

**GUIDELINES, STANDING RULES
AND POLICIES FOR THE BEAVER
VALLEY AREA SERVICE
COMMITTEE OF NARCOTICS
ANONYMOUS**

beavervalleyna.com

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I. GUIDELINES

ARTICLE I

NAME

The name of this committee shall be the Beaver Valley Area Service Committee of Narcotics Anonymous (hereinafter referred to as the BVASCNA or BVASC).

ARTICLE II

PURPOSE

The purpose of the BVASCNA shall be to administer and coordinate the activities common to and perpetuating the welfare of the Narcotics Anonymous Groups within the Beaver Valley Area, to support the needs of these groups in carrying the message of recovery to the addict who still suffers, to serve as a link between these groups and the Tri-State Regional Service Committee of Narcotics Anonymous, The World Service Office of Narcotics Anonymous and in so doing, foster unity among the member groups and individual members of this area.

For the purpose of these guidelines, the term "Narcotics Anonymous Group" or "Group" shall be as defined by the most recent and approved version of the "A Guide to Local Services in Narcotics Anonymous" handbook.

ARTICLE III

STANDING RULES

- I. The Beaver Valley Area Service Committee of Narcotics Anonymous will meet on the first (1st) Sunday of each month at our regularly scheduled meeting place at 4:00 P.M.
- II. For the purpose of conducting business by the BVASC of Narcotics Anonymous, an established quorum shall be no less than seven (7) GSR's. If the attendance falls below seven (7) voting members at any time before the close of business, then all remaining business will be tabled until the next ASC.
- III. That an ABSTENTION during voting shall be viewed as a NON-VOTE and count~~ed~~ as neither yea nor nay.

ARTICLE IV

SPECIAL MEETINGS

- A. A special meeting of the BVASCNA may be called by the Chairperson of the BVASCNA, and shall only be called after the Chairperson gives written notice to the members of the BVASCNA. The purpose of the meetings shall be clearly stated. No other business than that which is stated will be conducted. At least seven days notice shall be given.
- B. Any issue which may affect the Beaver Valley Area of Narcotics Anonymous ~~this area~~ as a whole in any way and which requires an urgent response shall be considered a ~~need for a special instance or an~~ EMERGENCY MEETING. In this event, immediate notification should be given to the BVASC Chair, Vice Chair, or Regional Committee Member in that order. Upon this notification, every effort should be made by any or all of the ~~trusted servants named~~ above to contact all BVASC Group Service Representatives by any means possible in order to ~~establish a quorum to~~ take a vote ~~on the issue~~. The vote shall be considered representative when at least six (6) GSR's have been contacted. A two-thirds (2/3) ~~vote will be considered a majority of those voting would be considered a quorum.~~
- C. The voting members in ~~any special meeting this instance shall will~~ be Group Services Representatives (GSR's) only.

ARTICLE V

PARLIAMENTARY PROCEDURE

The rules contained in the most current edition of "Roberts Rules of Order, newly Revised", shall be utilized to expedite the business of the BVASC in cases which they are applicable and in which they are not inconsistent with the Twelve Traditions, and the Twelve Concepts of Service for Narcotics Anonymous, these Guidelines, and any special rules that the BVASC may adopt.

ARTICLE VI

MEMBERS

This BVASC shall have two (2) classes of members only; they are described as voting and non-voting. Only voting members shall have voting rights.

No Narcotics Anonymous member shall hold more than one membership in a class or combination thereof. (you have one vote)

VOTING MEMBERS

The Voting Members of the BVASC shall be as follows:

1. Group Service Representatives (hereinafter referred to as GSR) ~~or~~ in the absence of the GSR the GSR Alternate may vote. These trusted servants should exist as described in the aforementioned Service Guide of N.A.

2. The BVASCNA Chairperson shall vote only in the event of a tie among the regular voting members. ~~The BVASC Chair shall exist as described in the Service Guide of N.A.~~
2. _____

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NON-VOTING MEMBERS

The Non-Voting members of the BVASC shall include all other attendees.

ARTICLE VII

ADDRESSING THE COMMITTEE

1. Narcotics Anonymous members ONLY shall have the specific right to request the floor.
2. The BVASCNA Chairperson has the exclusive right to grant or deny such a request. ~~This sentence should be reviewed in association with the Twelve Concepts.~~
3. The Chairperson's decision is subject to appeal and may be overturned by a majority vote. ~~Check this with Robert's Rules of Order~~
4. All attendees not specifically identified as members elsewhere in the guidelines shall be classed as "OBSERVERS".

ARTICLE VIII

ELECTION OF TRUSTED SERVANTS

ELECTION AND VOTING PROCEDURE

A process of elimination of nominees is to be used at all BVASCNA elections. When more than two nominees are present for the same position, the one(s) having the least votes ~~is/are~~ are removed from contention. Another vote is then taken on the two remaining nominees, thus ensuring the clearest majority. ~~Any~~ If the eliminated nominee ~~that is a(s) is/are a~~ GSR, ~~the will~~ member(s) shall be called in for participation in the final vote.

NOMINATIONS

- A) Any member of the Beaver Valley Area may nominate a qualified member of the Beaver Valley Service Area for any unfilled position.
- B) A GSR must second all nominations.

- C) All nominees for any area or regional service positions must have a “Home Group” in the Beaver Valley Service Area. (A ‘Home Group’ as defined in the N.A. Service Guide).
- D) Anyone from a Group in Beaver Valley Area willing to accept a nomination in any form (area, region, world, etc.) must be in attendance at the BVASCNA meeting in which that nomination will be accepted.

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ELECTIONS

An election to fill a vacancy in a Trusted Servant’s position shall occur at the next regular meeting of the BVASC. Notice of intent to fill the vacancy shall be provided to the groups as soon as the vacancy is reported.

EXCEPTION: An exception to the above mentioned could be made if the trusted servant who last held the position in question was reinstated by a majority vote of the GSR’s.

ARTICLE IX

CONDUCT OF TRUSTED SERVANTS

That all BVASCNA level Trusted Servants, as described by the Service Guide, are directly responsible to those they serve (which are the groups), and that their duties shall be carried out according to the most current version of “A Guide to Local Services in Narcotics Anonymous” except where otherwise directed herein.

ELIGIBILITY

GENERAL QUALIFICATIONS FOR ALL POSITIONS: willingness and a desire to serve, working knowledge of the Twelve Traditions, and the Twelve Concepts of Service for Narcotics Anonymous, previous experience, and a home group in the Beaver Valley Area.

