

# **GPASC GUIDELINES**

**Approved Decmeber 2023**



## **GREATER PENSACOLA AREA SERVICE COMMITTEE (GPASC) OF NARCOTICS ANONYMOUS**

### **SERVICE PRAYER STATEMENT OF PURPOSE**

(Pg. xxvi of NA Basic Text, 6th Ed.)

#### **SERVICE PRAYER**

*“GOD, grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours—in order that no addict, anywhere, need die from the horrors of addiction.”*

#### **STATEMENT OF PURPOSE**

Everything occurring in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason we began this work. We must always remember, as individual members, groups, and service committees, we are not, and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

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## **ARTICLE I: NAME & SERVICE AREA**

- 1) The name of this committee will be the Greater Pensacola Area Service Committee (GPASC) of Narcotics Anonymous (GPASC/NA).
- 2) The GPASC/NA area includes the geographical area of the following boundaries: Escambia, Santa Rosa, Okaloosa counties and any individual group that wishes to join our area.



## **ARTICLE II: PURPOSE & MEMBERSHIPS**

- 1) The purpose of the Greater Pensacola Area Service Committee (GPASC) is to serve the specific needs of the Area's Narcotics Anonymous Groups and to facilitate carrying the message of recovery to the addict who still suffers. Our aim is to unify our Area by furthering the Narcotics Anonymous (NA) primary purpose in accordance with our Twelve Traditions and Twelve Concepts.
- 2) The Area Service Committee (ASC) administers and coordinates NA activities, within the boundaries of the Greater Pensacola Area, approved by the Groups of the GPASC. The ASC serves as a link between these Groups and the Alabama/Northwest Florida Regional Service Committee of Narcotics Anonymous (ALNWFRSC/NA).
  - i) *Note: For the purpose of these guidelines, the term "Narcotics Anonymous Group" will be defined as stated in the current edition of pg. 25, A Guide to Local Services in Narcotics Anonymous."*
- 3) The ASC is comprised of Group Service Representatives (GSR's), Administrative Committee Members (ACM) and Subcommittee (SUB) Chairpersons.

## **ARTICLE III: PARTICIPANTS**

This committee will consist of three groups of participants: decision making members, non-decision making members, and observers.

### **1) DECISION MAKING MEMBERS**

- a) The Decision Making Members (DMM) of the ASC are made up of the Group Service Representatives (GSR) or, in the GSRs absence, the Group Service Representative Alternate (GSRA) of each active NA group within the Greater Pensacola service area. For the purpose of these guidelines the terms GSR and GSRA will be defined as stated in the most current edition of "A Guide to Local Services in Narcotics Anonymous."

### **2) NON-DECISION MAKING MEMBER**

- a) A Non-Decision Making Member (Non-DMM) is considered any NA member in attendance not serving as a DMM, and any member of the Area Service Committee (ACMs & SUBs).

### **3) OBSERVERS**

- a) Individuals not addressed elsewhere in these guidelines will be classified as observers.

## ARTICLE IV: OPERATIONAL GUIDELINES

### 1) GENERAL MEETING GUIDELINES

- a) Greater Pensacola Area Service Committee (GPASC) Guidelines may be waived at any time by 2/3<sup>rd</sup> majority and keeping within the spiritual principles of the 12 Traditions and 12 Concepts of Narcotics Anonymous.
- b) In order to establish quorum, a simple majority of 51% (Robert's Rules of Order) of the active home groups with voting rights must be present in order to conduct business.
  - i) The present number of Decision Making Members (DMM) (GSR or GSRA per home group) representing active Home Groups shall be determined at roll call and before each vote. For example, if 6 GSRs representing active Home Groups are present out of 10 active home groups then quorum has been met. Of the 6 Home Groups present, 4 of the 6 groups represent 2/3<sup>rd</sup> majority for voting purposes.
  - ii) A group is inactive and does not have voting rights if it has not been represented at the past two ASC meetings. At the second consecutive attendance at the ASC, the groups may participate in the decision making process.
  - iii) New groups enter the roll call at their first ASC. At the second consecutive attendance at the ASC, the new group may participate in the decision making process at the beginning of the meeting.
- c) Meetings will be conducted in accordance with Robert's Rules of Order.
- d) The regular meetings of this committee will be held, in person and virtually, on the third Sunday of every month at 2 p.m. unless otherwise decided by the committee.
- e) All ASC meetings shall be open to any Narcotics Anonymous (NA) member who wishes to attend as a Non-DMM, but shall be closed to the general public.
- f) Observers, with the permission of the Chair/Acting Chair, will have the specific right to request the floor. The Chair has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may be overturned by a simple majority of the DMM.
- g) Only DMMs can vote.
- h) Motions
  - i) This body operates on Robert's Rules of Order.
  - ii) Any GSR, or GSRA acting as the Groups Representative, of the GPASC may submit a Motion to the floor.
- i) Any Administrative Committee Member (ACM), Subcommittee (SUB), or workgroup/Ad Hoc committee may submit a motion to the floor pertaining to their position/committee.
- j) Any motion must be submitted to the Secretary in writing using the Motion Form before any discussion can begin. A written motion may be submitted at any time during the business meeting, but might not be read or recognized if it will disrupt the current flow of business; it would then be brought up before "New Business". There will be no motions introduced during or after "New Business".
- k) All committee motions will first be discussed with three pros and three cons. After discussion a vote will occur unless the motion is withdrawn or a DMM requests the motion be sent back to home groups.
- l) When a motion is being discussed in New Business and time in the ASC meeting ends, that subject will be tabled and brought up in Old Business at the next ASC meeting.
- m) Financial guidelines are defined in [Article V](#).
- n) At the May ASC meeting, each ASC Officer and SUB Chairperson shall present a written inventory, reviewing the year's accomplishments including a financial report, if applicable.
- o) New Groups may receive a Starter Kit, upon request, at no cost to the Group without a vote from the GSRs.

