



**Northwest New Jersey  
Area Service Committee  
Policies.**

*Updated: April 18<sup>th</sup> 2021*



<b>Document Revision History</b>			
<b>Revision</b>	<b>Author</b>	<b>Date</b>	<b>Updates</b>
1.0	Sam B. (NWASC Policy Chair)	March 15 <sup>th</sup> 2020	Original document revision
2.0	Gabby M. (NWASC Policy Chair)	November 15 <sup>th</sup> 2020	Updates: Added revision history table to the document to include chronological updates. Added NWASC Website Committee Policy Updated literature order form to include updated literature prices and the inclusion of the ‘Guiding Principles’ book.
3.0	Gabby M. (NWASC Policy Chair)	April 18 <sup>th</sup> 2021	Updates: Annual policy update, no changes from subcommittees Updated literature order form to include updated medallion amounts on hand.



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## Area History

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The NWNJA of Narcotics Anonymous is compiled of three New Jersey Counties; Morris, Sussex and Warren Counties. Officially formed, the Northwest Area conducted business in July of 1985 for the first time. However, in 1990 the area split in two; the Morris County Area and the Sussex/Warren Area. But then in May of 1993, We came to believe in a power greater than ourselves and the trusted servants of the Morris County area Sussex County/Warren county area saw the strengths of joining as one and the Northwest Area was formed, as we know it today.

Since the birth, area service has conducted business in the following locations; Dover, Stanhope, Boonton and presently today in Succasunna.

With the heart of the area being Morris County, the Northwest Area started out with less than 5 groups in 1985 and is home to 37 groups in 2015.

Over the years, meetings started to pop up here and there, however many meetings have come and gone, changed names and formats, some have come back to life and others have kept their doors open after many years. The Friday night Total freedom Group which meets at the Hope House in Dover is the oldest meeting to date starting on February 13, 1981. You can see below that groups have come and gone in many towns, below is a list of towns in which groups RIP.

Hopatcong, Mountain Lakes, Kinnelon, Montville, Vernon, Oak Ridge, Madison, Mendham, Pompton Lakes, Sussex County College, Sussex County Juvenile Detention Center, West Milford, Sparta, Dover, Netcong, Andover, Wayne and multiple meetings in Boonton and Morristown

Documentation has been saved over the years from activities to H&I to the groups. In this documentation aka "History & Archives" a vast amount of history, changes, new beginnings and growth of the Northwest Area can be found. "How it Works" still works the same now as it did then but what worked for the groups, the area and its subcommittee then, might not work now and what works now might not have worked then. Take a look and see for yourself.



# Archives Inventory

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- Policy (1990-Present)
- Minutes (1989-Present)
- Announcements/Flyers (1990-Present)
- Photographs
- Activities
- H&I
- Treasury
- Clothing/Memorabilia
- Regional Documents/RCM
- CAR Reports
- Meeting Lists
- IP's
- Group Birthdays
- Group Archives
  - Rockaway Recovery-Sunday Rockaway
  - Clean Slate-Thursday Dover
  - Tuesday Boonton
  - Lost and Found-Monday Denville
  - Netcong
  - Budd Lake
  - Friday Newton
  - Saturday Hope House Women's



## Group Birthdays

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<u>Group Day/Name</u>	<u>Date</u>	<u>Location</u>
SUNDAY		
Serenity on Sunday	August	Dover
Just for Today	November 1998	Hackettstown
All Are Welcome	September 7, 2014	Morris Plains
Rockaway Recovery	January 1995	Rockaway
MONDAY		
The Lie is Dead	April 15, 2018	Newton
Lost & Found	May 1982	Denville
Stepping into Recovery	2014	Morristown
Primary Purpose	August 1996	Newton
It Works	March 2004	Succasunna
Monday Night Miracles	May 2006	Washington
Bring your Own Literature	November 2017	Vernon
The Right Way: No More Excuses	March 2019	Vernon
TUESDAY		
New Day New Beginnings		Boonton
Keep it Simple		Dover
Working for the Miracle	2003	Franklin
WEDNESDAY		
Change or Die	October 1998	Hackettstown
Against All Odds		Blairstown
What Step Are You On?	August 2010	Dover
WEDNESDAY		
Wanna be Men	July 7, 2010	Dover
Gift of Recovery	September 25, 2002	Morristown

	Recovery in a Basket		Newton
	Women on Wednesday	2015	Rockaway
THURSDAY	Living the Truth	October 5, 2006	Stanhope
	Clean Slate	Feb 1996 then closed at one point and re-opened in 1999	Dover
	Attitude of Adjustment	February 16, 1984	Franklin
	Serenity Seekers	Prior to 1988**	Stanhope
FRIDAY	Sink or Swim	January 2001	Washington
	HOW		Budd Lake
	Total Freedom	February 13, 1981	Dover
	It's All About Change	February 1999	Franklin
	It's All About Change	December 2010	Morristown
	Friday Night Miracles	March 27, 1999	Newton
	Pride in Recovery	February 2020	Boonton
SATURDAY	What Step Are You On?	September 2012	Dover
	Recovery in the Shadows	January 1997	Budd Lake
	Women Saturdays	April 1998	Dover
	Just for Today	August 1989	Morristown
	Redemption Seekers		Newton
	How it Works	Prior to 1988	Parsippany
	Steps to a New Life	February 2010	Sparta
	Overtime Not Overnight	August 2015	Sparta



## What is a GSR?

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GSRs are elected directly by each N.A. Group and form the foundation of our service structure. By participating in area service, and by attending forums, assemblies, seminars and workshops at both the area and regional levels, the GSRs provide constant active influence over the discussions being carried on within the service structure. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will inform, and support the group, as the groups nourish and support the structure.

GSRs bear great responsibility. Their group elects them; they are not merely group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interest of N.A. as a whole, and not solely as advocates of their own group's priorities.

As full participants in the ASC, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the WSC on each area of service. After carefully considering their own conscience, they take active, critical parts in the discussions, which form the group conscience of the entire committee.

Once a year, the GSR attends the Regional assembly. Since broader discussion of regional assemblies occurs later, in the chapter on Regional service committees, we won't go into any detail about assemblies here, except to mention that attendance at the regional assembly is one responsibility of the GSR. Where called for, most groups agree to cover the expenses associated with the GSR's attendance at the Regional assembly.

Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the Area committee. At group business meetings, the GSRs report provides a summary of ASC activities, often sparking discussions among group members that provide the GSR with a feel for how the Area can better serve the groups needs. In group recovery meetings, GSRs make fliers available announcing Area and Regional activities.

At Area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, the GSR can share those problems with the committee in his report. And if that group hasn't found solutions to those problems, the Area Chairperson will open a slot on the committee's "sharing session" agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

Groups also elect a second representative called an Alternate GSR. The Alternate GSR attends all the ASC meetings (as a non-voting participant) with the GSRs, so that they can see for them self how the committee works. And if the GSR cannot attend an Area committee meeting, the alternate GSR participates in the GSR's place.

The alternate GSR, along with others, also serves on an area subcommittee. Subcommittee experience will give the alternate GSR added perspective on how area services are actually delivered. That perspective will make them a more effective ASC participant if their group asks them to serve as its GSR.





# Area Service Position Guidelines

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## **CHAIRPERSON (EXECUTIVE MEMBER)**

### **Requirements**

- 1) 4-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time
- 4) Cannot serve more than 2 full consecutive terms
- 5) May not serve the NWNJASC as a GSR
- 6) Previous experience at running a committee meeting
- 7) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- 8) A working knowledge of Roberts Rules of Order
- 9) Ready access to transportation
- 10) Basic knowledge of mathematics
- 11) May not hold treasury documents
- 12) If you currently hold a personal bank account and/or open a new account with Chase Bank, you are required to remove area bank account from your online access when becoming a signer on the area bank account.

### **Responsibilities**

- 1) Runs the ASC meeting in an orderly manner
- 2) Sets the agenda for the ASC meeting
- 3) Delegates responsibilities of any open elected ASC position
- 4) Assumes the responsibilities of any open elected ASC position
- 5) Attends at least one of every four meetings of each subcommittee within their term
- 6) Hold at least one learning day per year on the ASC trusted servant's requirements and responsibilities
- 7) The chairperson cannot make or second a motion, or share opinion, pro or con on a motion
- 8) Have all available knowledge assessed and expressed on any issue to have better informed GSRs
- 9) Delegating a Trusted Servant to attend each subcommittee's audit
- 10) Chairs the ASC audit committee
- 11) Co-signer of the ASC checking accounts
- 12) Holds key for night deposit box
- 13) Point-of-contact for the area storage unit and storage facility and is responsible for change the unit's lock combination and point-of-contact information – i.e. email, phone number, and name – with the facility in March yearly; will also distribute combinations to those mentioned in Policy 6.1. (*passed 10/21/18, 12/0/2*)

## **VICE-CHAIRPERSON (EXECUTIVE MEMBER)**

### **Requirements**

- 1) 3-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time
- 4) Cannot serve more than 2 full consecutive terms
- 5) May not serve the NWNJASC as a GSR
- 6) Has served as a member of an ASC subcommittee
- 7) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- 8) Ready access to transportation
- 9) Basic knowledge of mathematics
- 10) May not hold treasury document
- 11) If you currently hold a personal bank account and/or open a new account with Chase Bank, you are required to remove area bank account from your online access when becoming a signer on the area bank account.

### **Responsibilities**

- 1) Conduct business at the ASC meeting in the absence of the chairperson, or as delegated by the ASC chairperson so that the Vice-Chairperson conducts the business of the ASC meeting at least once every four months.
- 2) Chairperson of all Ad-Hoc committees and presents a written report where applicable
- 3) Attends at least one of every four meetings of each subcommittee within their term
- 4) The Vice-Chairperson can only make a motion, or share opinion, either pro or con, on a motion through the Ad-Hoc committee.
- 5) Member of the ASC audit Committee
- 6) Co-signer of the ASC checking account
- 7) Holds key for night deposit box
- 8) Acts as Insurance Liaison – will review paperwork as well as sign off on the appropriate paperwork.

## **REGIONAL COMMITTEE MEMBER (RCM) (*EXECUTIVE MEMBER*)**

### **Job Description**

As a representative of the Northwest Area, the RCM speaks for the members and groups within the Northwest Area Service committee. The primary responsibility of an RCM is to work for the good of NA, providing two-way communications between the Area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of the Northwest Area at a regional level and provide the area with a written report. The RCM 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 must be able to work for the common good placing principles before personalities at all times.

## **Requirements**

- 1) Suggested minimum of 3 years clean time
- 2) Minimum 2-year commitment.
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms; aka 4 years.
- 5) May not serve the NWNJASC as a GSR
- 6) Service experience
- 7) The willingness to give the time and resources necessary for the job
- 8) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- 9) May hold treasury documents

## **Responsibilities**

- 1) Attends Area and Regional Service meetings
- 2) Attends Area and Regional Service workshops
- 3) Runs Area Workshops. (CAR, and those directed by the Area)
- 4) Keeps groups informed of what is going on at the Regional and World levels of service
- 5) Brings back issues from Region for Group conscience
- 6) Votes on issues at Regional level keeping in mind what is best to help the still suffering addict
- 7) Knows how the Groups in the Area feel about certain issues
- 8) Tries to attend the Mid-Atlantic Regional Teaming Conference (February)

## **ALTERNATE REGIONAL COMMITTEE MEMBER (Alt. RCM) (EXECUTIVE MEMBER)**

### **Job Description**

The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and workshops, and filling in for the RCM if he or she is absent or unable to complete their term in office.

