

# Big Rivers Area Service Committee of Narcotics Anonymous Guidelines

Mar 14, 2010

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## **Article One: Definitions**

- 1.01 The name of this committee is the Big Rivers Area Service Committee of Narcotics Anonymous, hereinafter referred to as the BRASC or the ASC.
- 1.02 In this document, the group representative is referred to as the GSR (Group Service Representative), but may consist of the group's GSR, GSRA or acting GSR.
- 1.03 The BRASC is made up of the GSRs of the BRASC member groups and all BRASC elected trusted servants.
- 1.04 BRASC elected trusted servants consist of the Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, RCMA, LSP, LSPA and all BRASC subcommittee chairs (Activities, Campout, H&I, Literature Review, Outreach/Additional Needs, PR, Policy.)
- 1.05 In all its proceedings, the BRASC shall adhere to the Twelve Traditions of NA, the Twelve Concepts of Service of NA, and the resources of the Guide to Local Services.

## **Article Two: Purpose**

- 2.01 The BRASC is designed to serve the common needs of member groups, to unify its member groups, and to provide a communication link between the groups, region, and the worldwide NA fellowship.

## **Article Three: Meetings**

- 3.01 Meets the second Saturday of every month from Noon to 5PM. Subcommittee business will be incorporated into the BRASC meeting. Activities will meet at 11AM
- 3.02 It will be the responsibility of the BRASC to identify and resolve conflicts in upcoming meeting dates. In an emergency, the Facilitator is responsible for necessary arrangements.
- 3.03 Regularly scheduled meetings of the BRASC are open and are non-smoking.
- 3.04 Every effort should be made for the hosting facility to be wheelchair accessible.
- 3.05 The meeting room shall accommodate twenty-five people with tables set up in a closed rectangle.
- 3.06 Any business involving BRASC shall be confined to the BRASC meetings.

## **Article Four: Consensus Based Decisions (CBD)**

- 4.01 In an effort to allow for a higher power to guide our area business decisions, the BRASC strives to carry out ALL its work based on the concept of Consensus Based Decisions (CBD).
- 4.02 A quorum shall consist of a simple majority of active member groups. If a member group is not represented at two consecutive BRASC meetings, it shall be accorded "inactive" status, for the state of quorum computations. Active status shall be returned upon said groups representation at the BRASC. A quorum is required for any decision making.
- 4.03 A roll call will be taken before the start of voting at the ASC. A roll call or quorum count may also be requested at any time by the ASC Facilitator, or a consensus of the GSRs present.
- 4.04 Who may participate
  1. The discussion process is open to any addict present at the ASC meeting.
  2. Only GSRs or BRASC trusted servants may make motions. A GSR must second a motion or the motion dies.

3. Only GSRs make decisions.
- 4.05 Ground Rules for Participants in Consensus Groups
1. One speaker at a time
  2. No put-downs
  3. No blaming
  4. No interrupting
  5. No one may speak twice on a subject until everyone who wants to speak for the first time has spoken.
  6. Silence equals assent
- 4.06 Consensus Process
1. Motion read out loud by Facilitator
  2. Discussion (pros/cons)
  3. Facilitator asks for a second, if no second, motion fails
  4. Facilitator asks whether there is consensus on the motion. Each GSR may opt to:
    - a. Give Consent. When everyone in the group, except those standing aside says “yes” to a motion, consensus is achieved. To give one’s consent does not necessarily mean that one loves every aspect of the motion, but it does mean that one is willing to support the decision and stand in solidarity with the group, despite one’s disagreements.
    - b. Stand Aside. An individual stands aside when he or she cannot personally support a motion, but feels it would be all right for the rest of the group to adopt it. Standing aside is a stance of principled nonparticipation, which absolves the individual from any responsibility for implementing the decision in question. If there are more than a few stand asides, consensus has not yet been reached.
    - c. Block. Any block prevents the decision from going forward, at least for the time being. Blocking is a serious matter, to be done only when one truly believes that the pending proposal, if adopted, would violate the morals, ethics or safety of the whole group.
  5. If further resolution is needed, the process is as follows
    - a. Define the problem or decision
    - b. Figure out what must be done to reach a solution
    - c. Brainstorm possible solutions
    - d. Discuss pros and cons to attempt to narrow down the list of ideas/solutions
    - e. Adjust, compromise and fine tune so that all members are satisfied.
    - f. Go back to step 4.06.3
  6. Once a consensus has been made, act upon and support that decision.
- 4.07 Consensus exists when each member of the group can say:
1. I have had the opportunity to voice my conscience.
  2. I believe the group has heard me.
  3. I can actively support the group’s decision as the best possible action at this time, even if it is not my first choice.
- 4.08 If a consensus cannot be reached on an issue, it will be tabled until later in the current ASC meeting, or go back to the home groups, and be reconsidered at the following ASC meeting. If an issue is taken back to the home groups, the group service representatives will come back to the next ASC meeting to see if there is a consensus amongst the groups. **If any issues are still unresolved, they will be given a three to six month moratorium before they may be presented again at ASC.** The length of the moratorium will be decided by a CBD, as it is outlined in these Guidelines, at the time a moratorium is to be enacted.
- 4.09 Any motions by the Region, or WSC, may be sent back to groups at the request of Region, or WSC.