## **2) MEETING AGENDA**

- a) The sequence of items on the ASC meeting agenda consists of
  - i) Call to Order
  - ii) Serenity Prayer
  - iii) Service Prayer
  - iv) Twelve Traditions of Narcotics Anonymous
  - v) Twelve Concepts of Narcotics Anonymous
  - vi) Group roll call
  - vii) Welcome any new Groups/GSRs
  - viii) Secretary Report reads, amends, and approve minutes from previous meeting
  - ix) Chair report
  - x) Vice Chair report
  - xi) Treasurer report
  - xii) Regional Committee Member (RCM) report
  - xiii) SUB reports (alphabetical order)
  - xiv) Group Reports
  - xv) Open Forum – Other NA related announcements
  - xvi) Old Business – Simple majority for previous Motions
  - xvii) Final motion requests submitted
  - xviii) New Business – Simple majority for new motions
  - xix) Open Forum – Other NA related announcements
  - xx) Adjournment and Closing Prayer
- b) The sequence of items on the agenda may be changed by the ASC Chair if deemed appropriate.

## **3) EMERGENCY/SPECIAL MEETINGS**

- a) Emergency/Special Meetings may be called for any matter affecting the Greater Pensacola Area Service Committee (GPASC) as a whole.
- b) Any member of NA can bring such a matter to the attention of the ASC Chair or Vice Chair.
- c) The Chair and/or Vice Chair shall decide, upon consultation with at least 1/3 of the GSRs of active Groups, whether the matter warrants an Emergency Meeting.
- d) Calling an Emergency/Special Meeting
  - i) The Secretary shall maintain an up-to-date list of GSRs and GSRA's and shall give notice by phone or electronic means to each GSR/GSRA in the event if an Emergency Meeting needs to be called.
  - ii) The Emergency/Special Meeting shall be announced by the GSRs and GSRA's at their Groups.
  - iii) The purpose of the meeting will be stated. No business other than that which is stated will be conducted.
  - iv) At least a 10-day notice must be given to the Area Fellowship of the date and time of the Emergency/Special Meeting.

## **4) AREA SERVICE COMMITTEE**

- a) The ASC Guidelines shall be reviewed every year. An Ad Hoc Committee shall be appointed to conduct the review and recommend revision or amendment if necessary. After review, the ASC Guidelines will be presented to the Groups for approval.
- b) The ASC Administrative Committee proposed annual budgets shall be submitted for review each year at the October ASC.
- c) Area Meeting Lists are to be included in the Public Relations (PR) Subcommittee budget for PRs use.
- d) A financial Ad Hoc Committee, including the ASC Treasurer, shall be appointed to conduct the review and recommend revision or amendment to GPASC budget guidelines if necessary.
- e) All proposed budgets will then be communicated in the minutes for approval at the next ASC.

- f) All Administrative Committee Members reports will be submitted electronically to the Secretary in a PDF or Word Doc three (3) days after the ASC meeting to be included with online minutes.

**5) AMENDMENT OF GUIDELINES**

- a) In order to amend these guidelines, 2/3<sup>rd</sup> majority must be reached by the Decision Making Members of the Area Service Committee.
- b) In the absence of a Guidelines chairperson, the Chair may assign an Ad Hoc committee to edit and review items under question.

