

# GULF COAST AREA POLICY

Updated August 2022

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## **Definition of an Area Service Committee**

An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, an administrative committee and sub-committee chairpersons, which meets monthly for the express purpose of serving the specific needs of its member groups.

The most important service that an ASC provides is that of its groups' needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to the groups.

In order to provide the services an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services.

It is a group's responsibility to offer this support. However, as an area grows the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of the groups.

## Format of an Area Service Committee

1. Open meeting with the Serenity Prayer.
2. Read Tradition, Concepts and Definition of an ASC.
3. Open Forum.
4. Roll call by Secretary to include Administrative Committee, Subcommittee Chairpersons, RCM I and II, GSRs or their Alternate in their absence (to be done in alphabetical order by group). Secretary to report results of roll call to Chair.
5. Chair to establish quorum (for purpose of conducting business).
6. Secretary will move to accept last month's minutes.
7. RCM report.
8. Subcommittee reports in alphabetical order.
9. Group reports. During the ASC, GSR reports should be turned in to the Secretary and only announced or reported orally to the area body if there are problems or concerns.
10. Old Business.
11. Nominations.
12. Elections of new officer(s), if necessary.
13. New Business (prearranged agenda has priority).
14. Treasurer's Report. Move to accept Treasurer's report.
15. Establish next meeting time and place.
16. Announcements.
17. Meeting closes with Third Step Prayer: "Take my will and my life; guide me in my recovery; show me how to live."

**Note:** A 10-minute break will be taken after every hour. Chair to reestablish quorum before restarting meeting.

# Seating Arrangement For Area Service

Secretary

Chair

Vice-Chair

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

RCM

RCM

Subcommittee

Chairs

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

Others

Others

**Treasurer / ALT Treasurer**

# Qualifications and Responsibilities of ASC Officers

## **Chairperson**

- Nominated and elected by the ASC.

### Qualifications

1. Four (4) years clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. One (1) year prior experience\*\* in the ASC.

### Responsibilities

Presides over the ASC meeting. Should refrain from expressing his/her opinion during discussion of a motion. Keeps discussion focused on the topic and within a reasonable time frame. Shall attend all ASC meetings. Is one of the signatures on the ASC's bank account, and will have their name removed within 30 days of the end of their term. Will appoint someone at the end of the ASC to check on groups that have missed two or more meetings, to report back at the next ASC. Shall acquaint him/herself with the GCASC Policy.

## **Vice-Chairperson**

- Nominated and elected by the ASC.

### Qualifications

1. Three (3) years clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. One (1) year prior experience \*\* in the ASC.

### Responsibilities

A two (2) year commitment. Shall attend all ASC meetings. Presides over the ASC meeting in the absence of the Chair. Is responsible for coordinating the Subcommittees. Communicates frequently with each of the Subcommittee's Chairpersons and acts as a resource to the Subcommittee in an effort to facilitate the continuation of their duties. Is responsible for assisting the Subcommittees to continue on with business in the event of and absence or resignation of a Subcommittee chair. Holds a mandatory meeting before the ASC meeting with all Subcommittee chairs. Assists in tabulating votes. Shall acquaint him/herself with the GCASC Policy. Shall act as parliamentarian. Shall be one of the cosigners on the ASC's bank account, will monitor account monthly, and will have their name removed within 30 days of the end of their term. Can become the ASC Chair in the 2<sup>nd</sup> year by receiving a vote of acclamation. If not received, the Vice Chair can become a nominee for the position of ASC Chair.

## **Secretary**

- Nominated and elected by the ASC.

## Qualifications

1. Two (2) years clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Six (6) months prior involvement\* in ASC.

## Responsibilities

Shall maintain the position for a duration of one (1) year. Shall attend all ASC meetings. Drafts minutes to reflect what is conducted at the ASC meeting following ASC format. Types and mails/Emails minutes of the ASC meeting to the ASC chairperson for review and approval prior to sending out to all ASC participants, within fourteen (14) days following the ASC meeting. Shall produce and update monthly, a contact list of all members who wish to be on the list. All GSRs on roll call and all subcommittee chairs are to be sent a copy of minutes for every ASC. Others may receive minutes if they add their names to a monthly list. The pages of the ASC will be numbered and provide complete verbiage of motions in old business (including vote count) and include a literature distribution form, GSR report, policy changes and Area announcements. The secretary will be provided with sufficient funds to print and mail monthly minutes. Takes roll call at the ASC meetings. Gives a list of groups that have missed two (2) or more ASCs to the ASC chair. Maintains a file system for all information generated by the ASC including certain materials created by the Subcommittees or Groups, as well as a record of motions, reports and correspondence for the ASC archives. Prepares letters and communications for the ASC officers. The ASC Secretary is responsible for pointing out any holiday conflicting with the upcoming ASC. Should acquaint him/herself with the Area Policy. Shall submit a yearly budget within 30 days of election. Shall be responsible to provide ASC with an addendum sheet every 6 months with all new voted policy changes. All printed materials are to be printed on both sides of the paper. Secretary provides Area approved letter of resignation if needed from archives.

