

**Philadelphia Area Service Committee of Narcotics Anonymous
Policy Guide September 2009 Page 1 of 8**

Table of Contents

Description	Page
The Main Purpose	2
Duties of a GSR	2
Duties of ASC Officers	2
Chairperson	2
Co-chairperson	2
Treasurer	3
Co-treasurer	3
Secretary	3
Assistant Secretary	3
Regional Committee Member (RCM)	3
RCM Alternate	3
Subcommittee Chairpersons	3
Steward	4
Co-stewards	4
ASC Subcommittee Descriptions	4
Administrative	4
Phoneline	4
Literature Sales Chairperson	4
Literature Sales Co-chairperson	4
Public Relations (“PR”)	4
Webmaster	4
Co-Webmaster	5
Hospitals and Institutions (“H&I”)	5
Unity	5
Meeting List	5
Literature Review	5
Convention Committee Representative	5
Convention Committee Co-rep	5
ASC Meeting Format	5
1. Start of Meeting	5
2. Main Purpose	5
3. Previous Month’s Minutes	5
4. Twelve Concepts	5
5. Group Reports and Announcements	5
6. Subcommittee Reports	6
7. Old Business	6
8. Elections	6
9. Literature Sales Report	7
10. Treasurer’s Report, Financial Policy	7
11. New Business, Motion-making,	7
Roberts Rules of Order	8
Close Meeting	8
Addendum	8

Philadelphia Area Service Committee of Narcotics Anonymous
Policy Guide September 2009 Page 2 of 8

THE MAIN PURPOSE of the Philadelphia Area Service Committee (ASC) meeting of NA is to bring the groups together to research and develop ways of better fulfilling our primary purpose, “TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS”. Also, as part of the service structure as a whole, the Area Service Committee works as a liaison for information exchange between the groups and Region. The Area Service Committee meeting is always governed by the 12 Traditions of NA and a revised version of “Robert’s Rules of Order”. The meeting officially begins at 7:30 p.m. GSR’s are requested to arrive at 7:00 p.m. in order to process group donations and purchase literature. If the meeting is still in session at 9:30 p.m., the ASC Chairperson may call a vote to either: 1) end the meeting, or 2) continue the meeting. If the ASC Chairperson and Co-chairperson are absent, any ASC Subcommittee Chairperson may temporarily chair the meeting. Some Subcommittees meet at 5:30 p.m. Any person wishing to participate in a Subcommittee at this time may do so.

DUTIES OF A GSR (GROUP SERVICE REPRESENTATIVE): A GSR is the first line of communication between the group and NA as a whole. It is their responsibility to keep their group informed and express their group’s conscience in all matters. More than any other thing, active participation and representation can strengthen the bonds that tie us together and promote our common welfare. By participating, GSR’s can keep their groups informed as to what is happening in NA. Group members should be able to find out about the following from their GSR’s:

- NA activities
- Other groups
- How our service structure works
- The 12 Traditions
- How to become more involved

It is also suggested that the GSR share some of their responsibilities with the GSR-Alternate. It helps to provide the following:

- Continuity of service which never leaves a group underrepresented
- A year of effective training for the alternate GSR who usually assumes the role of GSR

DUTIES OF ASC OFFICERS

Chairperson: Arranges an agenda and presides over the monthly ASC meeting. Ensures that all traditions are upheld in all matters. The Chairperson is responsible for correspondence and the maintenance of files and archives. The Chairperson does not have a vote unless it is to break a tie. The Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. **The Chairperson must have at least 2 years clean time and prior involvement with the ASC**, perhaps as a GSR or an officer on a Subcommittee. The Chairperson must also possess the desire to serve in this position. The Chairperson is also a designated co-signer on the ASC bank account.

Co-chairperson: Will coordinate all Subcommittee functions. In the absence of the Chairperson, they will assume the duties of the Chairperson. In the event of a Subcommittee Chairperson vacancy, they will actively re-establish that Subcommittee. If more than one Subcommittee Chairperson vacancy exists, they will appoint someone to re-establish that vacancy/Subcommittee also. **The Co-chairperson should have at least 1 year clean**, a working knowledge of the 12 Steps and 12 Traditions, and it is suggested that they also have some prior involvement as outlined above in the Chairperson’s duties. They must also possess a desire to serve as Co-chairperson. The Co-chairperson will be the third

signature on the ASC bank account, provided the Chairperson or Treasurer is not present.