## **Article Five: Nomination and Election of Trusted Servants**

- 5.01 Election Procedures
1. If there is a single nominee, and there are no objections, the nominee is considered elected.
  2. If there is more than one nominee, or a single nominee but no consensus, then the voting procedure will be by ballot.
- 5.02 Elections for the following area trusted servant positions will occur every May: Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, RCMA, LSP and LSPA. Elections for the following subcommittee chairs will occur every September: Activities, Campout, H&I, Literature Review, Outreach/Additional Needs, PR, Policy.
- 5.03 The ASC Facilitator will announce the nominations for the positions outlined in Section 5.02, two months before the elections. An explanation from the Guide To Local Service (GTLS) and the BRASC guidelines are needed to establish the qualifications for and responsibilities of each position.
- 5.04 Each nominee must be present at the time of nomination.
- 5.05 Each nominee must submit a service resume which will be published in the minutes. The service resume should include the following: Clean time; past service experience; N A sponsorship and a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and N A's service structure.
- 5.06 The Facilitator can temporarily appoint a person to fill any position.
- 5.07 A trusted servant may only be elected a maximum of two full consecutive terms. All positions require a 13 month commitment
- 5.08 No individual may hold more than one Area elected trusted servant position.
- 5.09 Resignations
1. Voluntary: Must be given at the ASC in writing, or in person.
  2. Involuntary:
    - a. If a ASC trusted servant misses two consecutive ASC meetings without advising their alternate, or submitting a written report to the ASC Secretary
    - b. Relapse during the time in office, which is defined as the use of mind-altering substance other than physician-prescribed medication.

## **Article Six: Qualifications of Area Trusted Servants**

- 6.01 The following qualifications apply to all Area Elected Trusted Servants.
1. Have previous service experience in N A.
  2. Have a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and the Guide To Local Service (GTLS).
  3. The willingness to give the time and resources necessary for the position.
  4. Have at least 18 months continuous clean time.
- 6.02 In addition to the those listed above, further qualifications for each service position are as follow:
1. Facilitator
    - a. Facilitator cannot act as a GSR
    - b. Familiarity with Big Rivers ASC policies and procedures.
    - c. One year minimum service at the Big Rivers ASC.
  2. Co-Facilitator
    - a. Same as Facilitator
    - b. Be willing to assume the Facilitator position after one year.
  3. Secretary
    - a. No further requirements.
  4. Co-Secretary

- a. Be willing to assume the Secretary position after one year.
- 5. Treasurer
  - a. One year minimum service experience at the Big Rivers ASC.
  - b. Be willing to discuss personal financial situation.
- 6. Co-Treasurer
  - a. Be willing to assume the Treasurer position after one year.
- 7. Regional Committee Member (RCM)
  - a. One year minimum service experience at the Big Rivers ASC.
- 8. Regional Committee Member Alternate (RCMA)
  - a. Be willing to assume the RCM position after one year.
- 9. Literature Sales Person (LSP)
  - a. Be willing to discuss personal financial situation
- 10. Literature Sales Person Alternate (LSPA)
  - a. Be willing to assume the LSP position after one year.
- 11. Subcommittee Chair
  - a. No further requirements.