## **Assistant Secretary**

- Nominated and elected by the ASC.

### Qualifications

1. One year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Have all the same responsibilities as the ASC Secretary.
4. Six months prior involvement. \*

### Responsibilities

Assists the secretary. A two (2) year commitment position. Shall attend all ASC meetings. Shares all the responsibilities of the ASC Secretary in his/her absence. Will become the ASC Secretary in the 2<sup>nd</sup> year by receiving a vote of acclamation. If not received, the Assistant Secretary can become a nominee for the position of ASC Secretary.

## **Treasurer**

- Nominated and elected by the ASC.

### Qualifications



1. Four (4) years clean time.
2. Working knowledge of the 12 Steps and 12 Traditions.
3. One (1) year prior involvement in the ASC. \*
4. Must be financially sound.

### Responsibilities

Responsible for all incoming and outgoing monies through the ASC and maintains the checkbook. Presents a detailed report of finances at each ASC meeting. Includes a monthly statement showing fixed and all other expenses of the Gulf Coast Area. Keeps a running balance during the ASC so that an accurate, current report on finances can be made during the Treasurer's report. Maintains fiscal yearly budget from September through August. The treasurer maintains accurate balances of the ASC bank account and is responsible for confirming the monthly balances with accumulated year-to-date totals, as well as the ASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. The Treasurer makes disbursements upon direction of the ASC. Must attend the meeting with the ASC Vice-Chair prior to the ASC. Shall acquaint him/herself with the GCASC Policy. The Treasurer oversees a prudent reserve of Two Thousand Dollars (\$2,000) and informs the ASC of any excess above prudent reserve so that a donation can be made. Incorporates a system for cash receipt verification requiring two (2) signatures with a receipt issued.

### Guidelines

1. The Treasurer's Report is not to include any last names of whom checks are written to.
2. All monies from events must be turned in to the ASC Treasurer within forty-eight (48) hours of the event; i.e., dance, special events, merchandise sales.
3. All monies from groups must be turned in by 11:00am on the day of area to Treasurer or Alt. Treasurer on the day of ASC meeting.
4. The Treasurer must deposit these received funds within twenty-four (24) hours.
5. No rolled coins will be accepted as payment.
6. All funds are under one set of books.
7. Any request made in the area for payment or reimbursement must be accompanied by an itemized business receipt, showing vendor name, date of service, services provided, and amount paid.
8. No checks are to be cashed at Area Service for any reason.
9. All monies over and above the established prudent reserve shall be donated as follows: 75% to South Florida Region and 25% to Narcotics Anonymous World Service.
10. Before dipping below the Gulf Coast Area Prudent Reserve of \$2,000 the treasurer will make a motion, seconded by a GSR, to dip below the prudent reserve. This motion will require a 2/3 majority vote of the voting quorum. The Treasurer will inform the ASC as to the amount of money that is available to be sent to the next level of service.
11. All payments will be by check only.
12. No blank checks are to be signed in advance.

## **Assistant Treasurer**

- Nominated and elected by the ASC.

### Qualifications

1. Three (3) years clean time.

2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six months prior experience as a group treasurer and prior participation in the ASC.

### Responsibilities

A two (2) year commitment position. The first year is spent assisting the Treasurer, attending all ASC meetings. Is accountable to Area, with the Treasurer, by witness & signature, for all monies, cash and checks counted and received by the Treasurer, verifying group donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she receives a vote of acclamation. If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer.

### **RCMs**

- Two (2) positions nominated and elected by the ASC on an alternate yearly rotation.

### Qualifications

1. Four (4) years clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Prior fulfilled commitment as a GSR.
4. Time and resources to perform the responsibilities of the position.
5. Prior involvement at the Regional level.

### Responsibilities

As representatives of the Gulf Coast Area, they will speak for members and groups within the Area. The primary responsibility is to work for the good of NA and act as liaison between the Area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of the Area at the Regional level. In order to accomplish this, they must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is vital for them to attend all meetings of the ASC and the RSC. RCMs should prepare written reports to the ASC concerning the RSC meetings. All Regional motions requiring group votes are to be put in ASC motion format and included with all Area motions to be voted on by groups, to ensure all future ASC/Regional motions are brought before the groups. When the WSC Conference Agenda Report (CAR Report) comes out, they will need to be well informed on all agenda items to bring this information to the groups in a workshop forum where group members may ask questions pertaining to these items. Shall acquaint him/herself with the GCASC Policy. If there is a male and female RCM, Area will provide funds for two rooms at the RSC meetings.

