

**Middle Mountain Area of Narcotics Anonymous (MMANA)
Area Service Committee (ASC) Guidelines**

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Section A -

SERVICE AREA:

The designated service area of this ASC 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 ASC as a whole.

Section B -

PURPOSE:

Our Purpose is to encourage unity, cooperation, and communication among the NA Groups within the service Area, and provide an opportunity for those groups to express their conscience through the NA service structure.

Section C -

FUNCTIONS:

The general function of the ASC is to administrate business and co-ordinate activities common to the groups and subcommittees in accordance with the Twelve Traditions of NA and The Twelve Concepts for NA Service.

Section D -

MEMBERS: Group Service Representatives (GSR):

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

Section E -

ASC Officers:

1. ASC Chairperson.
2. Vice-Chairperson.
3. Secretary
4. Alt. Secretary
5. Treasurer.
6. Alt Treasurer
7. Regional Committee Member (RCM I)
8. Regional Committee Member (RCM II)
9. TAC Liaison I
10. TAC Liaison II (SPOA)
11. Policy Advisor
12. Subcommittee Chairpersons
 - Literature
 - Public Relations (H&I and PI)
 - Activities
 - Campout
 - Other Sub-committees deemed necessary by the ASC

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Section F -

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 NA
- c. The current editions of all NA Handbooks
- d. The Twelve Concepts for NA Service
- e. The MMANA ASC Guidelines

Section G -

Decision Making:

1. Decisions on all ASC proposals 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 (For more information, see Section R). In the event that a consensus cannot be reached, there will be a vote on the issue. Only GSR's or their alternate may vote. One (1) vote per group; 3/4 of the GSRs must be present to establish a quorum. Votes will pass by 2/3 majority.

Section H -

Guideline Review / Revisions:

Guidelines can be reviewed and changed as deemed necessary – Changes will be submitted in writing then will be voted on by the groups after an automatic 1 month (refer to groups) delay to allow groups to vote. The changes will be voted on at next area with No discussion.

Guideline changes revert to Group Service Representatives voting only.

Section I -

Proposals:

Any member of the ASC may make a proposal or participate in discussion.

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

All NA members in attendance at the ASC meeting shall have the right to participate in the discussion and the decision of all proposals submitted.

Section J -

ELECTION OF ASC OFFICERS:

Rules of Nomination:

1. All eligible nominees must be present during nominations to be considered for a MMANA ASC office.
2. Anyone in attendance may volunteer for a position or nominate someone; nominations do not require a second.
3. At the close of nominations for each position, candidates are invited to state their qualifications including but not limited to past service experience and suitability for the position.
4. Anyone present shall be given the opportunity to question nominees. Questions posed to one (1) nominee shall be posed to all nominees.
5. Discussion of any candidate's qualification shall only take place in the candidate's presence.

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Requirements for Election:

The minimum clean time required for ASC officers shall be:

- a. Chairperson - 3 years
- b. Vice-chairperson - 3 years
- c. Treasurer - 3 years
- d. Alt. Treasurer – 3 years
- e. Secretary – 1 year
- f. Alt. Secretary – 1 year
- g. Subcommittee Chairpersons - 2 years
- h. Regional Committee Member (RCM I) - 2 years
- i. Regional Committee Member (RCM II) - 2 years
- j. Policy Advisor - 3 years
- k. TAC Liaison – 2 years
- l. TAC Liaison II (SPOA) – 2 years

ASC 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. Nominations for all Positions shall take place in August at the ASC meeting except TAC positions which will be nominated in January. 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.

Nominees shall be voted on by any member in attendance at the ASC meeting. A 2/3 majority vote is required for election to the position.

Elections for vacant positions shall be held as last order of old business at the ASC

Section K -

Assumption of Duties:

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

Section L -

Term of Office:

No ASC officer shall be elected to more than one (1) ASC office at one time.

No ASC officer shall also hold a GSR position

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

No ASC officer shall serve more than two (2) consecutive terms in the same position.