No BVASCNA trusted servant may hold an elected service position in any other area or regional service committee. [Review this with respect to Area and Regional subcommittees.](#)

These trusted servant’s terms of commitment should begin immediately following the meeting at which they are elected.

The trusted servants of the BVASCNA are named as:

1. CHAIRPERSON: should meet the above general qualifications and have three (3) years clean, one (1) year minimum commitment. The chairperson arranges an agenda for and presides over the monthly meetings. At committee meetings they can only vote in case of a tie. A Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. Refer to the N.A. Service Guide. [The Chairperson may call Special and Emergency meetings as required.](#)
2. VICE CHAIRPERSON: should meet the above general qualifications and have two (2) years clean, one-year minimum commitment. In the absence of the chairperson, the vice chairperson

shall perform the duties of the chairperson. It will also be the responsibility of the vice chair to fulfill the requirements of a vacated trusted servant's position until that position can be filled. Refer to the N.A. Service Guide.

3. REGIONAL COMMITTEE MEMBER: should meet the above general qualifications and have three years clean. One (1) year minimum commitment. The RCM must attend all [Tri State Regional Service meetings](#), ~~which are six (6) times a year~~. They should also have the financial resources to attend these meetings. [The Financial Resources should be reviewed to consider mileage for travel](#). The RCM is to the BVASC what the GSR is to the group. Refer to the N.A. Service Guide.
4. SECRETARY: should meet the above general qualifications and have one (1) year clean. One (1) year minimum commitment. The Secretary keeps accurate minutes of each ASC business meeting, types and distributes copies of the minutes to each GSR no later than one week following each ASC meeting. The Secretary should also regularly update a log of area policy actions. The log lists motions [that](#) the committee has passed regarding the activities of general officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. The Secretary should periodically distribute an updated log of policy actions to all area committee members. Refer to the N.A. Service Guide.
5. VICE SECRETARY: should meet the above general qualifications and have six (6) months clean, one (1) year minimum commitment. Secretarial abilities are suggested. The vice secretary performs duties in the absence of the secretary. Refer to Secretaries qualifications as listed above. Refer to the NA Service Guide.
6. TREASURER: should meet the above general qualifications and have three (3) years clean. One (1) year minimum commitment. Experience in business, accounting, bookkeeping, is helpful. It's recommended that the areas elect people to this position who are financially secure, are good at managing their personal finances, who inspire the trust of the committee, and who have substantial clean time. It is important that they read and abide by the BVASCNA guidelines Standing Rules and Policies. [Refer to Financial Administration Procedure](#) in the POLICY section of this document.
7. ALTERNATE REGIONAL COMMITTEE MEMBERS 'A' and 'B': should meet the above general qualifications and ~~have Alternates must attend at least three (3) Regional Service Committee meetings within their first year of service~~. Alternate 'A' should have two (2) years clean, one-year minimum commitment. ~~Refer to the N.A. Service Guide~~. Alternate 'B' should have one (1) year clean, two (2) year's minimum commitment. [Alternates must attend at least three \(3\) Regional Service Committee meetings within their first year of service. Refer to the N.A. Service Guide](#).
8. VICE TREASURER: should meet the above general qualifications and have two (2) years clean, one (1) year minimum commitment. Experience in business, accounting, bookkeeping, is helpful. It's recommended that the areas elect people to this position who are financially secure, are good at managing their personal finances, who inspire the trust of the committee, and who have substantial clean time. It is important that they read and abide by the BVASCNA guidelines Standing Rules and Policies. Refer to the N.A. Service Guide Financial Administration Procedure on page 10. Refer to the N.A. Service Guide.
9. [AREA BOARD OF DIRECTORS REPRESENTATIVE](#): should meet the above general qualifications and have three (3) years clean, one (1) year minimum commitment. The BOD Representative is required to attend all Tri-State Regional Service Office Incorporated Board of Directors meetings and must be free of felony theft convictions for at least five (5) years (mandatory). He/she must have the willingness and ability to devote the necessary time to the job, including financial resources. Previous service experience at group, area, or world level, or organizational experience outside the N.A. fellowship is helpful. Refer to the N.A. Service Guide.
10. ALL SUBCOMMITTEE CHAIRPERSONS: General qualifications refer to Article XII of this document. The respective subcommittees, at the regular yearly election of the BVASCNA, will nominate for a vote of the GSR's approval candidates for subsequent Chairpersons of these committees trusted servants. See "Standing Subcommittees" on page [97](#).

ARTICLE X

ATTENDANCE

The following BVASCNA trusted servants must resign if they miss two (2) consecutive meetings of the BVASCNA in their service year.

1. Chairperson
2. Vice Chairperson
3. Regional Committee Member
4. Secretary
5. Vice Secretary
6. Board of Directors Representative
7. Treasurer
8. Vice Treasurer
9. Policy and Administration Chairperson
10. Literature Chairperson
11. H&I Chairperson
12. PI Chairperson
13. Activities Chairperson

ARTICLE XI

REMOVAL OF TRUSTED SERVANTS

| A [simple majority of the fifty-one percent \(51%\)](#) vote of the attending GSR's is required for removal.

A Trusted Servant may be removed from their position for non-compliance.

NON-COMPLIANCE includes but is not limited to:

- A. Loss of abstinence
- B. Non-fulfillment of their duties as described in the Service Guide or this document.
- C. Failure to meet attendance requirements

RESIGNATION: A BVASC Trusted Servant may resign by providing notice to the BVASC Chairperson in advance of the upcoming regular BVASCNA meeting. Upon resignation of a trusted servant, the Vice or Alternate shall assume that position, or the BVASC Vice Chairperson shall fill it, temporarily, until the following meeting for the election of that position.

[We need to address this possibility of an unqualified vice chair taking this position in the event of a resignation.](#)

ARTICLE XII

STANDING SUBCOMMITTEES

1. BVASCNA may establish subcommittees as necessary to perform certain duties. These subcommittees shall be formed upon approval of the voting members of BVASCNA. Current Standing subcommittees include but are not limited to:
 - a. Policy and Administration
 - b. Public Information
 - c. Hospital & Institutions
 - d. Activities
 - e. Literature
 - f. [Spiritual Retreat](#)

And any other subcommittee, which shall be deemed necessary to carry on the work of the BVASC and shall exist on a continuing basis from year to year.

