

# **GWTF ASC Proposed Guidelines**

## **SERVICE AREA:**

The designated service area of this A.S.C. shall be determined by, but not limited to the geographical location of the NA Groups that are seated with the Area Service Committee.

Requests for services from any other groups and/or committees outside of this service Area; shall be considered by the A.S.C. as a whole.

## **PURPOSE:**

The purpose of this A.S.C. shall be to encourage unity, cooperation, and communication among the N.A. Groups within its service Area, and provide an opportunity for those groups to express their conscience through the N.A. service structure.

## **FUNCTIONS:**

The general function of the A.S.C. is to administrate business and co-ordinate activities common to the groups and subcommittees in accordance with the Twelve Traditions of N.A.

## **MEMBERS:**

### **Group Service Representatives:**

1. GSR's of groups seated at the A.S.C., or Alternate-GSR's in the absence of a GSR, or elected representative shall be the only voting member of this committee.
2. No group shall be represented by more than one GSR or Alternate-GSR at one time.

### **ASC Officers:**

1. A.S.C. Chairperson.
2. Vice-Chairperson.
3. Secretary
4. Treasurer.
5. Regional Committee Member (RCM)
6. Alternate-RCM
7. Subcommittee Chairpersons
  - Literature
  - Hospitals and Institutions
  - Public Information
  - Activities Committee
  - Other Sub-committees deemed necessary by the A.S.C.

## **GENERAL PROCEDURES:**

This committee shall comply in all its actions with the following documents:

- a. The Twelve Traditions of Narcotics Anonymous,
- b. A Guide to Local Services in N.A.,
- c. The current editions of all N.A. Handbooks,
- d. The 12 Concepts for N.A. Service.

## **VOTING:**

1. Voting on all A.S.C. motions and elections shall be done on a consensus-based\* system.

\*Consensus based decisions are a method by which an entire group of people can come to an agreement. In the event that a consensus cannot be reached, there will be a vote on the issue. Only GSR's or their elected alternate may vote. One (1) vote per group.

## **Motions:**

Any member of the A.S.C. may make a motion or participate in discussion.

All motions shall be submitted in writing with the intent clearly stated.

All N.A. members in attendance at the A.S.C. meeting shall have the right to participate in the discussion and the decision of all motions submitted.

## **ELECTION OF A.S.C. OFFICERS**

### **Requirements for Election:**

The minimum required clean time required for A.S.C. officers shall be:

- a. Chairperson - 2 years
- b. Vice-chairperson - 1 year
- c. Treasurer - 3 years
- d. Secretary - 1 year
- e. Subcommittee Chairpersons - 1 year
- f. Regional Committee Member (RCM.) - 3 years
- g. Alternate-RCM - 2 years

A.S.C. officers need a willingness and desire to serve, the time and resources necessary to do the job, previously fulfilled service experience in Narcotics Anonymous, and a good working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

Annual elections shall take place at the September Area Service Committee meeting. Notice of elections shall go out to the Fellowship to be announced at Group meetings at least one month in advance. Elections for vacant positions shall be held as last order of old business at the A.S.C.

### **Assumption of Duties**

1. Newly elected officers shall assume their duties immediately following the A.S.C. at which they are elected.

### **Term of Office**

No A.S.C. officer shall be elected to more than one (1) A.S.C. office at one time except as a Subcommittee Chair.

All A.S.C. officers shall be elected to serve for a term of no more than one (1) year.

No A.S.C. officer shall serve more than two (2) consecutive terms in the same position, unless otherwise voted on at an A.S.C.

**Dismissal:**

An A.S.C. officer may be dismissed from their position for non-compliance. Non-compliance includes, but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of the duties of their position.
- C. A decision by the ASC body is required for dismissal.
- D. Any ASC officer dismissed before the term is completed shall not be eligible for nomination to any ASC position for a period of one (1) year.

**Resignations:**

- A. An A.S.C. officer may resign at any time.
- B. In order to maintain continuity of service and reasonable transition, it is suggested that the resignation be submitted to the A.S.C. at least one regular A.S.C. meeting in advance.
- C. Any A.S.C. officer resigning their position before the term is completed, without providing an adequate explanation, shall not be eligible for nomination to any A.S.C. position for a period of one (1) year.

**DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:**

**Group Service Representatives (G.S.R.):**

- 1. To provide information to their home group members about the decisions and actions of the A.S.C., the N.A. service structure in general, and becoming involved in N.A. service.
- 2. To register their home group with the A.S.C. Secretary, and the World Service Office
- 3. To attend all regularly scheduled A.S.C. meetings.
- 4. To carry group donations and literature orders to the A.S.C. Treasurer and Literature Chairperson.
- 5. To represent their group's conscience when proposing, discussing and deciding on motions brought to the A.S.C.

**Alternate G.S.R.'s:**

- 1. To work closely with their G.S.R. and help with all duties and responsibilities of the position.
- 2. To attend all regular meetings of the A.S.C.
- 3. To be their group's G.S.R. at the A.S.C. meeting, in the absence of the G.S.R.