Short-term replacements are defined as the filling of any elected position mid-term. No short term should be counted as one (1) of the two (2) consecutive terms.

Section M -

Trusted Servant Dismissal:

An ASC 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.

A decision by the ASC body is required for dismissal; also 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.

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Section N -

Resignations:

- A. An ASC 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 ASC at least one regular ASC meeting in advance.
- C. Any ASC officer resigning their position before the term is completed, without providing an adequate explanation, shall not be eligible for nomination to any ASC position for a period of one (1) year.

Section O -

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

1. All committee members are to comply with all duties and responsibilities of their respective position as outlined in the Guide to Local Services in NA.

Group Service Representatives (GSR):

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

Alternate GSR's:

1. To work closely with their GSR and help with all duties and responsibilities of the position.
2. To attend all regular meetings of the ASC
3. To be their group's GSR at the ASC meeting, in the absence of the GSR

ASC Chairperson:

1. To preside over all meetings of the ASC, and maintain order during committee procedures.
2. To be absolutely fair and impartial as the mediator of ASC business.
3. To serve as one of the signing officers of the ASC bank account.
4. To formulate an agenda for each ASC meeting.
5. To refrain from discussing a proposal while presiding, unless requested to do so by a member of the ASC
(When this occurs, the Vice-Chairperson or RCM will preside over the meeting until after the proposal is dealt with.)
6. Must attend all ASC monthly meetings.

Vice-Chairperson:

1. To perform the duties of the Chairperson if the Chairperson is absent or when the Chairperson is requested by a member of the ASC to take part in the discussion of a proposal.
2. To serve as one of the signing officers of the ASC bank account.
3. To serve as parliamentarian of ASC meetings.
4. To state and restate all proposals before they are decided.
5. To submit reports from the administrative committee to the ASC
6. To attend as many ASC subcommittee meetings and activities as possible.
7. Must attend all ASC monthly meetings.

Secretary:

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1. To draft and distribute minutes of all ASC meetings to the following within 14 days of each meeting:
 - a. All members of the ASC as defined in these Guidelines.
 - b. Any Neighboring ASC upon request when finances permit.
2. To assume responsibility for documenting all changes in the minutes.
3. To maintain a current list of e-mail addresses and phone numbers of all ASC members.
4. To maintain a set of files for the ASC.
5. To maintain current registrations with the World Service Organization (WSO) and the RSC.
6. Must attend all ASC monthly meetings.

Alt. Secretary:

1. To Assist the Secretary as needed.
2. To fulfill the duties of the Secretary in the absence of the Secretary.
3. To be prepared to become the secretary at the end of term.
4. Must attend all ASC monthly meetings.

Treasurer:

1. To serve as the custodian of the ASC bank account.
2. To collect all donations from individuals, groups or subcommittees.
3. To ensure that rent is paid for the ASC meeting facility.
4. To dispense funds as per the conscience of the ASC
5. To sign all ASC bank account checks 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 ASC business, to be submitted in writing at the end of each ASC meeting. This shall include the balance forward, amount of group donations, subcommittee expenses and/or revenue, and all other ASC expenses and/or revenues, as well as bank charges incurred since the previous meeting.
8. To prepare and present an annual financial statement at the October ASC meeting.
9. Must attend all ASC monthly meetings.

Alt Treasurer:

1. To Assist the Treasurer as needed.
2. To fulfill the duties of the Treasurer in the absence of the Treasurer.
3. To be prepared to become the Treasurer at the end of term.
4. Must attend all ASC monthly meetings.

Regional Committee Member (RCM I):

1. To work for the common good of Narcotics Anonymous, by providing two-way communication between the groups and the rest of NA
2. To attend all ASC and Regional Service Committee (RSC) meetings, and provide reports from these as necessary.
3. To provide guidance and information to the ASC and/or its member groups.
4. To attend as many ASC 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 ASC's conscience when proposing, discussing and voting on proposals brought to the RSC
7. To carry ASC donations to the RSC Treasurer.