### **Requirements**

- 1) Suggested minimum of 2 years of clean time
- 2) Minimum 2-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms.
- 5) May serve the NWNJASC as a GSR
- 6) Service experience
- 7) The willingness to give the time and resources necessary for the job
- 8) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) Attends Area and Regional Service meetings
- 2) Attends Area and Regional Service workshops

- 3) Helps the RCM run Area Workshops (CAR, and those directed by the Area)
- 4) Helps the RCM keep groups informed of what is going on at the Regional and World levels of service
- 5) Helps the RCM bring back issues from Region for Group conscience
- 6) Helps the RCM vote on issues at Regional level keeping in mind what is best to help the still and suffering addict
- 7) Knows how the Groups in the Area feel about certain issues
- 8) Try to attend the Mid-Atlantic Regional Learning Conference (February)
- 9) Fills in for the RCM in their absence

## **TREASURER (EXECUTIVE MEMBER)**

### **Requirements**

1. 2-year clean time requirement
2. 2-year commitment
3. Cannot hold more than one executive body position or subcommittee chair position at any one time
4. Cannot serve more than 2 full consecutive terms; aka 4 years
5. May not serve NWNJASC as a GSR
6. Has a steady income
7. Basic knowledge of mathematics
8. Access to a PC as Area accounts are on Quicken for Windows
9. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

1. Correspond with bank and keep statements and canceled checks in order.
2. Member of ASC Audit Committee.
3. Treasure does not have authority to sign checks.
4. Collects all group donations and literature sales at ASC.
5. Deposits Area money with a night deposit bag with another member of the Area Executive Committee present.
6. After all checks are signed, makes sure that all checks are given to the respected parties.
7. Writes out all checks to be signed by Chairperson /Vice Chairperson
8. Writes out all receipts for groups who have donated
9. At the end of term as outgoing Treasurer - takes care of changing of signature cards with new Treasurer, Chairperson, Vice-Chairperson, and Bank within one month's time of elections (before next ASC meeting).
10. Holds treasury documents.
11. Check Areas post office box.
12. Deliver Quarterly fiscal reports to ASC. (Typically, in January, April, July & October.)
13. Include subcommittee budget usage in their monthly reports. This portion of the report will include YTD totals and monthly usage of each subcommittee.
14. Pays Post Office PO Box bill by December 31st every year

15. Oversees Activities Sub-Committee monies and works with Activities treasurer to keep updated financial log.
16. Pays Area storage unit, either monthly or yearly, based on the facility's guidelines (Passed 10/21/18, 13/0/2)

## **ALTERNATE TREASURER (EXECUTIVE MEMBER)**

### **Requirements**

- 1) 1-year clean time requirement
- 2) 2-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms; aka 4 years
- 5) May not serve NWNJASC as a GSR
- 6) Have a steady income
- 7) Basic knowledge of mathematics
- 8) Access to a PC as Area accounts are on Quicken for Windows
- 9) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) Assists the treasurer by filling in for the treasurer in their absence
- 2) Writes out all receipts for groups who have donated in the absence of the treasurer
- 3) Collects all group donations and literature sales ASC in the absence of the treasurer
- 4) Is not a signing member on the Area checking account
- 5) May hold treasury documents

## **SECRETARY (EXECUTIVE MEMBER)**

### **Requirements**

- 1) 2-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms.
- 5) May serve NWNJASC as a GSR
- 6) Attend Area Service each month
- 7) Some clerical skills
- 8) Mandatory PC access to prepare minutes
- 9) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) All correspondence for Area Service

- 2) Area Minutes
  - i. Publication of minutes
  - ii. E-mailed to all in attendance, as per previous area service attendance sheet, within a week of the coming area.
  - iii. Printed - One copy per Area minutes request form from prior area sign up and 5 extra copies to have on hand.
- 3) Roll call and Attendance
- 4) Generates all business forms used at Area
- 5) Keeps new business in order
- 6) Tallies all votes
- 7) Submits all expenses to treasurer
- 8) Provides current Area Guidelines, GSR Requirements, and Robert's Rules of Order
- 9) May hold treasury documents
- 10) Serve as Area Committee contact for WSO
- 11) Updates Area Service Committee Registration form with WSO annually
- 12) Turns over Area Minutes, Flyers and archival memorabilia to Area archives
- 13) Updates, Maintains and Prints Area Meeting List as needed

## **ALTERNATE SECRETARY (EXECUTIVE MEMBER)**

### **Requirements**

- 1) 1-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time
- 4) Cannot serve more than 2 full consecutive terms
- 5) May serve NWNJASC as a GSR
- 6) Attend Area Service each month
- 7) Some clerical skills
- 8) Mandatory PC access to prepare minutes
- 9) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) Assists the secretary
- 2) Fills in for the secretary in their absence
- 3) Learns what the duties of the secretary are

## **POLICY CHAIR PERSON (EXECUTIVE MEMBER)**

### **Requirements**

- 1) 2-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms.

- 5) May serve NWNJASC as a GSR
- 6) Prior Group and Area Service commitments
- 7) Working Knowledge of 12 steps, 12 Traditions, & 12 Concepts

### **Responsibilities**

- 1) Keeps an up to date version of the NWNJASC policies consisting of all changes to policy approved at the monthly ASC meeting.
- 2) Assists the ASC during session with guidance on polices & procedures.
- 3) Within 60 days of all subcommittees submitting revised or approved policies, the ASC Policy Chairperson will distribute a fully updated ASC policy to all groups and subcommittees. In paper form, so that every year a new policy is distributed.
- 4) Provides all subcommittee chairs a copy of their subcommittee guideline along with a copy of 4.16 at the Area elections.
- 5) Attends and participate in Ad-hoc committee meetings where input on policy may be needed.
- 6) Participates in policy related workshops held by the ASC.
- 7) Provides information & assistance to any subcommittee, Area trusted servant, or group that has an issue relating to ASC policy upon their request.
- 8) Within 90 days of receiving the revised or approved policies from all ASC subcommittees, the ASC Policy Chairperson will distribute a fully updated ASC Policy to the Area. *(Revised 2/16/2020)*
- 9) Provides all groups and subcommittees with a paper copy of updated Area policy.
- 10) Keeps track of group birthdays and update as needed in Area policy.
- 11) Turns over a copy of policy to Archives sub-committee.

## **COFFEE MAKER**

### **Requirements**

- 1) 6-month clean time requirement
- 2) 1-year commitment.
- 3) May serve NWNJASC as a GSR

### **Responsibilities**

- 1) Makes coffee for area service.
- 2) Transports coffee pot to and from A.S.C.
- 3) Stays until end of meeting to ensure clean up.
- 4) Submits Receipt to Area Treasurer for Reimbursement.

## **ACTIVITES CHAIRPERSON (EXECUTIVE MEMBER)**

### **Requirements**

- 1) 2-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms.

- 5) May serve NWNJASC as a GSR
- 6) Must be 18 years old due to legal requirements.
- 7) Some experience dealing with churches, parks, restaurants, etc.
- 8) Working knowledge of the Steps, Traditions and Concepts.
- 9) Should have previously held executive committee position on the activities committee.
- 10) Will be Key Holder for Area service; will open and close the facility for Area service.

### **Responsibilities**

- 1) Chairs activities meeting once a month or more when necessary due to ongoing activities.
- 2) Oversees planning of all activities.
- 3) Must attend all activities. If chairperson and vice chairperson are unable to attend, delegate responsibilities to another executive member of activities.
- 4) Liaison between regional activities chairperson and other local Area activities chairpersons.
- 5) Must attend regional activities committee meetings.
- 6) Passes archival memorabilia to Area archives.
- 7) May hold Area Treasury documents.
- 8) Posts subcommittee meeting date, time & location on NANJ.org website each month.

## **PUBLIC RELATIONS CHAIRPERSON (*EXECUTIVE MEMBER*)**

### **Requirements**

- 1) Suggested 2-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time
- 4) Cannot serve more than 2 full consecutive terms
- 5) May serve NWNJASC as a GSR
- 6) Previous experience with subcommittee workings

### **Responsibilities**

- 1) To coordinate the activities of the P.R. subcommittee as directed by the N.W.N.J.A.S.C.
- 2) Attends A.S.C. meetings and report the efforts of the committee
- 3) Attends Regional P.R. meetings and report the efforts of the committee and the conscience of the ASC on any related matters
- 4) May hold Area Treasury documents.
- 5) Passes archival memorabilia to Area archives
- 6) Posts subcommittee meeting date, time & location on NANJ.org website each month



## **HOSPITALS & INSTITUTIONS CHAIRPERSON (EXECUTIVE MEMBER)**

### **Requirements**

- 1) 2-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time
- 4) Cannot serve more than 2 full consecutive terms
- 5) May serve NWNJASC as a GSR
- 6) A minimum of one-year involvement in H&I work

### **Responsibilities**

- 1) Prepares the monthly subcommittee agenda
- 2) Brings monthly subcommittee agenda before the general meeting of the subcommittee matters they should act upon
- 3) Carries out policies and orders for the subcommittee
- 4) Appoints special subcommittee members when required
- 5) Represents the H&I subcommittee at the area level
- 6) Attends the regional H&I subcommittee meetings
- 7) Appoints panel leaders and members to H&I panels
- 8) May hold Area Treasury documents
- 9) Post subcommittee meeting date, time & location on NANJ.org website each month
- 10) Turns over archival memorabilia to Archives Chairperson

## **LITERATURE CHAIRPERSON (EXECUTIVE MEMBER)**

### **Requirements**

- 1) Should have at least 2 years clean time
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time
- 4) Cannot serve more than 2 full consecutive terms
- 5) May not serve the NWNJASC as a GSR or Alt. GSR
- 6) Previous Group and Area Service commitments.
- 7) A working knowledge of the 12 steps, 12 Traditions, and 12 Concepts
- 8) Willingness to serve
- 9) Must have steady reliable income

### **Responsibilities**

- 1) Maintains an available stockpile of literature for N.W.A. members and groups in accordance with policy 4.27 (physical inventory amount based on required monthly supply)
- 2) Serves as a communication link between the World Service Literature Committee and N.W.N.J.A.S.C.

- 3) Sells, orders and distributes literature at the Area level
- 4) Submits a monthly report of all literature distributed and on hand
- 5) Passes archival memorabilia to area archives
- 6) Informs and Works with Area secretary on the need and amount to be printed of the area meeting list

## **LITERATURE VICE-CHAIRPERSON (*EXECUTIVE MEMBER*)**

### **Requirements**

- 1) Should have at least 1 year of clean time
- 2) 1-year commitment
- 3) Cannot serve more than 2 full consecutive terms
- 4) Previous Group and Area Service commitments.
- 5) A working knowledge of the 12 steps, 12 Traditions, and 12 Concepts
- 6) Willingness to serve
- 7) Must have steady reliable income

### **Responsibilities**

- 1) Assists the literature chairperson
- 2) Fills in for the literature chairperson in their absence
- 3) Learns what the duties of the literature chairperson are

## **ARCHIVES CHAIRPERSON (*EXECUTIVE MEMBER*)**

### **Requirements**

- 1) Suggested 1-year clean time requirement
- 2) 1-year commitment
- 3) Has held prior service commitments
- 4) Cannot hold more than one executive body position or subcommittee chair position at any one time
- 5) Cannot serve more than 2 full consecutive terms
- 6) May serve the NWNJASC as a GSR

### **Responsibilities**

- 1) Collecting and preserving all documentation and related items of NA
- 2) Attends Area Service meetings
- 3) The Chairperson will present a display of Archives at Area Workshops or Learning Days, upon request from ASC.
- 4) The Chairperson shall make available all documentation and miscellaneous items to any member of NA upon request.

## **BEHIND THE WALLS CHAIRPERSON (EXECUTIVE MEMBER)**

### **Requirements**

- 1) Is elected by the BTW subcommittee conscience of the subcommittee and must be affirmed by the ASC
- 2) Requires a minimum three (3) years uninterrupted clean time
- 3) Must have work which of the twelve steps and twelve traditions of Narcotics Anonymous and the 12 concepts for NA service

### **Responsibilities**

- 1) Mediates all BTW subcommittee meetings with the general understanding of parliamentary procedure utilizing Robert's Rules of Order
- 2) Prepares a report for each nwnjasc monthly meeting and it adheres to all guidelines; is the voice of makes all motions on behalf of the subcommittee
- 3) Prepares a budget with the BTW you may need to be submitted for the approval of the nwnj ASC for their upcoming year
- 4) Coordinates and is responsible for all work done by the BTW subcommittee
- 5) Ensures that BTW guidelines and na traditions and cons are being followed
- 6) Coordinates the sponsor screening process
- 7) Performs initial correspondence with inmates or delegates someone to do so
- 8) Maintains communication with all sponsors and officers
- 9) Must be available to answer questions and give presentations
- 10) Oversees that all correspondence is logged properly



# AREA SERVICE POLICY

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## 1.0 FUNDS

### 1.1 Regional and World Donation

All funds in excess of standard operating expenses, which are defined below, are donated to the next level(s) of service. Of this amount, 90% is donated to N.N.J.R.S.C. and 10% is donated to N.A.W.S. directly. The standard operating expenses are comprised of:

- 1) All budgets defined in ASC policy. And,
- 2) Any expenses approved by the ASC. And,
- 3) Prudent reserve as defined in policy (N.W.N.J.A.S.C. Policy 1.2).

*(12/15/02; Passed 13/0/1; Amended 04/17/2005 & 02/19/06)*

### 1.2 NWNJASC Prudent Reserve

Establish a Prudent Reserve of \$1400.00 to reflect a reserve of two months operating expenses, and additional \$400.00 for large unexpected costs. To hold an additional \$1,000.00 prudent reserve for the annual Insurance Policy

*(Amended as of 3/16/03 Amended 12/21/08, Amended 7/17/16)*

### 1.3 Submit Receipts

All subcommittee chairpersons are required to submit receipts to the Area as to how the money allotted to each subcommittee is being spent. All subcommittee chairpersons are to deliver a written financial statement each month detailing money on hand, money spent, and money taken in.

*(10/25/87 passed 21/0/1)*

### 1.4 Sub-committee Holdings

After each fund raiser the responsible committee receiving the money, turn all proceeds, save their prudent reserve, to the N.W.N.J.A.S.C.

### 1.5 Minutes

Subcommittee minutes will not be mailed. They will be made available at Area Service on the table.

*(05/21/95 Passed 17/0/1)*

### 1.6 Paying own rent

All other groups or committees who meet at the Succasunna United Methodist Church be ultimately responsible for paying their own rent/donation.

*(01/24/89 Passed 19/5/2; Revised 3/20/11)*

### 1.7 Succasunna United Methodist Church Donation

Area will pay the Succasunna United Methodist Church \$1.00 for every individual in attendance of their facility for the purpose of Area Service.

**1.8 Form of Check**

All donations to Region from this Area be given in the form of a check from the Treasurer.

*(03/27/88 Passed unanimous)*

**1.9 Blank Checks**

Area Service does not submit any signed blank checks to anyone. That no checks of the NWNJASC be signed without a dollar amount, a date, and a person (entity) to pay.

