



# North Dade Area Procedural Guidelines

Revised: August 17, 2015

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## THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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

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## TWELVE CONCEPTS OF NARCOTICS ANONYMOUS SERVICE

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1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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## **I. Name**

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The official name for this committee shall be the North Dade Area Service Committee, hereinafter referred to as North Dade ASC or North Dade Area.

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## **II. Description**

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The North Dade ASC is a service body of Narcotics Anonymous directly responsible to the groups who have formed it. It consists of group service representatives (GSRs) from NA groups within the North Dade Area, along with elected officers, subcommittee chairpersons, coordinators and other participants, who meet monthly in an Area Service Committee to serve the common needs of the North Dade Area's groups and NA members. All ASC meetings are open to all NA members.

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## **III. Purpose**

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The North Dade ASC has been created by the Narcotics Anonymous groups of the North Dade Area to develop, coordinate, and maintain the services that may be required by the North Dade Area groups to help further our primary purpose.

The North Dade ASC shall provide a forum that allows the North Dade Area groups to effectively communicate their needs or concerns, and share their experience with one another. The most important service, that the North Dade ASC provides, is of its groups' support. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to the Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the Committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some Areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

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## **IV. Services**

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- The North Dade ASC shall provide a GSR Orientation Hour (open to anyone interested) on ASC Sunday, from 1:00pm to 2:00pm. This hour is to be facilitated by the Vice-Chairperson. It shall include orientation on our Procedural Guidelines, the GSR Guide, the Twelve Traditions of NA and the Twelve Concepts of NA Service.
  - . All new groups shall be provided with a "Starter Kit".
  - . All active groups shall receive a copy of the Conference Agenda Report (CAR).
  - . All participants of the ASC shall receive a copy of the North Dade ASC Procedural Guidelines provided by the ASC Secretary.
  - . All GSRs shall receive a copy of the North Dade GSR Guide provided by the ASC Vice- Chairperson or Secretary.

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## **V. Meeting**

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### **1. Regular Meeting**

The regular meeting of the North Dade ASC shall be the second Sunday of every month. All ASC meetings are open to any interested NA member.

### **2. Special Meeting**

A special meeting or unscheduled meeting may be called to resolve a particular issue or question of significant importance or adopt resolutions pertaining to the ASC and NA as a whole. Special meetings may be called by any participant of the North Dade ASC, subject to a simple majority vote of the Administrative Subcommittee.

Proper notification of all voting participants is required, this being defined as a reasonable attempt by mail or phone to contact all voting participants. A two-thirds (2/3) majority of all voting participants must be present at a special meeting to establish quorum.

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## **VI. Attendance**

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When a GSR is not present for two (2) consecutive ASC meetings, his or her group will no longer be on the Roll Call or part of quorum. When a GSR returns to an ASC meeting, the group will be included once again.

All elected participants shall attend all ASC and Administrative Subcommittee meetings. In the event an elected participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, impeachment procedures shall commence automatically

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## **VII. Order of Business**

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An agenda is required for the necessary introduction of business (old or new) and must be made available to participants at the regular meeting of the ASC. It shall consist of the following:

1. **Call to Order**
  - *Opening Prayer*
  - *Reading of the Twelve Traditions*
  - *Reading of the Twelve Concepts of NA Service*
  - *Reading of North Dade ASC Purpose (III. Purpose)*
  - *Roll Call of Groups and Administrative Subcommittee*
  - *Quorum (determined from roll call)*
  - *Recognition of New Groups and New GSRs*
2. **Secretary's Report (approval of last month's minutes)**
3. **1<sup>st</sup> Treasurer's Report (update from last ASC meeting)**
4. **Old Business**
  - Resolution of Motions (calls to vote)
4. **Reports**
  - *Group Service Representative (GSR) Reports*
  - *Meeting List Coordinator's Report*
  - *Tax Compliance Report*
  - *Subcommittee Reports (standing subcommittees in alphabetical order)*
  - *Ad-Hoc Subcommittee Reports (in alphabetical order)*
  - *Regional Committee Member (RCM) Report*

5. **Nominations/Elections** (for all open positions)
6. **Open Forum** (for general discussion, group concerns, or issues raised by reports)
7. **Old Business**
  - *Resolution of Motions (Call to Vote)*
8. **2<sup>nd</sup> Treasurer's Report** (update after group donations)
9. **Donations**
  - *Regional Service Committee*
  - *Narcotics Anonymous World Services*
10. **New Business**
  - *New Motions (no new motions will be accepted after New Business begins)*
  - *Discussion and Debate*
  - *Resolution of Motions (Call to Vote)*
11. **Literature Distribution Report**
12. **Close of Session**
  - *Announcements*
  - *Review of Business*
  - *Notice of Next Meeting*
  - *Closing Prayer and Adjournment*

## **VIII. Participants**

There shall be three (3) categories of participants in the North Dade ASC: voting participants, non-voting participants, and observers.

### **1. Voting Participants**

Each voting participant shall be allowed one (1) vote on all matters coming before the ASC. A voting participant of the North Dade ASC shall be defined as the following:

- *Group Service Representative (GSR) or GSR Alternate in their absence;*
- *ASC Chairperson in the event of a tie.*

### **2. Non-Voting Participants**

Each non-voting participant shall be allowed to debate, question, enter, or second motions or nominations, present reports, present points of personal privilege, call for points of order and question the Chairperson.

However, non-voting participants shall not be allowed to:

- *Vote on motions*
- *Vote on nominations*
- *Vote on any other matters requiring a vote*
- *Appeal the decision of the Chairperson*

**A non-voting participant of the North Dade ASC shall be defined as the following:**

- ASC Officers: Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, Regional Committee Member Alternate, and Tax Compliance
- ***Subcommittee Chairperson, Coordinator, and Ad Hoc Subcommittee Chairperson***
- ***Past Administrator***
- ***Observers***

**3. Observers**

**Narcotics Anonymous members that are not addressed elsewhere in these guidelines shall be observers. Narcotics Anonymous members shall have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such request. The Chairperson's decision is subject to appeal and may be overturned by a two-thirds (2/3) majority vote.**

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## **IX. Quorum**

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**A quorum of the ASC is the number of participants entitled to vote who must be present in order to conduct business. An official quorum must be established to conduct business. It is the Chairperson's duty to determine that a quorum is present.**

**1. Quorum Defined**

**The North Dade ASC may conduct business when simple majority or one more than 50% of voting participants must be present. In order to establish an accurate quorum, any group not represented at two (2) consecutive ASC meetings shall be dropped from the Roll Call.**

**2. Quorum Call**

**A quorum call from the floor is always in order. A simple majority (50% plus one) of voting participants. A quorum shall be established at the start of the ASC by roll call. That said quorum shall remain established until the end of the ASC meeting.**

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## **X. Motion Procedures**

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**All new main motions must be submitted before the start of New Business. Motions for new business shall be sorted into the following categories and entertained and resolved within each category in the order they are received.**

**1. Financial Motions**

- **Motions for reimbursement of funds**
- **Motions to increase budget**
- **Other money motions**

**2. Other Business**

- **Group and Subcommittee Motions**
- **Procedural Motions**

**3. RSC Motions**

- **Motions that require an Area conscience to be carried to the next RSC meeting**

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## XI. Main Motions

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A main motion is a formal proposal by an ASC participant requesting that the North Dade ASC take certain action. A main motion is a motion whose introduction brings new business before the ASC. All main motions must be made in writing and accompanied by a written intent. The motion should be clear, concise, and comprehensive so the ASC will not be voting on the perceived intent. Participants are encouraged to ask fellow participants for help in wording motions, especially those who feel uncertain of their writing skills. The maker of the motion must be present for a vote to be taken.

