

LAASC AREA SERVICE GUIDELINES REVISED
JUNE 2011 06/09

"We must remember that offices have been placed in trust, that we are trusted servants, and that no time do any of us govern" Basic Text, Pg. 61

INTRODUCTION TO LAASC GUIDELINES

"A Guide to Local Service in Narcotics Anonymous", referred to also as the Guide, is the policy manual for the Lake Agassiz Area Service Committee of Narcotics Anonymous. Additional policies are found in other Conference Approved Literature. This document includes only policies directly related to the LAASC and those inadequately covered in the Guide and other Conference Approved Literature or not at all.

Anytime two or more guidelines seem to be in conflict, the more stringent policy will be followed. Also, the Parliamentarian can be asked to recommend which policy would best the needs of the Body.

The intent of these guidelines is to bring together the experience, strength, and hope of Narcotics Anonymous worldwide as well as the collective experience of the Lake Agassiz Area Service Committee over the years.

NAME

This body is known as the Lake Agassiz Area Service Committee of Narcotics Anonymous or the LAASC.

THE MONTHLY AREA SERVICE COMMITTEE MEETING

The Lake Agassiz Area Service Committee and all of its policies and practices are created and maintained during its monthly area service committee meeting as described in "A Guide to Local Service in Narcotics Anonymous".

See the section on "**MONTHLY MEETING AND FORMAT OF THE LAASC.**" 09/09

REVISION OF THESE GUIDELINES

To make changes, additions and/or deletions to any of these guidelines, or to the entire document, a motion to revise must be written and published for one month in the Minutes before being discussed in the Sharing Session.

TEMPORARY SUSPENSION OF SPECIFIC GUIDELINES

A motion can be made to suspend a specific guideline for a specified length of time to further the primary purpose of NA. That motion can be acted on at the monthly meeting where it is proposed without previous publications in the Minutes. The motion is published in the Minutes with the voting record on it. The motion is only in effect during the time specified and becomes null and void automatically. If the motion is a violation of any of the 12 Steps, 12 Traditions, or 12 Concepts the Chairperson is responsible for ruling it out of order and the parliamentarian will be asked to make a recommendation. See page 105 in the "A Guide to Local Services".

TEMPORARY GUIDELINES

If a matter comes before the LAASC at a monthly meeting which is not covered in these guidelines, or covered inadequately, the Parliamentarian can offer or be asked to suggest a temporary solution to allow the ASC Body to get its work done. *The solution will be in the form of a motion, can be discussed in the Sharing Session, and voted on the same day without previous publication in the Minutes.* 05/09 It is placed in the Minutes like any other motion along with the voting results. The motion must include the length of time the temporary policy will be in effect.

PURPOSES

The LAASC is an Area Service Committee as described in "A Guide to Local Services in Narcotics Anonymous" in

the chapter titled "The Area Service Committee". The spiritual principles relating most directly to the responsibilities of an Area Service Committee are found in the readings for Concepts 1-3 in the Guide.

BOUNDARIES

The LAASC will serve all NA Groups and Meetings listed on our area meeting list unless a group informs the LAASC that it belongs to another area or does not wish to be served by the LAASC. Non-member groups can still list their meetings/groups on the LAASC meeting list. All member meetings will be served by the committee whether they attend the monthly meetings or not and, whether or not they make financial donations to the committee. This policy is described in the closing paragraph in the chapter on "The Area Service Committee" in the section on "Participation" of the Guide. An NA group/meeting not listed on the meeting list can fully participate in all activities of the LAASC. They become a member when they say they are.

REGIONAL AFFILIATION

This committee chooses to be a voting member of the Upper Midwest Regional Service Committee. The description of a Regional Service Committee is described in the chapter "The Regional Service Committee" in the Guide. We will be represented there by our RCM or Regional Committee Member as described in the Guide and this document.

