

## Area Policy

### Greater Than Ourselves Area Service Committee of Narcotics Anonymous

#### Statement of Policy and Procedures

Revised:  
12/22/2020

#### I. PURPOSE

The Greater Than Ourselves Area Service Committee of Narcotics Anonymous (GTOASCNA) is a service committee of NA groups which is borne of and bound by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

It is the purpose of the GTOASCNA to allow member groups to join together in their primary purpose – to carry the message of NA recovery, solve their common problems, and provide support to NA groups needing assistance.

GTOASCNA is fully self-supporting and declines outside contributions. All funds come from member groups and GTOASCNA activities.

In order to provide adequate communication between this area, the rest of NA, and the public, the GTOASCNA will maintain a post office box in Huntington, WV.

This area is a member of the MRSCNA.

#### II. ASC MEMBERSHIP & MEETING SCHEDULE

##### A. ASC Membership

The GTOASCNA is made up of the following membership: ASC officers, subcommittee chairpersons and voting GSRs. All these members are considered “ASC Participants.”

##### B. Meeting Schedules

1. For a Narcotics Anonymous meeting to be added to the GTO Area Schedule a GSR, or other representative, must be present at one area service meeting and express the desire to be added.
2. New meetings, which are sponsored by an existing home group, will be immediately added to the GTO Schedule.

### III. MEETING AND VOTING PROCEDURES

#### A. Meeting Time / Place / Procedure

1. The ASC and its subcommittees will meet at the following times at locations decided by the committee / subcommittee:

Area Service Committee @ 3:00 pm on the third Sunday of each month.

Activities @ 2:00 pm on the third Sunday of each month.

Public Relations @ 1:00 pm on the third Sunday of each month.

Hospitals and Institutions @ 2:00 pm on the third Sunday of each month.

Literature Supply @ 2:00 pm on the third Sunday of each month.

2. Subcommittee chairpersons are responsible for providing reports, from their respective committee, to the ASC during the monthly meeting.

#### B. ASC Meeting Format

Monthly ASC Meetings will be conducted by the following format:

- 1) Prayer
- 2) Twelve Traditions and Twelve Concepts read
- 3) Quorum
- 4) Minutes of the last meeting
- 5) Treasurer's report
- 6) Regional Committee Member Reports
- 7) Subcommittee Reports (H & I, PI, Activities, Literature Supply)
- 8) Groups submit reports to area secretary
- 9) Are there any groups with concerns or business to discuss?
- 10) Old Business
- 11) New Business
  - Subcommittee motions
  - Group motions
  - Discussion of Regional donation
- 12) Open Forum / Announcements
- 13) Closing Prayer

#### C. Quorum

1. A quorum shall consist of one-half of GTO active groups being represented at any time during the ASC meeting.

2. A group becomes active by its GSR attending an ASC meeting. A group is considered inactive upon its second consecutive absence from an ASC meeting. An inactive group may again become active by attending an ASC meeting.

#### D. Motions and Voting

1. On matters of business, GSRs or GSR-Alternates make motions, seconds, and vote. Subcommittee chairpersons may make motions pertaining to the business of their subcommittees. Only one representative per group votes.
2. Motions from subcommittees, and automatic motions, do not require a second, and are before the ASC for discussion when made.
3. A majority of votes of the GSRs present at the ASC meeting is required to carry a motion.
4. Motions that create, supersede, or alter policy of the area are automatically tabled for one month.
5. When a majority of GSRs abstains on a motion, that motion is tabled automatically.
6. All motions are to be written, with intent included, and submitted to the ASC.
7. The vote count of motions – yes and no – shall be recorded in the ASC minutes after each motion.
8. Once a motion is voted on, it cannot be introduced again for a period of three (3) ASC meetings.

#### E. ASC Minutes

1. All items on the ASC Meeting Format, except Open Forum, are to be included in the ASC minutes.
2. The full area minutes are comprised of the ASC meeting minutes and subcommittee meeting minutes.
3. Each month, copies of our ASC minutes are provided for all ASC participants and the RCM via email, unless otherwise requested.

#### F. Special Meeting and Workshops

Special meetings and workshops may be arranged by the ASC, or its subcommittees, to deal with business not conducive to the ASC meeting. Such meeting might include World Service Conference Agenda Report, projects of the WSC, area inventory, emergency meetings, etc.

1. An area inventory will be scheduled at the June ASC meeting.

### IV. GTOASCNA OFFICERS

## A. ASC Officer Descriptions

### 1. Chairperson

- a. Arranges and agenda for ad presides over the ASC meetings.
- b. Responsible for correspondence, and maintaining files and archives.
- c. Verifies ASC meeting minutes before copies are made.
- d. Responsible for seeing that the P.O. Box is checked at least once each week by him/herself or a designee.
- e. Coordinates with the vice-chairperson in maintaining and distributing, to ASC participants, an address and phone number list of ASC participants.
- f. Must be capable of conducting a business meeting with a firm, yet understanding, hand.
- g. Suggested minimum of two (2) years continuous abstinence from all drugs, and a working knowledge of NA steps and traditions.
- h. One (1) year service experience as an ASC participant.