***Until the Chairperson states the motion, the maker of the motion is free to modify or withdraw it as he or she pleases. However, once the motion is stated by the Chairperson, the motion becomes the property of the ASC and must be disposed of in some manner. The maker is no longer free to modify or withdraw it, except with the unanimous consent of the ASC.*** If the motion is offered in wording that is unclear, it is the Chairperson's duty to see that the motion is put into suitable form before stating it, making sure to preserve its content to the satisfaction of the maker.

A main motion reflecting **Group Conscience** as returned from groups will be voted on the next ASC meeting and shall not be subject to being over-ruled by Parliamentary Procedures.

### 1. Motion Begins

Once a motion is submitted in writing, it comes up for discussion during New Business. This motion, before it can be considered by the other participants at the ASC meeting, must be seconded by another participant of the ASC. A "second" is an indication that the idea deserves consideration of the other participant of the ASC. A second may be made, in writing, prior to submitting the motion, or it may come from the floor. A motion made by the Administrative Subcommittee may not be seconded by an Administrative Subcommittee participant of the ASC. If there is no second, the matter will die for lack of a second.

### 2. Motion Seconded

Once seconded, however, it becomes the business of the participant of the ASC to consider the motion and debate its pros and cons. The Chairperson will usually call upon the participant making the motion as the first affirmative (i.e., in favor of) speaker, who will have a few minutes to explain the intent of the motion. When he or she is through, the Chairperson will ask for other participants who wish to speak for or against the motion. Debate on main motions is limited to two (2) pros and two (2) cons. Under limited circumstances, debate may be extended.

### 3. Motion Voted

Unless a motion to amend the motion is proposed, seconded, and accepted, or the motion is tabled or referred to a subcommittee, then debate is concluded and it is time to vote. (A two-thirds (2/3) majority vote is required to close, limit or extend debate.) A simple majority (50% plus one) of the votes cast by the voting participants is required for the motion to pass.

### 4. Unanimous Consent

This is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses **no opposition** to a motion, he/she will state that the motion is carried by unanimous consent, unless there is an objection.

If there is no objection to this, the minutes will reflect that all of the voting participants were in favor. If a participant objects to this, the matter will go to a vote as prescribed for the motion.

#### **5. Out of Order**

Once a motion has been made, the Chairperson may rule it **out of order**. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the ASC's Procedural Guidelines, 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. Any voting participant of the ASC who wishes to challenge a ruling made by the Chairperson may *appeal* that ruling (see: "*Point of appeal*" under "Other Procedures"). If no appeal is made, or if the decision of the chair is upheld, the ASC moves on to other business.

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## **XII. Parliamentary Motions**

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Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. A few that seem to be the most practical are discussed below.

#### **1. Motion to ADJOURN** **SIMPLE majority required** **Is NOT DEBATABLE**

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

#### **2. Motion to AMEND** **SIMPLE majority required** **Is DEBATABLE**

This is the most commonly used parliamentary motion. During debate on a motion, if a participant feels that the motion would benefit from a change in its language, that participant can say, "I move to amend the motion . . ." and suggest specific language changes in the motion, as long as the idea or subject is not changed. A motion to amend must be moved and seconded before it can be debated. When debate on the motion to amend is finished, a vote is taken. Then debate resumes on the merits of the main motion (as amended, if the motion to amend has carried). When debate is finished on the merits of the main motion itself, a vote is taken and the ASC moves on to the next item of business. If the motion to amend does not pass, the ASC continues to debate the main motion, a vote is taken, and the ASC moves on to the next item of business.

#### **3. Motion to CALL THE VOTE** **TWO-THIRDS (2/3) 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 participant saying, "I call for the vote." 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 Chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds (2/3) of the voting participation feels that no more debate is necessary, a vote is taken and the ASC moves on to the next item of business.

**4. Motions to RECONSIDER or RESCIND**  
**MAJORITY required varies**  
**Is DEBATABLE**

Sometimes a participant feels that a motion the ASC has passed will prove harmful. That participant can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind: The motion must have been passed in either the last months or the current meeting. The participant making the motion must have information on the issue that was not available in the original debate on the motion. The participant must have been with the winning side in the original vote.

These limits are placed to protect the ASC from having to reconsider again and again the motions it passes while still allowing it to examine 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 participants of the ASC 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 (2/3) majority vote.***

**5. Motion to REFER**  
**SIMPLE majority required**  
**Is DEBATABLE**

Sometimes the ASC 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 subcommittee or an ad hoc subcommittee for further study. A participant saying, "I move to refer the motion to the such-and-such subcommittee" can do this. A motion to refer must be moved and seconded before it can be debated. If the motion to refer passes, the ASC moves on to the next item of business. If the motion to refer does not pass, the ASC may either continue debate the main motion or vote 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 ASC.

**6. Motion to REMOVE FROM THE TABLE**  
**SIMPLE majority required**  
**Is NOT DEBATABLE**

A motion that has been tabled can be taken up before the time originally set in the motion to table. Saying, "I move to remove from the table the motion to such-and-such" does this. If this motion passes, the motion that has been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table does not pass, the ASC moves on to the next item of business.

**7. Motion to TABLE**  
**SIMPLE majority required**  
**Is NOT DEBATABLE**

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

**8. Motion to WAIVE OR SUSPEND THE RULES**  
**UNANIMOUS CONSENT required**  
**Is NOT DEBATABLE**

When a participant of the ASC wishes to do something during a meeting that would violate one (1) or more of its own regular rules, it can adopt a motion to waive or suspend the rules. The proposed action cannot be in conflict with any of NA's guiding principles. Any suspension of the rules requires unanimous consent for approval.

**9. 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 Chairperson asks if there are any objections. If there is even one (1) objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the ASC moves on.

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## **XIV. Other Procedures**

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

**1. Order of the Day**  
**NO vote required**  
**Is NOT DEBATABLE**

If a participant of the ASC feels that business is going too far astray from the original agenda, that participant can help get things back on track. ***The participant may simply say out loud, "I call for the order of the day." This means, "I move that the Chairperson bring us back on track and conduct the meeting according to procedure, adhering to the agenda."*** This does not require a second, is not debatable, and does not even require a vote -- the Chairperson is obligated to enforce the request unless two-thirds (2/3) of the body informs the Chairperson otherwise.

**2. Parliamentary Inquiry**  
**NO vote required**  
**Is NOT DEBATABLE**

If a participant of the ASC wants to do something but does not know how it fits in with the rules of order, all a participant of the ASC has to do is ask. ***At any time, a participant may simply say out loud, "Point of parliamentary inquiry." The Chairperson must immediately recognize the participant so that the person may ask how to do such-and-such.***

The Chairperson will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

**3. Point of Appeal**  
**TWO-THIRDS (2/3) majority required**  
**Is NOT DEBATABLE**

Any time the Chairperson makes a decision, that decision may be appealed. **Any voting participant of the ASC who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair."** If the appeal is seconded, the Chairperson then asks, "On what grounds do you appeal my decision?" The voting participant states the reason(s). The Chairperson then speaks briefly to the intent of the ruling being appealed. The voting participant may not debate the ruling and the merits of the appeal. A vote is taken, requiring a two-thirds (2/3) majority to overrule the original decision of the Chairperson.

**4. Point of Clarity**  
**NO vote required**  
**Is NOT DEBATABLE**

This is a form of providing information in reference to a motion or item being discussed on the ASC floor. **This is not a pro or a con.** A point of clarity does not need a second; it is neither debatable nor to be voted upon. The participant raising the point of clarity may offer information to Chairperson or another participant of the ASC.