2. At the inception of these Standing Subcommittees, the voting members of the BVASC will nominate, then elect a Chairperson according to the by-laws of that subcommittee.
3. All standing Subcommittees, and any newly formed subcommittees of the BVASCNA shall create and adopt guidelines or by-laws which are consistent with the “A Guide to Local Services in Narcotics Anonymous”, the Twelve Traditions, and the Twelve Concepts of Service for Narcotics Anonymous, and the best information available from the World Service Conference in the form of the World Service conference approved handbooks and guidelines.
4. The guidelines of each subcommittee and any revisions thereof shall be subject to review and approval by the GSRs of the BVASCNA in accordance with the guidelines set forth in this document.

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POLICY AND ADMINISTRATION SUBCOMMITTEE

POLICY AND ADMINISTRATION CHAIRPERSON: should meet the general qualifications in ARTICLE XII of this document and have two (2) years clean, one (1) year minimum commitment.

PURPOSE:

1. To attend and observe all regular meetings of the BVASCNA.
2. To advise and to present relevant information to the BVASC when necessary in order to guide the process of the Committee in accordance with the Guidelines set forth in this document.
3. To review proposed policy and policy changes for adherence with the 12 Traditions of Narcotics Anonymous.
4. To compose and present to the BVASCNA, in approval form, all policy under review for the future vote of the GSR's pending the review of their individual groups.

FUNCTION:

1. That the P&A Chairperson and the BVASC Secretary shall record and keep all policy.
2. That the P&A subcommittee shall follow Robert's Rules of Order, except where policy, guidelines, and the Twelve Traditions supersede.
3. Responsible for all correspondence, written, and verbal, with the World Service Office (i.e. mailing of new policies and updated by-laws).
4. Only standing members of the P&A Subcommittee may move, vote, or second a motion at any Policy and Administration meeting.
5. Standing members may be described as:
 - A. Policy and Administration Chairperson
 - B. Area Service Committee Chairperson
 - C. Area Service Committee Secretary
 - D. Area Service Committee Treasurer
 - E. All Subcommittees Chairpersons
 - F. Regional Committee Member and Alternates
 - G. Any willing member who attends two consecutive Policy and Administration meetings may also vote.
6. Must create and maintain accurate attendance sheets of each P&A meeting in order to identify and validate members who are qualified to vote and pass that information on to subsequent Chairmen.

ACTIVITIES SUBCOMMITTEE

That the BVASCNA Activities Subcommittee should hold an anniversary celebration each JULY if funds are available.

ACTIVITIES SUBCOMMITTEE GUIDELINES

Definition and Purpose:

The purpose of this sub committee is to plan various events for the benefit of the Beaver Valley Area Membership and the NA Fellowship at large. These events, activities and fundraisers, will promote a greater sense of community for the local NA fellowship and help unify the local membership participants. Although these events are permitted to produce an excess of income above the initial expense of production the activities are to enhance NA's primary purpose and are not to replace group contributions in the role of funding Area Service.

Activities Committee Officers:

1. **ACTIVITIES CHAIRPERSON:** should meet the general qualifications in ARTICLE XII of this document and have two (2) years clean. One (1) year minimum commitment, transportation. Reminder: this member handles large sums of money. It's recommended that the areas elect people to this position who are financially secure.
2. **Activities Committee Vice Chairperson:** clean time requirement 1 year
3. **Activities Committee Secretary:** no clean time requirement
4. **Activities Committee Treasurer:** clean time requirement 1 year

BYLAWS:

1. An Activities Committee group may be formed at the discretion of the Activities Chairperson to assist in the actual work of coordinating and staffing activities.
2. Group members will be volunteer members in good standing of the fellowship of Narcotics Anonymous.
3. During an activity, the Activities Chairperson and one (1) other Area Trusted Servant with at least one (1) year clean must count and record all monies collected at the end of the activity. All figures must be signed by the Activities Chairperson and that Trusted Servant and a report given at the NEXT meeting of the Beaver Valley Area Service committee.
4. All funding and profits of the Activities Committee will be held by the Area Treasury for distribution as required by the Activities Committee for future or current expenses of events.
5. All funding requested of the BVASC Treasurer will be preceded by a written budget report defining the use of the funds.
6. All Activities Committee business with the Treasury must be conducted during the regular BVASCNA meeting.
7. The Activities Committee Chairperson will present to the Area Treasurer any remaining cash and all receipts for monies previously dispersed to him/her by the Treasurer. This will be done at the BVASCNA meeting immediately following the event and will total the entire amount of such disbursements plus any profits gained by the event.
8. The Activities Chairperson will be held accountable for any discrepancies in the above process.
9. Any purchases by the Activities Committee will be preceded by 3 competitive bids for review by the BVASC Committee GSR's.

LITERATURE SUB-COMMITTEE

Definition of Purpose and Function:

The Literature Subcommittee will be responsible for the distribution of World Service Office (WSO) Approved Narcotics Anonymous literature as listed in the WSO order form.

The basic function of this subcommittee is as follows:

- 1) To provide literature for all groups in the Beaver Valley Area.
- 2) To make available for sale local meeting directories and approved NA literature.

~~3) To conduct a monthly business meeting.~~

General Information:

The amount and identity of literature to be kept in the inventory will be established by the BVASCNA.

All funding for this committee will be from the BVASCNA Treasury.

~~All~~ Transactions will be recorded and presented as part of the Chairman's monthly report to the BVASC

All sales conducted by the Chairman will be conducted during the regular Monthly BVASCNA meeting

Proceeds from all transactions will be turned over to the BVASCNA Treasurer immediately upon the conclusion of the Chairman's report.

All requests for purchases to replenish the stock will be made as part of the Chairman's report

All Literature Committee purchases will be conducted with a check from the Treasurer for the required amount.

Amounts requested will conform to the BVASCNA's recommendation for a stockpile limit noted in the BY-LAW section of this document.

Qualifications and Duties of Officers:

The Chairperson:

QUALIFICATIONS:

The candidate should meet the general qualifications as stated in ARTICLE IXH of this document

~~The it is suggested the e~~Chairperson will have a minimum of have Two (2) years clean time.

The term of office is one (1) year in accordance with BVASCNA policy.

It is suggested the chairperson be financially secure

RESPONSIBILITIES:

~~The chair has no vote at the regular subcommittee meetings.~~

The Chairperson of this subcommittee is responsible for:

1. conducting sales in a timely and courteous manner
2. maintaining the proper levels of inventory
3. to arrive before the regularly scheduled area service meeting and set up the literature inventory in a way that can be easily seen and purchased by our members [\(the P&A Committee suggests discussion on the possibility that we designate a specific time for the Lit Chairs arrival like maybe 3PM or 'one hour before BVASC scheduled time'\)](#)
4. to keeps an accurate record of the monthly sales
5. keeps an accurate account of the inventory
6. to submit an accurate literature sales and expense report at the end of the regularly scheduled area service meeting [\(the P&A Committee suggests that the statement include a reference to a standard report form which should be included in this document in the By-laws page\)](#)
7. to replenish the inventory by purchasing literature at the Tri-State Regional Service Office

The Vice Chairperson:

REQUIREMENTS:

It is suggested the vice-chairperson have one (1) year clean time

The term of office is one (1) year

It is suggested the vice-chairperson be employed.