*(08/28/88 Passed unanimous; Amended 06/23/2013)*

**1.10 Misallocation of Funds**

Misallocation of funds should constitute grounds for removal from executive committee position or a subcommittee chair position of NWNJASC for a period of one year.

*(06/25/99; Passed 20/0/2)*

**1.11 H&I Budget**

To allocate a budget of \$200 per month for literature and expenses.

*(11/17/96 Passed by Roll Call vote 10/4/04; Amended 12/16/07; 03/24/2013)*

**1.12 Allocate Funds Monthly to Support Helpline.**

To allocate \$30.00 each month to support the existing State-wide Helpline.

*(01/28/90 Passed Voice; Amended 03/18/04)*

**1.13 Working Budget for Policy**

To allocate a working budget of \$250.00 per year.

*(02/25/90 Passed Voice Amended 09/15/02; Amended 8/19/12; Amended 4/28/19)*

**1.14 Working Budget for P.R.**

To allocate an annual budget of \$250.00 for the PR committee.

*(Amended 06/27/04)*

**1.15 Working Budget for Secretary**

To allocate a working budget of \$50.00 per month to pay for copies of minutes and new business motion forms

*(04/16/00 Passed; Amended 06/25/06)*

**1.16 Change ASC Treasury Policy**

Holding only Executive Committee members (these persons being: RCM, Chairperson, Vice-Chairperson, Secretary, Treasurer, Alternate Treasurer of Area) and the following Subcommittee chairpersons (those subcommittees being H&I, PR, Literature, and Activities) responsible to have in their possession any treasury documents.

*(09/15/02; Passed 13/0/0)*

**1.17 Coffee Reimbursement**

To reimburse our coffee maker in cash. Treasurer to keep proper records.

*(12/15/02 Passed 13/0/1)*

**1.18 Working budget for literature**

To allocate a working budget of \$15.00 per month to pay for supplies.

*(4/17/03)*

**1.19 Working Budgets for Meeting Lists**

To allocate enough money each month for two boxes of meeting lists & \$50.00 each month for miscellaneous funds. It will be the decision of the Literature Chairperson, RCM, Area Chairperson, and Treasurer on the amount of meeting lists to be purchased.

*(4/17/03; Amended 3/20/2005; Amended 2/21/10; Amended 05/16/10 {removed \$50 misc. funds})*

### **1.20 Quarterly Fiscal Health Reports**

The treasurer shall conduct and deliver quarterly reports on the health of the ASC. The report will include the previous quarter and projections of upcoming quarter. Reports will be due in July, October, January, and April of each year.

*(05/16/10)*

### **1.21 Treasurer Monthly Budget**

The Treasurer will have a monthly budget of \$25.00.

*(05/16/09)*

### **1.22 Area Miscellaneous Expenses**

A monthly budget of \$25.00 will be allocated for Area miscellaneous expenses.

*(11/16/09)*

### **1.23 RCM Working Budget**

The RCM will have a monthly budget of \$25.00

*(9/15/2013)*

### **1.24 Activities Sub Committee Monies**

Monies will be held in Area Bank Account. A separate ledger of Activities Financials will be kept up to date by Area & Activities Treasurer. Any surplus of activities working budget of \$1,500.00 will be deducted from the activities ledger and added to the area treasury as per activities fund management guidelines policy letter C. This is not a budget but a single point of accountability with checks and balances. Area Motions are not required for activities reimbursements and/ or check writing.

## **2.0 GROUPS**

### **2.1 Persons Representing Groups**

A group may be represented at the ASC by the elected GSR, Alternate GSR or by a member of that group specifically appointed by group conscience in the absence of both the GSR and Alt. GSR.

*(10/29/89 Passed voice)*

### **2.2 GSRs Read Announcements**

All flyers distributed at area must clearly state they are for NA events by having the text “NA”, “Narcotics Anonymous”, or the NA logo. All flyers to be distributed at Area Service must be previously reviewed and approved by two members of the executive committee.

*(11/29/87 Passed Unanimously Amended 12/19/04)*

### **2.3 Groups Not Represented**

*Definition of “not represented”:*

In order for a GSR to be considered present and able to vote at Area, they must be present for both roll calls that day. Missing one role call will count as one-month absent.

*Exception to above definition:*

Sunday Dover Meeting to be considered present if first roll call is missed. Must be present for second roll call to be considered present. (Meeting ends at 1:30 and may be difficult to make it for first roll call)

- 1) Any Group not present at Area Service for two consecutive months loses all voting privileges. They will be announced at roll call but are not included for quorum. After six months they are dropped from roll call.
- 2) A group can be reinstated to all voting and quorum privileges just by attending the next Area Service and announcing their attendance. However, these privileges don't go into effect until next Area Service and won't be suspended until 2 more consecutive misses.  
*(01/15/95 Passed; Amended 8/21/05; 08/20/06; 10/20/09)*

## **2.4 New Groups Present**

- A) Before group reports at ASC the chairperson will ask if there are any new groups present. They are recognized and can ask for a starter kit. One starter kit will be provided as long as Policy 2.5 is met.
- B) A new group may vote at their second consecutive ASC meeting.

## **2.5 Starter Kits**

A new group that asks for a starter kit will receive one as long as that group has a G.S.R., chairperson, and a treasurer (3 separate persons). The group must also have a meeting place that adheres to policy 2.6.

A starter kit shall contain the following items:

Key Tags	10 Welcome, 5 Thirty-day
IPs	(#1) - 5, (#2) - 1, (#6) - 4, (#7) - 5, (#8) - 5, (#11) - 5, (#16) - 4, (#22) - 4
Meeting List	10 Statewide meeting lists
Preambles	1 Set of Preambles
Service Material	1 Copy of "The Guide to Local Service"

## **2.6 Place of Business**

A meeting that is taking place in a place of business should not be accepted into Area and should not be placed on a meeting list. This is keeping with the 6th tradition (i.e., restaurant or dry bar. Amendment: during business hours and excluding hospitals and institutions).

*(09/27/89 Passed 17/5/2)*

## **2.7 Group Integrity Check**

The Vice-Chairperson of the ASC is responsible to advise groups of GSR's non-participation in any Special ASC group conscience voting days.

*(10/29/89 Passed Voice; Renamed from "Snitching" 2/21/10)*

## **2.8 Removal of Groups from Statewide Meeting List**

If an NA meeting that is part of the NWNJASC is not meeting as posted in the Statewide meeting list without justifiable cause, it is subject to investigation by an Ad-Hoc committee (consisting of the Vice Chair and all available executive committee members and interested NA members). They will remove such a meeting if it is witnessed that it has not held a meeting for 3 consecutive weeks or inconsistently (more times than it is open). If a group is determined by the Ad-Hoc committee to be removed and has not been removed from the list (due to the timing of the printing) and the group reestablishes themselves, it is the

responsibility of the group to communicate their status to the Area to prevent unneeded removal of an established meeting.

*(06/25/00 Passed unanimously)*

## **3.0 MOTIONS**

### **3.1 Writing Motions**

That all motions of new business to ASC be made in writing and signed by author and seconded.

- Must include Title, Summary and Intent.

### **3.2 Persons Allowed to Make Motions**

Only GSRs, executive committee members (excluding the chairperson), and subcommittee chairpersons can author motions. Any member of Narcotics Anonymous can second a motion.

- The Chairperson can not make or second a motion or share pro or con on a motion.
- The Vice Chairperson can only make a motion, or share opinion, either pro or con, on a motion through the Ad-Hoc committee.

### **3.3 No Motions in Reports**

That no motions or other business requiring a vote be included in the Treasury, Regional, Subcommittee, or Group reports. All such motions should come under the heading of new business and be submitted in the approved manner.

### **3.3 Tabled Motions**

Motions which are voted on and tabled for a later date, must include date in which to revisit.

### **3.4 Author of Motions in Minutes**

To include the represented group or committee authoring and seconding a motion in the monthly minutes.

## **4.0 AREA SERVICE**

### **4.1 Elections**

Elections should be held at the regular March ASC meeting of each year.

*(07/26/87; Passed 13/0/3; Revised 12/19/99)*

### **4.2 15 Minute Break**

A 15-minute break after Open Forum.

*(10/25/87; Passed 12/0/1; Amended: 5/21/00)*

### **4.3 Dates and Location of Area**



ASC will be held the third Sunday of each month at the Succasunna United Methodist Church at 2 o'clock, except when third Sunday of the month is a holiday. Then, it shall be moved to the fourth Sunday of the month. NWNJASC will maintain a post office box in Succasunna NJ effective July 2011. The third Sunday of July area service is to be held at 10:00 AM and at a public park to accommodate our annual picnic.

*(06/25/95; Revised 1/23/11; Amended 5/19/13)*

#### **4.4 Quorum**

Quorum to conduct business shall be set at 50% + 1 of voting groups present at the 2<sup>nd</sup> roll call of the previous month.

*(03/1; 5/99; Passed 12/1/1; Amended: 06/23/04; Amended 07/16/06)*

#### **4.5 Adequate Representation**

Any executive committee member or subcommittee chairperson missing two consecutive Area Services without being adequately represented will be required to step down. An adequate representative shall be a fellowship member accepted by the ASC, who is responsible for fulfilling all duties of that person.

*(02/26/89 Passed unanimous)*

#### **4.6 Job Descriptions**

ASC job descriptions and responsibilities as stated in "A GUIDE TO LOCAL SERVICES IN NARCOTICS ANONYMOUS" and policies laid out in the beginning of this guide shall be adopted by the N.W.N.J.A.S.C.

#### **4.7 Ad-Hoc to Agenda**

After roll call, the Vice-Chairperson will report on groups he or she visited that had missed the last one or more ASC meetings.

#### **4.8 Area Name Change**

Adopt former Area name "Northwest New Jersey Area Service" (N.W.N.J.A.S.)

*(04/25/93 Passed unanimous; Amended 12/17/00; Passed 9/0/1)*

#### **4.9 Commit to Region**

Commit to the Northern New Jersey Region to help us create better unity in the northern half of the state.

*(09/24/89 Passed voice)*

#### **4.12 Smoking Policy**

There will be no smoking at Area Service.

*(02/25/90 Passed Voice)*

#### **4.13 Clean Up**

The Area chairperson will ask for volunteers to head a cleanup committee to clean up after each Area Service.

*(07/25/90 Passed Voice)*

#### **4.14 Issue GSR "Help" Document**

To distribute to new GSRs and Alt. GSRs the GSR help document so that they may be aware of their duties and hopefully better understand the running of Area Service. The responsibility of updating this document would fall to the ASC secretary.

*(07/30/90 Passed Voice)*

#### **4.15 Distributing Literature**

Literature will be distributed at the end of Area Service. (Previously, policy was to distribute in the second half of Area, after New Business.)

*(08/29/90; Passed 11/5/1; Policy Retired 06/22/03; Reinstated 3/15/09)*

#### **4.16 Subcommittee guidelines Deadline**

- a. Restrict subcommittees, which do not submit guidelines by their appointed deadlines.
- b. Committee chairs are expected to hand in their guidelines to the policy chairperson by the February ASC meeting. Revised guidelines/policies in general, or notices that no changes were made, **must** be submitted by the **March ASC meeting**. *(Revised 2/16/2020)*
- c. Committees may request extensions of their respective deadlines at the ASC meeting prior to the February due date. Any such requests are subject to ASC approval.
- d. Submission of the guidelines shall include the ASC approved subcommittee guidelines, and suggested changes made by that body. These must be submitted to the Policy Chair, the ASC Chair or Vice Chair. Any changes to Sub-committee policy must be approved by the ASC directly by a two-thirds majority.

*(01/29/89; Passed 08/26/90; Passed Voice Amended: 4/16/00; Amended: 12/17/00, 2/17/08; Amended 12/17/17 Passed 14/1/1)*

#### **4.18 Order CAR**

Conference Agenda Reports will be ordered for each group to conduct CAR Workshops.

*(11/29/92; Passed 11/1/1)*

#### **4.20 Donations and Literature Sales**

No Area donations or literature sales shall be accepted 15 minutes after the 1<sup>st</sup> roll call and 15 minutes after the break ends.

*(05/21/00 Passed Unanimous; Revised September 2009)*

#### **4.21 P.R. Information Packet**

That P.R. uses the following materials for use in an information packet. That the Area replenishes these resources for P.R. at Area Service; so that PR may have on hand at least a dozen of each of the following:

N.J. Statewide Meeting Lists	Welcome to NA
For the Newcomer	For Those in Treatment
The Little White Book	Behind the Walls
Sponsorship	By Young Addicts, for Young Addicts
NA Resource in Your Community	For the Parents and Guardians of Young People
P.I. & the NA Member	Am I an Addict?

*(11/19/00 Passed)*

#### **4.22 Definition of Executive Committee in Order of Succession in Absence of the Chairperson**

The Executive Committee will consist of the Chairperson, Vice-Chairperson, RCM, Secretary, Treasurer, Policy Chair, H&I Chair, P.R. & Helpline Chair, Activities Chair, Literature Chair, Archives Chair, Alt. RCM, Alt. Secretary, and Alternate Treasurer.