**5. Point of Information**  
**NO vote required**  
**Is NOT DEBATABLE**

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

**6. Point of Order**  
**NO vote required**  
**Is NOT DEBATABLE**

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

## 7. Point of Personal Privilege

**NO vote required**

**Is NOT DEBATABLE**

If the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal PRIVILEGE:" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request requires no second, and the Chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the Chairperson will accommodate you.

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## XV. Discussion

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Discussion or debate on main motions and most parliamentary motions is limited to two (2) pros and two (2) cons. Participants of the ASC speaking on an issue in debate have two (2) to three (3) minutes in which to speak. Under limited circumstances, debate may be extended. A two-thirds (2/3) majority vote is required to close, limit or extend debate. Only one (1) issue will be on the floor at any one (1) time and no other debate is in order. A participant of the ASC shall speak only when recognized by the Chairperson; to be recognized participants shall raise their hand.

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## XVI. Voting Procedures

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The role of the GSR as a voting participant in North Dade ASC regular meetings goes beyond that of merely carrying information to and from the group he or she represents. GSRs, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day business of the North Dade ASC.

### 1. Regular Voting

All regular business voting shall be conducted by a show of hands vote. A simple majority vote (50% plus one) of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all regular business. The majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast. Certain motions require two-thirds (2/3) majority vote to pass, these include:

- ***To change procedural guidelines***
- ***To close, limit or extend debate***
- ***To close nominations***
- ***To elect a participant of the ASC to office***
- ***To remove an elected participant of the ASC from office***
- ***To take business away from a subcommittee that has not made a decision or a report on it, and return that business to discussion on the floor***

A two-thirds (2/3) majority shall be determined from the total number of the votes cast; abstentions stand alone, and do not count as part of the votes cast. For example, when a vote is called for to accept the minutes or a treasurer's report, all those in favor signify by a show of hands and those opposed signify by a show of hands. All voting participants must raise hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at his/her discretion, or may call for the matter to be returned to the groups for a Group Conscience decision, and be brought back to the next ASC meeting.

## 2. Election Voting

All election voting shall be conducted by a written ballot vote. A two-thirds (2/3) majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all elections. The two-thirds (2/3) majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

## 3. Procedure Voting (guideline changes)

All motions for procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions with their recommendations shall then be sent to groups to vote on, and then voted on at the following ASC meeting. A two-thirds (2/3) majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all changes to these guidelines, other procedural motions, and budgets. The two-thirds (2/3) majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

## 4. Abstentions

If an issue comes before the ASC that directly affects the groups or is thought to be of such importance to the NA fellowship, the Chairperson shall have the option to poll abstentions, if the Chairperson feels these abstentions would change the outcome of the motion.

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# XVII. Nominations

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***Our 4<sup>th</sup> Concept states: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."***

When selecting a participant of the ASC, we have a spiritual responsibility. If we place someone in a service position that does not have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service, *then we bear the responsibility* if this participant is unable to perform his/her responsibilities in a manner consistent with our principles. At the ASC meeting in June, nominations of ASC positions shall be solicited. ASC Participants who have not served two (2) consecutive terms shall be able to run for another term of office at the July ASC, unless they decline to run.

## 1. Nomination Procedure

At the time of nominations at the ASC meeting in July, the nominee must be present in to accept the nomination. Directly before the floor is opened for nominations, the Chairperson will state the qualifications and responsibilities of each position, as outlined in these guidelines.

A nomination shall be submitted only with the knowledge and consent of the nominee. Each nominee shall then state their qualifications for serving the fellowship as a whole (state clean time, a brief service history, and his/her qualifications for the position, and why they can and want to serve the fellowship). The participants of the ASC shall question each nominee concerning matters relevant to their possible election. Each nomination must be seconded. ***Once seconded, all nominations will be sent to groups to vote on, and then voted on at the following ASC meeting. All nominees must submit their written qualification to the Secretary to be included in the minutes.***

## 2. No Waiving of Guidelines

It is recommended that the North Dade ASC not waive guidelines. Motions to waive one part of the guidelines on a temporary basis should be rare and only used to solve a critical or emergency situation that is time sensitive. ***A motion to waive or suspend guidelines shall require unanimous consent to pass.***

If a Guideline is not serving the needs of the ASC, it should be changed or modified. All procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions with their recommendations shall then be sent to groups to vote on, and then voted on at the following ASC meeting. A change in guidelines shall require a two-thirds (2/3) majority.

## 3. No Waiving of Clean-time

It is recommended that the North Dade ASC not waive the stated clean time requirements in order to elect someone to a position. Motions to waive clean time on a temporary basis should be rare and only used to solve a critical or emergency situation. ***A motion to waive the stated clean time requirements shall require unanimous consent to pass.***

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# XVIII. Elections

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Elections of all ASC positions shall be conducted yearly with nominations brought to the ASC in July, and elections held in August.

## 1. Election Procedure

Elections of ASC positions shall be conducted in August by written ballot, concealed, and tallied by the Secretary and the Vice-Chairperson. All nominees must be present at time of election. The Chairperson shall announce the election results. All written ballots must indicate the voting participant and the vote cast. Balloting procedure is to be followed until one candidate has received a two-thirds (2/3) majority vote. Election results shall not be published by number in the ASC minutes.

## 2. Single Nominee

In the case of only one (1) nomination at the time of elections in August, the nominee **must** be elected by a two-thirds (2/3) majority vote of the voting participants of the ASC

### **Assumption of Office**

All newly elected participants of the ASC shall assume the duties of their offices at the conclusion of the meeting at which the election took place. A participant may serve only one (1) ASC position at a time. **However, Ad-hoc or temporary assignments are the exception, and shall not be in conflict with current position held.** Upon election, Officers, Subcommittee Chairpersons, and Coordinators shall resign as GSRs, if applicable. Their group shall then elect a new representative, thus ensuring all groups equality of representation.

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## **XIX Terms of Office**

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### **1. Regular Term**

All participants of the ASC shall serve a one (1) year term to be elected in August, with the exception of the RCMA, which is a two (2) year term.

### **2. Vacancies/Un-expired Terms**

If there is a vacancy, un-expired terms may be filled according to the above nomination and election procedures.

### **3. Resignation**

A participant of the ASC may resign by providing written notice to the Administrative Subcommittee. Upon resignation from office of the RCM or ASC Chairperson, a Priority Vote of Confidence shall be taken for the RCM Alternate or Vice-Chairperson to fill the position. This Priority Vote of Confidence shall require a two-thirds (2/3) majority vote. In the event that a position is filled by vacancy, the participant may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures.

### **4. Impeachment**

An elected participant of the ASC shall receive a letter of "Intent to Impeach" from the Chairperson of the ASC, due to one or more of the following:

- Two (2) consecutive absences from ASC meetings
- Two (2) consecutive absences from Administrative Subcommittee meetings
- Failure to perform responsibilities as outlined in these guidelines
- Negligence in handling NA funds

All other grounds for impeachment shall be brought to the floor in the form of a motion. Motion to impeach is always in order, and requires a two-thirds (2/3) majority vote of the voting participants. Impeachment voting shall be done by written ballot.

### **5. Removal**

An elected participant of the ASC shall be immediately removed from office by the Chairperson or Vice Chairperson of the ASC due to one or both of the following:

- Interruption of abstinence
- Theft of NA Funds

***Our 10<sup>th</sup> Concept states: "Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal."***

If a participant of the ASC feels they have been wrongly accused, that participant can petition the ASC to address their grievance, without fear of reprisal.