Regional Committee Member (RCM II):

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1. To work closely with the RCM and help with all duties and responsibilities of the position.
2. To attend as many ASC subcommittee meetings and activities as possible.
3. To serve as RCM in the absence of the RCM
4. To attend all ASC and RSC meetings.

TAC Liaison:

1. To attend The TAC Convention planning meetings monthly.
2. To represent MMANA in all matters at TAC.
3. To report to the MMANA Area monthly.
4. To serve as "SPOA" Single point of accountability when the Convention cycle rotates to our area.
5. Is encouraged to participate in a TAC subcommittee.
6. Must attend all ASC monthly meetings.

TAC Liaison II:

Only to be fulfill when MMANA is SPOA, subject to all duties of TAC Liaison.

Policy Advisor:

1. To advise the ASC on matters of policy, citing the MMANA ASC Guidelines, The Twelve Traditions, Twelve Concepts for NA Service, and the Guide to Local Service in NA.
2. Responsible for tracking, maintaining and archiving changes to the ASC guidelines
3. Must attend all monthly ASC meetings.

Sub Committee Chairperson:

(Literature, Public Relations H&I/PI, Activities, Campout, and any other subcommittee approved by the ASC)

1. To preside over all sub-committee meetings.
2. Coordinates and is responsible for all work done by the subcommittee.
3. Maintains communication with neighboring parallel subcommittees.
4. To be impartial as mediator of committee business.
5. To formulate an agenda for each committee meeting
6. To represent the sub-committee at all ASC meetings.
7. To supply reports as needed to the ASC, reports should be e-mailed to the Secretary prior to the ASC.
8. Prepares a budget with the sub-committee to be submitted for the approval of the ASC for the upcoming year.
9. To maintain the archives of the sub-committee.
10. Must attend all ASC monthly meetings.

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

Section P -

Standing Subcommittees:

1. The ASC shall establish standing subcommittees to carry out specific tasks necessary to achieve its functions.
2. Standing subcommittees may include, but are not limited to, administration, public relations, literature, activities, etc.
3. Chairpersons for these subcommittees are considered ASC officers and shall be elected in the manner prescribed in these Guidelines.

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4. Nominations for Chairperson of a standing subcommittee shall be open to any qualified NA member from within our service area. It is preferred nominations come from each sub-committees.
5. Subsequent officers of each standing sub-committee shall be elected by the sub-committee membership.
6. Each standing sub-committee of this ASC shall create and adopt guidelines; which are consistent with these Guidelines and A Guide to Local Services in NA.
7. The guidelines of each standing sub-committee shall be subject to review and approval by the ASC as a whole.
8. Money remaining after the completion of monthly business that is in excess of the prudent reserve of any sub-committee shall be forwarded to the ASC

Ad hoc Subcommittees:

1. Ad hoc subcommittees shall be formed when deemed necessary by the ASC
2. Proposals and voting to form ad hoc subcommittees shall take place in accordance with these Guidelines.
3. The ASC Chairperson shall appoint a qualified NA member as Chairperson of an ad hoc sub-committee.
4. Subsequent officers of each ad hoc sub-committee shall be elected by the ad hoc sub-committee membership, if needed.

Section Q -

ASC FINANCES General:

1. The Committee shall be self-supporting through donations made by NA groups 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 ASC Treasurer shall deposit all revenues within 5 days of receipt.
4. All non-budgeted expenditures must be approved by a consensus decision of the ASC
5. No reimbursement for expenditures shall be made without receipt or proof of payment.
6. All expenditures shall be paid by check.
7. All checks 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 ASC 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 RSC

Prudent Reserve and Fund Flow:

1. In order to be financially prudent the ASC, shall not accumulate a financial reserve in excess of 2 months operating expenses. 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. (RSC)
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 ASC for approval in October of each year.

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2. Funds for these expenses shall not require repeated approval by the ASC, 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 ASC 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 ASC Treasurer.
2. Periodic financial reviews may be called and conducted at any time by the Administrative Officers of the Committee. Such reviews will exclude the ASC Treasurer and will be conducted as outlined in the "Treasurer's Handbook" and its successors.

Section R -

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.