

East Tennessee Ridges of Recovery Area Service Committee Guidelines

Adopted: Feb 11, 2012

Section I

The ETROR Service Committee of Narcotics Anonymous

Known as ASC hereafter

A. Purpose and Function

1. The purpose of the Committee is to be supportive to a Narcotics Anonymous Area and its primary purpose by associating with Groups within the Area and helping deal with its situations and needs.
2. The ASC serves 3 basic functions:
 - a. The primary function of this committee is to unify the Groups within its Area and to provide help and support to individual Groups.
 - b. The secondary function of the ASC is to carry the message of recovery through its various Sub-Committees.
 - c. The third function of the ASC is to contribute to the growth of and enhance the quality of Narcotics Anonymous, as a whole, by helping to support the **VRSC**.
3. ASC meetings are scheduled for the second Saturday of each month at 2.P.M. at a location determined by the ASC.

B. Spiritual Guidelines, Order of Guiding Documents

1. The 12 Traditions of NA
2. The 12 Concepts of NA service
3. A Guide to Local Service in NA
4. The ASC Guidelines
5. The rules contained in the current edition of "Robert's Rules of Order," newly revised

C. The ASC consists of:

1. Elected GSR's from the Groups of ASC
2. Elected Trusted Servants (i.e., Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, Alternate RCM, and Sub-Committee Chairpersons).

D. All Groups in the ASC of Narcotics Anonymous must adhere to the Six Points, based on our Traditions, which describe an NA Group.

Section II
Format of the ASC

- A. Chairperson calls the meeting to order.
- B. The meeting opens with a moment of silence followed by the Serenity Prayer.
- C. Read the Service Prayer, the 12 Traditions, and the 12 Concepts.
- D. Roll Call and Establish Quorum
 - 1. Groups.
 - 2. Administration Committee.
 - 3. Sub-Committee Chairs
- E. Group Reports
- F. Recognizing new Groups
- G. Secretary's Report (must have motion to accept)
- H. Treasurer's Report (must have motion to accept)
- I. RCM Report (must have motion to accept)
- J. Sub-Committee Reports
 - 1. H&I
 - 2. PI
 - 3. Phone line
 - 4. Literature
 - 5. Newsletter
 - 6. P&P
 - 7. Outreach
 - 8. Activities
- K. Break
- L. Old Business
- M. Nominations/Elections as needed
- N. Open Forum (30 minutes)

O. New Business

P. 7th Tradition

Q. Set time, date, and location of next ASC Meeting

R. Motion to adjourn and close with Prayer

Section III

Elections of ASC of Narcotics Anonymous

A. Nominations for Administrative Committee Trusted Servants shall be made as needed.

B. Nominations for ASC Sub-Committee Chairs shall be made as needed.

C. Trusted Servants positions are one year terms with the following exceptions.

1. Ad-Hoc, special, and temporary Sub-Committee chairs.
2. RCM is a two year commitment.

D. A Trusted Servant of ASC may continue to serve until willingness from others is shown.

E. All nominees of a Trusted Servants position must be present at nomination.

F. Resignation and Removal of Trusted Servants.

1. Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the ASC Chair either prior to or at the time of resignation.
2. Area Trusted Servants may be removed from office for any of the following reasons:
 - (a) Relapse
 - (b) Two consecutive absences without prior notice
 - (c) Neglect of duties
 - (d) Disregard for Area Conscience
 - (e) Disrespect for the Guiding Documents
 - (f) Misuse of funds
 - (g) Falsification of financial reports
 - (h) Any act of theft or violence in the Committee or towards NA Members.

G. Procedure for Removal from Office

1. Request of resignation or notice of impending removal from office must be presented to the ASC in the form of a motion and be accompanied by an explanation.
2. The Trusted Servant in question will be notified in writing by two (2) ASC Administration Members 21 days prior to impending action.
3. Removal requires 2/3 vote from GSR's.