### **6. Re-election**

In keeping with the principle of rotating leadership, it is recommended that no participant of the ASC serve more than two (2) consecutive regular terms in the same position.

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## XX. Financial

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NA funds are to be used for the sole purpose of furthering our Fellowship's primary purpose. The North Dade ASC shall ensure that expenditures will help carry the NA message by vigorously applying the Twelve Traditions and Twelve Concepts to its financial procedures and practices.

### 1. Fund Sources

#### a) Group Donations

The North Dade ASC shall not accept designated or earmarked funds. The North Dade ASC shall accept cash and group checks only. Personal checks shall not be accepted by the Treasurer.

#### b) Literature Sales

All literature distribution funds shall be turned in to the Treasurer by the beginning of the ASC meeting.

### 2. Activities and Fundraisers

When holding events financially sponsored by the North Dade ASC, the Chairperson or Treasurer of the Subcommittee or whoever is responsible for money must turn in all funds to the Treasurer at the ASC meeting following the activity or fundraiser, along with a detailed expense report and all receipts.

All ASC financially sponsored events shall provide a newcomer package consisting of, but not limited to, An Introduction Guide to NA and a Dade County Meeting List.

Groups shall be held to the same criteria as Subcommittees when holding events financially sponsored by the North Dade ASC.

***Any participant of the North Dade Area who handles or is responsible for ASC funds must have at least two (2) years of continuous abstinence and a steady source of income.***

### 3. Checking Account

The North Dade ASC, on behalf of itself and all its Subcommittees, shall have only one (1) checking account. The North Dade ASC checking account shall require two (2) signatures on all ASC checks, consisting of any two (2) of the following:

- Chairperson, Vice-Chairperson, Secretary or Tax Compliance

Monthly bank account statements shall be sent to the Treasurer, at the North Dade ASC post office box, and to the home of the Tax Compliance Officer. **No ATM cards**

### 4. Deposits

At the end of the monthly ASC meeting, all deposit amounts must be verified by the Tax Compliance Officer. All deposits shall be made within seventy-two (72) hours of receipt. Any participant of the ASC that deposits funds must have at least two (2) years of continuous abstinence and a steady source of income.

## 5. Financial Records

All North Dade ASC financial records must be kept in a neat, accurate and orderly fashion and be available for inspection at the request of any participant at every regular North Dade ASC meeting.

## 6. Budgets

Each year, in October, the Chairperson, Treasurer, and Tax Compliance shall be available to meet with all of the Subcommittee Chairpersons and Coordinators to go over their proposed yearly budgets. All budgets shall be presented at the November ASC meeting for discussion and approval.

In developing an annual (twelve month) budget, each participant shall list their total anticipated financial needs and obligations for the period in question and come prepared to justify the proposed expenditures before the ASC.

Once a budget has been set by the ASC, any requests for distribution of funds that fall within the approved budget will automatically be paid by the Treasurer of the ASC, assuming funds are available.

All expenses, which are not included within the amounts of budgeted items or go above any item in the budget, shall require approval of the North Dade ASC in the form of a motion.

## 7. Financial Review

Once a year in September, the North Dade ASC, through a select committee, shall conduct a thorough review of the North Dade ASC finances. This select committee shall be coordinated by the Vice Chairperson and shall include the Treasurer, Assistant Treasurer, and Tax Compliance among its participants. If necessary, this committee may hire a professional accountant as a special worker to assist the committee in its review. The committee shall present a report of its findings to the ASC.

## 8. Operating Funds

These are funds of a set amount provided to the Administrative Subcommittee and each Standing Subcommittee to cover normal administrative costs for each month. Normal administrative costs include rent for a meeting space, copying of the subcommittee's minutes, etc. but do not include separately budgeted items such as H&I literature purchases or seed money for an Area-sponsored event. The amount of an operating fund is determined by the approved budget for each Subcommittee or Coordinator and replenished as necessary up to the approved budget limits.

## 8. Distribution of Funds

All distribution of funds by the Treasurer of the ASC shall be done in check form only. Any requests for distribution of funds that fall within the approved budget will automatically be paid by the Treasurer of the ASC, through a "Check Request Form" signed by the Vice Chairperson, assuming funds are available. For the purpose of accountability, the North Dade ASC requires all distribution of funds to be accompanied by a detailed expense report and receipt(s), within one (1) month or become liable for the funds. All expense reports and receipt(s) shall then be attached to the "Check Request Form".

Any requests for distribution of funds that include the signing of contracts shall be submitted to the Administrative Subcommittee at least one (1) month prior to anticipated due date. This shall give the Administrative Subcommittee time to review the contract for any legal issues.

***Any requests for distribution of funds, which are not included within the amounts of budgeted items or to go above any item in the budget, shall require approval of the North Dade ASC in the form of a motion.***

## **8. Reimbursement of Funds**

All reimbursement of fund by the Treasurer of the ASC shall be done in check form. There will be no cash reimbursements. No reimbursement shall be made without proper receipts or proof of payment. For the purpose of accountability, the North Dade ASC requires all reimbursements of expenses to be accompanied by receipts, and a "Check Request Form" signed by the Vice Chairperson. All receipts to be paid by the North Dade ASC shall be signed, dated, and an explanation of what the receipt is for put on the back. Questionable items for reimbursement shall be decided upon by the Administrative Subcommittee and, if refused, may be appealed to the North Dade ASC.

Any requests for reimbursement of funds, which are not included within the amounts of budgeted items or to go above any item in the budget, shall require approval of the North Dade ASC in the form of a motion.

## **9. Prudent Reserve**

The North Dade ASC has determined that it is in the Area's best interest to maintain a prudent reserve. The North Dade ASC shall hold in reserve an amount equal to an average of the previous six (6) months' expenses (i.e., 6 months total expenditures divided by 6, equals prudent reserve amount).

## **10. Fiduciary Responsibility**

In order to protect the participants of the North Dade ASC, the North Dade Area groups, and NA as a whole, The North Dade ASC shall strive to meet its financial obligations to society before its internal needs. To maintain fiduciary restraint, the North Dade ASC will make every effort to avoid debt, thereby minimizing the number of financial obligations incurred outside the Fellowship. After meeting its external debts, the North Dade ASC will disburse the funds it has been given according to the principles of our 5th Tradition and our 11th Concept (for example, H & I or PI needs, or possible donations to the RSC and NAWS would be accommodated before authorizing spending for a social event.).

The following non-deficit spending guidelines shall be used to pay expenses in the order given below:

- Payment of debts or expenses outside the NA Fellowship
- Payment of debts or expenses within the NA Fellowship
- North Dade ASC secretarial or administrative expenses
- Approved budgets of North Dade ASC Officers, Subcommittees or Coordinators
- RSC and NAWS donations
- All other approved North Dade ASC expenses

## **11. Misuse of Funds**

All participants of the ASC shall be held accountable for funds and merchandise entrusted to them. ASC funds spent without prior approval from the ASC is considered misuse. Negligence in handling funds or merchandise is also considered misuse.

## **12. Theft of Funds**

All participants of the ASC shall be held accountable for funds and merchandise entrusted to them. Theft will not be tolerated and shall be grounds for immediate removal from any position. Legal action may be appropriate and required in the fulfillment of the North Dade ASC's fiduciary responsibilities. A decision to take legal action is merely an option and does not compromise the spiritual principles of our Steps, Traditions, or Concepts. However, resorting to a legal remedy in an instance of theft should be an action of last resort and undertaken only after having previously, followed a number of steps. These steps shall include the following

- Conduct a thorough investigation to determine if theft has indeed occurred
- Immediately remove the participant(s) from their position
- Invite the participant(s) responsible for the theft to state their side
- Work out a plan for full financial restitution with the participant(s) responsible

Make it clear that the consequences of not fulfilling the “Restitution Agreement” could include legal action being taken against them.