RESPONSIBILITIES:

1. assists in all duties related to literature work.
2. acts as Chairperson if, for any reason, the Chairperson is unable to attend literature subcommittee meetings or fulfill the duties of the position until he is able to resume or until the BVASCNA elects a replacement.

Any subcommittee officer who is absent from two (2) consecutive monthly subcommittee meetings will be removed from the subcommittee and the position remained open for a period of one (1) month or until a willing qualified member is found to serve the position.

HOSPITALS & INSTITUTIONS SUB-COMMITTEE GUIDELINES

PREFACE to the H&I Guidelines

This document is understood to reflect the thoughtful considerations of the Beaver Valley Area Hospitals and Institutions Sub Committee of Narcotics Anonymous and should not be in any conflict with the spiritual principles of Narcotics Anonymous (NA) or the NA World Service Guidelines. Therefore: the following information is considered prerequisite to any and all other documents on this subject including the H&I Handbook which should be referred to only in situations where specific issues are not addressed within the content of this document.

I. DEFINITION AND PURPOSE:

The Hospitals and Institutions Subcommittee (H&I) of the Beaver Valley Area Service Committee of Narcotics Anonymous (BVASC) is comprised of members of Narcotics Anonymous, who are committed to the following Mission Statement:

MISSION STATEMENT:

“TO INSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD, MAY WE PROVIDE THE NECESSARY SERVICES TO THAT END.”

This concept should always be our primary concern. This will insure that when an addict who is housed in any facility, hospital, or institution reaches out for recovery, Narcotics Anonymous will be there in the form of H&I.

II. FUNCTIONS OF THE H&I SUBCOMMITTEE:

- A. to carry the message of recovery to all facilities through our H&I panels
- B. to present ‘APPROVED NARCOTICS ANNONYMOUS LITERATURE’ for the benefit of the clients of these facilities
- C. to conduct a monthly business meeting

THE PANEL:

1. will never consist of less than two, or, more than five members

2. may include members who are currently in the H&I panel orientation / training process (*This Co-Panel Member is there to observe and learn only and should have only minimal contact with clients and will never be unsupervised*)
3. the Panel Member and Guest Speaker are the sole representatives of the Area Fellowship permitted at any facility during the time allotted for the H&I presentation except as discussed in Item 'b' above

III. MEMBERS

A Member of the Hospitals and Institutions Subcommittee is described as follows: Any member of Narcotics Anonymous willing to serve in the capacities described herein and willing to function under the direction of the guidelines set forth in this document.

A. GENERAL MEMBER

General members are those regular attendees of the monthly BVASCNA H&I Subcommittee meeting who have qualified as any or all of the following types of members in the past.

B. OFFICERS

A body of Officers shall consist of a Chairperson and a Secretary

1. CHAIRPERSON

- a. is selected by the members of the H&I committee from a pool of qualified general members of the H&I committee
- b. the nominee is then presented to the BVASCNA and subsequently elected by the G.S.R.'s as directed in the BVASCNA Guidelines

SPECIFICALLY referred to in:

ARTICLE IX – Item 10. ALL SUBCOMMITTEE CHAIRPERSONS

and

~~ARTICLE XII – Item 3. HOSPITALS AND INSTITUTIONS CHAIRPERSON~~

QUALIFICATIONS:

HOSPITALS AND INSTITUTIONS CHAIRPERSON: should meet the general qualifications and have two (2) years clean, one (1) year minimum commitment, previous H&I experience required.

RESPONSIBILITIES

1. must attend all H&I Subcommittee meetings and BVASCNA meetings
2. is a voting member of the Regional H&I Subcommittee and will attend all of its meetings
3. is a primary source of all communication between the Beaver Valley Area H&I Subcommittee and the Regional H&I Subcommittee
4. is responsible to insure that good relations are maintained between the subcommittee and the facilities that it serves
5. is responsible to ensure that all panel leaders and panel members comply with all guidelines as they are described in this document
6. is responsible to give a monthly report to the BVASC of all expensed, including an accurate inventory account of the literature in each facility, as well as, a dollar amount needed to replenish the literature inventory.
7. will be the holder of the literature stockpile
8. should be aware of all matters that effect H&I in the Beaver Valley Area

2. SECRETARY

- A. is selected from a pool of qualified general members of the H&I committee
- B. is elected by the members of the H&I committee during an election held after the annual elections of the BVASCNA
- C. the Secretary must have one year continuous abstinence

RESPONSIBILITIES

1. creates and keeps an accurate set of minutes of all Beaver Valley H&I Subcommittee meetings.
2. will attend all H&I and BVASC meetings
3. must maintain a file of all correspondence to facilities and copies of letters to the H&I committee from all entities. These files should be available for review at each H&I meeting and at the BVASC meeting.
4. maintains an updated file of all policies of the various facilities the subcommittee works with
5. maintains an updated list of all subcommittee members

6. maintains a schedule of all Panel Leaders and Panel Members showing the Name, Address and Phone Number of each and the facility and date of their commitment

C. COMMITTEE OPERATIVES

Committee Operatives shall be described as those members of the Hospitals and Institutions Subcommittee of the Beaver Valley Area Service Committee of Narcotics Anonymous who will be the **on site** representatives of this committee and will compose the 'PANEL' for the purpose of carrying out the mission of this committee

1. Panel Leader

- a. Panel Leaders will be nominated and subsequently elected by the H&I committee members from a list of previously trained (see GENERAL INFORMATION Article 'D') and qualified members of the Beaver Valley Area Narcotics Anonymous membership.
- b. a candidate must have one year continuous abstinence
- c. a strong N.A. message of recovery
- d. six (6) months previous commitment as a Panel Member in the Beaver Valley Area H&I

RESPONSIBILITIES

1. must attend all regular H&I subcommittee meetings
2. is the primary contact for a specific facility
3. must verify that all facility requirements are being followed to the letter
4. checks with Panel Members about local inventory of approved items for each facility
5. verifies that all meetings are beginning and ending on time
6. reports any problems or issues of any significance immediately to the H&I Chairperson
7. maintains regular contact with Panel Members of their particular facility in order to fulfill the above responsibilities
8. will accompany the Panel Member into a facility for the purpose of making an initial contact with the facility principal contact
9. will supply the Panel Member with a copy of an "Orientation Package" and "H&I Guidelines"