**ARTICLE V: FINANCIAL GUIDELINES**

**1) THEFT POLICY**

- a) The 11th Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message. The 12 Concepts give the GPANA a mandate which calls for total financial accountability. Any misappropriation of funds cannot be tolerated. Should an Executive Committee member, Subcommittee Chair/Vice Chair, Subcommittee member or member be found to have misappropriated GPANA funds, the presiding Chair of the GPANA ASC immediately upon calling the ASC Committee meeting to order, must fully disclose the alleged misappropriation of funds and the individual(s) involved. Any member accused of misappropriating funds may exercise their 10 Concept right to redress at this time.
  - b) GPANA ASC action: The ASC, once informed of the alleged misappropriation of funds may remove from their elected service position, the individual(s) involved ‘with cause’ by a simple majority vote. Should the GPANA ASC remove a member, said individual(s) participation within the ASC Service Body is immediately terminated. Additionally, any member removed by the ASC for misappropriation of funds may not hold an elected seat on the ASC Service Body, Committee or its Subcommittees for a period of five (5) years.
  - c) Restitution: Individuals removed for misappropriation of funds are expected to make full restitution of all GPANA funds. Should a member be removed for misappropriation of funds fail to make full restitution, said member will be subject to criminal and/or civil prosecution by the GPANA ASC.
- 2)** The Area Service Committee (ASC) will prepare a yearly budget and operate on a quarterly basis. Funds not spent for that quarter will not be accessible once quarter concludes. Any remaining funds will be placed back into Area account.
- a) Quarterly basis is defined as January. 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31.
- 3)** Printed Area Meeting Lists are to be included in the ASC budget. The Treasurer will be responsible for bringing area meeting list to the monthly ASC meeting.
- 4)** With the exception of the HOWL all standing subcommittee (SUBs) will receive the following monthly funding:
- a) H&I \$300.00/month or \$900/quarter
  - b) PR \$300.00/month or \$900.00/quarter
  - c) Activities \$250.00/month or \$750.00/quarter
- 5)** The Region Committee Member (RCM) **or** RCM Alternate will be budgeted \$500.00 prior to each quarterly trip to the Alabama/Northwest Florida Region Service Committee of NA meeting.
- 6)** The Administrative Committee Members will be reimbursed for items such as ink, paper, checks, receipt books, and any other office supplies required to perform their duties with provided receipts.

- 7) Additional funds may be requested as needed from the ASC.
- 8) Budget motions must be submitted in writing (budget motion form) prior to funds being disbursed.
- 9) All unused funds and receipts must be returned at the next ASC. This is a requirement or no new funds will be dispersed.
- 10) Any requests not covered in budget over \$100 will be sent to Groups for approval.
- 11) The ASC annual budget, which requires input from the ACM and SUBs, will be reviewed no later than April of each year, and if no changes are required then the previous year's budget will be funded.
  - a) The ASC's prudent reserve will be three months of operating costs based off of the annual budget.
  - b) At the same time as the annual budget review, a financial audit will occur.
- 12) The ASC will donate money above prudent reserve to Region the month before each Alabama/Northwest Florida Region Service Committee of NA meeting.
- 13) The ASC will fund the Group Service Representative (GSR) and GSR Alternate to attend any Regional Assembly and/or Regionally associated workshop with a cap of \$100.00 per group if their group cannot afford to do so.
- 14) There will not be any 50/50 raffles at Area functions pursuant to World Service Bulletin #21, Section 6.
- 15) The Area Treasurer and the HOWL Treasurer shall be prepared for an audit at any ASC.
- 16) In order to make changes to the current budget, 2/3<sup>rd</sup> majority must be reached by the Decision Making Members.
- 17) The proceeds of the HOWL should be used to help pay Area's budgeted expenses.

## **ARTICLE VI: SUBCOMMITTEE GUIDELINES**

- 1) All SUBs will operate using Robert's Rules of Order.
- 2) All Subcommittee Chairs cannot hold another position as the ASC level. (i.e., GSR or ACM positions)
- 3) The Area Service Committee (ASC) may establish Subcommittees (SUB) as necessary to perform certain duties. SUBs will be formed upon approval by the Decision Making Members (DMM) of the ASC. SUBs may include, but are not limited to Administrative, Public Relations, Hospitals and Institutions, Literature, Activities, HOWL, and any other standing SUBs which will be deemed necessary to carry out the work of the ASC.
  - a) At the inception of these standing SUBs, the DMM of the ASC will elect a Chairperson.
  - b) All officers within each SUB will be elected by the SUB membership.
- 4) All standing SUBs of this ASC will create and adopt guidelines which are consistent with the most current and approved "A Guide to Local Services in Narcotics Anonymous," the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Narcotics Anonymous, and the best information available from the

World Service Conference in the form of WSC approved handbooks and guidelines. The ASC guidelines will take precedence over SUB guidelines.

a) Refer to each specific Subcommittee Guidelines for more details.