If indeed theft has occurred and a plan for full financial restitution has been made, the participant(s) involved in theft shall not be eligible to hold an ASC position for at least one (1) year following full financial restitution.

If a plan for full financial restitution has not been made, then the North Dade ASC will consider the appropriateness of taking legal action. Such a measure shall be passed only by a two-thirds (2/3) majority vote of the voting participant of the ASC.

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## **XXI. Other Financial Responsibilities**

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### **1. Corporation**

The North Dade ASC shall be incorporated for the protection of its participants, its groups, the area itself, and NA as a whole. North Dade Area Service of Narcotics Anonymous, Inc. is incorporated in the State of Florida as a non-profit organization with a tax identification number, and is accountable not only to the ASC, but to the State of Florida and the IRS. For IRS purposes and financial accountability, (consulting, filing of forms, producing, and signing reports, etc...), the North Dade ASC has designated the Tax Compliance Officer as the agent of the corporation.

### **2. Post Office Box**

The Administrative Subcommittee shall establish and maintain a post office box address for receipt of bank statements and other official North Dade Area correspondence. The post office box shall be the official mailing address of the North Dade ASC and the key holders shall be the Chairperson and the Treasurer of the ASC.

### **3. Storage Area**

The Administrative Subcommittee shall establish and maintain a storage unit to secure all ASC belongings, to include, ASC archives, literature, merchandise, decorations, cash registers, and all other items that are utilized by the North Dade Area. The key holders shall be the Chairperson and Vice Chairperson of the ASC, the Chairperson of the Entertainment Subcommittee, and Literature Distribution Coordinator.

### **4. Website**

The Administrative Subcommittee shall establish and maintain a website. The North Dade Area Service of NA, Inc., not an individual, shall own the website account and domain name. A notice shall be placed at the beginning of the website that signifies that it is the official website of the North Dade Area of Narcotics Anonymous. The information in the Website shall contain links and references to Narcotics Anonymous related information only.

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## **XXII. ASC Officers**

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### **1. Chairperson**

#### **Qualifications**

- Has been active for at least three (3) years in the ASC service structure of Narcotics Anonymous
- Has five (5) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

#### **Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall arrange for and preside over the monthly ASC meetings
- Shall prepare, copy, and bring a monthly agenda to all ASC meetings
- Shall coordinate provision of food and beverages, as well as setting up of the ASC meeting room
- Shall determine that a quorum is present
- Shall enforce rules of decorum and discipline at the ASC Meetings, will keep discussion focused on the topic and within a reasonable time frame, will attempt to be absolutely fair and impartial
- Shall refrain from speaking to the merits of or engaging in debate upon motions pending unless requested to do so by a participant of the ASC, at which time the Chairperson may step down for discussion
- Shall send a letter of "Intent to Impeach" to participants of the Administrative Subcommittee who have missed two (2) consecutive ASC Meetings or Administrative Subcommittee Meetings
- Shall announce the coming of elections two (2) meetings prior to the election meeting
- Shall write all correspondence on behalf of the ASC
- Shall be responsible for ensuring the archives are properly stored
- Shall be a key holder of the ASC P.O. Box
- Shall vote at the ASC meetings only to break tie votes; shall not make or second motions
- Shall be a co-signer of the North Dade ASC bank account

### **2. Vice Chairperson**

#### **Qualifications**

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
- Has four (4) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

## **Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall serve as Parliamentarian of the ASC meetings
- Shall assist the Chairperson in performing his/her responsibilities
- Shall assume the responsibilities of the Chairperson or any other Administrative Subcommittee participant in his/her absence
- Shall be a coordinator between all Subcommittees to assure coordination of functions and proper cooperation of responsibilities
- Shall conceal and tally the vote of written ballots and pass results to the Chairperson
- Shall buy, copy, and bring to all ASC meetings, ten (10) new GSRs packages, consisting of a 3-ring binder with a copy of the North Dade ASC Procedural Guidelines and the GSR Guide
- Shall conduct the GSRs Orientation Hour
- Shall coordinate the committee entrusted to conduct the annual financial review
- Shall make and second motions at the ASC; but shall not vote
- Shall arrange and preside over all Administrative Subcommittee meetings
- Shall vote at the Administrative Subcommittee only to break tie votes; shall not make or second motions
- Shall be a co-signer of the North Dade ASC bank account

### **3. Secretary**

#### **Qualifications**

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) years of continuous abstinence from all drugs
- Has general office and secretarial experience, and organizational ability
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

#### **Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall perform Roll Call for attendance and voting at the ASC
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice- Chairperson, RCM and Alternate RCM
- Shall give Secretary's Report at the ASC
- Shall maintain an updated mailing list of all North Dade ASC participants
- Shall keep an accurate record (minutes) of all ASC meetings, as follows:

- Times meeting starts and ends
- Readings done and by whom
- New GSR introduction
- Subcommittee and RCM reports, with notations of motions to approve them, by whom and outcome
- Any impeachment procedures and outcome
- Any nominations and/or elections of officers, showing position being filled, who makes nomination and who seconds, qualifications and outcome
- Old and New Business motions, as written by the maker including the intent, seconded by whom, and the outcome
- Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers
- Any other important business
- Shall copy and mail ASC minutes to all participant of the ASC, including Alternate GSRs who request them, not later than two (2) weeks following the ASC meetings, which shall include all of the above recordings, plus:
  - An updated attendance list of groups and their GSRs, removing groups which have been absent two (2) consecutive times
  - An updated attendance list of participants of the Administrative Subcommittee
  - All typed reports handed
  - Shall copy and bring to the ASC, ten (10) additional copies of the ASC minutes
  - Shall copy and bring to the ASC, ten (10) additional copies of the North Dade ASC Procedural Guidelines
  - Shall copy and bring to the ASC, Check Request , Meeting List Changes, Motion, Group Report and Subcommittee Report forms;
  - Shall copy and bring to the ASC, updated Group Donation forms
  - Shall copy and bring to the ASC, an updated “Additional Guidelines” sheet, with recently passed procedural motions
  - Shall in July, input all information from “Additional Guidelines” sheet into ASC Procedural Guidelines
  - Shall buy and bring to the ASC, a stapler, staple remover, 3-hole puncher, ruled filler paper, pens, etc.
  - Shall maintain an archive of all North Dade ASC minutes, guidelines, subcommittee reports and North Dade ASC business and correspondence and make these records available to any participant of the ASC
  - Shall submit to the ASC for approval, a detailed annual budget, no later than November of each year
  - Shall make and second motions at the ASC; but shall not vote

#### **4. Assistant Secretary**

##### **Qualifications**

- Has been active for at least six (6) months in the ASC service structure of Narcotics Anonymous
- Has one (1) year of continuous abstinence from all drugs
- Has general office and secretarial experience, and organizational ability
- Has access to a computer and printer, and is computer literate
- Has a working knowledge of the Twelve Steps

- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

### **Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall assist the Secretary in performing his/her responsibilities
- Shall assume the responsibilities of the Secretary in his/her absence
- Shall keep an accurate record (minutes) of all Administrative Subcommittee meetings, as follows:
  - Times meeting starts and ends
  - Readings done and by whom
  - Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers
  - Old and New Business motions, and Administrative recommendations
  - Any other important business
- Shall make and second motions at the ASC; but shall not vote

## **5. Treasurer**

### **Qualifications**

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
- Has three (3) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