**\*Prior involvement** shall be defined as any consecutive time period during their recovery.

**\*\*ASC experience or participation** shall be defined as GSR, Administrative Committee, or Subcommittee Chair.

**Prudent reserve:** Funds kept available and set aside to meet liabilities and for unforeseen emergency needs.

# Yearly Duties

## **Audits & Inventories**

1. All Officers of the ASC shall provide the ASC with an inventory of the progress, problems and solutions as well as performance of their term as trusted servant. This will be done by August at end of their term.
2. The admin committee, consisting of the Newly-Elected ASC Chair, Vice-Chair, Secretary, Treasurer and Assistant Treasurer shall perform a yearly audit on literature and treasury after the change of the Administrative body.
3. The Area's storage area will be inventoried 2X/year.

## **Trusted Servant Workshops**

The ASC shall provide a trusted servants workshop four (4) times a year, including both Area and Group level positions. This shall be coordinated with the Activities subcommittee as an event.

## **Nominations of Officers**

1. Nominations are solicited in June to be brought back to the ASC in July.
2. Qualifications and responsibilities for each position will be read at the June ASC.
3. All nominations must be seconded by a GSR.
4. After accepting nominations, the ASC Chair will ask if there are any other nominations.
5. A motion is made to close nominations.
6. Each nominee must be present. Verbal qualifications are now given, as well as written qualifications handed to the ASC secretary. Shall state clean time and prior service experience. Written qualifications will not be accepted for absent nominees, except under extenuating circumstances accepted by the GSRs, written qualifications will be accepted in lieu of motion to wave policy.
7. Members of NA, when submitting their qualifications for possible service positions shall NOT state their vocational or educational backgrounds.

## **Elections of Officers of ASC**

Nominations are brought back to the ASC in July and elections are held in August. All nominees are required to attend the ASC for elections in August. If a nominee is not present for elections, his/her nomination will be withdrawn, except under extenuation circumstances accepted by the GSRs, written qualifications will be accepted in lieu of motion to wave policy.

1. Voting is done by a show of hands. Majority wins (one more than half).
2. All positions, even with only one nomination, must go back to the groups for a vote and are then brought back to the ASC for election.
3. When there are more than two nominations, if no candidate gets a clear majority, the following will be done: A vote will be taken. The nominee with the least amount of votes will be dropped and another vote taken of the remaining candidates until there are two nominees left. These nominees will be referred to groups for votes and then returned to ASC for election of majority winner.
4. All Administrative Officers or Subcommittee Chairpersons serve no more than two (2) consecutive terms in the same position.
5. Each MEMBER can hold only one Area elected position at a time.
6. Shall an office be vacated; ASC Chair can appoint a pro temp for no more than 2 ASCs.
7. The Gulf Coast Area does not vote on any ASC positions if their qualifications have not appeared in the previous month's minutes.

8. Clean time requirements for ASC elected positions will not be waived if another nominee who meets those requirements is nominated.

## **Motions and Voting Procedures**

1. ASC meetings are open to all NA members, any NA member may, at the discretion of the Chairperson, have a voice on the floor, at any time.
2. Those listed below can make or amend motions:
  - a. GSRs or alternate in their absence.
  - b. RCMs in matters pertaining to their position.
  - c. Subcommittee Chairs in matters pertaining directly to their subcommittee.
  - d. Members of the Administrative Committee (Except Area Chair).
3. Only GSRs can second motions.
4. If any group is not represented at two (2) consecutive meetings, they are dropped from roll call. (The purpose of this is to establish accurate quorum.) Any NA group is welcomed to join the Gulf Coast Area.
5. Quorum:
  - a. Official quorum is one more than half of the area GSR's currently present.
  - b. Official quorum must be reached by thirty (30) minutes after scheduled starting time. If not met, there will be no business that requires group conscience done.
  - c. Only elected GSRs and GSR alternates are eligible for quorum.
  - d. A quorum call from the floor is always in order. A simple majority of groups is required to open the ASC, and to vote any policy motions. See B.
6. All main motions must be turned in to the Vice Chair (in writing, with intent) prior to the start of New Business. All motions that require a cash expenditure shall carry an exact dollar amount.
7. After a motion is made, the Chair asks for a second from GSRs. After a second is taken, the Chair asks for any opposition.
  - a. If there is no opposition: The Chair asks for a vote of all those in favor and any abstentions.
  - b. If there IS opposition: 1) The maker of the motion is given a two (2) minute opportunity to speak on the intent of the motion. 2) The floor is open for debate (Refer to Parliamentary Procedures Policy).
8. The Chair has a vote only in the case of a tie, at his/her discretion.
9. A 2/3 yes vote is required for policy change, amendments to policy, or forming new policies. All policy changes, including amendments or new policy changes, must go back to groups. All other business requires a simple majority (more than half) to pass. All money motions other than normal budgeted items, administrative housekeeping items, or normal monthly expenditures must go back to groups for vote if the dollar amount exceeds \$200.
10. All policy changes go to admin for their recommendations as well as financial and parliamentary impact. This information is to be attached to the motion to go out to groups.
11. Voting will be done by a show of hands; a roll call or closed ballot vote can be called for at any time by any voting participant.
12. In all votes at the ASC, the abstentions do not go to the prevailing side, but are counted as abstentions, and if abstentions prevail, the vote goes back to groups.