**Article Seven: Duties of Area Trusted Servants**

- 7.01 The following Duties apply to all Area Elected Trusted Servants
- 1. To attend all ASC meetings and to submit monthly written reports.
  - 2. Further information on duties may be found in the GTLS.
- 7.02 In addition to the general duties listed above, the following are specific duties for each service position:
- 1. Facilitator
    - a. Compiles a prearranged agenda prior to each ASC meeting.
    - b. Presides over all Big Rivers ASC meetings.
  - 2. Co-Facilitator
    - a. Keeps in regular contact with the chairpersons of each Subcommittee, and attends subcommittee meetings whenever possible.
    - b. Assumes all duties and responsibilities of the Facilitator in their absence.
    - c. Works closely with the Facilitator to learn all the responsibilities of that position.
  - 3. Secretary
    - a. Keeps accurate minutes of each Big Rivers ASC
    - b. Distributes minutes no later than 14 days following the ASC meeting to ASC Trusted Servants and all GSRs.
    - c. Maintains a mailing list of all ASC Trusted Servants and all GSRs.
    - d. Maintains an adequate supply of all forms necessary to conduct business.
  - 4. Co-Secretary
    - a. Assumes all duties and responsibilities of the secretary in their absence.
    - b. Works closely with the secretary to learn the responsibilities of that position.
  - 5. Treasurer
    - a. Collects all donations from individuals, groups, and subcommittees.
    - b. Gives and keeps receipts of income and disbursements.
    - c. Deposits and dispenses monies per group conscience of the ASC.
    - d. Keeps an accurate record of all transactions.
    - e. Prepares and presents an annual (January) report.
    - f. Responsible for checking the Area P. O. Box, and forwarding mail to the appropriate person or committee.

6. Co- Treasurer
  - a. Assumes all duties and responsibilities of the Treasurer in their absence.
  - b. Works closely with the Treasurer to learn the responsibilities of that position.
7. RCM
  - a. The RCM's primary responsibility is to work for the common good of NA by providing two-way communication between the Big Rivers Area and the Wisconsin Region.
  - b. Keeps in touch with the GSRs by attending as many group business meetings as possible.
  - c. Represents and conveys the group conscience of the Big Rivers Area at all WRSC meetings.
8. RCMA
  - a. Assumes all duties and responsibilities of the RCM in their absence.
  - b. Works closely with the RCM to learn the responsibilities of that position.
  - c. Maintains contact with GSRs and attends as many group business meetings as possible.
9. LSP
  - a. Maintain a supply of NA literature, keytags, medallions, and such other materials as might be designated by the GSRs.
  - b. Provide these supplies available for purchase at the ASC and at such other times and locations as feasible.
  - c. Gives and keeps receipts for all transactions.
  - d. Keeps an accurate inventory and financial accounting.
  - e. Prepares and presets and annual (January) report.
10. LSPA
  - a. Assumes all duties and responsibilities of the LSP in their absence.
  - b. Works closely with the LSP to learn the responsibilities of that position.
11. Subcommittee Chair
  - a. Maintains contact with Regional and other Area's Subcommittees and attends service functions, if possible.
  - b. In addition to the qualifications and duties stated in these guidelines, each Subcommittee Chair will reference NA Conference Approved literature pertaining to their subcommittee (e.g., Guide to Local Service, H&I Handbook, Public Relations Handbook, etc), so that they may better fulfill their primary purpose.
12. In the event that it is needed, the following order of succession will be used to determine who shall act as facilitator of BRASC meetings; the next position on that list will act as Co-Facilitator: Facilitator, Co-Facilitator, RCM, RCMA, Secretary, Co Secretary, Treasurer, Co Treasurer.