10. is responsible to make sure that the literature that remains in the facility is in a protected and secure place

2. Panel Member

- a. The Panel Member is selected from a list of pre trained (see GENERAL INFORMATION Article 'D') and qualified members of the Beaver Valley Area Narcotics Anonymous Membership volunteers
- b. must have 12 months continuous abstinence

RESPONSIBILITIES

- 1. will maintain regular communications with the Panel Leaders of their facility for the purpose of reporting all information, good and bad, of the events and logistics relevant to their meeting
- 2. must report to the their Panel Leader as soon as possible after their presentation but no later than the next BVASCNA regular meeting
- 3. makes sure his meeting begins and ends on time
- 4. must represent a strong NA message of recovery from addiction
- 5. must be willing to comply with all of the H&I committee's and Facility guidelines, regulations, and restrictions
- 6. must carry the NA message of recovery in a responsible way
- 7. oversees and maintains an atmosphere of recovery during the facility meeting
- 8. is responsible to make sure that the literature that remains in the facility is in a protected and secure place
- 9. failure to execute the above responsibilities for two consecutive months or for three months in a service year will constitute Non-compliance and require the H&I Committee to replace the Panel Member immediately

3. Co-Panel Member

- a. Co-Panel Members must have at least six (6) months continuous abstinence and the willingness to serve

NOTE: Training or experience in H&I work, are not necessary since the Co-Panel Member will not conduct a meeting/presentation. ALSO: All Co-Panel Members are required to be accompanied by a Panel Leader or the H&I Chairperson into a facility.

IV. **TERMS OF NON-COMPLIANCE ~~FOR ALL MEMBERS~~**

- A. any subcommittee Officer or Member who relapses will automatically be removed from the subcommittee
- B. any subcommittee Officer or Panel Leader will be removed after missing two consecutive monthly H&I meetings, or three meetings within the service year
- ~~E. in the event of a vacancy by the Chairperson, the BVASCNA Vice-Chairperson shall automatically assume the responsibilities of the Chairperson until the BVASCNA elects a Chairperson~~

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V. **H&I SPEAKER REQUIREMENTS**

- A. must have one year continuous abstinence
- B. judged to have a strong N.A. message of recovery
- C. willingness to comply with all of the H&I Subcommittee guidelines and the guidelines of the facility where you speak

VI. **LITERATURE**

A. **INVENTORY**

1. literature will be provided by the BVASCNA to the H&I Subcommittee at no cost
2. maximum value of literature will not exceed \$25 per facility
3. if there is more than one meeting held at a facility the maximum value for the literature on site will not exceed \$35 for two meetings and will increment by \$5 for each additional meeting
4. the principal operatives for each facility shall be responsible to inventory literature at the end of every meeting, using the most recent approved inventory form, and compare notes with others who share responsibility at this facility in order not to duplicate orders
5. literature will be stocked by, and in the possession of the H&I Chairperson in an amount not to exceed a value of \$50

6. stockpile inventory will be picked up by the H&I Chairperson or his designate no later than the next regularly scheduled meeting of the BVASCNA

B. DISTRIBUTION

1. the APPROVED literature titles for distribution (i.e.: Information Pamphlets and Meeting Lists and Serial Publications) will be compiled on a 'Literature Order Form' created by this committee and strictly adhered to as 'Approved' and 'Required' by all Panel Operatives

VII General Information

- A. any NA Member who is involved with any target facility on a professional or volunteer basis will not participate in the panels serving the addicts in that facility. The intent of this restriction is to avoid a possible conflict and the subsequent 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
- B. for these same reasons, no H&I member will interfere with or use the influence in any facility, court, or hospital, nor with any judge, doctor, and probation or parole officer.
- C. H&I members will not make any comments or promises regarding employment, parole, probation or of a medical nature. We carry ONLY a message of Narcotics Anonymous: recovery from addiction through our spiritual program
- D. TRAINING:
 1. observance of a minimum of one (1) meeting / presentation is required
 2. participation in at least one (1) H&I workshop each service year, that is sponsored by any H&I subcommittee of the Tri-State Region of Narcotics Anonymous

SPRITUAL RETREAT COMMITTEE GUIDELINES AND BY-LAWS

I. Name:

The name of this committee is the Beaver Valley Area Service Committee of Narcotics Anonymous, Spiritual Retreat Committee, a subcommittee of the Beaver Valley Area Service Committee of Narcotics Anonymous (BVASCNA).

For the purpose of these guidelines, we will use the term SRC.

II. Purpose of Committee:

- A. To foster unity with the area and N.A. as a whole.
- B. To organize an annual Beaver Valley Area Spiritual Retreat.
- C. To raise funds to help finance the annual Spiritual Retreat event.

III. Procedure:

A. the SRC will hold meetings on a regular monthly basis for the purpose of conducting the business of the SRC.

- 1. These meetings are to be conducted on the 3rd Sunday of each month at a location consistent with the BVASCNA policy and at a predetermined time.
- 2. These meetings will be presided over by the SRC Chair and / or his appointee as described in the following text.
- 3. These meetings will be attended by the Trusted Servants listed below.

B. Committee is to be comprised of...

- 1. SRC Chair

2. SRC Vice Chair
3. SRC Secretary
4. SRC Treasurer
5. SRC Programming Chair
6. SRC Registration Chair
7. SRC Concessions Chair
8. SRC Activities /* Fundraising* Chair
9. SRC Merchandising Chair
10. Other willing SRC Members

IV. POSITIONS and Requirements

A. Chair

[Must meet the General Qualifications as written in ARTICLE IX of this document.](#)

1. Must have a minimum of three years clean.
2. Is selected by a vote of the SRC committee members
3. Must be presented to the BVASCNA as a nominee for election by a vote of the GSR members.
 - a. Responsible to schedule and preside over a monthly meeting for the SRC sub-committees and their members.
 - b. To obtain reports from all elected sub-committee chairs, collate reports for presentation to the BVASCNA's monthly meeting.
 - c. To report any concerns or requests at the BVASCNA's monthly meeting.
 - d. To present to the BVASCNA, within 4 months of election, a budget for the upcoming Spiritual Retreat.
 - e. To assume an active role in all sub-committee meetings.
 - f. Will be a co-signer for retreat committee checking account.
 - g. In the absence of the Treasurer, will assume the responsibilities of the Treasurer.
 - h. Maintains the SRC Archives of minutes, reports, and relevant information for future Chairpersons.