### **Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall act as the custodian of all North Dade ASC funds
- Shall keep an accurate recording of all financial transaction
- Shall bring to all ASC meetings all books and records for inspection by any participant of the ASC
- Shall present at all ASC meetings, a written and oral report of monthly contributions and expenditures, including projected expenses for the upcoming month
- Shall within seventy-two (72) hours of receipt, deposit all ASC funds into the North Dade ASC bank account
- Shall disburse funds as necessary in accordance with the decisions of the North Dade ASC
- Shall disburse all approved expenses in a timely manner

- Shall coordinate with Administrative Subcommittee to develop a prudent reserve that is adequate to serve the ASC
- Shall coordinate with Administrative Subcommittee to develop detailed annual (12 month) budget projections to be updated quarterly (every three months) and submitted to the ASC for discussion and approval
- Shall present a written and oral full financial report in September in conjunction with the annual financial review
- Shall return the checkbooks and all financial records at the end of the term of office to the ASC Chairperson
- Shall be a key holder of the ASC P.O. Box
- Shall regularly collect and distribute all ASC mail
- Shall make and second motions at the ASC; but shall not vote

## **6. Assistant Treasurer**

### **Qualifications**

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

### **Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall assist the Treasurer in performing his/her responsibilities
- Shall assume the responsibilities of the Treasurer in his/her absence
- Shall act as coordinator between the Treasurer and Literature Distribution Coordinator for the collection of ASC funds
- Shall participate in the budget development and annual financial review process
- Shall make and second motions at the ASC; but shall not vote

## **7. Regional Committee Member (RCM)**

### **Qualifications**

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
- Has three (3) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- the ability to work for the common good, placing principles before personalities at all times
- Has a willingness and desire to serve in this capacity

## **Responsibilities**

- Shall attend all ASC and RSC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall represent the "Group Conscience" of the North Dade ASC at the RSC, and shall vote on any motion at the RSC that has not been voted on by the ASC
- Shall maintain an updated and accurate binder consisting of monthly ASC and RSC reports, regional activities calendar and yearly budget
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, and Vice-Chairperson
- Shall be a source of information and guidance for North Dade ASC participants on matters concerning the Twelve Traditions, the Twelve Concepts and all aspects of service in Narcotics Anonymous
- Shall take part in any decision which affects the RSC (speaking as the voice of the ASC)
- Shall present at all ASC meetings, a written and oral report of the business conducted at the RSC on current RSC and World issues
- Shall copy and bring to the ASC each month, two hundred (200) copies of RSC Activities Calendar
- Shall attend RSC Subcommittee meetings when the ASC Subcommittee Chairperson cannot attend. Any Subcommittee Chairperson who cannot attend the RSC must submit a written report to the RCM
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, no later than November of each year
- Shall make and second motions at the ASC; but shall not vote

### **8. Regional Committee Member Alternate (RCMA)**

This is a training position for one (1) year, followed by a one (1) year term as RCM; therefore, it is a two (2) year commitment;

#### **Qualifications**

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous
- Has two (2) year of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the ability to work for the common good, placing principles before personalities at all times
- Has a willingness to serve two (2) years: one (1) year as Alternate and one (1) year as RCM;
- Has a willingness and desire to serve in this capacity

#### **Responsibilities**

- Shall attend all ASC and RSC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall assist the Regional Committee Member in performing his/her responsibilities
- Shall assume the responsibilities of the Regional Committee Member in his/her absence

- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, and RCM
- Shall make and second motions at the ASC; but shall not vote

## 9. Tax Compliance

### Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a working knowledge of non-profit corporation tax forms and filings
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

### Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall maintain an updated and accurate binder consisting of all ASC yearly budgets, ASC reports, corporate filings, tax forms, monthly treasurer's report, etc.
- Shall oversee all deposits of ASC funds
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall coordinate with Treasurer to develop financial statements and a prudent reserve
- Shall file forms, produce, and sign reports with the IRS, the State of Florida, and any other government agency necessary to maintain the corporation
- Shall submit to ASC an annual financial report, no later than January of each year
- Shall make and second motions at the ASC; but shall not vote
- Shall be a co-signer of the North Dade ASC bank account

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## XXIII. Coordinators

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### 1. Literature Distribution

The North Dade Area Literature Distribution Coordinator is a Narcotics Anonymous member who shall coordinate all ordering and distribution of NA approved literature to the fellowship of Narcotics Anonymous in the North Dade Area.

The purpose of the North Dade Area Literature Distribution Coordinator is to maintain a stock of NA approved literature that can be purchased by local groups at the monthly ASC meeting, and any other time as approved by the ASC. The amount and type of literature to be kept in inventory shall be presented to the ASC for discussion and approval. The resale price of all literature will be set and approved by the North Dade ASC. All profit organizations will be charged 20% over cost of all literature. Any participant of North Dade Literature Distribution that handles funds must have at least two (2) years of continuous abstinence and a steady source of income.

### Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps

- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

### **Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly literature orders and all literature order receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall purchase all literature within a timely manner
- Shall ensure all literature is stored at the storage unit in a timely manner
- Shall transport all literature to and from ASC meetings
- Shall keep an accurate record of monthly literature inventory and sales
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, no later than November of each year
- Shall make and second motions at the ASC; but shall not vote

### **2. Meeting List**

The North Dade Area Meeting List Coordinator is a Narcotics Anonymous member who shall coordinate, produce, and distribute an updated and accurate Dade County meeting list to the fellowship of Narcotics Anonymous in the North Dade Area. The purpose of the North Dade Area Meeting List Coordinator is to compile and update meeting information from NA groups in the North Dade Area, to publish and distribute in the form of a monthly meeting list.

### **Qualifications**

- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

### **Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly meeting list, and all meeting list changes
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall coordinate meeting list updates with the Beach & Bay, North Dade, and South Atlantic Area's

- Shall provide an updated and accurate copy of the meeting list to the Website Subcommittee one (1) week prior to monthly ASC meeting
- Shall provide an updated and accurate copy of the meeting list to the RSC Webmaster one (1) week prior to monthly ASC meeting
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, no later than November of each year
- Shall make and second motions at the ASC; but shall not vote

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## **XXIV. Standing Subcommittees**

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### **1. Administrative**

The purpose of the Administrative Subcommittee is to coordinate the services that are offered to the groups through the North Dade ASC. The responsibilities may include but are not limited to: group outreach, research on business, legal or tax issues, finding resolutions for controversies, mediating disputes, and conducting periodic audits of North Dade Area finances. The participants who are elected to serve on this subcommittee have usually served their home group and area, and have gained the experience necessary to qualify them for these positions of trust.

The Administrative Subcommittee shall consist of the following:

- Chairperson
- Vice-Chairperson
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Regional Committee Member
- Regional Committee Member Alternate
- Tax Compliance

The Standing Subcommittee shall consist of the following:

- Chairpersons Coordinators
- Ad-Hoc Chairpersons
- A past administrator with at least five (5) years of continuous abstinence from all drugs
- Four (4) GSR representative's with at least one (1) year of continuous abstinence from all drugs.

All motions for procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions with their recommendations shall then be sent to groups to vote on.

Once a year, immediately following the Service Inventory, the Administrative Subcommittee should review the procedural guidelines of the ASC and develop recommended changes if it is found that they would better serve the Area at its present stage of development, maturity and level of services provided.

In the event any Administrative Subcommittee participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, impeachment procedures shall commence automatically.

The Administrative Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Administrative Subcommittee shall meet directly after each monthly ASC meeting.