## **Article Eight: Subcommittees**

### 8.01 Members:

1. Subcommittees consist of a Chairperson, elected on the floor of the BRASC, and any NA member who wishes to carry the message of recovery through the work of a particular subcommittee.

### 8.02 Function:

1. Each Subcommittee will keep minutes of all of its meetings.
2. Each Subcommittee will keep detailed records and receipts of all its income and disbursements.
3. Each Subcommittee will give a monthly written report of all its activities at the BRASC meeting.

4. Shall adhere to Big Rivers ASC guidelines.
  5. Each Subcommittee will have its own guidelines that have been approved by the BRASC. If there is any conflict between the subcommittee guidelines and the BRASC guidelines, the BRASC guidelines will have precedence.
- 8.03 The purpose of each standing subcommittee is as follows:
1. Activities
    - a. To carry the message of recovery by sponsoring activities that provide a greater sense of community for the local NA fellowship.
  2. Campout
    - a. To organize and host Big Rivers Area campouts, such as I Can't We Campout and Let Loose campout.
  3. Hospitals and Institutions (H&I)
    - a. Provides the means whereby the message of recovery from active addiction can be carried to individuals who are in a hospital, drug treatment facility, jail, or prison.
  4. Literature Review
    - a. To serve as a communication link in all matters of literature between the group, and literature committees, on all levels: BRASC, WRSC, WSC
    - b. To provide a forum and atmosphere where members may contribute to the development and creation of NA literature.
  5. Outreach/Additional Needs
    - a. To reach out and assist in carrying the message of Narcotics Anonymous to meetings in need of support.
    - b. To act as a resource for members and groups to provide recovery to all addicts, regardless of personal ability, and/or disability.
  6. Public Relations (PR)
    - a. To inform addicts and others in the community of recovery in Narcotics Anonymous and its availability.
    - b. Maintains all PR media.
  7. Policy
    - a. Responsible for administering the general affairs of the entire ASC.
    - b. Responsible for the maintenance of all Area Policies, and Procedures.
    - c. Provides GSRs with updated BRASC and WRSC guidelines.
- 8.04 Ad hoc Subcommittees
1. An ad hoc subcommittee is designed to focus on any major task that does not fall under the duties of any other subcommittee. It is a temporary subcommittee that will be dissolved upon completion of its task.
  2. A motion to form an ad hoc committee may be brought forth as needed. A chairperson will be appointed by the Facilitator.

## **Article Nine: Financial Guidelines**

### 9.01 General Financial Guidelines

1. All funds shall be managed by the BRASC Treasurer
2. The BRASC Treasurer, Co-Treasurer, Facilitator, Co-Facilitator and Activities Chair shall be designated as signers of the BRASC checking account, provided that no two of them live in the same house. If two do, the GSRs will designate which will be a signer.
3. Checks drawn on the BRASC checking account shall require two (2) signatures for any, and all, transactions.
4. No Trusted Servant may sign a check made out to themselves.

5. The BRASC shall audit the books once per year, commencing two ASCs prior to the end of the current Treasurer's term, and reporting on the last ASC of the Treasurer's term. An audit shall also be conducted any time the Treasurer changes midterm.
  - a. The audit will be done by an ad hoc subcommittee comprised of at least the BRASC Facilitator, RCM, Treasurer and, if the BRASC as a whole deems it necessary, an outside delegate with professional accounting experience.
  - b. This audit shall follow the currently approved audit format.
6. The BRASC literature shall be audited each year, commencing two ASCs prior to the end of the current LSP's term, and reporting on the last ASC of the LSP's term. An audit shall also be conducted any time the LSP changes midterm.
  - a. This audit will be done by an ad hoc subcommittee comprised of at least the BRASC Facilitator, RCM, Treasurer, LSP, LSPA, and, if the BRASC as a whole deems it necessary, an outside professional with suitable qualifications.
  - b. The literature audit shall include both an inventory and a financial audit.
7. To set priorities and budgets for the following calendar year, the Activities, Campout, H&I and PR subcommittees, and the RCM and/or RCMA will submit an itemized budget for the following year each September, to take to the homegroups and be voted on at BRASC in October. Appendix A will be updated to reflect the annual budget.