**A.S.C. Chairperson**

- 1. To preside over all meetings of the A.S.C., and maintain order during committee procedures.
- 2. To be absolutely fair and impartial as the mediator of A.S.C. business.
- 3. To serve as one of the signing officers of the A.S.C. bank account.
- 4. To formulate an agenda for each A.S.C. meeting.
- 5. To be responsible for files and archives of the Committee.
- 6. To refrain from discussing a motion while presiding, unless requested to do so by a

member of the A.S.C.(When this occurs, the Vice-Chairperson or RCM will preside over the meeting until after the motion is dealt with.

### **Vice-Chairperson**

1. To coordinate all subcommittee functions.
2. To perform the duties of the Chairperson if the Chairperson is absent or when the Chairperson is requested by a member of the A.S.C. to take part in the discussion of a motion.
3. To serve as one of the signing officers of the A.S.C. bank account.
4. To serve as parliamentarian of A.S.C. meetings.
5. To state and restate all motions before they are decided.
6. To submit reports from the administrative committee.

### **Secretary**

1. To draft and distribute minutes of all A.S.C. meetings to the following within 14 days of each meeting:
  - a. All members of the A.S.C. as defined in these Guidelines.
  - b. Regional Committee Member (R.C.M. and the Alternate-R.C.M.)
  - c. Neighboring A.S.C.'s upon request when finances permit.
2. To assume responsibility for documenting all changes in the minutes.
3. To maintain a current list of addresses and phone numbers of all A.S.C. members.
4. To maintain a set of files for the A.S.C.
5. To maintain current registrations with the W.S.O. and the R.S.C.
6. To serve as one of the signing officers of the A.S.C. bank account.
7. To update and distribute the Committee mailing list as needed.

### **Treasurer**

1. To serve as the custodian of the A.S.C. bank account.
2. To collect all donations from individuals, groups or subcommittees.
3. To ensure that rent is paid for the A.S.C. meeting facility.
4. To dispense funds as per the conscience of the A.S.C.
5. To sign all A.S.C. bank account cheques along with one other designated co-signer.
6. To keep an accurate record of all transactions.
7. To prepare and present a monthly financial report of all transactions occurring during A.S.C. business, to be submitted in writing at the end of each A.S.C. meeting. This shall include the balance forward, amount of group donations, subcommittee expenses and/or revenue, and all other A.S.C. expenses and/or revenues, as well as bank charges incurred since the previous meeting.
8. To formulate an annual operating budget for approval at the October A.S.C. meeting.
9. To prepare and present an annual financial statement at the October A.S.C. meeting.

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

1. To work for the common good of Narcotics Anonymous, by providing two-way communication between the groups and the rest of N.A.
2. To attend all A.S.C. and R.S.C. meetings, and provide reports from these as necessary.
3. To provide guidance and information to the A.S.C. and/or its member groups.

4. To attend as many A.S.C. subcommittee meetings and activities as possible.
5. To act as Chairperson in the absence of the Chairperson and the Vice-Chairperson.
6. To represent the A.S.C.'s conscience when proposing, discussing and voting on motions brought to the R.S.C.
7. To carry A.S.C. donations to the R.S.C. Treasurer.
8. To be of service on one of the R.S.C. subcommittees.
9. To comply with all duties and responsibilities of this position as outlined in the Guide to Local Services in N.A..

### **Alternate-RCM**

1. To work closely with the RCM. and help with all duties and responsibilities of the position.
2. To attend as many A.S.C. subcommittee meetings and activities as possible.
3. To serve as RCM in the absence of the RCM
4. To attend all A.S.C. and R.S.C. meetings.
5. To be of service on one of the R.S.C. subcommittees.

### **SUBCOMMITTEES:**

#### **Sub Committee Chairperson Responsibilities**

- a. To preside over all sub-committee meetings.
- b. Coordinates and is responsible for all work done by the subcommittee.
- c. Maintains communication with neighboring parallel subcommittees.
- d. To be impartial as mediator of committee business.
- e. To formulate an agenda for each committee meeting
- f. To represent the sub-committee at all A.S.C. meetings.
- g. To supply reports as needed.
- h. Prepares a budget with the sub-committee to be submitted for the approval of the A.S.C. for the upcoming year.
- i. To maintain the archives of the sub-committee.

### ***Dismissal***

The Sub-committee Chairperson is an officer of the A.S.C. and may be dismissed only by the A.S.C. as per the A.S.C. guidelines.

### **Standing Subcommittees**

1. The A.S.C. shall establish standing subcommittees to carry out specific tasks necessary to achieve its functions only after such needs are identified by an ad hoc subcommittee.
2. Standing subcommittees may include, but are not limited to, administration, public information, hospitals and institutions, policy, literature, conventions, activities, etc.
3. Chairpersons for these subcommittees are considered A.S.C. officers and shall be elected in the manner prescribed in these Guidelines.
4. Nominations for Chairperson of a standing subcommittee shall be open to any qualified N.A. member from within our service area.
5. Subsequent officers of each standing sub-committee shall be elected by the sub-committee membership.