*(12/17/00 Passed)*

#### **4.23 Process for Removal of Executive Committee Members**

Relapse will serve as automatic grounds for removal of any Executive Committee member from their position. Any and all other grounds for removal must be submitted in a written motion to the Area. Debate will be limited only to the Chair's discretion. The member who is facing removal has the right to be present and make a statement in their defense or to make

amends. If the accused individual is not present, the motion for removal will be automatically tabled until the next ASC meeting. The Vice-Chair will be responsible for notifying the accused party of the motion and their right to appear before the ASC. If the accused party is not present at the next ASC meeting, if given proper notice, the motion will proceed to debate and then to a vote. A vote for such motion will require a 2/3 majority to pass and may be conducted in a ballot fashion.

*(12/17/00 Passed)*

#### **4.24 Voting**

Motions that effect policy will require a two-thirds majority of voting GSRs present at last roll call to pass. All other motions will require a simple majority (50% + 1) of voting GSRs present at last roll call to pass. When establishing the majority, fractions are always rounded up.

i.e. A policy motion with 22 groups present at roll call, where all 22 groups have voting privileges would require a two thirds majority of 14.667, rounded up to 15 votes. A vote of 13 yays, 5 nays, and 4 abstentions does not meet majority. The motion fails.

Refer to policy 2.3 for further clarification

*(Passed 07/16/06)*

#### **4.25 Treasury Policy**

Treasury will retain records for seven (7) years to include monthly summary reports and receipts. All documents over seven (7) years old not required by Archives policy will be destroyed.

*(Passed 12/16/07 Unanimous)*

#### **4.26 Area Insurance Policy**

The NWNJASC shall hold an Insurance Policy to cover its groups and activities. The policy should be reviewed and presented to the Area and then renewed and paid annually by the Area Vice Chairperson.

*(Passed 12/16/07 Unanimous)*

#### **4.27 Literature Physical Inventory Amount**

The Literature Chair will maintain a N.A. literature inventory in accordance with the N.W.N.J.A.S.C. Literature Inventory List (Attachment A).

*(Passed 05/16/10)*

#### **4.28 Share on the 12 Traditions and 12 Concepts**

To have the Vice-Chairperson book a speaker every month to share for 15 minutes on the tradition and concept corresponding with that month instead of asking area members to volunteer.

*(09/16/17; Passed 12/0/2)*

#### **4.29 Area Service Minutes**

Minutes will be published by the area secretary on a monthly basis and emailed to all those in attendance as per previous area service attendance sheet, within a week of the upcoming area. Hard copies will only be printed for those groups/members that sign up to receive a hard copy of the minutes at the previous session of area service. 5 miscellaneous copies will be printed and put on the table for the taking.

## 5.0 WRITINGS

### 5.1 Guidelines in Writing

All subcommittee guidelines are to be written by the subcommittee and approved by N.W.N.J.A.S.C. to become policy for that subcommittee.

*(02/25/90 Passed Unanimous)*

### 5.2 Region and World Policies

Policies of the N.N.J.R.S.C. and the W.S.C. can only be adopted if they are motioned and put to a vote by N.W.N.J.A.S.C.

*(10/27/87 Passed Unanimous)*

### 5.3 Reports in Writing

All agenda reports are to be submitted to the secretary of ASC in writing.

*(10/27/87 Unanimous)*

### 5.4 Letters to NAWS & RSC

Any letters written to N.A.W.S. or N.N.J.R.S.C.A. must first be approved by the N.W.N.J.A.S.C.

*(11/29/87 Passed Unanimous)*

### 5.5 Current Guidelines

To get a copy of all subcommittee guidelines to the ASC and policy committee.

*(02/28/88 Passed Unanimous)*

### 5.6 Robert's Rules

To adopt Robert's Rules, as applicable, as the N.W.N.J.A.S.C.'S format for conducting business.

*(01/29/89 Passed Voice)*

### 5.7 Policy requirements

Official copies of the trusted servant requirements, Roberts Rules of Order, and subcommittee guidelines for the Northwest New Jersey Area Service Committee must include a footer containing the abbreviated title N.W.N.J.A.S.C.N.A., corresponding page number of total (i.e. 12 of 32) and corresponding revision date.

*Note: This policy only effects editions dated after February 16, 2003*

## 6.0 MISCELLANEOUS POLICY

### 6.1 Area Storage Unit

Area will pay monthly or yearly for storage unit to store literature, archives, and Activities items. These items must be kept in the storage unit except when in use. Additional Area items may also be stored here as seen fit.

- The Area Chairperson will be the point-of-contact for the storage unit facility and will be responsible for changing the unit's lock combination and point-of-contact information/email on file.
- The following persons will be given gate and lock combinations for access: Chairperson, Vice-Chairperson, Literature Chairperson, Archives Chairperson, Activities Chairperson

*(Added 10/21/18, 14/0/2)*



# **Northwest New Jersey Area Service Subcommittee Guidelines**



# ARCHIVES SUBCOMMITTEE POLICY

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## I. DEFINITION AND PURPOSE

The Archives Subcommittee of the Northwest Area Service Committee consisting of one member of Narcotics Anonymous has the responsibility of collecting and preserving all documentation and miscellaneous items pertaining to NA as a whole. This responsibility should always be the primary concern. This will insure the history of our Area and NA as a whole. This Committee is a subcommittee of the Northwest Area Service Committee and is directly responsible to that committee.

## II. FUNCTIONS OF THE ARCHIVES SUBCOMMITTEE

- 1) To preserve the following documents: Area Minutes, one copy of each flyer distributed at Area that pertains to N.W.N.J.N.A., (out of Area documents will not be archived) including, but not limited to documents pertaining to: H&I, Activities, P.R., and groups, a copy of each CAR (conference agenda report), a copy of each new meeting list, and a RCM Annual Summary. Anything that falls outside the scope of this policy will be voted on individually.
- 2) To report to the Area Service Committee on a monthly basis.

## III. OFFICERS

- 1) This service board shall consist of one officer, a Chairperson.
- 2) If the Chairperson relapses, he or she will automatically be removed as Chairperson.
- 3) If the Chairperson misses two consecutive Area Services without contacting the Area Chairperson or Vice-Chairperson, he or she may be removed.
- 4) In the case of resignation, the Area Service Committee shall elect another Chairperson.

## IV. QUALIFICATIONS

- 1) It is suggested that the Chairperson have one-year clean time, plus prior service commitments. The Chairperson will be elected by the ASC at its annual elections for a term of one year.
- 2) The Chairperson may serve two consecutive terms.

## V. DUTIES OF OFFICER

- 1) Collecting and preserving all documentation and related items of NA.
- 2) Attending Area Service meetings.
- 3) The Chairperson will present a display of Archives at Area Workshops or Learning Days, upon request from ASC.
- 4) The Chairperson shall make available all documentation and miscellaneous items to any member of NA upon request.

## VI. GENERAL INFORMATION

The Chairperson of the Archives subcommittee is automatically disqualified from further Archives activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines.



# **ACTIVITIES SUBCOMMITTEE POLICY**

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## **I. DEFINITIONS & PURPOSE**

To provide and maintain an atmosphere of recovery and unity throughout the fellowship of Narcotics Anonymous in the Northwest Area of NJ while having activities that will give members the opportunity to have a good time in recovery and provide the fellowship of Narcotics Anonymous with Celebrations of Recovery.

## **II. FUNCTIONS**

**Activity:** Defined as an event sponsored or co-sponsored by the N.W.N.J.A.S.C. Activities Committee. Activities include, but are not limited to, workshops, learning days, dances, sporting events, talent and comedy shows, marathon meetings, plays, picnics, camp outs, and boat rides.

**Fund-raiser:** Defined as an event sponsored by the N.W.N.J.A.S.C. Activities Sub-Committee, which has the stated purpose of raising funds for the treasury of the Activities Sub-Committee or the treasury of the N.W.N.J.A.S.C.

## **III. OFFICERS QUALIFICATIONS AND RESPONSIBILITIES**

### **A) Chairperson:**

#### **Requirements**

- 1) 2-year clean time.
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms.
- 5) May serve NWNJASC as a GSR
- 6) Must be 18 years old due to legal requirements.
- 7) Some experience dealing with churches, parks, restaurants, etc.
- 8) Working knowledge of the Steps, Traditions and concepts.
- 9) Should have previously held executive committee position on the activities committee.
- 10) Will be Key holder for area service; will open and close the facility for area service.
- 11) In the absence of an activities treasurer, the chairperson will be night deposit box key holder.

#### **Responsibilities**

- 1) Chair activities meeting once a month or more when necessary due to ongoing activities.
- 2) Oversee planning of all activities.

- 3) Must attend all activities. If Chairperson or Vice Chairperson are unable to attend, delegate responsibilities to another executive member of activities.
- 4) Be liaison between regional activities chairperson and also other local area activities chairpersons.
- 5) Must attend regional activities committee meetings.
- 6) Pass archival memorabilia to area archives.
- 7) May hold Area Treasury documents.
- 8) Post subcommittee meeting date, time & location on NANJ.org website each month.

**B) Vice-Chairperson:**

- 1) 1-year clean time
- 2) 1-year commitment
- 3) Must be 18 years old due to legal requirements
- 4) Working knowledge of the Step, Traditions and Concepts.
- 5) Substitute for Chairperson.
- 6) Assist chairperson in his/her responsibilities.
- 7) Must Attend all activities.
- 8) Must have attended 3 activities meetings in the last 6 months.
- 9) Must be elected within the committee.
- 10) This is a 1 commitment. Cannot serve more then 2 consecutive 12 month terms
- 11) Vice-Chairperson should be expected to succeed Chairperson when he/she steps down or if Vice-Chairperson is elected by the Area.

**C) Secretary:**

- 1) 1-year clean time.
- 2) Must be 18 years old due to legal requirements
- 3) Working knowledge of the Steps, Traditions and concepts.
- 4) Access to a computer and a copier.
- 5) Keeps minutes
- 6) Must have current typed minutes available at each activities meeting.
- 7) Must Attend all activities
- 8) Must keep accurate archives within subcommittee, i.e. minutes for future use.
- 9) Must have attended 3 Activities Committee meetings in the last 6 months to be elected to this position.
- 10) Must be elected within the committee.

**D) Alternate Secretary:**

- 1) 6-month clean time.
- 2) Must be 18 years old due to legal requirements.
- 3) Working knowledge of the Steps, Traditions and Concepts.
- 4) A 1-year commitment with anticipation of taking over secretary's position when fulfilled.
- 5) Must have access to computer and copier.
- 6) Must attend all activities meetings and events.
- 7) Assist and fill in for secretary when absent.
- 8) Keep accurate minutes.
- 9) Must be a voting member of the Activities Subcommittee.
- 10) Must have attended 3 Activities meetings in the last 6 months.

**E) Treasurer:**

- 1) 2-year clean time requirement, with a steady source of income
- 2) Must be 18 years of age because due to legal requirements



- 3) Working knowledge of the Steps, Traditions and concepts.
- 4) Some financial knowledge helpful.
- 5) Keep accurate financial accounting.
- 6) Must give up to date financial report at each activities meeting.
- 7) Must attend all activities
- 8) Holds all treasury documents.
- 9) Must have attended 3 Activities Committee meetings in the last 6 months to be elected to this position.
- 10) Must be elected within committee.
- 11) Liaison between activities subcommittee and area treasury.
- 12) Maintains active financial ledger of activities monies (deposits, reimbursements and other payments) on a monthly basis and turns a copy of said ledger over to Area treasurer at each Area Service Committee meeting.
- 13) Holder of Night Deposit Key to Area Bank Account.

**F) Alternate Treasurer:**

- 1) 18 months clean with a steady source of income.
- 2) Must be 18 years of age due to legal requirements.
- 3) Working knowledge of the Steps and Traditions.
- 4) Some financial knowledge helpful.
- 5) Must have attended 3 Activities Committee meetings in the last 6 months to be elected to this position.
- 6) Must be elected within the committee and is expected to take on Treasurer Commitment.
- 7) Duties to include filling in for treasurer when absent, keeping accurate financial accounting, and give up to date financial report at each activities meeting.
- 8) Must attend all activities where there will be fund flow.

**G) Peace-keepers: (3 Positions Available)**

- 1) 90-day clean time and 1-year commitment.
- 2) Helps assist all the responsibilities and duties with each specific event and maintain an atmosphere of recovery.
- 3) Must be actively involved with NA and the 12 steps
- 4) Peace-keepers do not handle money.

**H) All Executive Committee Positions:**

- 1) Upon completion of all commitments, all previous executive committee members must serve on the Committee for an additional 90 days.
- 2) Maintain an atmosphere of recovery at all activities

**IV. ACTIVITES FUND MANAGEMENT**

The activities committee will maintain a financial ledger and all monies will be held in Area Service checking account. All Check writing will be requested by the sub-committee to the Area Treasurer. Deposits can be made by activities or area as seen fit. When planning fund raising activities, attention should be paid to the fundraising potential of the activity so that the balance remains constant. The activities committee will do all business (deposits, payments, etc.) in the form of a check, when possible except deposit. It is also important to remember that admittance to fundraisers are suggested donations. Committee may pay for events and or book events with a credit card.