- 5) The SUB Guidelines shall be reviewed every three (3) years or until otherwise requested. An Ad Hoc Committee shall be appointed to conduct the review and recommend revision or amendment if necessary. After review, the SUB Guidelines will be presented to the ASC for approval.
- 6) The SUB proposed annual budgets shall be submitted for review each year at the October ASC with the exception of the HOWL.
- 7) All proposed budgets will then be communicated in the minutes for approval at the next ASC.
- 8) All SUBs are to maintain financial records and be prepared to submit to an audit at any ASC.
- 9) All SUB reports will be submitted electronically to the Secretary in PDF or Word Doc three (3) days prior to the ASC meeting to be included with online minutes.
- 10) The Public Relations SUB creates and fills a phone line position within the Public Relations SUB in order to have one point of accountability for the area phone line.

## **ARTICLE VII: HOWL SUBCOMMITTEE**

- 1) The Chair of the HOWL will reserve the first weekend in October at the venue to ensure that we have reservations giving the HOWL committee a constant date to work with in order to ensure consistency for our Area and visitors. This reservation is historically done at the HOWL for the next year's HOWL.
- 2) The Chair of the HOWL will be nominated in the month of September and be present to read their letter of willingness. The election will take place in the month of October and HOWL Chair will step up in October to ensure continuity of service.
- 3) Refer for to HOWL Guidelines for seed money or any adjustments for inflation.
- 4) The HOWL shall submit a yearly budget to the Area Service Committee (ASC) in order to adjust HOWL seed money and prudent reserve.
- 5) Refer to the HOWL Committee Guidelines for more specific details.

## **ARTICLE VIII: AREA SERVICE COMMITTEE MEMBERS**

### **1) GENERAL QUALIFICATIONS**

The qualifications suggested here are meant as a guide to the Group Service Representatives (GSRs) in selecting trusted servants for the Greater Pensacola Area Service Committee (GPASC). Some individuals nominated will not fit all criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position in accordance with Tradition 2 and Concept 4. The Area Service Committee consists of Administrative Committee Members (ACMs), Subcommittee Chairpersons (SUB Chairs), and Decision Making Members (DMMs).



- a) ASC Administrative Committee Members (ACMs) and Subcommittee (SUB) Chairs must have minimum of one year NA service at the Area level. (GSR, SUB Chair, ACM) and worked the **Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts** of Narcotics Anonymous (NA).
- b) ASC Administrative Committee Member (ACM) positions and Subcommittee (SUB) Chairs should have an understanding of Robert's Rules of Order.
- c) ASC service commitments usually require some personal inconvenience. In addition to the willingness to serve, nominees should also have the time to devote to their duties and be accessible to members of the Fellowship, Groups, and SUBs. They should have the interest to do a timely and thorough job.
- d) Nominees for all ASC ACMs and SUB Chairs must have two (2) years continuous clean time (except for the Chair, Vice Chair, Secretary, Treasurer & Vice Treasurer which have a 3 year clean time requirement).
- e) In order for the ASC to be a true representative of the Fellowship for the Greater Pensacola Area of NA (GPANA), elected trusted servants must be active participants in NA.
- f) ASC members cannot hold another position at the ASC level simultaneously.

## 2) ADMINISTRATIVE COMMITTEE

- a) The officers of the Administrative Committee consist of a Chair, Vice Chair, Secretary, Treasurer, Vice Treasurer, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA).
- b) The order of trusted servants to conduct Area Service Committee (ASC) business will be: Chair, Vice Chair, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA), Guidelines Chairperson, Secretary, Treasurer, Vice Treasurer.

## 3) ADMINISTRATIVE COMMITTEE MEMBERS (ACM) POSITIONS

### a) CHAIR

#### i) Duties

- (1) To provide a meeting agenda the week prior to ASC business meeting.
- (2) Preside at all ASC meetings, impartiality and fairness being imperative.
- (3) To arrange the agenda for each meeting.
- (4) Handle ASC correspondence.
- (5) To recognize members and observers who are entitled to the floor.
- (6) To state and put all questions that legitimately come before this committee as motions.
- (7) To protect the committee from obviously frivolous or dilatory motions by refusing to recognize them.
- (8) To enforce the rules relating to debate and to maintain order and decorum within the committee when appropriate.
- (9) To decide all questions of order, subject to appeal unless when in doubt, the Chair may opt to submit such a question to the committee for decision.
- (10) To respond to all inquiries of members relating to Robert's Rules of Order or factual information bearing to the business of the committee.
- (11) To declare the meeting adjourned when the committee agrees.
- (12) To be a cosigner of the ASC's bank account.
- (13) To sign all certified copies of acts of the committee.
- (14) The Chair shall appoint work groups for special purposes and may, from time to time, be deemed necessary to fulfill specific functions. The Chair will specifically designate the purpose, membership, and duration of existence of any such work group at the time of appointment.
- (15) Call Emergency Meetings when necessary.
- (16) Review monthly minutes submitted from Secretary, prior to Fellowship distribution.
- (17) Attends Robert's Rules of Order workshops as needed to ensure a thorough understanding of Robert's Rules of Order.