# Parliamentary Procedures

## **Main Motion**

A main motion is a motion whose introduction brings business before the ASC. Such a motion can be made only when no other motion is pending.

## **Amendments**

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

## **Motion to Table**

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the administrative committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it. Any motion tabled twice dies!

## **Motion to Refer to Committee**

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

## **Motion to Refer to Groups**

When a motion to refer to groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and two cons on the original motion so as to give information to bring back to the groups.

## **Motion to Reconsider**

A motion to reconsider is meant to bring an item that has already been dealt with onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome. This motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting, it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

## **Unanimous Consent**

That is a method that allows the ASC to move quickly through routing business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

## **Withdraw or Modify**

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After a motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter; that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

## **Motion to Call the Vote**

A motion to call the vote must be seconded. A 2/3 majority is required to adopt this motion. The intent of the motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

## **Point of Information**

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. This allows a member to ask a question, and it is not to make a statement or give information.

## **Point of Order**

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chair to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

## **Suspend the Rules**

A motion to suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

## **Appeal the Decision of the Chair**

By electing the ASC Chair, the ASC delegates to him/her the authority and duty to make necessary rulings on questions or parliamentary procedure. Any two members (one making the appeal and another seconding it) have the right to appeal from his/her decision on such a question. The question is taken from the Chair and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion and one con by the Chair, limited to two (2) minutes each.

## **Vote of Acclamation**

Full approval of all voting members present, a unanimous assent.

## **Administrative Committee**

Consists of:

Chair, Vice Chair, Secretary, Alt, Secretary, Treasurer, Alt. Treasurer, Two (2) RCMs

## Subcommittee Chairs

Consist of:

Activities, Helpline, H&I, Literature Distribution, Literature Review, Newsletter, Policy, Public Information.

## Impeachment Procedures

When a member of the Administrative Committee, or a Subcommittee chair misses two (2) or more consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to voting. Following the letter, the person may make a rebuttal.

**Only if Rebutted:** Both the letter and the rebuttal will be referred to groups. Impeachment will be determined by vote at the ASC meeting. It takes 2/3 votes to impeach. The vote is done by closed ballot.

## Resignation Procedures

Please submit a letter to the ASC chair prior to the ASC stating your resignation. Relapse is an automatic resignation.

## Rules of Order

<b>MOTION</b>	<b>2nd Required</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote</b>
Main Motion	Yes	2 pro, 2 con	Yes	Majority
Amendment	Yes	2 pro, 2 con	No	Majority
Refer to Committee**	Yes	1 pro, 1 con	Yes	Majority
Refer to Groups*	Yes	1 pro, 1 con	Yes	Majority
Policy Change	Yes	2 pro, 2 con	Yes	2/3
Call to Vote*	Yes	1 pro, 1 con	No	2/3
Table	Yes	1 pro, 1 con	No	Majority
Recess	Yes	No	No	Majority
Adjourn	Yes	2 pro, 2 con	No	Majority
Point of Order	No	No	No	None
Appeal Chair's Decision	Yes	1 pro, 1 con	No	Majority
Suspend the Rules	Yes	No	Yes	2/3
Point of Information	No	No	No	None
Reconsider	Yes	2 pro, 2 con	No	Majority
Take from Table	Yes	2 pro, 2con	No	Majority

\*If passed, 2 pros and 2 cons for information only.