### **Chairperson Responsibilities (ASC Vice Chairperson)**

- Shall attend all ASC meetings for their full duration
- Shall fulfill all of the Administrative Subcommittee duties
- Shall arrange and preside over all Administrative Subcommittee meetings
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year
- Shall hold at least one (1) monthly meeting of its membership

## **2. Entertainment**

The Entertainment Subcommittee is a committee made up of Narcotics Anonymous members who coordinate and plan functions, which promote unity and maintain an atmosphere of recovery in the fellowship of Narcotics Anonymous in the North Dade Area.

The purpose of the Entertainment Subcommittee is to provide functions designed to enhance recovery, and build NA unity and a member's sense of belonging. All functions should have integrity. Any function planned by the Entertainment Subcommittee will to be brought to the North Dade ASC for approval. (Example: dances, picnics, sporting events, etc.). No addict seeking the celebration of recovery will be turned away at any North Dade dance, picnic, sporting events, fundraisers, etc. All Entertainment Subcommittee functions (dances, comedy shows, etc.) held indoors shall be non-smoking. In keeping with the spirit of unity, the Entertainment Subcommittee will not plan functions during another North Dade Area function, North Dade ASC meeting, a Beach & Bay Area function or a South Dade Area function.

For accountability purposes, any participant of the Entertainment Subcommittee that handles funds must have at least two (2) years of continuous abstinence and a steady source of income.

The Entertainment Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Entertainment and Activities Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

### **Chairperson Qualifications**

- Has been active for at least six (6) months in the Entertainment Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

### **Chairperson Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall hold at least one (1) monthly meeting of its membership

- Shall maintain an updated and accurate binder consisting of yearly budget, calendar of events, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall distribute flyers for all functions two (2) months prior to function
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, Subcommittee plans, special events, workshops, etc., no later than November of each year
- Shall submit to the ASC for approval a set of updated Guidelines, no later than December of each year
- Shall make and second motions at the ASC; but shall not vote

### **3. Helpline**

The Helpline Subcommittee is a committee made up of Narcotics Anonymous members with at least one (1) year of continuous abstinence who establish, coordinate, and maintain an effective phone line service where the general public seeking help and/or information can call and have a one on one conversation with a recovering addict via the telephone.

The purpose of the Helpline Subcommittee is to provide a phone line service where the general public can call and talk anonymously with a recovering addict 24 hours a day, 7 days a week. The Helpline Subcommittee shall provide meeting times and places with brief directions. Any referral given by the Helpline Subcommittee shall be without endorsement.

The Helpline Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Helpline Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

#### **Chairperson Qualifications**

- Has been active for at least six (6) months in the Helpline Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

#### **Chairperson Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Helpline Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, subcommittee minutes, subcommittee shift workers schedule, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall communicate with answering service to ensure proper function
- Shall provide subcommittee with updated meeting list monthly
- Shall be the 24 hour back up for all shifts
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year

- Shall submit to the ASC for approval, a set of updated Guidelines, no later than December of each year
- Shall make and second motions at the ASC; but shall not vote

#### **4. Hospitals and Institutions**

The Hospitals and Institutions Subcommittee is a committee made up of Narcotics Anonymous members who initiate, coordinate and conduct all local NA H&I presentations within the North Dade Area of Narcotics Anonymous.

The purpose of the Hospitals and Institutions Subcommittee is to conduct H&I presentations that carry the NA message of recovery to any addict in jails, hospitals and institutions whose attendance at regular NA meetings is restricted. Any presentation initiated by the Hospitals and Institutions Subcommittee shall be in cooperation with the Public Information Subcommittee.

The Hospitals and Institutions Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Hospitals and Institutions Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

#### **Chairperson Qualifications**

- Has been active for at least six (6) months in the H & I Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

#### **Chairperson Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall hold at least one (1) meeting monthly of its membership
- Shall own, read and understand the World Services H & I Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, subcommittee minutes, subcommittee presentation roster, subcommittee flyers, subcommittee literature orders, and subcommittee expense reports with copies of receipts
- Shall ensure the Subcommittee has literature and updated meeting list monthly
- Shall be accountable for all distributed literature
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year
- Shall submit to the ASC for approval, a set of updated guidelines, no later than December of each year
- Shall make and second motions at the ASC; but shall not vote

#### **5. Local Translations**

The Local Translations Subcommittee is a committee made up of Narcotics Anonymous participants who ensure local linguistic minorities in the North Dade Area and the fellowship at large are effectively informed about recovery, the service structure of our Area, Region and World Services, and to have access to recovery-oriented and service-related materials in their native language.

The purpose of the Local Translations Subcommittee is to promote NA unity by ensuring that the written NA message is available in the language spoken by local members, and to translate and/or proofread recovery and service-related materials from NA bodies or individuals so that NA members not fluent in English can feel a sense of belonging and take a fuller part in the life of our NA community at the group and Area levels.

The Local Translations Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Local Translations Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

### **Chairperson Qualifications**

- Has been active for at least six (6) months in the Local Translations Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has a fluent command of both the English and local language (reading, writing, speaking, listening)
- Has a working knowledge of NA recovery and service literature, as well as other publications, in English and local language
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

### **Chairperson Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Translation Basics Manual
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, translated material, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall provide all material to be translated or proofread
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year
- Shall submit to the ASC for approval, a set of updated guidelines, no later than December of each year
- Shall make and second motions at the ASC; but shall not vote

## **6. Newsletter**

The Newsletter Subcommittee is a committee made up of Narcotics Anonymous members who coordinate, produce, and distribute an effective newsletter to the fellowship of Narcotics Anonymous in the North Dade Area. In keeping with our First Tradition, personal recovery is made more available.

The purpose of the Newsletter Subcommittee is to provide written communication designed to enhance recovery, and build NA unity. The information in the Newsletter shall contain NA news, upcoming events and personal experiences with recovery in NA. The Newsletter Subcommittee will not use articles or quotes from non-NA sources.

The Newsletter Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Newsletter Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

### **Chairperson Qualifications**

- Has been active for at least six (6) months in the Newsletter Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

### **Chairperson Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Newsletter Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly newsletter, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall coordinate with printer to ensure production of newsletter
- Shall distribute the monthly newsletter in a timely manner
- Shall request volunteers to submit articles, poems, clean dates, etc.
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year
- Shall submit to the ASC for approval, a set of updated guidelines, no later than December of each year
- Shall make and second motions at the ASC; but shall not vote

## **7. Public Information**

The North Dade Area Public Information Subcommittee is a committee made up of Narcotics Anonymous members who help to create awareness of Narcotics Anonymous in the community.

The purpose of the North Dade Area Public Information Subcommittee is to open and maintain communication between the fellowship of Narcotics Anonymous in the North Dade Area and the general public, and between the ASC, RSC and WSC levels of service. The Public Information Subcommittee shall respond to all requests for health fair and public presentations in a timely and effective manner. The Public Information Subcommittee provides informational packet mailings, media PSA's, posters, and basic text donations to local libraries.

The North Dade Area Public Information Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Public Information Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

### **Chairperson Qualifications**

- Has been active for at least six (6) months in the Public Information Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity
- Chairperson Responsibilities
- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Public Relations Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, correspondence letters, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year
- Shall submit to the ASC for approval, a set of updated guidelines, no later than December of each year
- Shall make and second motions at the ASC; but shall not vote

### **8. Website**

The Website Subcommittee is a committee made up of Narcotics Anonymous participants who oversee and maintain an updated and accurate website in the North Dade Area for the fellowship of Narcotics Anonymous and the general public.

The purpose of the Website Subcommittee is to provide communication designed to enhance recovery and build NA unity. A notice will be placed at the beginning of the website that signifies that it is the official website of the North Dade ASC of Narcotics Anonymous, Inc. The website account and domain name shall be owned by the North Dade Area Service of Narcotics Anonymous, Inc., not an individual. The Website Subcommittee will not use information from non-NA sources. Access to the website shall be by user name and password provided by the Website Subcommittee.