Section IV **Voting Procedures**

A. Voting and Quorum

1. Voting members of the ASC are: GSR's, GSR Alternates, in the absence of GSR, or official proxy representative.
2. A quorum shall consist of 51% of voting members in order to do business and pass motions.
3. Business of the ASC shall be conducted by ASC Policy in accordance with the Guiding Documents.
4. All motions that make or change Policy shall be sent back to the Groups and requires a two thirds (2/3) majority vote of all voting members to pass.
5. An abstention does not count as a vote and shall not be included in two thirds (2/3) majority.
6. All members of the Area, except Chairperson, may make motions. Only GSR's, GSR Alternates, or proxy representatives may second motions.

Section V **Administrative Committee**

A. Chairperson

1. One year commitment
2. Two (2) years continuous abstinence from all drugs
3. One year active service in Narcotics Anonymous
4. Handle and/or direct all correspondence of ASC
5. To be one of the two co-signers on the ASC bank account
6. Enforce the "rules of decorum and discipline" at the Committee Meetings
7. Call "Special" ASC Meetings as necessary

8. May in times of inclement weather and threatening travel conditions affecting any part or all of this Area, postpone an ASC Meeting and inform members
9. Appoint all AD-Hoc Committee Chairpersons as needed
10. Train the Vice-Chair in the performance of the Chairpersons duties
11. Call and chair Administrative Committee Meetings as needed

B. Vice-Chairperson

1. Requires a minimum of two (2) years clean time
2. Assists the Chairperson in duties relating to ASC
3. Chairs the ASC Meeting in the absence of the Chairperson
4. Coordinates with sub committees chairs

C. Regional Committee Member

1. Requires a minimum of three (3) years clean time
2. One year active service in Narcotics Anonymous
3. Carries Area Conscience and concerns to Region
4. Carries business and concerns from Region to Area for consideration
5. Submits a written report at each Area Meeting
6. Trains RCM Alternate in the performance of duties of RCM

D. Regional Committee Member Alternate

1. Requires a minimum of two (2) years clean time
2. Assists RCM in duties
3. Carries out RCM duties in the absence of RCM on the Area or Regional level

E. Secretary

1. One (1) year commitment
2. Minimum of two (2) years clean time
3. Minimum of one (1) year service involvement in Narcotics Anonymous
4. Be prepared to assume the duties of the Chair in his/her absence or until a Chair Pro-Temp can be elected
5. Keep an accurate record of the proceedings at all ASC Meetings to include: regular, special, and Administrative Meetings and archives.
6. Maintain a file of all ASC and Sub-Committee Reports submitted
7. Mail and/or distribute copies of all the minutes to each member of the ASC, Sub-Committee Chairs, and Administrative Committee no later than fourteen (14) days following each Area Meeting
8. Maintains an updated list of all Trusted Servants of the ASC, Administrative Committee, GSRs, Sub-Committee Chairs, including phone numbers and mailing addresses

9. Make available all blank forms in regard to registration, motions, and reports at every ASC Meeting
10. Train the Alternate Secretary as to the performance of his/her duties

F. Alternate Secretary

1. A minimum of one (1) year clean time
2. Six (6) months active service involvement in Narcotics Anonymous
3. Assume the duties of the Secretary in his/her absence at the ASC Meeting
4. Assists the Secretary in the performance of his/her duties
5. Assists the Vice-Chair and record information, as needed in regard to his/her liaison duties with Committee

G. Treasurer

1. One (1) year commitment
2. Have a minimum of three (3) years clean time
3. Have at least two (2) years active service involvement in Narcotics Anonymous
4. To be the custodian to the Committee's Funds, as received from the Groups, Sub-Committees, and other NA Sources
5. To be co-signer of the Committee's bank account and always one of the signers on any ASC check
6. To make a report of receipts and disbursements at each regular Meeting from the Groups, Sub-Committees, or other NA sources
7. To make a full financial report at the end of his/her term
8. To disburse funds as necessary in accordance with Committee decisions when funds are available
9. Maintain the ASC financial record book and have current information on hand at the ASC Meeting for verification and review when requested
10. Train the Alternate Treasurer as to the performance of the Treasurer's duties

H. Alternate Treasurer

1. Have at least two (2) years clean time
2. Have at least one (1) year active service involvement in NA service
3. Be prepared to assume the duties of the Treasurer in his/her service
4. Assist the Treasurer in the performance of his/her duties as requested

Section VI **Establishment of Sub-Committees**

- A. The ASC may establish Ad-hoc Sub-Committees as necessary to perform certain duties. Sub-Committees will be formed upon approval of the

members of ASC. Sub-Committees may include, but are not limited to: H&I, PI, Literature, P&P, Phone line, Newsletter, Outreach, and Activities and any other Sub-Committees deemed necessary to carry on the work of the ASC.