\*\*Debatable only if motion to be amended is debatable

## Subcommittee Shared Policy

1. Subcommittee chairs, with the conscience of the subcommittee members are able to affectively change the existing guidelines of their said committees as they see fit as long as they follow Traditions and policy currently practiced by the GCASC. Any and all changes to the Guidelines shall be submitted in their reports each month at the GCASC. They also must have a majority vote by existing committee members for any changes to the format that the committee is currently using or have the group conscience of the GSASC. Group conscience of the GCASC shall become Policy
2. All subcommittees are required to have a meeting on the day the ASC meets, prior to the ASC, and in the same place the ASC meets.
3. The use of "Vaping" devices is prohibited from being used at all Gulf Coast Area Functions which includes ASC, subcommittee meetings and functions sanctioned by GCASC.
4. Subcommittees shall provide a copy of that subcommittee's policy to each voting member.
5. All subcommittee chairs submit to the RCM by the end of the Area Business a copy of the subcommittee minutes for that month, so that the RCM may submit Area reports to the Regional Subcommittee Chairperson.
6. Annual subcommittee budgets should be submitted, broken down, on a monthly basis. All non-recurring expenses should be submitted as necessary. Prior budgets are to be provided along with new budgets that are being voted on.
7. All Subcommittees must get competitive bids if they are going to spend more than One Hundred Dollars (\$100.00) on non-fundraising activities. These bids will be recorded in the ASC minutes.
8. An income statement, including expenses, will be submitted by each Subcommittee using Area funds, on a monthly basis, with running balances for the year being stated: i.e., what went out and what went in with a total shown monthly.
9. Each Subcommittee Chair is responsible to the Area for any Merchandise and any funds generated from the sales of merchandise of that Subcommittee.
10. Subcommittees requesting literature will be filled prior to groups provided orders were submitted prior to 11:00am.
11. All subcommittee events shall be coordinated through the activities committee.



# Activities

## Purpose

To coordinate and plan activities which promote unity and fellowship in Area NA fellowship, as well as to generate funds. All activities must be held in accordance with the twelve traditions of NA.

## **Chairperson**

- Nominated and elected by the ASC.

### Qualifications

1. Two (2) years clean time.
2. Six (6) months prior involvement in the Activities Committee.
3. An example of living recovery through the Twelve Steps and Twelve Traditions of NA.

### Responsibilities

Is responsible for planning, coordinating and implementing all area activities. Is responsible for negotiating and contracting locations for area-sponsored activities/events. Is accountable for all funds handled through the Activities Subcommittee. Is responsible for turning over all monies collected by the subcommittee to the ASC Treasurer (per policy). Must attend all ASC meetings and attend the meeting with the ASC Vice-Chair prior to the ASC. Must attend RSC meetings In this zone. Maintains order in, arranges times and agendas for all Activities subcommittee meetings. Is ultimately responsible for the functioning of the Activities Committee. Should acquaint him/herself with the Gulf Coast Area Service Policy. Works with Regional Activities Chair on regional events in the Regional Zone. Shall provide schedule of Area events with annual budget.

## **Policy for Planning Functions:**

- A. **All Area-sponsored activities:** must have prior ASC approval.
- B. **Advanced Planning:** Flyers and tickets, as needed, will be printed for each function: should read: "Suggested donation \$ \_\_\_\_." All flyers must state on the bottom, where room is available: **NA is not affiliated with** (the location or place where the activity is being held).
  1. Ticket sellers must have a minimum of one (1) year clean time.
  2. No addict will be turned away.
  3. For any reason, including the weather, if an event is cancelled, the Chair or Vice Chair of the Activities Subcommittee must go to the location where the activity was to be held and let people know this by signage and in person it's cancelled.
  4. No cash prizes will be given away at any Gulf Coast Area Activities Function.
  5. In the event of a natural disaster (hurricane) on the day of the scheduled activity, or upon completion of any activity, all perishable foods bought should be anonymously donated to a reputable charity or recovery facility.
- C. **Locations:** Final selection of a location will be voted on by the Activities Subcommittee. The Chair should make follow-up calls to locations to maintain goodwill and proper clean up, etc.

- D. **Provisions:** (Food, soda, decorations, etc.) All surplus provisions must be accounted for and returned to the designated storage place by the Chair and the Vice-Chair.
- E. **Entertainment:** All entertainment should be approved and voted on by members of the Activities Subcommittee for Area-approved event.

In the event of a natural disaster (hurricane) on the day of the scheduled activity, or upon completion of any activity, all perishable foods bought should be anonymously donated to a reputable charity or recovery facility.

# Hospitals & Institutions

## Purpose

The Gulf Coast Area Hospital and Institutions subcommittee is responsible to carry the NA message of recovery into Hospitals and Institutions whose residents have restricted access to regular NA meetings.

## H&I Elected Trusted Servant Positions

### Chairperson

- Nominated and elected by the ASC.

#### Qualifications

1. Two (2) years clean time.
2. A working knowledge of the Twelve Steps and Twelve Tradition of NA.
3. Minimum of one (1) year prior experience in the Gulf Coast H&I Subcommittee.

#### Responsibilities

1. Must arrange, attend, and facilitate the monthly Subcommittee meeting.
2. Ensures that the traditions are upheld in all matters involving subcommittee and its members.
3. Must attend monthly GCASC meetings.
4. Provide a report of current H&I subcommittee activity.
5. Ensure all panel leaders and panel members comply with the H&I subcommittee policies as well as the rules of the individual facilities.
6. Must attend RSC meetings in this zone.
7. Handles all public relation contacts involving policy matters and/or interpretations at the public level that pertains to H&I. **(This is done jointly with direct cooperation with the P.R. Subcommittee.)**
8. Appoints temporary replacements to fill all vacant elected positions within subcommittee.
9. Must announce any changes to H&I Policy at next ASC meeting.