### 2. Vice-Chairperson

- a. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson.
- b. Responsible for compiling a list of ASC participants' names, addresses, and phone numbers for making this available to these participants or others deemed necessary to receive it.
- c. Suggested minimum of one (1) year continuous abstinence from all rugs, and a working knowledge of NA steps and traditions.
- d. Six (6) months service experience as an ASC participant.

### 3. Secretary

- a. Keeps accurate minutes of each ASC meeting.
- b. Types and distributes copies of the minutes no later than ten (10) days following each ASC meeting to the following: ASC participants and RCM.
- c. These copies should be verified before the copies are made.
- d. Suggested minimum of one (1) year continuous abstinence from all drugs and a working knowledge of NA steps and traditions.
- e. One (1) year service experience as a group or ASC officer.

### 4. Treasurer

- a. Shall oversee and maintain the area bank account (as stated in Section VII., "Finances").
  - b. Shall make a written report of itemized contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the fiscal year.
  - c. Suggested minimum of two (2) years continuous abstinence from all drugs, and a working knowledge of NA steps and traditions.
  - d. One (1) year service experience, at any level, as treasurer.
5. Treasurer-Alternate
- a. Shall assist the Treasurer in all the affairs of the office for learning and possible succession.
  - b. Suggested minimum of one (1) year continuous abstinence from all drugs, and a working knowledge of NA steps and traditions.
  - c. Six (6) months service experience at any level.

6. RCM and RCM-Alternate

A Regional Committee Member (RCM) is to an ASC what a GSR is to a group. As the representative of the area, the RCM speaks to the Regional committee on behalf of the members and the groups of the area service committee. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the area and the rest of NA, particularly neighboring ASCs. They represent the group conscience of an ASC at a regional level and provide the area with the agenda for the RSC at least ten (10) days before the RSC meets. An RSM attends all regional service committee meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An RCM may serve on one or more of its ASC or RSC committees.

The office of the RCM also parallels that of the GSR in that it is a two (2) year commitment. The first year of service is spent as an RCM-Alternate, becoming familiar with the job, attending all ASC and RSC meetings, and filling in for the RCM if he/she is absent. If for any reason the RCM is unable to complete the full term, the RCM-Alternate assumes the office of RCM for the remainder of the two-year commitment. A special election shall be held to elect a new RCM-Alternate to serve the remainder of the two-year term, followed by the one-year term as RCM. An RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that nominees to the post of RCM also have:

- a. Suggested minimum of three (3) years continuous abstinence from all drugs, and working knowledge of NA steps and traditions.
- b. One (1) year service experience as a GSR.

- c. The willingness to give the time and resources necessary for the job.
- d. To submit a monthly, written report to the ASC.

#### 7. Subcommittee Chairpersons

- a. Are trusted servants of the area and directly responsible to the ASC and its policies.
- b. Subcommittee chairpersons are responsible for providing meeting time(s) and location(s) for the ASC minutes.
- c. Responsible for submitting subcommittee minutes and reporting to the ASC about the subcommittee's work.
- d. Ensure that other needed officers are selected within the subcommittees.
- e. May make motions pertaining to the business of their subcommittee.
- f. Are appointed by the ASC Chairperson upon recommendation of that subcommittee, subject to majority confirmation of the GSRs.
- g. May succeed themselves, but should not serve more than two (2) consecutive terms.
- h. Suggested one (1) year continuous abstinence from all drugs, and a working knowledge of NA steps and traditions.
- i. Previous six (6) months service experience as a member of that subcommittee.

### V. OFFICER ELECTIONS

#### A. General

1. Elections of ASC officers and subcommittee chairpersons are held at the June ASC each year. Nominations are taken at the May ASC. Elections for the Activities Subcommittee Chair will be held in March with the nominations taking place in February.
2. For vacant positions, nominations and qualifications can be taken at any ASC meeting, with elections following at the next ASC.
3. GSRs make nominations and vote on election of ASC officers.
4. Qualifications by nominees:
  - a. Nominees should qualify when nominations are taken.
  - b. Nominees should qualify for offices in person, or by resume if not present.
  - c. If neither requirement (b) is fulfilled, nominees cannot be elected.
5. Subcommittee chairpersons are appointed by the ASC Chairperson upon recommendation of that subcommittee, subject to majority confirmations of GSRs.

#### B. Absence / Removal / Vacancy

1. Upon the second absence of an ASC officer or subcommittee chairperson from an ASC meeting, an automatic motion for his/her removal will be presented to the ASC.
2. An absence is excused only when a report/minutes are submitted at that ASC.
3. In the event an ASC officer or subcommittee chairperson is removed or resigns from a position, the ASC Chairperson may appoint a temporary officer/chairperson until a permanent officer is chosen by the proper procedure.