#### 9.02 Record keeping

1. The Treasurer and LSP will immediately provide a receipt, from the current receipt book, for all amounts received.
2. Anyone that needs money from the BRASC funds must submit a Request for Funds no later than 1 hour after the start of the ASC. If the funds are for a budgeted expense, the form may be submitted directly to the Treasurer. Any non-budgeted expenses or expenses in excess of the budgeted amount will require a motion, and the Request form will accompany the motion. The Treasurer will track all expenses on these forms making sure proper receipts are submitted.
3. Each subcommittee and/or trusted servant will keep all receipts for expenses and submit these to the Treasurer monthly before they are reimbursed.
4. The Activities, Campout, H&I, Literature and PR Chairs will submit an itemized Expense and Revenue Report monthly to the Treasurer. The RCM will submit an itemized Expense Report every two months to the Treasurer.
5. The Treasurer will record all revenues and expenses in the General Ledger of the BRASC, in order to maintain a permanent record of transactions and to facilitate the annual audit.
6. The Treasurer will maintain archives as follows
  - a. Archive for 3 years:
    1. Requests for Funds
    2. Itemized monthly Subcommittee Expense and Revenue reports
    3. Itemized two-monthly RCM Expense reports
    4. Submitted receipts
  - b. Archive for 7 years:
    1. Check registers
    2. Bank statements
    3. Receipt books
    4. Annual Budgets
  - c. Permanently archive:
    1. General Ledger
    2. Treasury Audit reports

3. Literature Audit reports
7. The LSP will maintain archives as follows
  - a. Archive for 7 years:
    1. Receipt books
    2. Invoices
    3. Monthly inventory reports

9.03 Expenditures

1. Expenses will be paid on a “cash available basis.” No expenditure will be made unless there is sufficient money available to pay for them.
2. We do not spend money that is not yet in the bank. So this month’s income is not available for spending until next month.
3. The annual budgeted expenses are listed in Appendix A. The Treasurer will track these expenses and any amounts requested over the annual budgeted amount will require a motion.
4. The BRASC working reserve shall be 1/12 of the annual budgeted expenses. (One month’s budgeted expenses.)
5. The BRASC prudent reserve shall be 1/24 of the annual budgeted expenses. (One half of the working reserve.)
6. BRASC funds shall be disbursed or reserved in accordance with the following list of priorities:
  - a. Maintain the BRASC Prudent Reserve.
  - b. Pay rent.
  - c. Pay bills outstanding due to insufficient funds in the prior cycle.
  - d. RCM budgeted expenses (on odd numbered months.)
  - e. Secretary’s discretionary fund.
  - f. Disburse funds, as per BRASC motions.
  - g. H&I budgeted expenses.
  - h. PR budgeted expenses.
  - i. Trusted servants’ discretionary funds:
    1. Outreach
    2. Treasurer
    3. Facilitator
    4. Policy
    5. LSP
    6. Literature Review
  - j. Activities budgeted expenses.
  - k. Campout budgeted expenses.
  - l. Replenish the working reserve.
  - m. Donate remaining funds to the Wisconsin Regional Service Conference (WRSC)

Appendix A.2010 revised\*  
 Calendar year 2010 Budget

<b>Expense</b>	<b>Total Amount</b>	<b>Comment</b>
Rent	\$600	\$50/month
RCM	\$1822.50	
Secretary	\$240	
H&I	\$1000	
PR*	\$1000	
Activities	\$3750	\$250/monthly \$500 Valentines & New Years
Campout	\$2000	
Outreach	\$60	
Treasurer	\$100	\$5/monthly & \$40 PO box rental
Facilitator	\$60	
Policy	\$60	
LSP	\$60	
Literature Review	\$60	
<b>TOTAL</b>	<b>\$10,812.50</b>	

Monthly Working Reserve =  $\$10,812.50/12 = \$901.04$

Monthly Prudent Reserve =  $\$901.04/2 = \$450.52$

*\*Revised Mar 2010 for updated PR budget*