## General Requirements

For All Panel Members (elected and non-elected):

All H&I members carrying the message through H&I must keep in mind at all times the following rules which cover ALL meetings in ALL facilities.

1. You are not permitted to bring any drugs, weapons, or paraphernalia onto the grounds of any facility.
2. You are not permitted to give money or correspondence to or take money or correspondence of any type from a resident.

3. You are not permitted to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and are generally all they want. You are not to accept articles made by residents to be sold on the outside.
4. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either promise of “looking for” or the “securing of”.) H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry the message of NA: recovery from active addiction through our spiritual program.
5. Always remember we are all GUESTS of the facility and therefore MUST comply with their wishes. Individual members of H&I and members of NA should not attempt to discuss any problems encountered in a meeting/presentation with personnel of the facility in question. This is the responsibility and duty of a Panel Coordinator or H&I Chair if no coordinator is elected at this time. Any member not conforming to these requirements or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I subcommittee assignments. Any NA member who is involved with a given facility on a professional or volunteer basis or another fellowship H&I should not participate in the panels serving the addicts in that facility. This avoids conflict and damage to: (a) addicts being served, (b) the working ability and privilege of the subcommittee to carry the NA message clearly. Of course, these members may participate on panels going into other facilities.
6. H&I shall not buy basic texts and give them to facilities. H&I may give donated basic texts to facilities.

**WSO H&I Guidelines will be used for all H&I procedures not covered by this Policy.**

Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse. He or she may again become eligible when meeting clean time. Being clean for purposes of this H&I subcommittee shall be defined as complete and continuous abstinence from all mind-altering or mood-changing substance, including, **ALL Drug and Alcohol Replacement Therapy:** such as Methadone, Suboxone & Subutex.

# Literature Distribution

## Purpose

To procure from the RSO, then distribute all WSO-produced literature and related items.

## Qualifications and Responsibilities of Officers

### **Chairperson**

#### Qualifications

1. Three (3) years clean time.
2. Six (6) months prior involvement\* (see page 7).
3. A working knowledge of the Twelve Steps and Twelve Traditions of NA
4. Is responsible for purchasing inventory.

#### Responsibilities

1. Maintains records and fills literature orders.
2. Fills out a report in the form of a balance sheet and submits it to the Administrative Committee at each ASC.
3. Must attend RSC meetings in this Zone.
4. Should acquaint him/herself with the Area Policy.
5. Must attend ASC meetings.

### **Budget**

An annual itemized budget must reflect supplies and operating expenses. Operating expenses may include such things as office supplies, photocopying, and stamps, phone calls to Regional/World Offices, etc. This budget should also include projected literature expenses for the following year. The dollar amount of literature on hand at the start of each ASC meeting should be a minimum of \$2,500, and not to exceed \$4,000.

### **Ordering Literature and Group Starter Kits**

1. GSR's must submit literature orders on the literature order form between 10:30 am and 11:00. The forms must be filled out entirely. As orders are received, the literature committee will begin filling them. If an item is out of stock it is placed on back order by the Literature Subcommittee. These items will be given to the groups at the next ASC.
2. The ASC Treasurer will give the Literature Chair a check made out to RSO for the total amount which the Literature Chair needs to replenish the literature supply for the next month and any prepaid or ASC approved orders.
3. Group Starter Kits: All new Area groups shall be given a group Starter Kit. Starter Kit will consist of 20 meeting lists, 5 key tags of each color, 5 white books, 5 each of IP #7, #11, #16 and #24, one group booklet, 1 set of reading cards. The Area will pay the Literature Subcommittee for this.
4. If any existing group in the Gulf Coast Area petitions the Gulf Cost ASC for literature needed, The Gulf Coast ASC will give said group an amount of literature equal to and/or the same as the Group Starter Kit.
5. 10-20 meeting lists will be put in each Group's order.

## **Literature Exchange**

If a group or committee has literature that they have found no use for, it may be possible for them to trade it for other literature more applicable to their needs. At no time, however, can a group or committee be reimbursed financially for literature they have purchased.

# Newsletter

## Purpose

To be a forum to share experience strength and hope to the area from NA members, and for announcements including anniversaries, functions, meeting changes and conventions.

## Qualifications and Responsibilities of Officers

### Chairperson

- Nominated and elected by the ASC.

#### Qualifications

1. Has two (2) years clean time.
2. Has a working knowledge of the 12 steps and 12 traditions of NA.
3. Has a minimum of one (1) year prior experience in Newsletter subcommittee.