- B. All Sub-Committees of ASC shall create, adopt, and keep current guidelines that are consistent with the 12 Concepts, ASC Guidelines, and World Service Conference approved Handbook of Guidelines.
- C. All expenditures for any ASC Sub-Committee must be approved by a majority vote of the ASC.
- D. All projects must be initiated and finalized by a majority vote of the ASC.
- E. Any project exceeding \$250 must be sent to the Home Groups for approval.

Section VII
Prudent Reserve

- A. The Treasurer of the ASC shall maintain a prudent reserve of two months operating expenses.

Section VIII
Auditing and Inventory

TBD

Section IX
RCM Travel Fund

RCM and RCM Alternate shall be funded \$50.00 for overnight lodging. Lodging receipt is required.

Section X
Literature

TBD

Section XI
ETROR ASC Secretary Budget

The ASC Secretary shall maintain a budget of \$50 as needed to supply Area with Minutes. The ASC will reimburse expenditures when provided with receipts.

Section XII
Automatic Payments

The Phone line expenditures and website expenditures shall be an automatic payment upon receipt of bill.

Guidelines for ETROR Public Information Subcommittee

Adopted: October 13, 2012

Article I

Definition

We are an operating subcommittee of the East Tennessee Ridges of Recovery Area Service Committee of Narcotics Anonymous (ETROR). We are supported by the ETROR and are accountable to that committee.

Article II

Purpose

1. To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.
2. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
3. To open and maintain lines of communication between the Volunteer Region Public Information Subcommittee, Narcotics Anonymous World Services (NAWS), PI Coordinators and World Service Conference (WSC).

Article III

Spiritual Guidance

In all of its endeavors, the Public Information Subcommittee will comply with the following:

1. The Twelve Traditions of Narcotics Anonymous.

2. The Twelve Concepts of Service for Narcotics Anonymous.
3. The current publication of A Guide to Local Service.
4. The current Conference Approved Public Information Literature.
5. East Tennessee Ridges of Recovery Area Service Committee (ETROR) Guidelines.
6. Any special rules of order adopted by this subcommittee.
7. In the case of a conflict, the Public Information Subcommittee will turn to the ETROR for guidance.

Article IV

Responsibilities

1. To become the resource and coordinating body for all East Tennessee Ridges of Recovery Area Public Information efforts, responding to any request for information within the area.
2. To maintain a close working relationship with other Public Information Subcommittees within the region.
3. To maintain a close working relationship with other subcommittees within this area, being careful not to interfere with their responsibilities.

Article V

Function

To inform the public about Narcotics Anonymous through services, but not limited to the following:

1. Coordinating all request from media.
2. Providing all radio and television Public Service Announcements (PSA) with the approval of the ETROR.

3. Creating, distributing, and maintaining all Narcotics Anonymous Public Information posters and flyers in the East Tennessee Ridges of Recovery Area.
4. Coordinating all non-Narcotics Anonymous request.
5. Providing and maintaining monthly meeting schedules.
6. Providing and maintaining an area website.
7. Provide and Maintain the Phone line.

Article VI

Membership

Membership is open to any NA member. Any attending NA member may vote. More than three (3) voting members (including the chair) are required to pass a motion. Each subcommittee member will have a working knowledge of the Twelve Traditions, Twelve Concepts, and the current publication A Guide to Public Information. Each member is encouraged to have their own copy of A Guide to Public Information.