## V. FUND MANAGEMENT GUIDELINES

- A) Anyone handling money at a function should have a job and be clean a minimum of one year and must be an activities member with voting privileges.
- B) An attempt must be made by the activities committee to break even on a fundraising item before the event goes off so that profit begins when the item is sold at the event.
- C) The activities committees working budget will never exceed \$1500.00 (*Revised August 2009*). Any money over that amount will be directly turned over to the ASC treasury unless a special request is made by the committee.
- D) All money to be deposited in night deposit by 2 members of the executive committee.
- E) All money to be deposited directly after an event or after a collection of funds following an activities meeting.
- F) A ledger must be maintained by the committee of all transactions. (Including all cash deposits made by various members)
- G) All incoming money should be recorded on a detailed cash receipt sheet of incoming money for each event.
- H) Committee may pay for events and or book events with a credit card.
- I) Upon booking events or other expenses that may require reimbursement, it is suggested to time these transactions for the week proceeding the next area service committee meeting, to ensure expedient reimbursement to the purchasing activities member.
- J) All checks or monies needed for activities will be reimbursed from Area Treasurer.
- K) The Activities subcommittee can request an advance from bank account if needed for an upcoming event.

## VI. FUND RAISER GUIDELINES

- A) A fundraiser sponsored by this sub-committee must generate funds for the treasury of the N.W.N.J.A.S.C. or the treasury of the activities sub-committee only if the working budget falls below \$1,200.00. (*Revised August 2009*)
- B) All fundraisers, their merchandise and all costs involved must be approved by N.W.N.J.A.S.C.
- C) It will be possible for the activities committee to have a fund raiser to generate funds past their working budget to support another up and coming activity ONLY if motioned and approved by N.W.N.J.A.S.C.
- D) When hosting a convention fundraiser, we must keep in mind that we are only hosting the fundraiser. A representative from the convention committee must be present at the fundraiser to receive funds generated by the fundraiser. If there are no representatives from the convention fund raising committee, funds generated must go into the general treasury of N.W.N.J.A.S.C.

## VII. DAY OF ACTIVITY GUIDELINES

- A) When a function is over, **ALL** people must leave the building except members of the activities committee.

## VIII. ACCOUNTABILITY TO AREA GUIDELINES

- A) The activities committee treasury will be audited quarterly by the Chairperson, Vice chairperson, the secretary, and the treasurer of the activities committee. In addition, every six months the activities committee will open their books for audit by the vice-chairperson and treasure of the N.W.N.J.A.S.C. executive committee. The fiscal year for the activities committee is January 1st through December 1st.
- B) This sub-committee shall present a written report of all planned activities, fundraisers, and status of the subcommittee to N.W.N.J.A.S.C. each month

## **IX. MEMBERSHIP/VOTING WITHIN COMMITTEE GUIDELINES**

- A) To be considered a voting member of N.W.N.J.A.S.C. Activities committee, you must have attended three subcommittee meetings in the past six months.
- B) All voting activities sub-committee members must be a current member of NA
- C) In keeping with the 7th concept and due to the nature of involvement of the chairperson, the chairperson will be able to make business motions only. The chairperson can only vote in the event of a tie.

## **X. CIRCULATION OF FLYERS**

It has been the experience of this committee that the most important thing contributing to the success of an activity is the circulation of fliers. Fliers should be circulated at least 90 days prior to an event. Advance tickets should be provided prior to event (where applicable). When time and budget allows, it has been proven successful to do a mailing to other areas. Within our own area, fliers should be distributed by hand to individual GSRs at area service meetings. On each flier the NA logo must appear, along with the words "Northwest Area Service". It is also important for this committee to stay in touch with other area activities committees as well as the regional activities committee to avoid planning functions for the same date.

## **XI. CAMPOUT/ EVENT GUIDELINES**

- A) All activity members must follow facility (outdoor and indoor) rules and regulations.
- B) If rules and regulations cannot be followed, you will be asked to leave immediately
- C) In the event of a campout, where a camper has medication that requires supervision, it is not the activities committee responsibility to hold or dispense it.

## **XII. DISMISSAL GUIDELINES**

- A) If any member of the activities committee misallocates funds, relapses or blatantly breaks any policy, he or she will be asked to resign from his/her position either by the activities committee or by the conscience of the N.W.N.J.A.S.C.
- B) If any member of the activities executive committee misses two consecutive meetings, they may be asked to resign.



# BEHIND THE WALLS (BTW) SUBCOMMITTEE POLICY

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## I. BEHIND THE WALLS SUBCOMMITTEE GERNERAL PURPOSE

- A) Our primary purpose is to provide through the mail a sponsor to work the 12 steps of Narcotics Anonymous to those addicts who are incarcerated or institutionalized and are not able to meet potential sponsors at their local NA meetings

## II. BTW SUBCOMMITTEE MEMBERSHIP

- A) The subcommittee shall consist of executive body members chairperson vice-chairperson and secretary
- B) Other subcommittee consist of sponsors and body members
- C) The NWNJASC will elect the chairperson
- D) BTW subcommittee elect all other trusted servants

## III. BTW SUBCOMMITTEE FUNCTION

- A)
  - 1) All letters will be received via the Northwest NJ area of NA general mailing address at C/O BTW PO Box 177 Succasunna, New 07876 - one-77
  - 2) No personal names addresses or phone numbers of the sponsors committee or anyone else will be given to the sponsees
  - 3) Sponsors will use an alias only as decided by the sponsor
  - 4) A "Correspondents Only" agreement will be filed with the BTW subcommittee
  - 5) Will screen potential sponsors as to their willingness to follow the BTW guidelines and procedures
  - 6) Sponsorship is provided until release with a suggested to month transition. Period while the sponsee looks for a sponsor on the outside. Will be closely monitored in this circumstance
- B)
  - 1) Sponsors from the BTW subcommittee will have a sponsee assigned by the BTW subcommittee
  - 2) The sponsor must have had no prior knowledge of their assigned sponsee. This means they should have never met the person they will be assigned to sponsor at any time during their life
- C) Executive body members will review letters at their desk to ensure all guidelines are being upheld
- D) Respondents will be logged
- E) Only inmates with one year or more to serve will be assigned a sponsor
- F) Arrangements for rides visits loans phone calls material for corresponding photos books drawings tapes contacts with family members or friends will be made between the sponsor and sponsee no letters to the parole board shall be written

- G) The twelve traditions at of Narcotics Anonymous and the twelve concepts for na service will be followed
- H) All rules and regulations of the facility will be followed
- I) BTW subcommittee will meet monthly
- J) Any copies or literature will be discussed and approved with subcommittee before mailing
- K) All members of the BTW subcommittee are required to attend our monthly meetings: loss of clean time, non-fulfillment, or missing two consecutive meetings without prior notification to the chairperson vice-chair secretary may result in being asked to resign from their commitment

#### **IV. BTW SUBCOMMITTEE VOTING AND ELECTIONS**

- A) Voting members of the BTW subcommittee shall be the BTW vice-chair secretary, sponsors, and members
  - 1) Voting members are BTW subcommittee members who have attended two consecutive BTW subcommittee meetings
  - 2) If members lose their vote upon the absence of two consecutive meetings, voting privileges will be reinstated at attendance of two consecutive meeting
- B) The Chairperson only has a vote in the case of a tie
- C) All executive body members are elected for a term of one year and will be eligible for a second term of one year. Outside of March elections it will not be considered a full year term
- D) Officer elections shall take place in March before the nwnjasc election for all position

#### **V. BTW SUBCOMMITTEE QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS, SPONSORS, AND MEMBERS**

- A) Chairperson
  - 1) Is elected by the BTW subcommittee conscience of the subcommittee and must be affirmed by the ASC
  - 2) Requires a minimum three (3) years uninterrupted clean time
  - 3) Must have work which of the 12 steps and 12 traditions of Narcotics Anonymous and the 12 concepts for NA service
  - 4) Mediates all BTW subcommittee meetings with the general understanding of parliamentary procedure utilizing Robert's Rules of Order
  - 5) Prepares a report for each NWNJASC monthly meeting and it adheres to all guidelines; is the voice of makes all motions on behalf of the subcommittee
  - 6) Prepares a budget with the BTW you may need to be submitted for the approval of the nwnj ASC for their upcoming year
  - 7) Coordinates and is responsible for all work done by the BTW subcommittee
  - 8) Ensures that BTW guidelines and na traditions and cons are being followed
  - 9) Coordinates the sponsor screening process
  - 10) Performs initial correspondence with inmates or delegates someone to do so\
  - 11) Maintains communication with all sponsors and officers\
  - 12) Must be available to answer questions and give presentations
  - 13) Oversees that all correspondence is logged properly
  - 14) HOLDS KEY FOR AREA PO BOX
  - 15) Is responsible for Behind the Walls Treasury
- B) Vice-Chairperson

- 1) Is elected by the BTW subcommittee conscience of the subcommittee
  - 2) Requires a minimum two (2) years uninterrupted clean time
  - 3) Must have work which of the 12 steps and 12 traditions of Narcotics Anonymous and the 12 concepts for NA service
  - 4) Works with Chairperson to ensure smooth operation of BTW subcommittee meetings with the general understanding of parliamentary procedure utilizing Robert's Rules of Order
  - 5) Assumes responsibilities of the chairperson in the event of their absence
  - 6) Will obtain a copy of ASC PO Box key
  - 7) Will retrieve from PO Box and re-mail correspondence to sponsors as necessary
  - 8) Will keep an accurate log of all correspondence and re-mailing to sponsors
- C) Secretary
- 1) Is elected by the BTW subcommittee
  - 2) Requires a minimum one (1) years uninterrupted clean time
    - 1) Clerical skills are highly suggested
  - 2) Must keep an accurate set of minutes of all BTW subcommittee meetings and they should be ready for distribution to all subcommittee in 14 days
  - 3) Will maintain an accurate and up-to-date list of all BTW sponsors and their contact information
- D) Sponsor
- 1) Required to have a minimum of two (2) years uninterrupted clean time
  - 2) Only working the 12 Steps and have a working knowledge of the 12 Traditions of Narcotics Anonymous and the 12 Concepts for NA service
  - 3) Must have worked steps 1-5 with a Narcotics Anonymous sponsor
  - 4) Must use the NA Step working Guide, It Works How and Why, Narcotics Anonymous Basic Text and Just for Today
  - 5) Be off parole/probation
  - 6) No convictions for at least 2 years
  - 7) Should attend our monthly BTW subcommittee
  - 8) Must meet all of the requirements of the screening process
  - 9) Read and sign the BTW "Correspondence Only" agreement
  - 10) Must have an NA sponsor and carry a clear and a message
  - 11) Always keep in mind that we are representing the BTW subcommittee when interacting with sponsees
  - 12) Reply to any letter within 2 weeks or less from the date the sponsor receives the letter
  - 13) The sponsor is responsible to report when he or she is no longer available to be a sponsor to their assigned sponsee(s)
  - 14) Must abide by the guidelines of the BTW subcommittee and the rules of the institutions
  - 15) Must fill out all required monthly logging and submit a sponsee status report
  - 16) Must have experience as an NA sponsor
- E) Members
- 1) Any member of the fellowship who wishes to better carry the message by participating in the BTW subcommittee



# **HOSPITALS & INSTITUTIONS SUBCOMMITTEE POLICY**

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## **I. DEFINITION AND PURPOSE OF THE SUBCOMMITTEE FOR H&I**

THE NORTHWEST AREA H&I subcommittee is a volunteer group of members of NA which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons and related facilities. To be helpful to the residents we are governed by the individual rules of the facility, as well as imposing certain standards on ourselves.

This committee is a subcommittee of the NORTHWEST NJ ASC. We shall maintain effective liaison and complete accountability to that committee. A regular business meeting is to be held on the first Tuesday of every month. These meetings will be held at Our Savior Episcopal Church, 155 Morris Avenue, Denville, NJ at 6:30 PM.

## **II. INTRODUCTION**

Welcome to H&I! There are a few things you should know about HOSPITALS AND INSTITUTIONS before you go to your first commitment. The first is that we can only keep what we have by giving it away. You will learn by sharing your experience, strength and hope, that the feeling of sharing is immeasurable. Remember that our primary purpose is to carry the message to the addict who still suffers.

## **III. THE IMPORTANCE OF H&I**

Many people in institutions do not know that NA exists, or what it is about. Our primary purpose as a subcommittee is to let these people know that there is a program that can help them, and that it has helped us. We need to be aware of the manner we project when in an institution. Remember that we are not counselors or professionals of any kind. We are only addicts, just like those who come to our meetings, and we must keep this in mind when carrying the message through H&I.

The identification that the institutionalized addicts will have with the H&I members can provide them with the hope of recovery from addiction. Many addicts in institutions are deep in denial. The best message that we can carry is that we were there and have found a better way. Although we try to avoid telling “war stories”; it is sometimes easier for the institutionalized addict to relate to our “experiences” of our active addiction.

## **IV. FUNCTIONS OF THE COMMITTEE**

- A) Communication and disbursement of all information to and from all panels through their panel leaders.
- B) The distribution of NARCOTICS ANONYMOUS literature to the panel leaders.
- C) To conduct a monthly business meeting.

- D) To provide an H&I service representative for participation in the regional H&I subcommittee.
- E) To coordinate the development of any new H&I meetings/presentations.
- F) The election of panel coordinators to communicate with the facilities.
- G) To appoint panel leaders and members and conduct the H&I meeting/presentation.
- H) That only the H&I subcommittee at a regular subcommittee meeting can ask a panel chair or panel member to step down.
- I) Any H&I member who misses two consecutive H&I subcommittee meetings loses his/her voting privileges. Once he/she returns, he/she will be asked if he/she would like his/her voting privileges reinstated. If yes, he/she will be able to vote at the 2nd consecutive meeting he/she attends.
- J) Any new H&I member who is accepted on a panel will be given an H&I information packet by the H&I subcommittee.