#### ii) Qualifications

- (1) Chairperson should be a good communicator.
- (2) A Chairperson should display leadership ability, yet remain a servant.
- (3) Willingness, time, and resources to serve.
- (4) Minimum three years clean time.
- (5) Minimum of one year NA service at the Area level. (GSR, SUB Chair, Administrative Committee).
- (6) Must have worked the Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- (7) Must have an understanding of the GPASC guidelines and Robert's Rules of Order.

**b) VICE CHAIR**

**i) Duties**

- (1) To attend all ASC meetings.
- (2) To assume the duties of any ACM and SUB Chair in the event the position is vacant and until a special election can be held.
- (3) To be a co-signer of the committee's bank account.
- (4) To be a liaison for all Area SUBs.
- (5) To act as Guidelines Chair for the ASC meetings, in absence of the Guidelines Chair.
- (6) To assist GSRs in framing motions.
- (7) At least once a year, preferably July after new GSRs & GSRAs have started in June, the Vice Chair will host a GSR workshop or coordinate with Region and/or RCM for said workshop.
- (8) To help the Chair maintain the order of business and presentation of motions to the ASC.

**ii) Qualifications**

- (1) Willingness, time, and resources (i.e., transportation/transportation fees, access to computer) to serve.
- (2) One-year commitment.
- (3) Minimum three years clean time.
- (4) Minimum of one year NA service at the Area level. (GSR, SUB Chair, Administrative Committee).
- (5) Must have worked the Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- (6) Must have an understanding of the GPASC guidelines and Robert's Rules of Order.

**c) SECRETARY**

**i) Duties**

- (1) To attend all ASC meetings.
- (2) To keep a record of all the proceedings of the committee, keep on file all committee reports, and maintain the committee's files and archives.
- (3) To keep and update the committee's official membership list, call the roll where it is required, and maintain a list of active Groups.
- (4) To make the minutes and records available to NA members upon request.
- (5) To furnish committees with whatever documents are required for the performance of their duties.
- (6) To sign all certified copies of acts of the committee.
- (7) To maintain record books in which the guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded.
- (8) To have the current records on hand at every meeting.
- (9) To notify the GSR, GSRAs, and Administrative Committee of an Emergency/Special Meeting.
- (10) To distribute copies of the minutes to each officer and member no later than ten (10) days following each ASC meeting.
- (11) To receive reimbursement for monthly secretarial expenses and to provide receipts for said expenses.
- (12) To have a current copy of the Post Office box key and to coordinate pickup of ASC mail.

(13) The ability to be a co-signer of the ASC's bank account.

ii) Qualifications

- (1) Willingness, time, and resources to serve.
- (2) One-year commitment.
- (3) Minimum three years clean time.
- (4) Minimum of one-year service at the Area level. (GSR, SUB Chair, Administrative Committee).
- (5) Must have worked the **Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts** of Narcotics Anonymous.
- (6) Must have an understanding of the GPASC guidelines and Robert's Rules of Order.
- (7) Organizational skills necessary to record and distribute meeting minutes.

d) **TREASURER**

i) Duties

- (1) To attend all ASC meetings.
- (2) To be the custodian of the ASC's funds.
- (3) To be a co-signer of the ASC's bank account.
- (4) To make a report of receipts and disbursements at each regular meeting.
- (5) To make a full financial report at the annual meeting to be audited by an appointed committee.
- (6) To be prepared for an audit at any ASC meeting.
- (7) To disburse funds as necessary in accordance with committee decisions when the funds are available.
- (8) No disbursements are to be made by cash. All disbursements must have a paper trail (i.e., check, credit card, bank statement, PayPal)
- (9) To annually reassess the prudent reserve to reflect what our operating cost is for three months.
- (10) To disburse printed area meeting list to home groups at the monthly ASC meeting.

ii) Qualifications

- (1) Willingness, time, and resources (i.e., transportation/transportation fees, access to computer) to serve.
- (2) One-year commitment.
- (3) Minimum three years clean time.
- (4) Minimum of one-year service at the Area level. (GSR, SUB Chair, Administrative Committee).
- (5) Must have worked the **Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts** of Narcotics Anonymous.
- (6) Must have an understanding of the GPASC guidelines and Robert's Rules of Order.
- (7) Accounting skills necessary to receive disburse and reconcile money.
- (8) Ability to maintain financial spreadsheet (Excel).

e) **VICE TREASURER**

i) Duties

- (1) To attend all ASC meetings.
- (2) In the absence of the Treasurer, to serve as Treasurer (see Treasurer Duties above).
- (3) To be a co-signer of the ASC's bank account.

ii) Qualifications

- (1) Willingness, time, and resources to serve.
- (2) One-year commitment.
- (3) Minimum three years clean time.

