intent: Clarification and grammatical.** (Passed July 2018)

4. To contribute to the growth of N.A. by reviewing and voting on regional and world issues and literature as suggested and to aid in the support of our region, **Ohio Region Service Committee of Narcotics Anonymous** (O.R.S.C.N.A.) and Narcotics Anonymous World Service (NAWS.)

**Motion PR2018-003:** Under I. C. Suggested clean time requirements... To add a clean time requirement for Vice-secretary – 6 months. Also, to add clean time requirements for Activities Chair and TACNA Chair of 5 years clean time. PR, Phoneline and Outreach Chairs

of 2 years clean time. **Intent: To have a standard of clean time for all officers and chairs, especially those that handle area monies.** (Passed July 2018)

C. Suggested clean time requirements for positions in the BLASCNA area for not all positions have a suggested clean time requirement. They would be as follows:

Area Chair - 5 years clean	Vice Chair - 4 years clean	Treasurer - 5 years clean
Vice-Treasurer - 4 years clean	Secretary - 1 year clean	Vice-Secretary - 6 months clean
RCM - 2 years clean	RCM Alt. - 1 year clean	Office Chair - 3 years clean
Activities Chair - 5 years clean	PR Chair – 2 years clean	Phoneline Chair – 2 years clean
TACNA Chair - 5 years clean	Outreach Chair – 2 years clean	

**Motion PR2018-004:** Under I. F. 6. Duties and responsibilities for the ASC Secretary to change/add “a budget for “annual” expenses in April and remove “and October.” Also, to add “To consist of a budget for the whole Executive Body (Chair, Vice-chair, Secretary and Treasurer.) **Intent: To provide an annual budget for expenses of doing business incurred by the executive body.** (Passed July 2018)

6. The Secretary must submit to BLASCNA a budget for (annual) expenses in April and October to consist of a budget for the whole Executive Body (Chair, Vice-chair, Secretary, Treasurer.)

**Motion PR2018-005:** Under I. G. 1. Duties and responsibilities for ASC Vice-secretary. to change from “Have working knowledge of...” to “Be willing to learn the...” Also, under G. 6. to add Previous ASC “or group” experience... **Intent: To allow for a service inexperienced member to qualify.** (Passed July 2018)

G. Duties and responsibilities for ASC Vice-secretary.

1. Be willing to learn the Have working knowledge of BLASCNA Policy, the NA Service Structure, the 12 Steps, 12 Traditions and the 12 Concepts.

6. Previous ASC or group experience is desired and a minimum of 6 months clean time.

**Motion PR2018-006:** Under I. J. add: All trusted servants “are to” be given “one (1)” copy of the BLASCNA Policy “for their respective subcommittee or group.” **Intent: Grammatical clarification and to ensure all groups and subcommittees have a copy of the policy.** (Passed July 2018)

J. All trusted servants and GSR’s are to be given one (1) copy of the BLASCNA Policy for their respective Subcommittee or Group.

**Motion PR2018-008:** Under III. A. 2. Add “Area Outreach Chairperson” to the list of officers to be voted on in September. **Intent: This subcommittee was missing from the list.** (Passed July 2018)

2. At the B.L.A.S.C.N.A. meeting in July of each year, G.S.R.’s will be asked to return with nominations in August for elections in September, for the following offices to begin their terms in October:

Area Vice Chair  
Area Secretary  
Area Treasurer  
Area Public Relations Chairperson  
Area Outreach Chairperson

**Motion PR2018-010:** Under III. A. 4. To change: BLASCNA may hire a special worker for “pending needed professional services.” And delete “the ASC Secretary position. This person will attend...following each ASC meeting.” **Intent: To eliminate the designation that this is for a secretary when it should be for actual professional services that can’t be performed by an NA member.** (Passed July 2018)

4. B.L.A.S.C.N.A. may hire a special worker for pending needed professional services, the ASC Secretary position. This person will attend the Area Service Committee meetings, type and copy and mail ASC minutes to all required members no later than 7 to 10 days following each ASC meeting. Additional services may be requested on an as needed basis. Term of employment, rate of pay, and the hiring of this special worker will be decided by our GSRs in accordance with B.L.A.S.C.N.A. policy.

**Motion PR2018-012:** Under IV. I. To delete “and 7<sup>th</sup> Tradition” with the Treasurers report. **Intent: To eliminate the collection of a 7<sup>th</sup> Tradition since the ASC and its subcommittees are supported by the groups and no longer collect a 7<sup>th</sup> Tradition as per our literature.** (Passed July 2018)

I. Treasurer’s report and 7th tradition.

**Motion PR2018-013:** Under V. A. To change the amount of the prudent reserve to \$10,000.00. **Intent: To be more in-line with the area’s annual budgets and expenses. To have a more accurate number for a prudent reserve. The subcommittee’s budgets minus TACNA are roughly \$9,000.00.** (Passed July 2018)

#### V. Operations and Funds

A. At the Area meeting before each Regional meeting an amount will be determined for an Area donation to the Region. The Area will keep a prudent reserve of \$1000.00. (10,000.00). If after all bills are paid the Area has more than their prudent reserve, 10% of the Area’s general fund total will be designated as a donation to the region.

**Motion PR2018-014:** Under V. C. To insert a line: **C. The Executive Body which includes: Area Chair, Area Vice Chair, Area Treasurer, Area Secretary, Regional Committee Member, and Alternate Regional Committee Member will have an annual budget which will be presented and voted on in April of each year. The RCM and RCM Alt. to have a separate budget from the ASC executive body.** **Intent: To ensure a budget for the Executive Body.** (Passed July 2018)

**Motion PR2018-015:** Under V. D. To change Bi-annual to Annual. **Intent: To make it simpler for subcommittees to plan an annual budget instead of a bi-annual budget since terms are for one year.** (Passed July 2018)

D. **Bi-Annual** **Annual** subcommittee budgets should be presented to the B.L.A.S.C.N.A. Area within two (2) months after the election of subcommittee officers. Budgets should be presented and voted on in April and October.

These motions are presented by the Policy Review Ad-hoc committee that met five times in the last year and reviewed and discussed the policy in whole and suggested these motions to update our policy.