## V. WHAT IS AN H&I MEETING?

- A) An H&I meeting is an introduction of NA and the message of recovery. This is often the first introduction of its kind to many addicts.
- B) The format of H&I meetings is kept simple such as the following: SPEAKER, TOPIC, PAMPHLET, OR OPEN DISCUSSION.

## VI. ELECTED OFFICERS

The H&I subcommittee's officers shall consist of a chairperson, a vice-chairperson, secretary, treasurer, panel coordinator, and alternate panel coordinator. All officers are to be elected by a majority vote of the subcommittee at large, except for the chairperson, who is elected by the area service committee based on the recommendation of the H&I subcommittee. Eligible voters on the H&I subcommittee includes: officers, panel leaders, panel members. Any elected officer missing 2 consecutive subcommittee meetings will be up for review by the H&I subcommittee. The review is to discuss the absence of the elected officer and continued fulfillment of duties. The H&I subcommittee's officers include the chair person, vice chairperson, secretary, panel coordinator, and alternate panel coordinator.

During elections, in the case of more than two nominations for any office, a second ballot shall be taken of the two top names. All officers are elected for a term of one year and will be eligible for reelection for a second term of one year, followed by two years of ineligibility. Any subcommittee officer, except for the chairperson, may be removed from office by a two-thirds vote of the H&I subcommittee.

In the case of resignation, the vice-chairperson shall automatically assume the position of chairperson until the ASC is able to elect a new chairperson. The vice chairperson may decline; however, in which case the area service vice chairperson will assume the duties of chairperson until the area is able to elect a new chairperson. In the event of resignation by the secretary the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

### A) Chairperson

#### Requirements

- 1) 2-year clean time requirement
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms.
- 5) May serve NWNJASC as a GSR
- 6) A minimum of one-year involvement in H&I work.



## **Responsibilities**

- 1) Prepares the monthly subcommittee agenda.
- 2) Brings monthly subcommittee agenda before the general meeting of the subcommittee matters they should act upon.
- 3) Carries out policies and orders for the subcommittee.
- 4) Appoints special subcommittee members when required.
- 5) Represents the H&I subcommittee at the area level.
- 6) Attends the regional H&I subcommittee meetings.
- 7) Appoints panel leaders and members to H&I panels.
- 8) May hold Area Treasury documents.
- 9) Post subcommittee meeting date, time & location on NANJ.org website each month.
- 10) Turns over archival memorabilia to Archives Chairperson.

### **B) Vice Chairperson**

- 1) Requires a minimum of 1-year uninterrupted clean time, and six months involvement in H&I work. Turns over archival memorabilia to Archives Chairperson.
- 2) The Vice Chairperson assumes the responsibilities of the chairperson in the event of his/her absence.
- 3) Coordinates panels until a panel coordinator is assigned.
- 4) Assists Chairperson in the ordering of literature and preparation of panel orders.

### **C) Secretary**

- 1) The requirement for this position includes at least 1-year uninterrupted clean time.
- 2) Takes minutes of all subcommittee meetings.
- 3) Copies and distribute those minutes.
- 4) Keeps record of all subcommittee members, including addresses and telephone numbers.
- 5) Prepares the monthly subcommittee agenda.

### **D) Treasurer**

- 1) The requirement for this commitment is 1-year uninterrupted clean time and active member of NA and hospitals and institutions.
- 2) Handles all money for H&I.
- 3) Pays out all money owed.
- 4) Keeps records of all transactions.
- 5) Reports directly to the H&I Chairperson.

### **E) Panel Coordinator**

- 1) Requires 1-year uninterrupted clean time plus at least six months involvement in H&I work.
- 2) Instructs panel leaders in facilities requirements and regulations and general rules covering H&I meetings/presentations.
- 3) Maintains regular contact with the panel leaders.
- 4) Keeps an open line of communication with the facility.
- 5) Calls upon the officers and general subcommittee membership for any necessary assistance.
- 6) Conducts a tutorial on Do's and Don'ts and Facility Guidelines immediately following any H&I subcommittee meeting at which members become trial members.
- 7) Keeps records of all hospitals, institutional and recovery house guidelines, rules and regulations.

## **F) Alternate Panel Coordinator**

- 1) Requires 1-year uninterrupted clean time plus at least six months involvement in H&I work.
- 2) Instructs panel leaders in facilities requirements and regulations and general rules covering H&I meetings/presentations.
- 3) Maintains regular contact with the panel leaders.
- 4) Keeps an open line of communication with the facility.
- 5) Calls upon the officers and general subcommittee membership for any necessary assistance.
- 6) In the absence of the panel coordinator, the alternate panel coordinator conducts a tutorial on Do's and Don'ts and Facility Guidelines immediately following any H&I subcommittee meeting at which new panel members or new panel leaders are voted in.

## **G) Panel Leader**

- 1) Requires at least nine months uninterrupted clean time, 6 month experience as a panel member, and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings. After being cleared by the facility when necessary.
- 2) Must attend one of every three H&I subcommittee meetings or be subject to removal by the H&I subcommittee.
- 3) Should be familiar with subcommittee and facility rules.
- 4) Reminds the panel members of both the facility's and the subcommittee's rules.
- 5) Make sure the supplies are available (literature, etc.) and that the meeting/presentation goes in as it is scheduled to. Maintains updated lists of all panel members.
- 6) Must attend a tutorial on Do's and Don'ts and Facility Guidelines immediately following the meeting during which he/she is first voted in as panel leader
- 7) Must attend one H&I Day of Learning per yearly term.
- 8) Can not serve more than two full consecutive terms.
- 9) Must attend one H&I day of learning or H&I speaker jam per year

## **H) Panel Co-Leader**

- 1) Requires at least nine months uninterrupted clean time, 6 month experience as a panel member, and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings. After being cleared by the facility when necessary.
- 2) Must attend one of every three H & I subcommittee meetings or be subject to removal by the H & I subcommittee.
- 3) Should be familiar with subcommittee and facility rules.
- 4) Reminds the panel members of both the facility's and the subcommittee's rules.
- 5) Makes sure the supplies are available (literature, etc.) and that the meeting/presentation goes in as it is scheduled to. Maintains updated lists of all panel members.
- 6) The panel co-leader assumes the responsibilities of the panel leader in the event of the panel leader's absence.
- 7) Must attend a tutorial on Do's and Don'ts and Facility Guidelines immediately following the meeting during which he/she is first voted in as panel co-leader.
- 8) Must attend one H&I Day of Learning per yearly term. *(Amended 2014)*

## **I) Panel Members**

- 1) H&I panel members should have at least 90 days clean time to sit on a panel, 6 months clean time to speak on a panel, and a willingness to serve. He or she shall be qualified and assigned by the H&I subcommittee and be cleared by the facilities whenever necessary.
- 2) Have prior H&I experience or attend any two of the following: either H&I subcommittee meetings or H&I approved events.

- 3) Trial Members must attend their desired panel for at least one month before being voted on as a member. If they cannot make the following subcommittee meeting they have up to 3 months from the beginning of the trial period to attend a subcommittee meeting or an H&I approved event to be voted on. After the 3-month period, they will be asked to step down until they can be formally voted in at their next H&I subcommittee meeting/event.
- 4) New members have a 90-day term minimum for committing to a panel. There is an exception of calling the panel leader, prior to the commitment, if they can't attend. If they miss two meetings in a row they are called by the Panel Coordinator and if they miss three meetings in a row they will be asked to step down.
- 5) Be familiar with the H&I meeting/presentation format.
- 6) Be familiar with the H&I subcommittee's and facility's rules.
- 7) Be able to share a message of recovery in Narcotics Anonymous.
- 8) Must attend a tutorial on Do's and Don'ts and Facility Guidelines immediately following the subcommittee meeting or H&I event during which he/she is first voted in as panel/trial member.
- 9) All members, even those who have past H&I experience, wishing to join an H&I panel, must be voted onto said panel. If a current panel member, in good standing, wishes to switch panels, no vote is necessary. They must first inform the subcommittee (either in person or through a current H&I member) of his or her intent to switch at either a subcommittee meeting or subcommittee event.

#### **J) Speakers**

- 1) Outside speakers must have six months of uninterrupted clean time or whatever is required by the facility.

#### **K) Guests**

- 1) Guests are not permitted.

**ALL MEMBERS MUST ATTEND NARCOTICS ANONYMOUS MEETINGS!!!**

## **VII. GENERAL INFORMATION**

- A) Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- B) Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of the H&I commitment.
- C) No NA meeting regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
- D) Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to (A) the inmate or patient inside, or (B) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor and probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of NA recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
- E) Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- F) Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.

- G) Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility, if applicable.
- H) H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
- I) You are reminded that the H&I subcommittee exists to share the NA message-our experience, strength and hope. H&I speakers should try to get residents involved with the H&I meeting / presentation through reading materials as well as through direct sharing.
- J) Any member of the H&I subcommittee shall not conduct an H&I meeting or presentation alone.
- K) If a candidate who meets H&I requirements wishes to join H&I, but cannot attend monthly subcommittee meeting or H&I event, a current H&I member may offer a vote of confidence *in absentia* for candidate in question. This candidate would then be voted on to be a trial member by the body of the subcommittee present at the monthly subcommittee meeting or H&I event. If voted on, the candidate is granted the 90 days term period to commit to the panel by attending 2 monthly subcommittee meetings or H&I events where they can be voted in as a member.
- L) Every panel should be adequately represented at the monthly H&I subcommittee meeting either by a panel leader or a panel member. If an emergency arises, their report should be submitted by text or email, or given to someone who will be attending the subcommittee meeting. *(added 10/18/18)*



# LITERATURE SUBCOMMITTEE POLICY

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## I. DEFINITION AND PURPOSE

“To carry the message in written form to the addict who still suffers.”

- A) To provide Literature to the Groups and NA members in the Northwest Area.
- B) By keeping available a stockpile of literature for the Northwest New Jersey Area members.
- C) By serving as a communication link between the World Service Literature Committee and the Northwest New Jersey
- D) The sub-committee is formed by the Northwest Area Service and is directly responsible to the Area.

## II. FUNCTIONS OF THE LITERATURE COMMITTEE

- A) To sell, order and disperse literature at the Area level
- B) The Chairperson must turn over to the Area each month a written report of all literature distributed and on hand

## III. OFFICERS AND QUALIFICATIONS

### A) Chairperson: executive body position voted on during Area elections

- 1) Should have at least 2 years clean time.
- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms.
- 5) May not serve the NWNJASC as a GSR or Alt. GSR.
- 6) Previous Group and Area Service commitments.
- 7) A working knowledge of the 12 steps, 12 Traditions, and 12 Concepts.
- 8) Willingness to serve.
- 9) Must have steady reliable income.

### Responsibilities

- 1) Maintains an available stockpile of literature for N.W.A. members and groups in accordance with policy 4.26 (physical inventory amount based on required monthly supply).
- 2) Serves as a communication link between the World Service Literature Committee and N.W.N.J.A.S.C.
- 3) Sell's, orders and distributes literature at the Area level.
- 4) Submits a monthly report of all literature distributed and on hand.
- 5) Passes archival memorabilia to area archives.

- 6) Informs and Works with Area secretary on the need and amount to be printed of the area meeting list.

#### **B) Vice-Chairperson: executive body position voted on during Area elections**

- 1) Vice-Chairperson should have at least one year of clean time.
- 2) Previous Group and Area Service commitments.
- 3) A working knowledge of the 12 steps, 12 Traditions, and 12 Concepts.
- 4) A willingness to serve.

#### **IV. REASONS FOR DISMISSAL**

- A) Relapse.
- B) Misappropriation of funds.
- C) Failure to make two consecutive Area Service meetings.

#### **V. POLICIES**

- A) The Literature Committee/Chairperson will not hand out literature until the end of Area Service.  
*(Retired 06/22/03, Reinstated 5/21/2006: 13/0/1, Amended 07/16/06)*
- B) The Literature Committee to maintain a physical inventory in accordance with our required monthly supply. Inventory is detailed in ATTACHMENT A.  
*(Former policy was \$1250 total inventory. Revised 05/16/10)*
- C) These guidelines may be amended at any time by a two-thirds majority vote at the Area Service Committee.
- D) The Literature Chairperson may serve two consecutive terms.
- E) The Literature chair every other December (odd years) purchase WSC agendas (C.A.R. Reports). The total number to be purchased will be determined at Area Service. The Chairperson should ask the groups in November if their group is going to do the Conference Agenda Report.
- F) Audit of Literature Committee Books and literature will be done twice a year. The executive committee will do this audit in the months of March and August. *(Amended 4/27/03)*
- G) The budget for the Literature committee shall be \$15.00 a month (supplies, gas, tolls and/or shipping). Any leftover moneys will be returned to the Area. Receipts must be turned in to the Area Treasurer.
- H) All moneys to be turned over to the Area Treasurer at the end of Area Service. Checks to purchase new literature will then be written by the Area Treasurer.
- I) Literature will be ordered monthly to maintain Area's literature inventory. *(05/21/06 Passed: 13/0/1)*



# **PUBLIC RELATIONS SUBCOMMITTEE POLICY**

## **I. PURPOSE**

The Public Relations Subcommittee of the Northwest Area Service Committee purpose is to inform the public that NA exists. It offers recovery from addiction and information about how to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

This Committee is a subcommittee of the Northwest Area Service Committee and is directly responsible to that committee.