**Philadelphia Area Service Committee of Narcotics Anonymous
Policy Guide September 2009 Page 3 of 8**

Treasurer: Is responsible for collecting group donations and makes a report that outlines these contributions and Area expenditures at every regular ASC meeting. The Treasurer must make an immediate deposit to the Area's account on the next business day after Area service, make a copy of the deposit slip, and provide it to the secretary to be included in that month's minutes. If the Treasurer is unable to make the deposit, the Area Chair or co-chair will make the deposit. This will ensure sufficient funds are available for all checks issued and will allow the Area to conduct its financial business the same day as the Area meeting. The Treasurer is also a designated co-signer on the ASC's bank account which must be in a non-profit account. There must be a three-signature account in reference to Area funds. **The treasurer must have at least two years of continuous clean time and a source of legitimate income.** The treasurer must balance the checkbook each month with the bank statement.

Co-treasurer: Will assist the Treasurer in the performance of their duties. They must have at least **one year of continuous clean time and a legitimate source of income.**

Secretary: Will keep accurate minutes of each ASC meeting. They will type and distribute Area minutes to the GSR's no later than two weeks following the ASC meeting. The Secretary must e-mail or mail the minutes to the Webmaster each month to ensure inclusion of the announcements on the website. The Area Secretary is to include group donations in the Area minutes. The Secretary will have the Chairperson verify the minutes before any mailings/copies are made. Each June, the ASC Secretary should review and update the ASC Policy with all changes which were voted into policy since the previous update. In addition to the above, they must:

1. Maintain an updated list of all GSR's and ASC Officers.
2. Maintain a file of past Area minutes.
3. Maintain an accurate and updated list of all ASC Officers' addresses and telephone numbers.
4. **Have at least one year of continuous clean time.**
5. Maintain a list of all Subcommittee chairs, including names, telephone numbers, and addresses.
6. Minutes must have the dates of all remaining ASC meetings for the year clearly noted.

All of the above-mentioned lists must be updated immediately after elections each year. This list should be made available for numbers 1, 3, and 5, above.

Assistant Secretary: Assists the Secretary at the monthly meeting, helps produce the copies of minutes to be mailed out, and maintains an Area phone list of all officers. The list shall be updated once a year, 1 month after annual elections. **Clean time required is 6 months of continuous clean time.**

Regional Committee Member ("RCM"): Is to the ASC what the GSR is to the group. The RCM represents, and carries the conscience of, the ASC at the regional level. The RCM attends all regional meetings of the Greater Philadelphia Regional Service Committee of NA, and works as a liaison for information exchange between the groups and the Region. The RCM will also give the ASC an oral and written report on all RSC meetings, or as needed. **Clean-time requirement is at least two years, continuous.** The RCM should hold only one position at the Region.

RCM Alternate: Will assume the RCM's duties in the absence of the RCM. Clean time required for this position is **at least one year, continuous.**

Subcommittee Chairpersons: Will preside over their Subcommittees and report to the ASC meeting all work and projects that are currently in progress within their Subcommittees. **Recommended clean time for these positions is one year, continuous.**

**Philadelphia Area Service Committee of Narcotics Anonymous
Policy Guide September 2009 Page 4 of 8**

Steward: Will open the building, set up chairs and tables, make coffee or tea, clean up, and lock the building. **Suggested clean time requirement is six months.**

Co-stewards (2): Will assist the Steward with setting up and taking down the tables and chairs, and will make sure that the smoking area is clean and cleared, and that the noise is kept down outside. **Suggested clean time requirement is six months.**

ALL CLEAN TIME REQUIREMENTS ARE SUGGESTED!! Any ASC servant who misappropriates funds at the PHILA ASC NA level shall not be permitted to serve any ASC NA commitment which involves the handling of money, whether or not restitution is being or has been made.