LAASC COMPOSITION

The area committee is composed of Group Service Representatives of each member group, if they choose to attend, all elected trusted servants as described in the chapter on "The Area Service Committee", and any NA member who wishes to participate.

MOTION LOG

The Motion Log will include all motions listed in Old and New Business in the Monthly Minutes. The Secretary will be responsible for updating the log each month and bringing 2 copies of the updated log to each monthly meeting.

ELECTED TRUSTED SERVANTS

- A. The Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian, Scribe, and Subcommittee Chairpersons are elected by the GSRs and serve the Member NA Groups in the Area. The Regional Committee Member represents the area at the Regional Service Conference.
- B. These trusted servants participate, also, in all decision making processes. However, they do not participate in the final voting procedure.
- C. Elected Trusted Servants are expected to attend all monthly meetings and must be present for the entire meeting.

NA MEMBERS

Any member of NA present at the monthly meeting of the LAASC, or any meeting of its committees, can participate fully in all decision making processes. However, only GSRs vote during voting. All NA members present can participate during informal show of hands as needed during the sharing session.

CONFLICT OF OFFICE

- A. The Chairperson and Vice Chairperson cannot also serve as a GSR, not even temporarily.
- B. Since the GSRs represent NA groups and are not elected or terminated by the ASC, a GSR can choose, if they wish, to serve as a GSR and hold an elected position at the region. The LAASC has no say in the matter. It is an outside issue.
- C. If a GSR, also serving as elected trusted servant, takes over as Chairperson (see "Line of Succession") that GSR cannot also serve as a GSR during that time.

NA MEMBERS, COMMITTEES, AND VOTING RIGHTS

- A. At the monthly ASC meeting only GSRs can vote.
- B. At Subcommittee meetings any NA member in attendance can vote on all matters.
- C. The Chairperson of the ASC cannot vote at its monthly meeting.

SPECIAL MEETINGS

The Chairperson or Vice Chairperson may call a special business or committee meetings by contacting every member group on the meeting list by phone, e-mail, posting on the regional website, and/or traditional mail. These meetings may include special meetings directed to be held by the executive committee.

AD HOC SUBCOMMITTEES

A Motion is required to form an Ad Hoc Subcommittee to perform a specific task and be disbanded when the task is completed. A progress report will be submitted to the monthly ASC. The LAASC Chairperson will appoint an Ad Hoc Chairperson.

SUBCOMMITTEE AND OTHER AREA MEETINGS

- A. All meetings of any part of the Area Service Committee and Ad Hoc Subcommittees will follow the policies found in these guidelines.
- B. *All subcommittees shall bring their guidelines to the area service committee for inclusion as an attachment to the guidelines. 10/09*

MONTHLY MEETING LOCATION AND FORMAT 09/09

The location and time of each monthly meeting of the Committee must be published two months in advance in the Area Minutes. *If no town places a bid to host the monthly meeting, the default location will be Fargo. 11/07 In following with our 7th tradition, the ASC will only meet at places that will accept our "rent" or "donation." 05/07*

The attached "Reading and Review of Format" will be the format used for the monthly service meeting. Other committees of the LAASC will adapt this process to meet their needs, but will use a similar approach to extend the serenity of recovery meetings to all our service meetings. 09/09

CANCELLATION OF MONTHLY MEETING

Members traveling will use common sense when traveling in poor weather. *If the minutes have not gone out to all the members at least two weeks before the monthly meeting, the meeting must be cancelled by the Chairperson. 07/09* The Chairperson can ask elected trusted servants to gather to do housekeeping business already approved. All those actions will be reported to the groups as mentioned earlier. The Chairperson is responsible to getting this information to all groups at least two weeks before the time of the ASC.