- (4) Must have worked the **Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts** of Narcotics Anonymous.
- (5) Must have an understanding of the GPASC guidelines and Robert's Rules of Order.
- (6) Accounting skills necessary to receive disburse and reconcile money.
- (7) Ability to maintain financial spreadsheet (Excel).

f) **REGIONAL COMMITTEE MEMBER**

i) Duties

- (1) To attend all ASC meetings.
- (2) To represent the Area at each Alabama/NW Florida Regional Service Committee meeting.
- (3) To provide the GPASC Chair with additional agenda items for the next regular ASC meeting no later than 30 days prior to that meeting.
- (4) To make a written report to the committee at each regular ASC meeting covering the business of previous Alabama/NW Florida RSC meeting.
- (5) Attend the bi-annual regional workshop on the Conference Agenda Report (CAR).
- (6) Hold a bi-annual Area workshop on the CAR.

ii) Qualifications

- (1) Willingness, time, and resources to serve.
- (2) Two-year commitment.
- (3) Minimum three years clean time.
- (4) Minimum of two years' service at the Area level. (RCMA and GSR, SUB Chair, or ACM).
- (5) Must have worked the **Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts** of Narcotics Anonymous.
- (6) Must have an understanding of the GPASC guidelines, Robert's Rules of Order, and Consensus Based Decision Making.

g) **REGIONAL COMMITTEE MEMBER ALTERNATE**

i) Duties

- (1) In the absence of the RCM, to assume the duties of the RCM until the position is filled.
- (2) In the absence of or with the RCM, attend each Alabama/NW Florida RSC meeting.
- (3) In the absence of or with the RCM, attend the bi-annual regional workshop on the Conference Agenda Report (CAR).
- (4) In the absence of or with the RCM, hold a bi-annual Area workshop on the CAR.
- (5) To attend all ASC meetings.

ii) Qualifications

- (1) Willingness, time, and resources to serve.
- (2) Two-year commitment.
- (3) Minimum two years clean time.
- (4) Minimum of one-year service at the Area level. (GSR, SUB Chair, Administrative Committee).
- (5) Must have worked the **Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts** of Narcotics Anonymous.
- (6) Must have an understanding of the GPASC guidelines, Robert's Rules of Order, and Consensus Based Decision Making.

4) **SUBCOMMITTEE CHAIRPERSONS**

Subcommittee Chairpersons include, but are not limited to, Activities, Guidelines, H&I, HOWL, PR, Literature & Webmaster. No SUB Chair can be elected to hold more than one position at ASC at a time.

a) **GUIDELINES CHAIR**

- i) Duties
  - (1) To attend all ASC meetings.
  - (2) To uphold the Guidelines during the ASC meeting.
  - (3) To make all corrections to Guidelines when necessary.
    - (a) Any Guideline revisions will be presented to the ASC for approval.
  - (4) To conduct the Guidelines work group meeting once a year in the month new officers' step into their positions within the ASC *for the purpose of updating and revising the GPASC/NA Guidelines as needed.*
  - (5) Attends Robert's Rules of Order workshops as needed to ensure a thorough understanding of Robert's Rules of Order.
  - (6) At least once a year, preferably July after new ACMs & SUB Chairs have started in June, the Guidelines Chair will host a Robert's Rules workshop or coordinate with Region and/or RCM for said workshop.

- ii) Qualifications
  - (1) Willingness, time, and resources to serve.
  - (2) One-year commitment.
  - (3) Minimum two years clean time.
  - (4) Minimum of one-year service at the Area level. (GSR, SUB Chair, Administrative Committee).
  - (5) Must have worked the **Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts** of Narcotics Anonymous.
  - (6) Must have an understanding of the GPASC guidelines and Robert's Rules of Order.

**b) SUBCOMMITTEE CHAIRPERSONS**

- i) Duties
  - (1) To attend all ASC meetings.
  - (2) Holds monthly meetings.
  - (3) Fulfills other duties according to that Subcommittee's Guidelines.
  - (4) Be a liaison between the ASC and NA members and Groups.
  - (5) Submit a written report to the Secretary in PDF or Word DOC to be included with online minutes.
  - (6) Prepare written reports for incoming SUB Chair.
  - (7) Present monthly receipts and expense report along with returning any funds to ASC Treasurer.
  - (8) Maintain written SUB financial records and be prepared to submit to an audit by ASC. A copy shall be given to the incoming SUB Chair.