ASC SUBCOMMITTEE DESCRIPTIONS

Administrative: Members of this Subcommittee are the **ASC Chairperson, Co-chairperson, Secretary, Treasurer, and RCM.** They will meet as needed to settle those affairs that do not fall under the description of the remaining Subcommittees. In the absence of the Co-treasurer, a member of the Administrative Subcommittee must be present at the Treasurer's table. **No member of the Admin Committee shall be a GSR.**

Phoneline: Their main purpose is to provide an introduction to NA for the suffering addict who calls the Regional NA Hotline telephone number. They are also in contact with other NA members throughout the city in order to get a new member to a meeting when the need arises. **Qualifications are one year clean and a willingness to serve.** AREAS MUST ALSO PROVIDE \$250.00 A MONTH FOR REGIONAL HOTLINE DONATION.

Literature Sales Chairperson: Their main purpose is to have literature available for group purchase at the ASC meeting. Literature sold to anyone outside the fellowship must be sold for cost. Literature Sales Chairperson is required to throw out old meeting lists, up to a maximum of 200 lists, and begin selling new lists. **The Literature Sales Chairperson must have at least one year of continuous clean time and a legitimate source of income.** The Literature Sales Chairperson will also be responsible for the selling and inventory of Area Meeting lists.

Literature Sales Co-chairperson: Main purpose is to assist the Literature Sales Chairperson with all responsibilities and to fill in if the Literature Sales Chairperson is not present. **Qualifications are one year clean, willingness to serve, and a legitimate source of income.**

Public Relations ("PR"): Their main purpose is to make the public aware of NA, within the guidelines of our 12 Traditions. The Subcommittee is in direct contact with schools and other community agencies, and will provide speakers upon request. The PR Chairperson will collect the mail from the ASC Post Office Box. **Qualifications are one year clean and a willingness to serve.**

Webmaster: This position is in the Public Relations Subcommittee. Duties include maintaining and

updating the Philadelphia Area of Narcotics Anonymous website. **Requirements are: one year clean, knowledge of HTML, and the systems and programs to take on this endeavor.** The Webmaster will follow the same procedures as other Subcommittees. Information posted on the Philadelphia Area website shall be limited to Philadelphia Area concerns, to prevent the Webmaster from being burdened with extra work from other areas and to keep our website uncluttered. Any non-Area concerns should be the responsibility of the Regional web site. The Secretary must e-mail or mail the minutes to the Webmaster each month to ensure inclusion of the announcements on the website. The Webmaster position will be voted on like all Subcommittee Chairpersons.

**Philadelphia Area Service Committee of Narcotics Anonymous
Policy Guide September 2009 Page 5 of 8**

Webmaster Co-representative: Assists in the performance of the Webmaster duties, and may fill in when Webmaster is not present at the ASC. **Clean Time requirement is 6 months.**

Hospitals and Institutions (“H&I”): Their main purpose is to carry the message of NA into various institutions such as rehabilitation facilities, drug detoxification centers, and prisons. This Subcommittee will meet on a regular basis to ensure that all commitments are being maintained properly. Upon request from interested institutions, they will help provide a meeting. AREA MUST ALSO PROVIDE \$300.00 A MONTH FOR H&I EXPENDITURES.

Unity: Their main purpose is to aid the groups in matters that will strengthen NA as a whole in the Philadelphia Area. They may also schedule and coordinate fund-raisers, which will help finance our service structure. If needed and under the direction of the ASC, they may investigate alleged Tradition violations within our Area.

Meeting List: Duties will be to represent this Area at Regional Service weekend (every other month) and assist in compiling the Regional meeting list. This committee will also produce an Area meeting list in order to better carry the message of recovery to the addict who still suffers.

Literature Review: Purpose is to initiate and review all new and upcoming NA literature. To provide and carry the message of recovery in written form to the addict who still suffers. They will collect and disseminate all literature needing input, review and/or approval by the Area. They should maintain a list of the status of all projects in progress. When necessary they should hold workshops open to all that would like to participate. They should participate in Regional Literature Review.

Convention Committee Representative: Reports to the Philadelphia ASC on the progress of the convention and is the Philadelphia Area conscience in all convention meetings. Informs the Area of any specific needs by the convention committee. **Clean time requirement is one year.**

Convention Committee Co-representative: Assists in the performance of the Convention Rep. duties, and may fill in when Convention Rep. cannot be there. **Clean Time requirement is 6 months.**

ASC MEETING FORMAT

1. Meeting begins at 7:30 p.m. with a moment of silence followed by the Serenity Prayer. Twelve Traditions and Church Rules are read.
2. The ASC Chairperson must read the “Main purpose of the Philadelphia ASC meeting of NA” as stated on the first page of the Philadelphia ASC Policy guide.
3. Count of voting GSR’s is taken.
4. Concept of the Month is read and 5 minutes will be taken to discuss.
5. Discussion regarding last month’s minutes. Make corrections, if any. Vote on accepting the minutes.