## VI. SUBCOMMITTEES

### A. General

1. Subcommittee chairpersons schedule their monthly meetings autonomously or by policy, and are to abide by scheduled times.
2. Subcommittee chairpersons are responsible for providing meeting time(s) and location(s) for the ASC minutes.
3. Subcommittee chairpersons are responsible for ensuring that subcommittee meeting minutes are submitted to the ASC secretary for inclusion in and for timely distribution of area minutes.
4. All subcommittee needs for money are to be addressed by a request from that subcommittee to the ASC.

### B. Subcommittees of GTOASCNA

1. Standing
  - a. Hospitals and Institutions
  - b. Public Relations
  - c. Activities
  - d. Literature Supply

#### 2. Ad Hoc

To create an ad hoc committee the ASC, which is made up by area officers, GSR's, and GSR alternates, should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. If the ad hoc is for regular area business an area officer shall chair said ad hoc. If it is an ad hoc concerning a subcommittee, the chair or vice chair of said subcommittee, shall chair said ad hoc. This creates a single point of accountability. If an emergency ad hoc needs to be created the chair shall notify the GSR's and/or GSR alternates to create an ad hoc body

## VII. FINANCES

### A. Bank Account

1. The ASC will maintain a checking account for the area treasury, under an IRS Employer Identification Number (EIN) in the name of GTOASCNA.
2. Five (3) signatures will be on the signature card at the bank, those signatures being ASC Treasurer, Treasurer Alt, Chairperson.
3. ASC Officers to conduct a quarterly audit of bank account, this audit can be attended by any member of GTO

### B. Internal Accounts

1. Regular account – The Regular Account (RA) shall be that account out of which the ASC's regular, prioritized expenses are paid each month.
2. Prudent Reserve – The Prudent reserve (PR) shall be that account maintained as a reserve of money equal to the ASC's regular expenses for one month, amount determined by the ASC.
  - a. The amount of the Prudent Reserve is \$100.00, and is accounted separate from the Regular Account.
3. Public Relations reserve
  - a. The amount of the Public relations reserve is \$100.00, and is accounted separate from the Regular Account.
4. Activities Reserve
  - a. The amount of the Activities Reserve is \$500.00, and is accounted separate from the Regular Account.
5. H&I Subcommittee Reserve
  - a. The amount of the H&I Subcommittee Reserve is \$100.00 and is accounted separate from the Regular Account.

### C. Priority of Expenses

1. The following expenses are to be paid in priority order out of the regular Account:
  - a. Rent of ASC and subcommittee meetings
  - b. ASC officer expenses (secretary, treasurer, RCM, etc.)
  - c. Copying of meeting schedules
  - d. Post office box rent
  - e. RCM/RCM-Alternate packages to quarterly RSC meetings
  - f. Cost of Area Website
  - g. Replenishment of all reserves
  - h. Subcommittee requests for money
  - i. Regional donation
  
2. The ASC Treasurer is authorized to pay items a. through g. without seeking GSR approval. The ASC treasurer will need GSR approval before making disbursements for items g.h.i.

D. Account Activity

1. If there are insufficient funds in the Regular Account to pay the prioritized expenses above, the Treasurer shall transfer the needed money from the Prudent Reserve.
2. After the prioritized expenses are paid, all additional income in the Regular Account shall go toward replenishing the Prudent Reserve to its predetermined level.
3. After all prioritized expenses are paid out of the Regular Account and the Prudent reserve is full, the ASC may determine as an item of new business the appropriate use of any excess funds in the Regular Account, such as donation.
4. Treasurer should pay all approved expenditures by the next ASC meeting.
5. Any Area trusted servant shall make a written report of itemized expenditures with receipts to be turned into area treasurer when any funds are allocated to said servant. This report will be done at the following ASC meeting after the funds are allocated

E. Other

1. ASC Officers
  - a. The ASC will pay for the package cost of the RCM and RCM-Alternate attending the regional service committee held four (4) times yearly. The package(s) will consist of \$75.00 for the RCM and \$75.00 for the RCM Alternate.
  - b. The ASC will purchase two (2) Conference Agenda reports for the RCM and RCM-Alternate if necessary.

2. Rent

- a. The Treasurer shall pay established rent for the monthly meetings of the ASC and its subcommittees.
- b. Mail P. O. Box rent, rent is paid in six month increments.

3. Group/Subcommittee Moneys

- a. All group donations are to be made directly to the ASC Treasurer.
- b. All subcommittee needs for money are to be addressed by a request from the subcommittee to the ASC.
- c. If ASC funds are allocated, these funds need to be disbursed by the next ASC meeting or the allocation is void.
- d. That any subcommittee that brings in funds, after reconciling budget; making reimbursements, paying bills due, etc. All funds be given to GTO Treasurer or Treasurer ALT for deposit to GTO account within 24 hours of event with receipts given to and from Treasurer.