6. Each standing sub-committees of this A.S.C. shall create and adopt guidelines; which are consistent with these Guidelines and A Guide to Local Services in N.A..
7. The guidelines of each standing sub-committee shall be subject to review and approval by the A.S.C. as a whole.

### **Ad hoc Subcommittees**

1. Ad hoc subcommittees shall be formed when deemed necessary by the A.S.C.
2. Motions and voting to form ad hoc subcommittees shall take place in accordance with these Guidelines.
3. A consensus decision is required to form an ad hoc subcommittee.
4. The A.S.C. Chairperson shall appoint a qualified N.A. member as Chairperson of an ad hoc sub-committee.
5. Subsequent officers of each ad hoc sub-committee shall be elected by the ad hoc sub-committee membership, if needed.

## **A. S. C. FINANCES**

### **General**

1. The Committee shall be self-supporting through donations made by N.A. groups, revenue from literature sales, and other fund raising activities.
2. All revenues accumulated from these sources will be maintained in a general fund bank account, with separate bookkeeping of individual subcommittee funds.
3. The A.S.C. Treasurer shall deposit all revenues upon receipt.
4. All non-budgeted expenditures must be approved by a consensus decision of the Committee.
5. No reimbursement for expenditures shall be made without receipt or proof of payment.
6. Normally, all expenditures shall be paid by cheque.
7. All cheques must be signed by the treasurer; and at least one authorized co-signer, as defined in these guidelines.
8. After the completion of a term in office, the former officer shall remove his/her name from all A.S.C. accounts within 14 days.
9. Money remaining after the completion of monthly business that is in excess of the prudent reserve shall be forwarded to the R.S.C.

### **Prudent Reserve and Fund Flow**

1. In order to be financially prudent the A.S.C., shall not accumulate a financial reserve in excess of \$200.00. This amount shall be reviewed annually.
2. Any funds in excess of this reserve, after the completion of new business, shall be forwarded to the next level of service. (R.S.C.)
3. The amount of the prudent reserve shall be reviewed in October of each year, and when deemed necessary by the Administrative committee.

### **Budgets**

1. Budget estimates for recurring expenses will be developed by the Administrative officers, with Subcommittee Chairpersons and submitted to the A.S.C. for approval in October of each year.
2. Funds for these expenses shall not require repeated approval by the Committee, unless

they exceed the amounts approved in the budget.

3. These expenditures shall be reflected in the regular Treasurer's report.

4. If no budget is submitted, funds will be allocated on a "first come first serve" basis, after budgetary requirements are met.

### **Dissolution**

1. No part of the net funds of the A.S.C. shall be used to the benefit of any member(s) or individual(s).

2. The assets of the Committee, upon dissolution, shall be dispensed to the next level of service.

### **Audits and Reviews**

1. An annual audit shall be conducted each October by the Administrative officers of the Committee, under the direction of the A.S.C. Treasurer.

2. Periodic financial reviews will be called and conducted at any time by the Administrative officers of the Committee. Such reviews will exclude the A.S.C. Treasurer and will be conducted as outlined in the "Treasurer's Handbook" and its successors.

### **Consensus vs. voting**

Voting is a means by which we choose one alternative from several. Consensus, on the other hand, is a process of synthesizing many diverse elements together.

Voting is a win or lose model, in which people are more often concerned with the numbers it takes to "win" than with the issue itself. Voting does not take into account individual feelings or needs. In essence, it is a quantitative, rather than qualitative, method of decision-making.

With consensus people can and should work through differences and reach a mutually satisfactory position. It is possible for one person's insights or strongly held beliefs to sway the whole group. No ideas are lost, each member's input is valued as part of the solution.

A group committed to consensus may utilize other forms of decision making (individual, compromise, majority rules) when appropriate; however, a group that has adopted a consensus model will use that process for any item that brings up a lot of emotions, is something that concerns people's ethics, politics, morals or other areas where there is much investment.

### **What does consensus mean?**

Consensus does not mean that everyone thinks that the decision made is necessarily the best one possible, or even that they are sure it will work. What it does mean is that in coming to that decision, no one felt that her/his position on the matter was misunderstood or that it wasn't given a proper hearing. Hopefully, everyone will think it is the best decision; this often happens because, when it works, collective intelligence does come up with better solutions than could individuals.

Consensus takes more time and member skill, but uses lots of resources before a decision is made, creates commitment to the decision and often facilitates creative decision. It gives everyone some experience with new processes of interaction and conflict resolution, which is basic but important skill-building. For consensus to be a positive experience, it is best if the group has 1) common values, 2) some skill in group process and conflict resolution, or a commitment to let these be facilitated, 3) commitment and responsibility to the group by its members and 4) sufficient time for everyone to participate in the process.