6. Group Reports and Announcements:
 - a. New groups introduce themselves and provide information regarding their meeting. They should contact the RCM to ensure their group information gets added to the meeting list.
 - b. New GSR's should submit their home addresses to the ASC secretary to ensure receipt of Area minutes.
 - c. Anyone wishing to make a report or announcement should submit it in writing to the Secretary to ensure its inclusion in the minutes. Area is not responsible for making copies (unless requested in the form of a motion). Any announcements by any group or Subcommittee to be included in the minutes must be provided to the Area Secretary.

**Philadelphia Area Service Committee of Narcotics Anonymous
Policy Guide September 2009 Page 6 of 8**

- d. All GSR's and Subcommittee Chairpersons must sign their names in the Secretary's book at the end of the ASC meeting, to ensure that they receive Area minutes. If they do not sign the book they will not receive the Area minutes.
7. Subcommittee reports: verbal and written (to the Secretary) are given. It is important to note that this is not the time for open discussion, but questions may be entertained at the discretion of the Area Chairperson. Concerned individuals should attend the Subcommittee meetings if they have questions or complaints.
8. Old Business: motions taken back to the groups from last month's Area Service Committee meeting are now voted on. Chairperson reads the motion and calls for a vote, reminding the body that only GSR's or their Alternates should be voting. *No discussion is allowed (for those motions which have been reviewed and voted on by group conscience). All votes, except those for officers, will include FOR, AGAINST, and ABSTENTIONS.* The ASC should postpone voting on any motion concerning the Philadelphia Area Service Committee policy if 25% or more of the GSR's present have not received their minutes.
9. Elections:
 - a. General elections of all officers of the ASC are held in January. If an officer withdraws from office, a special election will be held at that time. The fellowship must have at least one month's notice that a position is available. All Co-chairpersons who have completed their year of service must still be nominated to become a Chairperson. If only one person is nominated for a position, they must leave the room while the body votes on the nomination.
 - b. Voting procedures for our elections are as follows:
 1. only GSR's or Alternates can vote.
 2. simple majority wins.
 3. one vote per person (for each position or issue).
 4. except in the case of only one person running for an office, all other votes can only be FOR. (AGAINST and ABSTENTIONS do not count).
 - c. Qualifications for ASC Officers:
 1. One year clean. Clean time may be waived if there are no eligible nominees.
 2. Treasurer, Co-treasurer and Lit. Chair must have a legitimate source of income.
 3. Knowledge of Philadelphia ASC policy.
 4. RCM: two years clean, Alternate RCM: one year clean.
 5. Must attend all ASC meetings.
 6. Working knowledge of the 12 Steps and 12 Traditions.
 7. Suggested pre-involvement in ASC as an officer or GSR.
 8. Cannot hold two offices simultaneously.
 9. Desire to serve.

- d. Questions for all nominees at elections:
 - 1. Do you meet all the stated requirements?
 - 2. Do you have an NA sponsor?
 - 3. What other service commitments have you held?
 - 4. Have you ever not completed a commitment, and if so why?
- e. Questions for positions handling money (Including Co-Chairperson, Treasurer, Co-Treasurer, Literature Sales Chairperson, Literature Sales Co-chairperson, and Unity Subcommittee) at elections:
 - 1. Do you meet all the stated requirements?
 - 2. Have you ever held a service position handling money? Describe.
 - 3. Where there any problems concerning funds while serving in this position?
 - 4. Is your current financial position stable?

**Philadelphia Area Service Committee of Narcotics Anonymous
Policy Guide September 2009 Page 7 of 8**

- f. If any servant or their alternate elected by the Philadelphia ASC NA who skips any monthly ASC meeting, without contacting the ASC Chairperson or Co-chairperson, can be removed by majority vote by the Philadelphia ASC NA. This is to keep positions filled and operating.
- g. Any servant elected by the Philadelphia ASC NA that their duties include attendance at the monthly or bi-monthly regional meetings, that does not attend 2 consecutive monthly or 2 bi-monthly meetings and does not have a substitute without contacting the ASC chairperson or co-chairperson can be removed by majority vote.