- ii) Qualifications
  - (1) Willingness, time, and resources to serve.
  - (2) One-year commitment.
  - (3) Minimum two years clean time.
  - (4) Minimum of one-year service at the Area level. (GSR, SUB Chair, Administrative Committee).
  - (5) Must have worked the **Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts** of Narcotics Anonymous.
  - (6) Must have an understanding of the GPASC guidelines and Robert's Rules of Order.

**5) DECISION MAKING MEMBERS**

The Decision Making Members (DMM) of the ASC are made up of the Group Service Representatives (GSR) or, in the GSRs absence, the Group Service Representative Alternate (GSRA) of each active NA group within the Greater Pensacola service area. However, it is recommended that the GSRA's attend the ASC meetings even if their GSR is in attendance so that the guidelines and processes of Area are familiarized. Each home group will only have one vote in motions or other voting matters even if both GSR and GSRA are in attendance.

**a) GROUP SERVICE REPRESENTATIVE**

- i) Duties

- (1) To attend all ASC meetings.
  - (2) Carries the group conscience of their home group into the ASC.
  - (3) Be a liaison between the ASC, home groups and NA members.
  - (4) Fulfills other duties according to that home group's Guidelines.
- ii) Qualifications
- (1) Refer to each home groups' approved Guidelines.

## **ARTICLE IX: NOMINATIONS AND ELECTIONS**

### **1) NOMINATION PROCEDURES**

- a) All nominations will go back to the Groups for elections.
- b) In the event of a vacancy or removal from office, all nominations will go back to Groups.
- c) All of the Administrative Committee Member (ACM) and Subcommittee (SUB) chairpersons will be nominated in the month of April, voted on in May, and start position duties in June.
- d) Any member of Narcotics Anonymous, as defined by the Third Tradition from the NA Basic Text and meets the qualifications, may submit a nomination at the Area Service Committee (ASC).
- e) All nominees must be present to state their willingness to serve and must submit their written qualifications using the Proposed Nomination Form.
- f) SUBs may generate nominations for their own committee positions.

### **2) ELECTION PROCEDURES**

- a) The regular meeting in the month of April will be known as the nomination meeting and will be for the purpose of nominating ACM and SUB chairpersons.
  - i) Nominees will read their letter of willingness & submit it to the Secretary for inclusion in the minutes so that home groups can bring their votes to the May ASC.
- b) Addicts up for election need to be present at April ASC, otherwise no vote will take place for that position and will need to be re-nominated.
- c) All ACM and SUB chairpersons will be elected by a simple majority of 51% of the Decision Making Members (DMMs) of the ASC after the GSRs have brought back their home groups vote in May. May is "election month".
- d) The regular meeting in the month of June will be designated as the "Annual Meeting." Current officers will attend this meeting to ensure continuity of service.
- e) No ACM or SUB Chair can be elected to hold more than one position at ASC at a time. (i.e., GSRs, SUB Chairs, ACMs)
- f) ACMs and SUB Chairs have a "term limit" of two consecutive years in the same position. An ACM may be eligible to be elected for one more consecutive term in the same position if there are extenuating circumstances and 2/3<sup>rd</sup> majority of the Decision Making Members is reached. However, in keeping with the spirit of rotation in our Fourth Concept and our Second Tradition, three consecutive years in the same position is the maximum.
  - i) GSRs will refer to their home groups guidelines for term limits.
- g) Any person elected to fill a vacancy will hold that office until the expiration of the original term.

### **1) TERMS OF SERVICE**

- a) The ACM and SUB chairpersons, excluding RCM and RCMA, will be elected to serve for a term of one year.
  - i) Because ALNWFL Region of NA meets quarterly, RCM & RCMA positions are two year terms.
- b) All terms of office will begin in June and end in June, with the exception of the HOWL Chair, refer to Article VII.