MOTIONS

Besides the list below, the only types of motions allowed at the monthly meetings are those described in the short form of "Robert's Rules" in the back of the Guide. At the monthly meeting and NA member present can make a motion. On all motions, a second is required. That second can be made by any NA member. If the Chair or Vice Chair makes a motion or provides the second he/she must step aside and allow the next in succession to take over while the matter is being discussed during the Sharing Session. All motions must be placed in writing, dated, and include intent, by the author and submitted to the secretary. Once a motion has been made, and a copy given to the Secretary, the motion belongs to the Committee and not the maker. Every motion must be placed in the Sharing Session for discussion and a motion can be amended as group conscience develops

ANONYMITY AND LAASC PARTICIPANTS

There is no anonymity as a service meeting except for the last names of NA members present or named in reports.

(Concepts 8-11)

TERMS OF OFFICE, NOMINATIONS, AND ELECTIONS

On the last page of these guidelines is the ELECTION SCHEDULE for trusted servants.

- A. The elected Trusted Servants will each serve a thirteen month term. This will allow a new person to have one month to be with the previous trusted servant as a mentor. The last month of office is to be a mentoring month. The newly elected person will be in charge of the position during that thirteenth month.
- B. A maximum of five additional months can be served before the full term or after _____ if the NA Member agrees to serve and a written motion is approved by the body.
- C. No one can serve for more than eighteen months consecutively.
- D. The two RCMs are each elected to a two year term. An RCM cannot serve more than one full term plus five months. A motion to allow the Trusted Servant to serve the additional months must be approved by the Body. The additional months can be served in the position of RCM and Alternate RCM.
- E. Nominations must be opened two months before the position is actually up and the opening will be published for two months in the minutes.
- F. In the event of a vacated office, nominations must be open at least one month prior to the election, and published in the minutes.
- G. Members who hold regional positions may also be considered for positions at the _____ area level.
- H. *An overview of all elected positions will be published statically in the minutes including the scheduled month of election, actual month of election, addict currently holding position, and if there is a monthly meeting, where it meets. 08/07*

MONTHLY MEETING ATTENDANCE

It is expected all elected trusted servants attend all monthly service meetings and stay for the entire meeting except in exceptional circumstances. Those circumstances will be determined by the trusted servant.

REMOVAL OF ELECTED TRUSTED SERVANTS

Causes for removal of an officer or subcommittee chairperson can include absence from two consecutive business meetings or open forums or failure to fulfill the requirements or duties of office. Any NA member present can sponsor such a motion, a second is required. The reasons will be in the motion and will include specific incidents on specific dates. A letter will be prepared by the LAASC Chairperson or other NA member or members chosen by vote of body, the letter will be approved by a 2/3 vote of the body at a regular monthly meeting, and hand delivered in person. Only the position will be named in the minutes. The name of the person will only be mentioned in the copy of the letter delivered to the person.

LINE OF SUCCESSION

- A. The line of succession for holding the Chair position in matter for which the Chairperson must step aside are as follows: Chairperson, Vice Chairperson, Treasurer, Hospitals and Institutions Chairperson, Public Information Chairperson, and Literature Chairperson. After that list is exhausted a motion must be made. The Parliamentarian, Secretary, or Scribe cannot take over the Chair position for any reason.
- B. For the position of Vice Chairperson, the line succession is the same.
- C. If the position of Treasurer is unfilled or the Treasurer is unable to temporarily fulfill the duties assigned, the Chairperson and Vice Chairperson will take over the responsibilities of the Treasurer.

ELIGIBILITY STANDARDS FOR ALL ELECTED TRUSTED SERVANTS

To apply for all elected Trusted Servant Positions, except for Scribe, it is suggested that NA members must have at least one year clean time. The position of Scribe has no clean time requirement. Each applicant will provide a Service Resume for publication in the monthly Minutes at least one month prior to the interview during the sharing session and the time of election. The applicant can put whatever information in that resume the individual feels is appropriate.

INTERVIEW STANDARDS FOR ALL ELECTED TRUSTED SERVANTS

The goal of the following set of standards is to bring fairness, equality, principles before personalities, and an atmosphere of recovery to the election process. Questions will be limited to the member's ability to perform the position as described in this guide.