B. Vice Chair

1. To be voted in by the SRC and must have a minimum of two years clean.
 - a. To take an active part in the direction of the SRC committee, working closely with the Chairperson, assisting with organizational duties at the committee meetings.
 - b. In the absence of the Chairperson, to conduct the committee meetings and to see that all committee responsibilities and projects progress with continuity.
 - c. In absence of sub-committee chairpersons, assist those subcommittees in completing their tasks.
 - d. In the event the Chairperson is unable to complete their term, refer to Chairman's eligibility requirements.
 - e. Will be a co-signer for retreat committee checking account.

C. Secretary

1. To be voted in by the retreat committee and must have a minimum of one year clean.
 - a. Maintain an accurate attendance sheet recording all SRC meeting attendees.
 - b. Prepare and present monthly status report at the monthly retreat meeting.
 - c. Take minutes of all SRC meetings and have them typed and ready to distribute to the SRC committee at the following monthly meeting.
 - d. Maintain a list of names, addresses, and phone numbers of retreat committee members for committee use.

D. Treasurer

1. To be voted in by the retreat committee and must have a minimum of three years clean.

a. Prepare and present written monthly financial report including balance sheets, at the monthly SRC meeting.

b. Keep and maintain SRC checkbook.

c. Collect and promptly deposit funds into the SRC checking account as they become available throughout the calendar year.

d. To disburse start-up funds to respective chairs in accordance with these guidelines.

e. To review and recommend proper action for all transactions and requests for reimbursement and payment as they are presented to the SRC in accordance with these guidelines.

f. Is a co-signer of the SRC checks when required?

E. Concessions Chair

1. To be voted in by the retreat committee and must have a minimum of two years clean.

a. To generate income by food and beverage sales at all SRC events.

b. To maintain an accurate and current record of all food and beverage related expenses.

c. To present a proposed menu to the committee prior to budget creation.

d. Works with the SRC Activities Chair to purchase and deliver all supplies to SRC events at the request of the Activities Chairperson.

e. To turn over all collected money and present all receipts to the committee Retreat Activities Chair within seven days of any transactions or SRC events.

f. During the retreat, coordinate the preparation and service of all meals to be sold.

g. To maintain archives of minutes and concession purchases that will be handed down to future Chairpersons.

h. On the date of the retreat, the Concession Chair will come to the retreat committee Treasurer for a \$50 start-up fund to be used as change during sales.

F. Activities Chair

1. To be voted in by the retreat committee and must have a minimum of two years clean.

a. To maintain an accurate and current financial record of all activities and fundraisers as part of a written monthly report to the SRC Chairperson.

b. To turn over all collected money to the committee Treasurer at the next SRC monthly meeting.

c. Conduct all activities in accordance with SRC policies.

d. To plan all SRC fundraising activities. All activities are to take place in the Beaver Valley Area.

e. Prepare a written monthly report and present copy to SRC Chair.

f. To maintain archives of minutes and concession purchases that will be handed down to future Chairpersons.

g. To obtain permission from group or area Trusted Servants before attempting to use their facility for any SRC event.

h. Coordinate with the SRC Merchandise Chair and the SRC Concessions Chair to ensure transportation and availability of merchandise and concession supplies.

G. Merchandising Chair

1. To be voted in by the retreat committee and must have a minimum of two years clean.

a. Will select and present to the committee a variety of merchandise for approval by the SRC.

b. Generates income by the sales of SRC approved merchandise and apparel.

c. To maintain an accurate and current written record of all merchandise related expenses.

d. To turn over all collected money to the committee Retreat Activities Chair within seven days.

e. Will attend all SRC fundraisers and events, including the Spiritual Retreat, in order to make SRC approved merchandise available to attendees.

f. Will obtain permission from other N.A. events Trusted Servants for the purpose of selling SRC approved merchandise.

g. All merchandise shall be in the possession of and the responsibility of the Merchandising Chairperson at all times.

h. To maintain archives of minutes and purchases that will be handed down to future Chairpersons.

i. Prepare a written monthly report and present a copy to SRC Chair.

j. On the date of the retreat, the chair will come to the SRC committee Treasurer for a \$50 start-up fund to be used as change during sales.

H. Programming Chair

1. To be voted in by the retreat committee and must have a minimum of two years clean.

a. To prepare and distribute volunteer speaker/chairperson sign-up sheets to BVASCNA, local and other area NA meetings, and SRC fundraisers.

- b. To collect sign up sheets from the G.S.R.'s and individuals as presented and without modification or editing.
- c. To use the sign up sheet as the basis for selection of chairpersons and speakers for the Spiritual Retreat. The selections will then be presented to the SRC Committee for final approval.
- d. Select or approve chairpersons and speakers for SRC events and fundraisers.
- e. Select chairpersons, speakers, and topics for SRC Workshops.
- f. Prepare written schedule including workshop times, participants, and locations.
- g. To maintain archives of minutes and selected speakers/ chairpersons related information to be handed over to future Chairpersons.
- j. Prepare written monthly report and present it to SRC Chair. .
- k. The three main speakers of the Spiritual Retreat will each be presented with Registration Packages of their choosing. The Activities Chair will fill out the necessary registration forms as a record of this transaction as soon as the information is obtained.

I. Registration Chair

- 1. To be voted in by the retreat committee and a minimum of two years clean.
 - a. To maintain an accurate and current receipt book for all retreat registrations, with a backup record either one of which will be present at each monthly meeting of the SRC.
 - b. To turn over all collected money to the SRC Treasurer immediately if possible but no later than the next monthly meeting of the SRC.
 - c. Will attend all SRC fundraisers, and obtain permission to attend other N.A. events for the purpose of making registration information available and collecting registrations from event attendees.

- d. Will maintain a registration table at the Spiritual Retreat for late registrations.
- e. To maintain archives of minutes and registration purchases logged at each event as well as through other means so that future Chairpersons may derive useful information from this resource.
- f. Prepare a written monthly report and present copy to SRC Chairperson.
- g. On the date of the retreat, the chair will come to the SRC committee Treasurer for a \$50 start-up fund to be used as change during sales.
- h. Maintain accurate head count at the Spiritual Retreat in order to provide accurate information for disbursement of final payment as required by the Venue if necessary and for presentation to the SRC in the final report.

J. Voting Participants

1. The voting participants of this SRC Committee shall be the chairs and sub-committee members. EXCEPT WHERE: removal of a trusted servant from their position is on the table when only the Chairs and Sub Committee Chairs will then vote.