## 2) REMOVAL AND RESIGNATION OF OFFICERS

- a) Any ASC member is automatically removed from office for loss of abstinence.
- b) A service member may be removed for noncompliance. A 2/3<sup>rd</sup> majority of the DMMs is required for removal. Noncompliance includes, but is not limited to, non-fulfillment of the duties of their position.
  - i) The ASC reserves the right to suspend duties, i.e., bank account access, etc., until clarification at next ASC meeting.
- c) Attendance
  - i) If an ACM or SUB Chair is not in attendance for two (2) consecutive ASC meetings or three (3) total absences during their term, the ACM or SUB Chair will be asked to report to the service body regarding their ability to fulfill the remainder of their service term. After hearing the elected servant's commitment level and resolute explanation, the service body shall reach a 2/3<sup>rd</sup> majority for dismissal or ask servant to remain in their commitment.
    - (1) If a member cannot or does not report to the ASC, the ASC may call a vote using Robert's Rules of Order to remove that member.
- d) Resignation
  - i) An ACM or SUB chairpersons may resign by providing written notice to the ASC Chair
- e) In the event that the Area Chair resigns or is removed from office, the Vice Chair will assume duties of the Chair for the duration of the original Chair's commitment or until the vacancy is filled.
- f) In the event that an ACM position resigns, or is removed from office, the alternate or vice (i.e., RCMA or Vice Treasurer) will assume the duties of their predecessor's original commitment or the Chair may assign per order of trusted servants per article VIII.2b.
  - i) If the Chair resigns or is removed, then Vice Chair assumes the duties.
  - ii) If RCM resigns or is removed, then RCMA assumes the duties.
  - iii) If Guidelines Chair resigns or is removed, then Vice Chair assumes the duties.
  - iv) If Treasure resigns or is removed, then Vice Treasurer assumes the duties.
  - v) If Secretary resigns or is removed, then Vice Chair assumes the duties.
- g) In the event that an SUB Chair resigns, or is removed from office, refer to that subcommittee's guidelines. However, the Vice Chair will be the liaison until the SUB Chair has been filled.

## **APPENDIX 1: GLOSSARY OF ABBREVIATIONS/TERMS**

ACM – Administrative Committee Member

Ad Hoc – Temporary Committee appointed for a specific time and purpose, usually by a standing body chair

ASC – Area Service Committee, comprised of active home group Group Service Representatives (GSRs), Administrative Committee Members (ACM), and Subcommittee (SUB) Chairpersons

CBDM – Consensus Based Decision Making

DMM - Decision Making Member

GPANA – Greater Pensacola Area of Narcotics Anonymous; serves Northwest Florida Groups

GPASC – Greater Pensacola Area Service Committee; serves Northwest Florida Groups

GSR – Group Service Representative; serves the Home Group Members

GSRA – Group Service Representative Alternate; serves the Home Group Members

IP – Informational Pamphlet, published by Narcotics Anonymous World Service Office

NAWS – Narcotics Anonymous World Service

Motion – Request brought to the ASC for a vote.

RCM – Regional Service Committee Member; serves Area at RSC level

RCMA – Regional Service Committee Member Alternate; serves Area at RSC level

RD – Regional Delegate; serves Region at WSC level

Regional Assemblies – Held primarily by Regional Committee for all interested NA membership discussions

RSC – Regional Service Committee, comprised of local Areas/RCMs

PDF or Word DOC – Printable electronic formats for minutes and reports

Special Election – Held at request of NA trusted servants in case of unscheduled vacated positions

SUB – Subcommittee; serves the body it was designed for

WSC – World Service Conference; serves the Worldwide Fellowship

WSO – NA World Service Office; located in Chatsworth, CA

[www.na.org](http://www.na.org) - NA World Website

[www.alnwfl.org](http://www.alnwfl.org) - NA Website for Alabama/Northwest Florida Region

[www.pensacolana.org](http://www.pensacolana.org) - GPASC Website



## **APPENDIX 2: ROBERT'S RULES OF ORDER**

### **1) ROBERT'S RULES OF ORDER**

- a) Making a motion requires a second.
- b) The intent of the motion should be clearly defined in the motion.
- c) A discussion of up to three pros and three cons takes place for each motion submitted.
- d) The Chairperson shall call for a vote immediately after pro/con discussion.
- e) The submitter of the motion can only withdraw a motion prior to the Chairperson calling for a vote.
- f) A DMM may request the motion be sent back to home groups for consideration, only prior to Chairperson calling for a vote.
- g) Decision Makers become a single point of accountability to those that they represent (12 Traditions of NA and 12 Concepts of NA Service).

### **2) ROBERT'S RULES OF ORDER PROCESS**

- a) **Participants respond in one of three ways:**
  - i) **Yes.** This means that the DMM fully supports the motion.
  - ii) **No.** This means that the DMM doesn't support the motion.
  - iii) **Abstain.** This means the DMM chooses not to vote on the motion. Abstentions are not counted towards the total vote.

### **APPENDIX 3: TWELVE TRADITIONS**

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## **APPENDIX 4: TWELVE CONCEPTS FOR NA SERVICE**

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units serve, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a nonprofessional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.

The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our Fellowship's service structure. The Concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.

These Concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these Concepts, much as our Steps have stabilized our lives and our Traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

1. To fulfill our Fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.