CHAIRPERSON

The Chairperson has the following responsibilities.

- A. Presiding over the monthly business meetings. Follow the service meeting format for the monthly meeting.
- B. Be listed as the financial institution as signer on the LAASC checking account. Day to day basis is a co-signer on all checks in the main account.
- C. Be a resource and assist all other executive committee members in carrying out their responsibilities to the area, when such help is requested and personal time and energy allows
- D. Initiating and necessary correspondence.
- E. In all matters under discussion it is the responsibility of the Chairperson to speak when needed on matters of procedure.
- F. The Chairperson also must step aside immediately without comment any time a participant challenges a decision of the Chair or makes a motion challenging the decision of the Chair. She/he will not resume the Chair until the subject matter is completely resolved.
- G. Must take the time to know these guidelines thoroughly as well as how to find information in the Guide as well.
- H. Will maintain an inventory of LAASC business meeting supplies.
- I. Has the responsibility to ask a member to leave the meeting if the Chair believes that abusive behavior has occurred. This includes the threat of abusive behavior. The person is asked to leave the ASC and may return when the person can communicate in a respectful manner. After the person is told to leave they must leave the building.
- J. If any NA member feels they have been mistreated or harmed by the actions of the Chair or anyone else at the ASC, the Chair will place a 10th Concept Grievance. The 10th Concept Grievance will be followed.
- K. If a grievance against the Chair is made, the Vice Chair or other person in succession will fill in for the Chair.
- L. The Chairperson will be present at all LAASC main account financial audits, described in these guidelines, to answer the questions of those doing the audit.
- M. *To provide a written report to the ASC Secretary within a week of conclusion of that month's ASC.*
06/10

VICE-CHAIRPERSON

The Vice-Chairperson duties shall include:

- A. Be listed at the financial institution as a signer on the main LAASC bank account, but on a day to day basis will only co-sign checks on the main account in the absence of the Chairperson.
- B. Keep a list of all topics to be discussed during the Sharing Session.
- C. Presiding over the Sharing Session using the policies spelled out in the meeting format.
- D. Performing the Chairperson's duties in the absence of the Chairperson.
- E. Staying informed of all subcommittee activities.
- F. Maintaining copies of all LAASC subcommittee Chairpersons' responsibilities, goals, and objectives for easy reference.
- G. All Area archives are maintained by the Vice-Chairperson
- H. Will be present at all main account audits.
- I. *To provide a written report to the ASC Secretary within a week of conclusion of that month's ASC.*
06/10

SCRIBE

- A. The scribe sits next to the Chairperson or whoever is in charge of that portion of the meeting.
- B. The single duty of the Scribe, at each monthly meeting, is to put the name of each person on a list

that raises their hand for any reason. The Chairperson must call on each person in the order in which they are recorded.

C. The only exceptions are persons wishing to make one of the special motions in the Short Form of “Robert’s Rules” in the Guide. To make such a motion the member must verbally state the motion they wish to make in addition to raising their hand. The Chairperson must give that motion preference.

PARLIAMENTARIAN

A. The duties of the parliamentarian shall be to follow the proceedings and make sure that the policies in the Guide, other Conference Approved Literature, and guidelines are followed.

B. In the second role, as Parliamentarian, the person in charge must always recognize the Parliamentarian, immediately when she/he states “point of order or clarification”

C. If a matter before the LAASC at a monthly meeting is not covered in these guidelines, or covered inadequately, the Parliamentarian can offer or be asked to offer a temporary guideline to allow the Body to get its work done. The temporary policy will be for a specific length of time. The Parliamentarian can provide the guidance verbally for discussion or as a written motion. For the guideline to become permanent it must be published one month in the minutes, as a Revision of the Guidelines, before being discussed or voted on.