## **II. FUNCTIONS OF THE PUBLIC RELATIONS SUBCOMMITTEE**

- A) To open and maintain lines of communication
  - 1) Between NA and the public.
  - 2) Between N.W.N.J.A.S.C. and Regional and World P.1. Subcommittees.
- B) To respond to all requests for information in a timely and effective manner. To be sure that all requests are handled at the appropriate level of service. Our ninth Tradition states that subcommittees are directly responsible to those they serve.
- C) To report to the Area Service Committee on a monthly basis.

## **III. MEETINGS**

- A) Meeting shall be held at a regularly scheduled time and place.

## **IV. MEMBERSHIP**

- A) **Requirements**
  - 1) 90 days of NA membership
  - 2) Attendance at two consecutive regularly scheduled subcommittee meetings to become a member.
  - 3) Attendance at a minimum of three regularly scheduled subcommittee meetings within a six month period to sustain membership.

## **V. VOTING**

Each member is entitled to vote on any and all matters of the committee except for the person chairing the meeting.

## **VI. OFFICERS**

- A) **Chairperson**

### **Requirements**

- 1) Suggested 2 years clean time requirement

- 2) 1-year commitment
- 3) Cannot hold more than one executive body position or subcommittee chair position at any one time.
- 4) Cannot serve more than 2 full consecutive terms.
- 5) May serve NWNJASC as a GSR
- 6) Previous experience with subcommittee workings.

## **Responsibilities**

- 7) To coordinate the activities of the P.R. subcommittee as directed by the N.W.N.J.A.S.C.
- 8) Attend A.S.C. meetings and report the efforts of the committee.
- 9) Attend Regional P.R. meetings and report the efforts of the committee and the conscience of the ASC on any related matters.
- 10) May hold Area Treasury documents.
- 11) Pass archival memorabilia to area archives.
- 12) Post subcommittee meeting date, time & location on NANJ.org website each month.

- B) Secretary \***
- C) Vice-Chairperson \***
- D) Treasurer \***

\* To be elected as needed from the members within the subcommittee. Group and need will determine the requirements and responsibilities of each.

## **VII. POLICIES**

- A) If the Chairperson relapses, he or she will automatically be removed as Chairperson.
- B) If the Chairperson misses two consecutive Area Services without contacting the Area Chairperson or Vice-Chairperson he or she may be removed.
- C) In the case of resignation, the Area Service Committee shall elect another Chairperson.
- D) The P.R. guide and phone line guide will be used for reference to assist in reaching a group conscience for the committee.





# WEBSITE SUBCOMMITTEE POLICY

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## I. Definition and Purpose

- a. To inform the public, via the Internet, that recovery from the disease of addiction is possible, and available through the 12 Steps and 12 Traditions of NA. The information shall include what NA is, how, and where to find it.
- b. To maintain the information on our Web pages in a manner consistent with our 12 Traditions, Northwest New Jersey Area guidelines, and guidelines from the World Service Office regarding online information.
- c. To provide a consistent and trustworthy source of NWNJ Area information.
- d. To serve as the default communication method between Area Service members, Groups, and individuals.

## II. Functions of the Website Committee

- a. Our online NA information will contain links or references only to information provided by other NA areas, regions, or the World Service Office. In particular, we won't include links or references to web pages or bulletin boards maintained by individuals acting outside of the NA service structure.
- b. To ensure the WSO and nanj.org links to our website are accurately maintained. The WSO and nanj.org will be promptly informed if our web address is changed. The website committee will verify that WSO and nanj.org properly complete any change of link address.
- c. To change, add, and revise existing service meetings, events, and other information monthly to reflect what is going on in the area. All major additions to the website considered by the committee to affect the Area as a whole must be reviewed and approved at the area level.
- d. To provide the NWNJNA with a monthly report of the website committee meeting minutes, website activity, and any proposed actions or changes by the committee.
- e. Maintain communication with the NWNJNA to obtain information updates regarding recovery meetings, service meetings, and events.
- f. Keep the information on the website as accurate and up-to-date as possible using information from the groups and service committees.
- g. Remain open to providing new services through the website while keeping in mind the practicality and maintainability of the request.
- h. Build and maintain an up to date "handbook" on how to use and update the website from an administrative standpoint

## III. Officers/Members

### a. Chairperson

#### *i. Requirements*

1. 2 years clean time
2. 1 year commitment
3. Cannot hold more than one executive body position of subcommittee chair position at any one time
4. Cannot serve more than two full consecutive terms.
5. May serve as a NWNJASC GSR
6. Working knowledge of the NA Steps, Traditions, and Concepts

7. Prior website committee experience or equivalent professional/personal web development and technical web-savvy skills
8. Willingness to serve and put the required time and effort needed into keeping the website updated as the sole point of accountability.

*ii. Duties*

1. Attends NWNJASC and provides a written report to the secretary and an oral report to the body.
2. Attends a Northern New Jersey Regional Website Committee meeting at least once every six months.
3. Maintains communication with the NWNJASC PR Chairperson and NWNJASC Activities Chairperson and any other service entity at any level.
4. Distributes any correspondence received through the website to the appropriate area trusted servant.
5. Passes archival information to the NWNJASC Archives Chairperson.
6. Keeps the website updated with current NWNJASC in-person/virtual meeting, subcommittee meeting, and activities information. All update changes need to be made within 5 days of request or due notice of inability or complete the request, with a new date of completion to be provided.
7. Makes substantive changes to the website only through area motions, which can be self-authored. Examples are adding a new feature such as a clean-time calculator or a major reorganization of the website layout. Spelling errors, minor layout reorganization, and other small changes do not require a motion.
8. Makes requests for money from the Treasurer to pay any website-related bills.
9. Manages the renewal of web hosting and domain name registration.
10. Complies with federal copyright laws.
11. Arranges the place and time for subcommittee meetings.
12. Sets the agenda and presides over the subcommittee meetings.

**b. Vice-Chairperson**

*i. Requirements*

1. 1 year clean time
2. 1 year commitment
3. Cannot serve more than two full consecutive terms.
4. May serve as a NWNJASC GSR
5. Working knowledge of the NA Steps, Traditions, and Concepts
6. Prior website committee experience or equivalent professional/personal web development and technical web-savvy skills
7. Willingness to serve and put the required time and effort needed into keeping the website updated as a backup to the chairperson.

*ii. Duties*

1. Assumes the role of the chairperson or secretary in their absence.
2. Contacts committee members by, telephone and/or e-mail, one week prior to scheduled committee meetings to remind of upcoming meetings.

**c. Secretary**

*i. Requirements*

1. 6 months clean time
2. 1 year commitment

*ii. Duties*

1. Records the minutes of the committee meetings. Gives a secretary report.

2. Maintains the committee archives
3. Maintains a list of active and interested committee members and provides this list to the vice-chairperson or chairperson if the vice-chair position is vacant.

**d. General Member**

*i. Requirements*

1. Willingness to serve. No specific technical skills are required but are welcomed if available.

*ii. Duties*

1. Stay clean and help.

**IV. Procedures**

*a. Content Updates*

- i. Calendar Updates – Updates can include activities, events, workshops, and subcommittee meetings in our area and outside the area. Events can include area approved flyers but the flyers need to be approved as per NWNJASC Policy Section 2.2 (flyers must have an official NA logo).
- ii. Website Updates and new functionality – All requests from the NWNJASC will be recorded, categorized, and prioritized by the committee. Individuals and groups should register requests through their GSR in the form of a motion or better yet, attend the Website Subcommittee meeting when held to offer input. All major content and functionality updates require approval from the NWNJASC before being published on the area website.
- iii. Link Updates – Maintain communication with the Shared Services Website committee and the WSO to ensure that our nwnjna.org link is correctly represented on their pages.

*b. Financial Duties*

- i. Keep track of financial obligations and ensure that they are fulfilled.

*c. Website Statistics*

- i. The website automatically gathers statistics and other information to report to Area monthly such as
  1. Number of visitors
  2. Number of calendar requests
  3. Number/Description of website changes
  4. Any website inquiries through the online form or email

**V. Policies**

- a. *Server Hosting:* The Website committee is funded by and through the treasury of the NWNJASC for the monthly cost of Website Server Hosting. The cost is currently \$10.00 per year which is paid as a reimbursement through the NWNJASC treasury to the Website Chair. NWNJASC Website is hosted by Lattice Marketing with no contract in place. Website chair can make direct payments to Lattice Marketing for only the cost of the Website Server Hosting,
- b. *Domain Name Registration* for the nwnjna.org name is with Name Cheap for a fee of \$12.58 per year. The domain was registered for 5 (five) years on July 3, 2020. Should a similar domain name be added with redirection (i.e., nwnjna.com), the same registration will be required.

**VI. Website User Role Definitions**

- a. *Administrator* – can make changes and publish content, modify theme and template settings, and add or remove users.
- b. *Editor* – can make changes to content and create new content, but cannot publish content, add or remove users, or modify theme or template settings.



# Northwest New Jersey Area Service Committee Robert's Rules of Order & Attachments

## Robert's Rules of Order

The following is based on Robert's Rules of Order

- I) **Debate:** Debate should be limited to two (2) pros and two (2) cons for each motion unless a 2/3 majority of the voting participants agrees to extend debate
- II) **Main motions:** There are two types of main motions business, and policy motions
- A) Business motions are those motions that will not set, delete, or change policy. Examples might be a Motion to create a Committee to examine tax situation or a motion to take care of everyday business. Business motions require a simple majority vote to pass. Chairperson will decide if a motion is Business or Policy in the event of a question. Chairperson's decision may be appealed.
  - B) Policy motions are those motions, which set, change or delete policy, examples of policy motions are election procedures, terms of office, prudent reserves, budgets, etc.
- III) **Sub-Motions:** Sub-motions are motions that are made during discussion of a main motion (Business or Policy).
- A) **Motion to Amend:** If during the debate of a Motion a member feels that a Motion would benefit from a change to the language of the motion, he or she can say "Motion to amend this motion to read A motion to amend requires a second. If there is no second, the motion to amend is dead and debate returns to the original motion. If a second is found, then the amendment is debated and voted on. An amendment requires a simple majority to pass. If amendment is passed, the amended motion is then either debated further or it is voted on. If the amendment fails, the original motion is debated or voted upon. (Only one amendment to a motion may be on the floor at one time.)
  - B) **Motion to call the question:** A motion to call the question is a motion to stop debate and vote on the motion that is on the table. It requires a second and is not debatable. If it is not seconded, the motion to call the question is dead, if a member is not ready to vote on a motion, or is confused about something, he or she should vote "no" on a motion to call the question. This motion requires a two-thirds majority to pass. If it passes, the main motion is voted on immediately. If it fails, the debate on the main motion is continued.
  - C) **Motion to table:** a motion to table is one way to remove from the floor any motion that is not ready to receive a vote, either because of lack of information on the motion, or because a member feels a group conscience is needed on a motion before they can vote for their Group. A motion to table must include a time or date for the motion to be tabled to, it must be seconded, and it is not debatable. If a motion to table passes, the motion is then tabled to the time or date set. If it fails the debate or voting on the main motion continues. Requires a simple majority.
  - D) **Motion to remove from the table:** this motion is used to bring a motion that has previously been tabled back before the body for debate and/or a vote before the time or date set in the motion to table. This motion requires a second, and it is debatable. It requires a simple majority to pass and if it passes,

the tabled motion then becomes the main motion, and is debated and voted upon. If a motion to remove from table fails, the motion referred to remains tabled until the time or date set.

- E) **Motion to refer:** this motion is used to refer a main motion to a committee for further review, research or disposition. It requires a second, is not debatable and must pass by a simple majority. A motion can be referred to a standing sub-committee or an ad-hoc committee (Note: an ad-hoc committee is a committee where all members are appointed by the chairperson or the ad-hoc committee chair is appointed by the chair and he or she then selects the committee members.) The committee will take up the matter at its next meeting and report its findings or results to the body in a timely manner.
- F) **Motion to reconsider:** this motion refers to any policy motion that has been in the last two ASC's and certain conditions must exist before this motion can be made. The person making this motion must have voted "yes" in the original vote. He or she must have information that was not discussed at the time of the original vote. Note: This motion requires a second, is debated, and requires two-thirds majority to pass. If any of the requirements for this motion are not met, the chairperson will rule the motion out of order.
- G) **Motion to withdraw:** once a motion is made and debate begins, the author can ask to withdraw the motion. The chair must then ask if there are any objections, if there is even one objection, the motion cannot be withdrawn. This motion does not require a second, is not debatable, and must be unanimous.
- H) **Substitute motion:** a substitute motion requires a second, it is debatable and requires a simple majority to pass. This is similar to a motion to amend except that a complete motion is substituted instead of just a portion of the motion. If a substitute motion passes, it then replaces the original motion as the main motion.
- I) **Friendly amendment:** a friendly amendment can only be made by the author of the main motion. Its purpose is to allow a minor change to the wording of the motion. The chair will ask if there are any objections to a friendly amendment, if there are, the friendly amendment fails and must be submitted as a motion to amend, if it is still necessary.
- J) **Motion to adjourn:** a motion to adjourn can be made at any time. It requires a second, is not debatable, and requires a two-thirds majority to pass. The chair may rule an obviously frivolous motion to adjourn out of order. Once business is concluded, the chair can adjourn the meeting without a motion to adjourn.