#### Responsibilities

1. Shall arrange and facilitate the monthly subcommittee meeting.
2. Ensures that the Traditions are upheld in all matters involving subcommittee and its members.
3. Must attend ASC meeting.
4. Makes a monthly report to Area of subcommittee activities.
5. Shall monitor and approve any and all articles prior to publication.
6. Must attend RSC per Area policy.

### Editing

The twelve traditions of NA serve as the basic guidelines for edition the “Meeting Makers Monthly”. We have no opinions on outside issues, we are not affiliated with any other organizations, and we are non-professional.

Shall edit out profanity. This basic courtesy is necessary if we are to be viewed as a respectable newsletter.

The language of NA should always be used. Our steps and traditions are worded to keep the focus of our program on recovery and not a specific drug. We are addicts and our disease is addiction. World guidelines suggest the following edits in essays we print:

#### If writer said:

#### We print:

Alcohol and drugs

Drugs

Clean and sober

Clean

Alcoholic and addict

Addict

Sober

Clean

Sobriety

Clean time or recovery-principles of recovery clearly in focus



# Policy

## Purpose

The purpose is to update, edit, revise and/or create policy for the area body as directed by the ASC. It is also required to give procedural and financial impact of all policy motions referred to committee by the ASC as well as to determine all other policy to be affected by such motions. All motions referred to committee are to be brought back to the following ASC with all said changes and impacts, accompanied by a recommendation from the policy committee. This is to be attached to the motion prior to going back to groups. At the start of term, the committee is required to scan policy for all housekeeping changes needed, i.e., spelling, punctuation, etc. But no changes are to be made without the approval of the ASC body. Is responsible for the printing and distribution of the policy as directed by the ASC.

## Qualifications and Responsibilities

### **Chairperson**

- Nominated and elected by the ASC.

#### Qualifications

1. Three (3) years clean time.
2. Two (2) years prior involvement on an area level.
3. A working knowledge of the Twelve Steps and Twelve Traditions of NA.

#### Responsibilities

1. Should have great understanding of policy and procedure.
2. Shall attend all ASC meetings.
3. Is responsible for coordinating times and locations of subcommittee meetings.
4. Shall act as parliamentarian at the ASC in the absence of the Area Vice Chair.
5. Should attend all Admin Meetings.
6. Shall submit budget within 30 days of being elected.

# **Public Relations**

## **Purpose**

To inform the public that Narcotics Anonymous exists, offer recovery from addiction, and provide information about how and where to find it. To establish, maintain, and coordinate an effective 24-hour-7-day-a-week answering service. Through this service, we form a link between NA and the general public seeking help and/or information. The service will provide referrals to Narcotics Anonymous meetings. All activities are directed towards these purposes and shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

## **Qualifications and Responsibilities**

### **Chairperson**

#### **Qualifications**

1. Nominated and elected by the ASC.
2. A working knowledge of the Twelve Steps and Twelve Traditions of NA.
3. Three (3) years clean time.
4. Six (6) months prior involvement in Public Relations, Helpline, or Public Information subcommittee, preferably as a member of the administrative committee.
5. Two (2) years prior ASC experience.
6. Familiar with the Gulf Coast Area Service policies.
7. An understanding of the service structure of Narcotics Anonymous.

#### **Responsibilities**

1. Arranges times and agendas for all Subcommittee meetings.
2. Arranges times and agendas for all Helpline Volunteer Orientations.
3. Ultimately responsible for the functioning of the Subcommittee and maintenance of files and records
4. Coordinates all the work of all the ad hoc committees within P.R.
5. Represents the Subcommittee at the Area Service Committee and serves as spokesperson for the Committee.
6. Can only serve two (2) consecutive terms.

### **Budget**

Shall be itemized to include, but not limited to:

- Recurring monthly expenses (list per month cost and total yearly amount).
- Supplies
- Postage and mailings
- Literature
- Special Projects

# Guidelines for Presentations

## Preparations

### Meet the following qualifications:

Anyone who speaks about Narcotics Anonymous on behalf of the GCANA Public Information Subcommittee shall have a minimum of two (2) years clean time in Narcotics Anonymous and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous. Also, be an active member of NA with a home group. Persons with one (1) year clean time can participate with qualified presenter to give presentations to schools, churches, and probation and parole officer. Anyone who is to give a presentation or accompany people to presentations must have prior approval by the Public Information Subcommittee. Anyone who is to give a presentation or accompany people to presentations should dress appropriately. Anyone going on their first presentation for Public Information must be accompanied by someone who has previous experience in Public Information. Any person who participates in any presentation shall have observed at least one (1) previous presentation. Persons giving a Narcotics Anonymous presentation to the public should have a focused clear NA message. Obtain data sheet from contact person. Confirm by phone the day before, and complete any missing information on data sheet.