D. The Parliamentarian will also co-facilitate, with the Secretary, the quarterly audits of the ASC funds and accounts.

E. Maintains a Motion Log of all motions affecting the guidelines.

F. Responsible for maintaining an updated guideline with noted changes.

G. Keeps five copies each of the motion log, updated guidelines, and Guide to Service at ASC.

H. *Will keep a copy of all unsent subcommittee guidelines. 11/10*

I. *To provide a written report to the ASC Secretary within a week of conclusion of that month’s ASC. 06/10*

SECRETARY

The duties of the Secretary shall be:

A. Keeping an updated mailing list of all participants of the LAASC

B. Distributing the minutes of each LAASC business meeting to all participants no later than two weeks after the monthly meeting as described in the sections on quorum. A copy of the minutes will be sent by regular mail, e-mail, or by downloading from the Regional website to all NA Groups listed on the meeting list, NA Groups who have requested a copy of the Minutes, elected Trusted Servants, and any NA Member requesting to be on the mailing list. The Secretary will ask each participant how they want to receive the Minutes. A copy will also be e-mailed to the world service office. *In December a request form to continue to receive minutes will be sent out along with the minutes. 08/10*

C. Create report for the Chairperson concerning which groups received Minutes as described earlier in the sections concerning quorum.

D. Assisting Vice-Chairperson in maintaining and updating LAASC Motion Log.

E. Maintaining an index of motions made at LAASC business meetings.

F. Bring to the monthly meeting a copy of the address and e-mail address listings for update, 5 extra copies of the current Minutes, 5 copies of the updated Motion Log, 20 copies of the Motion Form, 10 copies of the GSR Report forms, 5 copies of current Area Guidelines, and 5 copies of "A Guide to Local Service in Narcotics Anonymous.

G. Co-facilitate all audits.

H. *To provide a written report to be included in the minutes within a week of conclusion of that month’s ASC. 06/10*

TREASURER

The primary duty of the treasurer is to be a point of accountability to the LAASC each month for all the financial guidelines of the LAASC. The Treasurer’s monthly report will include an update on how well all parts of the LAASC are following the financial guidelines in this document and suggestions for improvement. Other duties include the following:

A. Acting as custodian of all LAASC bank accounts.

- B. Help executive and subcommittees learn to follow the Financial Guidelines in this document.
- C. Presenting a written financial report at each LAASC meeting. Recommendations for resolution of problem areas will be made.
- D. It is the responsibility of the Treasurer, each month, to gather the transaction records of each bank account, ledger account, and original receipts as well as perform a monthly audit comparing expenses, income, and budgeted amounts. Provide results and reimburse expenses.
- E. Opening and closing all LAASC checking accounts as directed by the LAASC.
- F. Making ledgers, journals, and other reports available to the Secretary and Parliamentarian for audit on a quarterly basis and be present at all audits to answer questions.
- G. Be a key holder for the LAASC Post Office Box.
- H. *To provide a written report to the ASC Secretary within a week of conclusion of that month's ASC.*
06/10
- I. *Determine what amount is to be sent to Region at the ASC before the UMRSC. 02/08*

ACTIVITIES TREASURER

The primary duty of the Activities Treasurer is to be the point of accountability to the LAASC each month, for all the financial activities of this committee. Other duties include the following:

- A. Custodian of LAASC Activities Bank Account and records.
- B. Provide written report to LAASC of the current financial status of the Activities budget with debts and credits.
- C. Will maintain a file on events.
- D. Will attend all quarterly audits.
- E. Treasurer will not hold any other position on the activities committee but may function as a member.
- F. Will attend activities meetings on a regular basis, when not in attendance will be familiar with the minutes.
- G. Will attend the ASC.

REGIONAL COMMITTEE MEMBER 1 (RCM)

The following duties apply:

- A. Coordinating with the Outreach program within LAASC.
- B. To acquire necessary literature and meet a request for literature; group starter kit to fulfill outreach.
- C. Area will reimburse group literature donations.
- D. *To provide a written report to the ASC Secretary within a week of conclusion of that month's ASC.*
06/10
- E. Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year 'round as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide. RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service. RCMs should carefully study the reports from their own areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address. Regional committee members serve two-year terms. Most areas have two RCMs serving at any one time, one elected in odd-numbered years and the other in even years.