Article VII

Meeting/Membership

1. This subcommittee should consist of a Chairperson, Vice Chairperson, Secretary, Meeting Schedule Coordinator, Website Coordinator, and Phone Line Coordinator, members and any task force coordinators or Ad-Hoc chairs deemed necessary by the subcommittee.

2. The Chairperson with the approval of the subcommittee appoints task force coordinators or Ad-Hoc Chairs.
3. All meetings are open to interested members of NA.
4. Any member that attends two (2) consecutive meetings may vote at the second meeting with the exception of the Chair who may vote only in case of a tie vote.
5. The Chairperson will be nominated and elected according to ETROR policy.
6. All other PI officers will be nominated and elected by the subcommittee to serve a one (1) year term.
7. All nominees for office must be present at the time of nomination.
8. No officer shall hold more than two (2) consecutive terms of any one position.
9. The committee will meet at least once a month, with a consistent time and place, determined by the subcommittee. The members of the subcommittee shall be notified of any changes in the meeting time and location at least one (1) week prior to the meeting.

Article VIII

Officer/Volunteer Qualifications and Duties

Chairperson

1. Requirements

1. At least three (3) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve

Traditions, Twelve Concepts of Narcotics Anonymous, and Public Information Handbook.

4. Willingness to serve, the time and initiative to commit for the length of time involved.

1. **Duties**

1. Arrange times and agendas for subcommittee meetings.
2. Initiates all necessary correspondence, including communications between areas, regions and ETROR-PI or delegates.
3. Is ultimately responsible for all files, records, and overall functioning of the Subcommittee.
4. Attends all East Tennessee Ridges of Recovery Area of Narcotics Anonymous-Public Information (ETROR-PI) subcommittee meetings.
5. Attends all monthly ETROR meetings.
6. Votes in the event of a tie.

Vice Chairperson

1. **Requirements**

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous and Public Information Handbook.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

1. **Duties**

1. To assume responsibility for the subcommittee in the

Chairperson's absence.

2. To work closely with and assist with all duties of the subcommittee.
3. Carryout responsibilities delegated by the Chairperson and/or subcommittee.
4. Attend all ETROR-PI subcommittee meetings.
5. Attend all monthly ETROR meetings.

Secretary

1. Requirements

1. At least one (1) year abstinence from all drugs.
2. Previous service experience at a group level.
3. Willingness to serve, the time and initiative to commit for the length of the time involved.

1. Duties

1. Record minutes of each Subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
3. Attend all ETROR-PI meetings.

Meeting Schedules Coordinator

1. Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous.
4. Knowledge of and access to a computer, printer, and word processing software.
5. Willingness to serve, the time and initiative to commit for the length of time involved.

1. Duties

1. Producing a periodic meeting schedule for the NA group and coordinate with the PI chair for distribution at the monthly ETROR meeting
2. Keep schedule updated with current meeting information.
3. Provide updated information regarding meetings and events to ETROR Help Line Chairperson, Website coordinator and Volunteer Regional Directories Chair.
4. Provide and assist meetings and/or groups with registration and updating information to NAWS using the NAWS approved forms.
5. Attending all ETROR-PI meetings and provide a written report.

Website Coordinator

1. Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Knowledge and access to a computer, access to the internet, and HTML/FTP software.
5. Willingness to serve, the time and initiative to commit for length of time involved.

1. Duties

1. Keeping updated meeting information, help line numbers, and upcoming ETROR events and functions.
2. Maintaining the ETROR website.
3. Forward any correspondence received from the website to the proper channels.
4. Attending all ETROR-PI meetings and provide a written

report.

Phone Line Coordinator

1. Requirements

1. At least two (2) years complete abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous and Public Information Handbook.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

1. Duties

1. Maintain updated list of volunteers.
2. Coordinate with service provider to maintain updated information concerning phone line volunteers, meeting schedule, and website information.
3. Coordinate Phone Line learning day/orientation, scheduled but not limited to, bi-annually (February and August).
4. Attend every PI Subcommittee meeting and provide a written report.
5. In coordination with the PI subcommittee create and /or maintain Phone Line Volunteer ordination packet.