- a. Review "20 Questions and Answers" sheet distributed by World Service.
- b. Take "White Book," "20 Questions and Answers" sheet and literature packets.
- c. Arrive 15 minutes early.
- d. Remember this is **Not** a Twelve Step call.

## Presentation

### Introduction:

Give your full name. State that you are a member of the Gulf Coast Area Service Public Information Subcommittee of Narcotics Anonymous. (This is NOT an appropriate time to break your anonymity.) "My purpose here today is to inform you what Narcotics Anonymous is, what it is not, what we do, and how to contact us."

### Discuss what Narcotics Anonymous is – including disclaimer.

Narcotics Anonymous is a non-profit fellowship or group of men and women. We meet regularly to help each other recover from the disease of addiction. We share two important things in common: the disease of addiction and the desire to stop using drugs. We are not affiliated with any political, religious, or law enforcement groups, and are under no surveillance at any time. Narcotics Anonymous started in California in 1953, and has been in Lee County since 1983. There are (give a current # of) meetings per week in our area.

### Types of meetings and cost:

There are five types of meetings: Speaker, speaker-discussion, step study, book study, and topic discussion. Some of the meetings in the Gulf Coast Area are open meetings. Closed meetings are for addicts only or for people who think they may have a problem with drugs. It cost absolutely nothing to attend the meetings. We are fully self-supporting through out own contributions.

### What we offer and what we do not offer:

We offer recovery from the disease of addiction. Some of the things Narcotics Anonymous does not provide for: Medical care, counseling services, job placement, halfway house, detox centers, treatment facilities, or legal advice. Narcotics Anonymous has over forty years of experience with literally hundreds of thousands of addicts. This mass of intensive first-hand experience is all phases of

illness and recovery is of unparalleled therapeutic value. We are here to share freely with any addicts who want it. We feel that our way is practical, for one addict can best understand and help another addict.

How to get in touch with us:

One of the easiest ways to get in touch with us is to call our 24-hour Helpline 1-866-389-1344. Your call will be returned by a recovering addict. Or, you can attend a meeting.

# Website

<http://www.nagulfcoastfla.org/>

## Purpose

The Gulf Coast Area Website (<http://www.nagulfcoastfla.org>) has two purposes, one to carry the message to the addict who still suffers, and to also have a way for the public to find NA in the Gulf Coast Area. It is intended to further enhance this effort through modern technology and the internet. It is hoped that this site will enhance communication within the service structure as well as provide information to professionals, organizations, the community, and most importantly any addict seeking a new way of life.

## Responsibilities

1. All content on website shall be consistent with the 12 Traditions and 12 Concepts of NA.
2. The addition of new features and changes to the layout of the website will be made only with the approval from the PR subcommittee which shall be reported to the ASC.
3. No individuals will be identified by name, address, or phone number on the website, in keeping with the tradition of anonymity.
4. The website will provide links to other approved NA websites only. No personal recovery links will be included.
5. The website will be owned by the Gulf Coast Area.
6. The Website Coordinator, one member of the P.I. Subcommittee, and one member of the Admin Subcommittee will be privy to all information needed to update and maintain the website.
7. All links will be checked and updated monthly.
8. The Gulf Coast Area email account is not to be used to send or receive personal email messages.
9. Subcommittee Guidelines shall be posted and changed as directed by the GCASC.

# Addendum 1

Voted on and approved by the GCASC body in September 2020, regarding the theft of NA funds.

## **Gulf Coast Area Theft of Funds Guidelines**

( This Policy is an adaptation of The Theft of Funds Bulletin #30 available from NA World Services)

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that it will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image that one member and that one donation in mind whenever we make decisions about handling NA's money.

The Gulf Coast ASC should adapt this policy to fulfill its duty of accountability and responsibility to its Groups and the members of NA.

We utilize a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary. First, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the GCASC will then schedule a special meeting, making absolutely sure the individual(s) who took the money are informed of the meeting and are given the opportunity to present his or her point of view. At this meeting, *there should be a format that allows time for everyone involved to express his or her feelings and concerns. This allows everyone to give his or her input and may allow a "Defusing Process" to occur. After all sides have been heard, a 10 minute break will take place to allow all present to decide the best course of action.*

*If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement will include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. The agreement will specify regular weekly or monthly payments until the full amount is repaid. A report about the situation or the status of the restitution should be made at each GCASC meeting until the situation is resolved.*

*If the individual does not appear at this special meeting, the GCASC will need to ensure that every effort to contact the person has been made. A registered mailed letter will be sent, explaining that an audit of financial records has been performed, that facts show the individual is responsible for the missing money, and that repayment is expected. Copies of the letter should be put in a safe place for future reference. If this procedure does not resolve the problem then it is up to the GCASC chairperson to appoint an ad-hoc committee to decide how best to proceed and to present possible solutions to the GCASC in motion form.*