IV) **Other procedures:** in addition to the motions discussed on the preceding pages, there are a few other ways to alter or clarify the proceedings. These are:

- A) **Order of the day:** if a member feels that the meeting is straying too far from the business at hand, he/she may call for the order of the day. This means the chairperson must bring the meeting back to the agenda and to the business at hand. This does not require a second, and must be voted on immediately, regardless of whatever else is going on.
- B) **Point of order:** If a member feels that there has been a violation of procedure and the chairperson does not appear likely to do anything about it, he or she would say out loud 'point of order.' The chair must then ask what the point of order is and then make a decision as to whether the point is valid. If he or she is in agreement, he or she then clears up the situation, if he or she disagrees, they overrule the point of order, This, like all decisions of the chair, can be appealed.
- C) **Point of appeal:** any member who disagrees with a decision of the chair may appeal it by saying, "I appeal the decision of the chair." The chair then asks the member, "On what grounds?" The member then states why he or she feels the decision is wrong (briefly, please). The chair then speaks as to the reason and intent of the decision (also briefly, please). A vote is then taken, requiring a two-thirds majority to overrule the chair.

- D) **Point of inquiry:** if a member wants to do something but is not sure how to do it, they say, “Point of inquiry.” The chair then will attempt to answer the member with the proper procedure needed to address the member’s inquiry. (Note that a point of inquiry is not a question about a motion or general business, it is only a question about procedures. Any questions about motions are answered during debate and must be recognized by the chair before being asked.)
- E) **Point of Personal Privilege:** if there is too much noise in the room, or it is too hot, or you feel the need for a Serenity Prayer, you may make a point of personal privilege to request action by the chair. The chair must recognize you and attempt to remedy the situation, if at all possible.
- F) **Extending Debate:** if a motion is being debated and you are concerned that it will need more than the number of pros and cons allotted, you may request that debate be extended, this request does not need a second, is debatable and requires a simple majority to pass.

# ATTACHMENT A: Literature Inventory Order Form

<b>Books &amp; Booklets:</b>	<b>Quantity</b>	<b>Cost</b>	<b>Cost</b>	<b>Keytags:</b>	<b>Quantity English</b>	<b>Quantity Spanish</b>
Sixth Edition Basic Text-Hard Cover	25@	\$11.55 Each	289	Welcome-(White)	150 @.55=\$82.50	
Sixth Edition Basic Text-Soft Cover	0@	\$11.55 Each		30 Days-(Orange)	150 @.55=\$82.50	
It Works: How & Why-Hard Cover	25@	\$9.00 Each	225	60 Days-(Green)	150 @.55=\$82.50	
It Works: How & Why-Soft Cover	0@	\$9.00 Each		90 Days-(Maroon)	150 @.55=\$82.50	
Just For Today	15@	\$9.00 Each	135	6 Months-(Blue)	150 @.55=\$82.50	
Step Working Guide	20@	\$8.50 Each	170	9 Months-(Yellow)	150 @.55=\$82.50	
Living Clean	15@	\$9.75 Each	146	1 Year-(Glow)	150 @.55=\$82.50	
Introductory Guide to NA	20@	\$2.00 Each	40	18 Months-(Grey)	150 @.55=\$82.50	
Twelve Concepts for NA Service	10@	\$2.05 Each	21	Multiple of Years-(Black)	150 @.55=\$82.50	
Narcotics Anonymous-Litte White Booklet	30@	\$0.75 Each	23			
4th Step Guide	10@	\$0.80 Each	8			
NA: A Resource in Your Community	30@	\$0.40 Each	12			
<b>TOTAL COST Books &amp; Booklets= <u>\$1068.00</u></b>				<b>TOTAL # of Key Tags @\$.55= <u>\$742.50</u></b>		
				<b>Medallions:</b>		
				<b>Bronze</b>		
				<b>Tri-Plate</b>		
				18 Months	5 @ \$3.20=\$16.00	
				1 Year	10 @ \$3.20=\$32.00	
				2 Year	10 @ \$3.20=\$32.00	
				3 Year	10 @ \$3.20=\$32.00	
				4 Year	10 @ \$3.20=\$32.00	
				5 Year	10 @ \$3.20=\$32.00	
				6 Year	10 @ \$3.20=\$32.00	
				7 Year	10 @ \$3.20=\$32.00	
				8 Year	10 @ \$3.20=\$32.00	
				9 Year	10 @ \$3.20=\$32.00	
				10 Year	10 @ \$3.20=\$32.00	
					(18yrs) 5 of Each @ \$3.20=\$288.00	
				11-29 Year	(15yrs) 2 of Each @ \$3.20 = \$96	
				30-45 Year		
				Year		
				Year		
				<b>TOTAL # of Bronze @\$.3.20 Each= <u>\$720</u></b>		
				<b>TOTAL # of Tri-Plate @\$.23.45 Each=\$ _____</b>		
<b>IP Pamphlets &amp; Small Booklets:</b>				<b>Handbooks, Gudies &amp; Speciality Items:</b>		
Who, What, How & Why	#1	150@\$.0.25 = \$37.50		Guide To Local Services	\$7.05 Each	
Another Look	#5	150@\$.0.25 = \$37.50		H&I Handbook Public Relations Handbook	\$9.65 Each	
Recovery & Relapse	#6	150@\$.0.25 = \$37.50		Guide to World Services	\$4.30 Each	
Am I An Addict?	#7	150@\$.0.25 = \$37.50		Guide to Phonline Services	\$3.60 Each	
Just For Today	#8	150@\$.0.25 = \$37.50		Treasurer's Handbook	\$2.10 Each	
Living The Program	#9	150@\$.0.25 = \$37.50		Treasurer's Workbook	\$2.10 Each	5 @2.10 Each = 10.50
Sponsorship	#11	150@\$.0.25 = \$37.50		Treasurer's Record Pad	\$0.75 Each	
The Triangle Of Self Obsession One Addict's Experience	#12	150@\$.0.25 = \$37.50		Group Reading Cards	\$4.60 Each	10 @4.60 Each =46.00
PI And The NA Member	#14	150@\$.0.25 = \$37.50				
For The Newcomer	#15	150@\$.0.25 = \$37.50				
Self-Acceptance	#16	150@\$.0.25 = \$37.50				
H&I And The NA Member	#19	150@\$.0.25 = \$37.50				
Welcome to NA	#20	150@\$.0.25 = \$37.50				
Staying Clean On The Outside	#22	150@\$.0.25 = \$37.50				
Funding NA Service	#23	150@\$.0.25 = \$37.50				
Accessibility For Those With Additional Needs	#26	150@\$.0.25 = \$37.50				
An Introduction to NA Meetings	#28	150@\$.0.25 = \$37.50				
	#29	150@\$.0.25 = \$37.50				
<b>TOTAL # of PAMPHLETS @\$.0.25 Each = <u>\$ 675.00</u></b>				<b>TOTAL COST Handbooks, Gudies &amp; Speciality Items = <u>\$56.50</u></b>		
The Group	#2	100@\$.0.35 = \$35.00		<b>TOTAL # of SPECIALITY IP's @\$.0.35 Each= <u>\$122.50</u></b>		
By Young Addicts, For Young Addicts For Those In Treatment	#13	50@\$.0.35 = \$17.50		<b>TOTAL # of SPECIALITY IP's @\$.0.35 Each= <u>\$122.50</u></b>		
The Loner-Staying Clean in Isolation For the Parents or Guardians of Young People in NA	#17	50@\$.0.35 = \$17.50		<b>TOTAL # of SPECIALITY IP's @\$.0.35 Each= <u>\$122.50</u></b>		
	#21	100@\$.0.35 = \$35.00		<b>TOTAL # of SPECIALITY IP's @\$.0.35 Each= <u>\$122.50</u></b>		
	#27	50@\$.0.35 = \$17.50		<b>TOTAL # of SPECIALITY IP's @\$.0.35 Each= <u>\$122.50</u></b>		
<b>Statewide Meeting Lists:</b>				<b>TOTAL # of SPECIALITY IP's @\$.0.35 Each= <u>\$122.50</u></b>		
<b>TOTAL =(Order+ Donation)</b>					<b>\$</b>	

## ATTACHMENT B: Motion Guidelines Table

Motion  
Guideline Table

Name	Second Required	Debate Allowed	Simple Majority	Majority 2/3	Appeal
Business	Y	Y	Y		Y*
Policy	Y	Y		Y	Y*
Sub-Motions					
Amend a Motion	Y	Y	Y		N**
Table a Motion	Y	N	Y		N
Remove from Table	Y	Y	Y		N
Call the Question	Y	N		Y	N
Refer to Committee	Y	N	Y		N
Substitute Motion	Y	Y	Y		N
Motion to Reconsider	Y	Y		Y	N
<b>** Maker and Second must have voted for the Motion that is being reconsidered.</b>					
Motion to Adjourn	Y	N		Y	Y
Friendly Amendment	<b>Offered only by Author of main motion, usually to change a date or dollar amount. Must be accepted unanimously or it fails</b>				
Withdraw a Motion	<b>Offered only by Author of main motion, usually because motion is now unnecessary or it was poorly written and would be easier to resubmit than to amend.</b>				
Personal Privilege	<b>Must be recognized by Chairperson</b>				
Order of the Day	N	N			Y*
Point of Order	N	N			Y*
Point of Inquiry	N	N			
Appeal the Decision of the Chairperson	N	Y		Y	N
Point of Personal Privilege	N	N			N

\*Any decision of the Chairperson can be appealed to the Body.

\*\* Only one amendment can be on the floor at any time. You cannot amend an amendment.



## Old or Amended Policies

Area Service Representative – retired/amended to “Regional Committee Member”

Area Service Representative – Alternate – “retired/amended to “Regional Committee Member – Alternate”

Coffee Maker Responsibilities – contacts the pastor of the church (Retired 2006)

NWANJSC Checking Account Maximum - establish a maximum of \$700 in the area checking account (Passed in 1996; amended 12/15/02)

NWNJASC Prudent Reserve – establish a prudent reserve of \$200. Place on the side \$40 each month until we’ve reached our goal (Amended 3/16/03)

Regional Donation – To donate to Region anything in our account over \$400 each month – (Retired 12/15/02)

Paying own Rent - that all other groups or subcommittees who meet at the Stanhope Presbyterian Church be ultimately responsible for their own rent/donation (Passed 1/24/89; amended 3/20/11)

Paying own Rent - at all other groups or subcommittees who meet at the Hope House be responsible for their own rent/donation (Passed 12/19/91; amended 3/20/11)

Misallocation of Funds – Misallocation of funds should constitute grounds for removal from executive committee position or **subcommittee chair position** of NWANJSC for a period of one year (1996)

H&I Budget - to allocate a working budget of \$180 a month for literature and expenses (2007)

H&I Literature – that H&I receive \$75 a month in literature. This would be put into the Area Service budget as a monthly expense.

Allocate Funds Monthly to Support Helpline – to allocate \$55 each month to support the existing state-wide Helpline

Working Budget for Policy - to allocate a working budget of \$100 per year, and not to exceed \$50 in any one given month (previously \$25)

Night Deposit – this area is to get a night deposit bag. This will cost about \$25 and the service is free.

Working Budget for Secretary to allocate a working budget of \$30 to pay for copies of minutes and new business motion forms

Working Budget for PI – amended to “Working Budget for PR”

Working Budgets for Meeting Lists – “... & \$50.00 each month for miscellaneous s funds” (Removed 2010)

Insurance Prudent Reserve – to create an \$800 prudent reserve for the annual Insurance Policy. This is to be a separate reserve solely for this purpose. (2009; removed 2018)

Insurance Prudent Reserve – to create an \$800 prudent reserve for the Annual Insurance Policy. This is to be a separate reserve solely for this purpose. (2009; removed 2018)

GSRs Read Announcements – GSRs should read all announcements before the beginning of a meeting to ensure that they are Narcotics Anonymous announcements (removed/amended 2004)

Snitching – The Vice Chairperson of the ASC is responsible to advise the groups of a GSR’s non-participation in any special participation in group conscience voting days. (Removed)

Quorum – all absent GSRs count as abstentions (Removed 2006)

## **Old or Amended Policies (cont.)**

Subcommittee Guidelines Deadline – To remove the chair of any committee if their guidelines are not received by the policy chairperson by the **June ASC meeting**. (Amended 2018)

Share on the 12 Traditions and 12 Concepts – To have ASC have a speaker from within the body volunteer to speak the following month on the tradition/concept corresponding with the month of that area service. It would be the responsibility of the chair to ask for a volunteer for the following month on the agenda. A different person would share on the tradition than would share on the concept. (Amended 2017)

Behind the Walls Subcommittee Policy – removed from policy (2016)

Donate old meeting lists to H&I - N.W.N.J.A.S.C. will donate all old meeting lists to H & I subcommittee. (Retired 2/16/04)

H&I Chairperson Responsibilities - Appoints panel leaders and members to H&I panels. (Removed 2/2018)

Literature inventory – maintain inventory no more than \$1250 in value (Removed 5/16/10)

Literature distribution – Literature will only be distributed at Area Service to facilitate record keeping and literature stockpile, except in special circumstances (Outside organization). Before distributing literature outside of Area Service the Literature Chair must first inform 2 Area Executive Committee members of the pending transaction. (Retired 4/27/03)