K. Resignation/Removal of Trusted Servants:

A trusted servant will be removed from their position for the following reasons by a 2/3-majority vote of the Chairpersons of the SRC.

1. Loss of abstinence by the individual.
2. Absence from three (three) Area Service Committee Meetings for Spiritual Retreat Chairperson.
3. Absence from three (three) Retreat Committee meetings for Spiritual Retreat Chairperson and subcommittee Chairs during their service year.
4. Non-fulfillment of the duties of their position as stated in these guidelines.

V. Reimbursement of Funds

All expenses incurred for the benefit of and furtherance of the primary purpose of the SRC will be promptly reimbursed, upon presentation to the Treasurer, a proof

of said expenses in the form of a proper sales receipt accompanied by a written explanation of the need for the purchase. (i.e. soda pop for XYZ Fundraiser)

VI. Amendment of Guidelines

These guidelines and policy motions may be amended at any SRC or SRC meeting by a 2/3-majority vote of the quorum after which they will be presented to the BVASCNA for approval by the GSRs as stated in and in accordance with the most recent approval form of the Guidelines and By-Laws of the BVASCNA.

1. A QUORUM will be considered present when ALL SRC Committee Chairpersons and Subcommittee Chairpersons are present for the discussion and subsequent voting on the amendment.

BY-LAWS:

1. No member of the Program Subcommittee shall be chairperson or speaker at any retreat workshop.
2. We shall use the Serenity Prayer as the closing prayer at ALL SRC events, workshops, speaker meetings, etc.
3. SRC will maintain a prudent reserve of \$2000 at the beginning of the SRC Committees fiscal year as operating capital forwarded from the previous year's events.
4. The SRC will immediately pass down funds in excess of \$5000, as they become available, to the BVASCNA Treasurer as a donation.
5. The SRC Chairperson and Treasurer will IMMEDIATELY present the BVASCNA a check for all monies in excess of the prudent reserve upon the first available opportunity after the conclusion of the Beaver Valley Area Spiritual Retreat, but no later than the next scheduled BVASCNA regular monthly meeting.
6. At the close of each Subcommittee meeting the time and location of the next meeting will be announced.
7. All SRC Committee and Subcommittee meetings will be held in a mutually agreeable place the location of which shall be consistent with BVASCNA policy.
8. Rent shall be paid as required by any venues used by these committees, the amount of which will be agreed to by the SRC upon divulgence of the location and amount.
9. Refreshments will not be provided by the SRC at any SRC Committee or Subcommittee meetings but may be present at such functions.

10. Motions may be presented by any Narcotics Anonymous member in attendance.

11. Seconds for Motions can only be provided by the Chairpersons of the Sub Committee Chairpersons.

PUBLIC INFORMATION SUB-COMMITTEE GUIDELINES

I. DEFINITION:

The Public Information Committee (PI) of the Beaver Valley Area Service Committee of Narcotics Anonymous is a group of volunteer members from the Beaver Valley Area Narcotics Anonymous fellowship.

These guidelines are to be used in conjunction with the current WSC PI Handbook "A GUIDE TO PUBLIC INFORMATION".

II. PURPOSE:

The PI Committee's purpose is to offer accurate information to the public regarding the NA message of recovery from addiction. To that end, PI presents information about what NA is and when and where to find NA meetings.

III. FUNCTIONS AND RESPONSIBILITIES:

1. The PI subcommittee is directly accountable to the BVASCNA.
2. The PI committee's activities will be carried out in accordance with Beaver Valley Area Service Committee of Narcotics Anonymous (BVASCNA) guidelines, the Twelve Traditions of Narcotics Anonymous and the 12 Concepts of Service of Narcotics Anonymous.
43. PI shall open and maintain the lines of communication between NA and the public as well as the Tri State Regional Service Committee and the World Service Office of Narcotics Anonymous.
45. PI shall respond to all requests for information in a timely and effective manner.
56. PI will see that all requests for information are responded to by the appropriate level of service ~~and in accordance with BVASCNA PI contingency plan. (Refer to XVI).~~
67. PI may assemble and distribute introductory literature packets, as necessary.
78. PI will coordinate and present two (2) PI "Learning Day Workshops", annually to be held in the Beaver Valley area.
89. PI shall maintain 'task force' Committees to work on specific projects such as but not limited to the following: Informational Packet Mailings, Media Public Service Announcements, Posters, Basic Text donations to area libraries, participation at Health Fairs, and Public Presentations.
940. PI will be responsible for or assist with any project, which falls within the boundaries of public information, held in the Beaver Valley area and sanctioned or recognized by the BVASCNA

IV. BUSINESS MEETING:

The BVASCNA PI subcommittee will meet regularly at 3:00 P.M. the first Sunday of each month prior to, and at the same location as, the monthly meeting of the BVASCNA.

V. FUNDING:

The PI subcommittee will request funds, as they are required, from the BVASCNA treasury in accordance with BVASCNA Guidelines.

VI. AMENDING GUIDELINES:

The PI Committee may move to amend these guidelines by a 2/3 majority vote of the PI Committee members followed by presentation of the changes to the BVASCNA Committee and in accordance with “ARTICLE XIV—Amendment of Guidelines of this document.”

VII. MEMBERSHIP:

Trusted Servants Members of the PI subcommittee will be identified as follows:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Web Servant
54. Task Force Coordinator
65. Task Force Member

6Other members will include a Any other concerned member of the Beaver Area Narcotics Anonymous fellowship in attendance.

VIII. VOTING MEMBERS:

Any NA member has the right to address the PI committee with PI related business BUT votes may only be cast by the following members:

1. All Trusted Servants of the PI subcommittee (except the Chairperson) shall have the equal right of input and may vote on decisions made by the PI subcommittee.
2. The Chairperson may only vote in the event of a tie.
3. Any other NA member attending during a vote and wishing to vote must have attended and participated in the preceding regular BVASCNA PI Subcommittee meeting.

IX. ELECTION OF TRUSTED SERVANTS:

1. All Trusted Servants (except for the Chairperson as described in XI below) of the PI subcommittee will be elected in August at the beginning of the regular monthly meeting (irregardless of length of time served during present term).
2. Nominees will be of qualified members who are present for questioning during elections.
3. All qualified nominees for Trusted Servant must have an NA home group in the Beaver Valley Area.