The information in the Website shall contain links and references to NA related information only. Since information on the website is accessed from around the world, only helpline phone numbers, and NA service offices shall be included on these web pages. Anonymous e-mail addresses will be provided for contact information and technical maintenance.

The Website Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Website Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

### **Chairperson Qualifications**

- Has been active for at least six (6) months in the Website Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application

- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

### **Chairperson Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall attend all Public Information Subcommittee meetings
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services PR Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall maintain passwords for account and administration of message boards
- Shall maintain disk with a history of all files and incoming messages
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year
- Shall submit to the ASC for approval, a set of updated guidelines, no later than December of each year
- Shall make and second motions at ASC but shall not vote

### **9. NDACNA (North Dade Area Convention of NA)**

The purpose of the North Dade Area Convention of NA is 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 and will reflect the primary purpose of Narcotic Anonymous. The NDACNA committee will carry out the financial and or contractual responsibilities of the bi-annual convention. This will be accomplished in accordance with convention guidelines. The convention committee will consists of an Executive committee, sub-committee chairs, and their attending members. Executive members are elected by the ASC (Convention Chair, Vice-Chair, Secretary, Treasurer, and Hotel Liaison), Sub-committee chairs will be elected by the Executive committee and attending members.

### **10. (24) Twenty-Four Hour Room**

The 24 hour room Sub-Committee provides a place for addicts to fellowship with others during the Holiday Season so that no addict need be alone. The committee establishes a location for addicts to meet, arranges for groups to hold meetings around the clock. The committee accepts food, drinks, and coffee donations from groups and NA members , ensures that the building that the 24 hour room is located in remains clean at all times, and an atmosphere of recovery is maintained throughout the use of the building. The committee may hold fundraisers to help support the financial responsibilities.

### **11. Outreach Committee**

The purpose of the North Dade Area Outreach Committee is to help groups understand and implement the Twelve Traditions & Concepts of N.A., to ensure unity and our common welfare, to help, not hinder, to guide, not control. The committee is here to help, suggest, and direct those who are interested in resources available within the fellowship.

Responsibilities of the Outreach committee are:

- To promote attendance and participation at the regular monthly North Dade Area service meeting of all groups in the area.
- To provide a format for meetings, groups business meetings
- Secretaries reports
- GSR reports
- Treasurer report.
- To promote unity and better fulfill our "Primary Purpose" - to carry the message to the addict who still suffers.
- To dedicate (10) minutes at the ASC meeting to a Tradition and Concept of the month.

**12. Guidelines Revision Committee**

Appointed by the ASC chair or vice-chair for review and revising the ASC guidelines.

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## **XXV. Ad-hoc Subcommittees**

Ad-hoc Subcommittee shall be defined as a temporary committee created to serve a single purpose, and by doing so, after the objective is fulfilled its existence is no longer needed. The ASC Chairperson shall name the Ad-Hoc Subcommittee and appoint a Chairperson.

### **Chairperson Qualifications**

- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

### **Chairperson Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee participants' duties
- Shall hold at least one (1) monthly meeting of its membership
- Shall maintain an updated and accurate binder consisting of budget, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall submit to the ASC a report of the Subcommittee's plans
- Shall submit guidelines to the ASC, for approval, within at least two (2) months
- Shall submit a budget to the ASC, for approval, within at least two (2) months

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## **XXVI. Group Service Representative (GSR)**

One of the first things a GSR does at the ASC Meeting, after giving the group's contribution to the ASC Treasurer -and getting a cup of coffee- is to fill out a Group Report Form. You will find these blank forms on the flyer table, or ask the Assistant Secretary. GSRs, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day North Dade ASC business. Listen carefully and be sure to write down any announcements

that you need to make your group aware of. If any issues come up where you need to vote, be sure you understand what is going on; if not, ASK. Don't base your vote on what everyone else does.

Pick up a sufficient number of copies of the RSC Activities Calendar of Events, together with any flyers, newsletters, etc. that you will find on the flyer table, and make them accessible to the members of your group, to make sure that your group is fully informed of the fellowship's on-going events.

Check the latest edition of the Dade County Meeting List. See to it that all information is correct. If not, please make sure to indicate the correct data in the "Meeting List Changes" form.

When a GSR is not present for two (2) consecutive ASC meetings, his/her group will no longer be on the Roll Call or part of quorum. When a GSR returns to an ASC meeting, the group will be included once again. The GSR of any group that has been removed from the Roll Call will not receive a copy of the monthly ASC minutes until said GSR returns to the ASC meeting.

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## **XXVII. Service Inventory**

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***Our 9<sup>th</sup> Tradition states: "N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve."***

The North Dade Area Service Committee exists to carry the message of recovery in accordance with the principles of this tradition. As such, the North Dade Area Service Committee should always review itself periodically. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and some even fail. A service inventory will help the North Dade Area keep things on track.

A service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its services and participants, its growing pains, suggestions for improvement and its adherence to the Twelve Traditions of NA.

Emphasis should be given overall to how the North Dade Area is performing its responsibilities to the participants it serves. This inventory shall be done at least once a year in June, but may be scheduled at other times if it is desirable to re-focus the Area on its mission.

Each participant of the ASC shall answer the questions contained in this format prior to arriving at the service inventory meeting in June. Other topics may be included that address current issues or concerns that the groups, the Area, the Region, or NA as a whole is facing at the discretion of the ASC. The service inventory shall include the following questions:

- Generally, the inventory can be broken into parts:
- How did I do in the performance of my duties?
- Do I show up?
- Do I know what I am supposed to do? If not, have I consulted the North Dade ASC Guidelines, the Guide to Local Services, or the person who held this position before me?
- Do I do what I am supposed to do?
- Do I represent my group's conscience?

Do I keep my Group, Subcommittee or Area, informed about the Area, Region and World Services?

How did the North Dade Area do in performance of its functions?

As a representative of a meeting or subcommittee, do I feel confident that the North Dade Area will help my meeting or subcommittee resolve any problems it may face?

Do the North Dade Area subcommittees serve the needs of my meeting or NA as a whole?  
Is my group's conscience being sought and heard when matters arise, which affected my meeting or NA as a whole?

***Our 12<sup>th</sup> Tradition states: "Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities".***

Does the North Dade Area remember our 12<sup>th</sup> Tradition and do we "place principles before personalities"? We are a spiritual fellowship. The function of the North Dade Area is to allow the message of recovery to be carried through the services we provide. When we respect each other, even though we might disagree, and adhere to the principles stated in each of our Traditions, are a unified entity serving the fellowship of NA within the North Dade Area.

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## **XXVIII. Flyers and Printed Material**

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All flyers concerning announcements of NA functions at facilities not affiliated with N.A. must state so; i.e.: "NA is not affiliated with this facility."

When designing flyers or printed material remember that they are released in Hospitals and Institutions as well as other facilities which relate to NA. Appropriate use of language and artwork is crucial because these items, in a sense, represent NA to the public.

Any participant of the ASC may distribute flyers and other forms of printed material regarding announcements of N.A. functions. However, in an effort to avoid duplication of material, fees, annual effort, postage or other costs, all printed material will be made available during the ASC meeting.

All flyers and other printed material will be placed on display at a specific location and may be picked up before or after the ASC meeting or, one at a time, after an oral presentation to the ASC is made. All left over flyers and printed materials will be picked up by Literature Distribution Coordinator. In the absence of the Literature Distribution Coordinator, any participant of the Administrative Subcommittee can do it.