REGIONAL COMMITTEE MEMBER 2 (ALT-RCM)

The duties of the Alternate are to assist the RCM 1 with their duties and be prepared to take over the position if elected to do so.

SUBCOMMITTEES AND AD HOC SUBCOMMITTEES

In addition to the policies in the Guide, the following guidelines apply.

- A. Proposed subcommittees shall function as Ad Hoc committees until they are established within these bylaws.
- B. Guidelines for LAASC subcommittees shall include Name, Purpose and Need, Functions, Voting procedures, and detailed records of activities to help those that follow to know what has occurred.
- C. *Provide a written report to the ASC Secretary within a week of conclusion of that month's ASC.*
06/10

ACTIVITIES SUBCOMMITTEE

- A. LAASC will have an Activities Sub-Committee that is responsible for planning and facilitating local area fellowship and fundraising events.
- B. The Activities Sub-Committee will plan and implement the Annual LAA Banquet to be held on the second Saturday of October.
- C. *The Activities committee will maintain a prudent reserve of \$500.00.* 01/08
- D. *Will turn over all money profits, per event, in excess of \$500.00 to the main checking account. Funds in excess of \$1,400.00 in the Activities account after each event will be turned over to the main checking account.* 02/09
- E. *Activities will have a P.O. Box key.* 02/10
- F. *Provide monthly written report to the area secretary no later than one week following that month's ASC.* 06/10
- G. *Will assist area H&I in coordinating an annual H&I learning day.* 12/08

FINANCIAL POLICY

- A. The fiscal year begins on the day of the November ASC.
- B. All sub-committee and executive committee budgets should be submitted at the September ASC and voted on at the October ASC.
- C. *That this area divides all of its donations up so 70% goes to the UMRSC and 30% goes to NAWS.* 02/09

CHECKING ACCOUNTS

The LAASC will open, maintain, and control a checking account for the general expenses of the LAASC and its subcommittees. A second account will be for the use of the Activities Subcommittee *and a third for the Literature subcommittee.* 08/09

The three signers on the main account will include the Area Chairperson, Area Treasurer, and Area Vice Chairperson. The Vice Chairperson will only sign in the absence of the Chairperson. The three signers on the activities account will include the Area Treasurer, Activities Treasurer, and the Activities Chairperson. The Area Treasurer will only sign in the absence of the Activities Treasurer.

There is to be quarterly audits done in the months of January, April, July, and October on all LAASC checking accounts. The facilitators of all the audits will be the LAASC Secretary and the LAASC Parliamentarian. If the Secretary or Parliamentarian serves as a Subcommittee Treasurer the Vice Chairperson will conduct the audit in their place. Information will be provided to the financial institution according to its policy. All signers must be present for an audit.

FINANCIAL POLICY ON ANONYMOUS DONATIONS 11/05

This policy protects, first, the autonomy of the group or meeting. It also meets the accountability standards set, for groups/meetings and all other NA service bodies, in the 11th concept and other principles concerning complete and accurate record keeping and recording.

- A. *An individual, NA group, or meeting can make a donation to the LAASC and have it recorded in the Ledger as "Anonymous Donation".*

- B. The group or meeting can chose to not mention the donation in its written report and also not mention it in the verbal report.
- C. The Treasurer records the "Anonymous Donation" in the ledger.
- D. The Treasurer prepares a receipt and on that receipt shows that an "Anonymous Donation" was made without naming the source.
- E. The Treasurer signs the receipt and gives it to the GSR.

*****NOTE: For the purpose of maintaining an area e-mail address, the Executive body and all sub-committee chairs will determine the details of who, in addition to the Secretary, will know the password. 08/08**