Phone line Volunteers

1. Requirements

1. At least six (6) months abstinence from all drugs.
2. Previous service experience at a group level.
3. Attend learning day/ orientation before answering calls.
4. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous.

5. Willingness to serve, the time and initiative to commit for the length of time involved.

1. **Duties**

1. Adhere at all times to the ETROR Phone Line Volunteer ordination packet. .
2. Record accurate data of all calls using phone line log sheet.
3. Provide Phone Line Coordinator with log sheet prior to the PI Subcommittee meeting each month.
4. Attend all PI Subcommittee meetings.

Article IX

Removal from Office

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

1. Loss of abstinence
2. Non-fulfillment of the duties of their position.
3. Non-attendance of two (2) or more subcommittee meetings without being excused by the Chairperson.
4. If by two thirds (2/3) vote of the Subcommittee, the Chairperson is found in noncompliance, a written request to remove then may be submitted to the ETROR Admin.
5. Upon receipt of said written request, the ETROR Administration may remove or investigate the officer.

All other subcommittee officers and coordinators may be removed from office by two thirds (2/3) vote of the

Subcommittee.

Article X

Special Guidelines for Meeting Schedules

The Schedule Coordinator will follow these special guidelines that pertain only to the meeting schedules.

1. Schedules will be printed prior to the ETROR meeting, according to ETROR policy.
2. Information received after printing will be included in the following period's schedule if applicable.
3. A new meeting will be added to the schedule when the meeting is represented at the ETROR by an elected Group Service Representative (GSR) or a home group representative.
4. If a listed meeting's GSR or other group representative has not attended the ETROR meeting to complete a group report, or has not been present for a roll call, or has not picked up the current meeting schedule, the Schedule Coordinator is responsible to investigate within two (2) weeks and give a written report to the PR Subcommittee of their findings.
5. Only World Conference Approved literature and recovery oriented public domain phrasing that is common usage within the fellowship of Narcotics Anonymous will be placed within the schedule.
6. Any printed material, which contains copyrighted items, must contain ownership information.
7. No personal phone numbers shall be listed in the meeting schedule.

Article XI

Special Guidelines for Website

The Website Coordinator will follow these special guidelines that pertain only to the website.

1. Since information made accessible on the Internet can be accessed all over the world, we will not include full names of any individual members.
2. Information will be placed in accounts or web pages under the names of ETROR and not under the name of individual member. E-mail directed to the Website will be received at an anonymous "mail to: ETROR", not any individual address.
3. The Website will link directly to the Area Website within the Region and if available to the Volunteer Region Website and the NAWS Website.
4. Any changes or updates to the Website must be approved by the ETROR-PI Chair and/or PI Subcommittee.
5. We will act in accordance with the Intellectual Property Trust concerning posting Narcotics Anonymous copyrighted material on the website.

Article XII

Special Guidelines for Phone Line

1. Phone Line service will be placed under the name of ETROR.
2. Phone Line Coordinator is the single point of accountability between the service provider and ETROR.

Article XIII

Amendments to Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and only a simple majority vote needed. The proposed change must then be submitted and approved by the ETROR.

East Tennessee Ridges of Recovery Public Information

Contingency Plan:

If the Media or an outside organization contacts you:

It is essential that all Public Information efforts of NA be well planned, prepared, and carried out. The CLARITY and QUALITY of our public image has a direct bearing on whether or not addicts who need us will be able to find us. For that reason, PI efforts must be undertaken with patient, careful planning.

In order to handle request for Public Information in the ETROR Area, we have set up a contingency plan:

- 1) Any NA member receiving a request for information from an outside contact should immediately call one of the following:

ETROR PI Chairperson:

ETROR Area Chairperson:

Article XIV
Meeting Agenda

1. Open with Serenity Prayer.
 2. Read Twelve Traditions.
 3. Read Twelve Concepts.
 4. Read Service Prayer.
 5. Secretary Report.
 6. Coordinator Reports,
 - a. Meeting Schedule
 - b. Website
 - c. Phone Line
-
1. Old business.
 2. New business.
 3. Nominations and Elections. (when applicable)
 4. Set time and place for next meeting.
 5. Adjournment.