Important: Upon discovery of a change in the vote of the ASC’s conscience by any trusted servant at the RSC level, that person shall be warned. If a second instance occurs, they will be asked to resign.

WHEN OLD BUSINESS HAS FINISHED – 15 MINUTE BREAK

- 10. Literature Sales Report: The Literature Sales Chairperson gives a status report.
- 11. Treasurer’s Report: All outstanding bills are paid first. Remaining funds are divided amongst the Subcommittees who have a need for funds. We should always remember the Regional donation along with maintaining some reserve. The Treasurer should “cut” checks to our creditors the night of the ASC meeting. Treasurer will include a copy of the Bank Statement with the Treasurer’s report. Account number and home address will be removed.
Financial Policy:
 - a. Requests for funds from Subcommittees must be included in the Subcommittee reports along with receipts.
 - b. Subcommittee Chairperson is to sign Treasurer’s book for requested funds.
 - c. A report for revenues/expenses and receipts for expenditures must be included in the Subcommittee report within one month following an event.
 - d. If it is determined that funds are missing or stolen the Area will proceed with the guidelines suggested in the Trustee’s Bulletin “Theft of NA funds.”
 - e. The Literature Chairperson will receive two checks. One for H&I literature and one for the Area Literature purchase.
- 12. New Business: only motions originating in Subcommittees or by GSR’s (from their group conscience that have been referred to a Subcommittee one month prior) can be allowed on the floor for discussion. Any motion that cannot be referred to a Subcommittee must be submitted to the ASC Administrative Subcommittee.
 - a. All motions must include one of the following prefixes: A) “to be voted on by the ASC”,

- or B) “to go back to the groups”.
- b. These prefixes may be objected to, and one pro and one con argument may be heard in reference to the objection. The objection is then voted on.
- c. A simple majority wins and abstentions count as “no” votes.
- d. Should a motion be made “to go back to the groups”, no discussion is allowed.
1. All motions should be submitted in writing and include an intent (which simply describes the nature of the motion).
 2. Only two pros and two cons may be heard for the main motion being voted on. Total discussion is to last no more than five minutes.
 3. Remind the body that only GSR’s or their Alternates may vote.
 4. Any group that has motions included in Area minutes should remain anonymous.

**Philadelphia Area Service Committee of Narcotics Anonymous
Policy Guide September 2009 Page 8 of 8**

REVISED VERSION OF ROBERTS RULES OF ORDER

	2nd of Motion	Debatable	Interrupt	Amendable	Vote
main motion	Yes	Yes-2 pros, 2 cons	No	Yes	Majority
Amendment	Yes	Yes-1 pro, 1 con	No	Yes	Majority
point of order	No	No	Yes	No	Chair
appeal the chair	Yes	Yes-1 pro, 1 con	Yes	No	Majority
point of info.	No	No	Yes	No	Chair
suspension of rules	Yes	No	No	No	2/3
objection to consider the question	No	No	Yes	No	2/3

Note: All main motions that change existing policy, remove officers from office, and remove groups from participation in the Philadelphia ASC will require a 2/3 majority. Abstentions will count as a nonvote in all matters requiring a 2/3 majority.

All amendments to motions must be by the person who made the motion, and seconded by the person who originally seconded the original motion.

All motions voted on the Area floor concerning Area business in which the abstentions are the majority vote will be tabled until the following month.

All motions that are passed and affect Area policy must remain in effect for three months before changes can be made.

**CLOSE MEETING WITH A MOTION TO CLOSE (SECONDED AND PASSED) AND
ADJOURN WITH THE SERENITY PRAYER**

ADDENDUM

Addicts who are taking "methadone or other drug replacement" chemicals are encouraged to attend meetings and may become members of our fellowship if they have "the desire to stay clean." However, they shall not be permitted to "be a speaker, chair a meeting or be a trusted servant for NA." This policy does not address the use of methadone or other drugs as a pain medication as this issue is addressed in the NA Pamphlet: "In Times of Illness."