X. GROUNDS FOR REMOVAL OF TRUSTED SERVANTS:

1. Relapse will constitute automatic resignation of all Trusted Servants.
2. Any PI subcommittee member may be removed from service by a 2/3 majority vote of the PI subcommittee, except the Chairperson who can only be removed by the BVASCNA.
3. Two (2) consecutive absences of the regular meeting of the PI subcommittee shall constitute an automatic resignation of any PI commitment.
4. All members of the PI subcommittee will conduct themselves in a manner consistent with the NA message and these guidelines.
5. All Trusted Servants of BVASCNA PI shall attend at least One (1) PI “Learning Day Workshop” during their term of office.
6. All Trusted Servants shall attend the monthly BVASCNA PI subcommittee meetings.

XI. CHAIRPERSON:

Election of the Chairperson is in accordance with BVASCNA guidelines during annual elections of BVASCNA Officers. Term of Office is One (1) Year in accordance with BVASCNA guidelines.

1. Qualifications:

- a. minimum of two (2) years continuous abstinence.
- b. one year previous involvement in PI subcommittee.
- c. a working knowledge of the 12 Steps, 12 Traditions of Narcotics Anonymous.
- d. a working knowledge of BVASCNA guidelines and policy.
- e. the ability to organize and serve this PI subcommittee.
- f. the willingness to give the time and resources necessary to conduct the business of the PI subcommittee.
- g. must meet general qualifications as listed in ARTICLE ~~IXH~~ of this document

2. Duties:

- a. coordinates all PI subcommittee business and generates enthusiasm for projects planned by this PI subcommittee.
- b. prepares monthly subcommittee agenda, bringing before the subcommittee those matters that they should act upon.
- c. make regular monthly reports to the BVASCNA on the status of area PI projects, regional PI business, or any other responsibility of the PI subcommittee.
- d. rigorously maintains PI subcommittee archives that are to be given to the next PI Chairperson.
- e. seeks out and maintains contact, for the purpose of sharing information, between the PI Subcommittee and other PI subcommittees in the Tri State Region of Narcotics Anonymous and the World level of NA service.
- f. attends all Tri State Regional Service Committee Public Information Subcommittee business meetings.
- g. is responsible to see that the PI Subcommittee conducts itself in a manner that will uphold the integrity of NA in all dealings with the general public.
- h. gives a monthly report to the BVASCNA of all PI activities in writing including expenditures and presenting all valid receipts.

XII. VICE CHAIRPERSON:

Elected by a majority vote of the PI subcommittee for a One (1) Year Term.

1. Qualifications:

- a. minimum one year continuous abstinence.
- b. a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
- c. a working knowledge of BVASCNA guidelines and policy.
- d. six month previous PI experience or previous service experience at any level.
- e. willingness to give the time and resources necessary.

2. Duties:

- a. takes an active part in the direction of the PI subcommittee working closely with the Chairperson and assisting with organizational duties.
- b. in the absence of the PI chairperson will chair the PI subcommittee business meeting.
- c. in the event that the PI Chairperson is unable to perform his duties or upon his resignation the PI Vice Chairperson will ~~be~~ automatically ~~be~~ nominated for election as Chairperson~~man~~ and presented to the BVASCNA for election by the GSRs.
- d. shall act as a lead Task Force Coordinator and assist the PI subcommittee in upholding the integrity of NA in all correspondence with the general public.
- e. attends all regular meetings of the Tri State Regional Service Committee of Narcotics Anonymous Public Information subcommittee meeting.

XIII. SECRETARY:

Elected by majority vote of the PI subcommittee to a one-year term

1. Qualifications:

- a. minimum nine months continuous abstinence.
 - b. willingness to give the time and resources necessary.
 - c. a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
2. Duties:
- a. keeps a complete archival record of the minutes and attendance of every regular and special PI subcommittee meeting and makes them available to all NA members upon request.
 - b. presents minutes to the PI Chairperson no later than one week following each PI subcommittee business meeting.
 - c. will have archival information, consisting of minutes and committee reports, available for review upon demand of any NA member.
 - d. assists the PI subcommittee in developing or creating an information database for use by the PI subcommittee.
 - e. assist with all typing needed for correspondence used in PI efforts.
 - f. maintains an inventory of official BVASCNA Letterhead stationery which is required for the conduction of all official PI correspondence.
 - g. will be available for official business as required by the PI Chairperson.

XIV. TASK FORCE COORDINATOR:

Elected by a majority of the PI Subcommittee members for a one-year term

1. Qualifications:
- a. minimum of one year continuous abstinence.
 - b. willingness and desire to serve.
 - c. willingness to give the time and resources necessary.
 - d. six month previous PI experience or previous service at any level of the NA service structure.
 - e. a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
2. Duties:
- a. coordinates the efforts of their Task Force committee.
 - b. acts as a liaison between their Task Force committee and the PI subcommittee.
 - c. maintains a dialogue with the PI Chairperson, Vice Chairperson, and Secretary regarding his committee's activities.
 - d. provides a written monthly report on the progress of any current projects to the PI subcommittee.
 - e. notifies the Secretary of any pertinent information required for placement in the database.
 - f. enlists Task Force participants from Fellowship members and presents them to the PI subcommittee for review and approval.

XV. TASK FORCE MEMBERS:

Selected by the Task Force Coordinator and approved by the PI Subcommittee members.

1. Qualifications:
- a. six months³ continuous abstinence.
 - b. willingness and desire to serve in a manner consistent with these guidelines.
 - c. willingness to give the time and resources necessary to perform their duties.
2. Duties:
- a. rigorously adheres to section XV of the BVASCNA Public Information Guidelines "Speaking to Non-Addicts".
 - b. takes an active role in the PI subcommittee in whatever capacity deemed necessary by the subcommittee.
 - c. shall be responsible for or assist with all PI projects.
 - d. will at all times conduct themselves with integrity as responsibly as befits a representative of NA.

XVI. PUBLIC INFORMATION PRESENTATIONS / SPEAKING TO NON-ADDICTS:

All NA members that qualify for BVASCNA PI presentations or public speaking engagements will be selected by the PI subcommittee using the qualifications listed below.

1. Qualifications:

- a. one year continuous abstinence.
- b. attendance of at least one PI workshop learning day.
- c. attendance at a minimum of two PI presentations as an observer.
- d. working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
- e. ability to follow established guidelines.
- f. presents a good image of recovery
- g. must have a Narcotics Anonymous Home Group in the Beaver Valley Area.

XVII. BEAVER VALLEY AREA of NARCOTICS ANONYMOUS—WEB SITE GUIDELINES

1. Purpose

Our primary purpose is to present factual and timely information via the Internet in an interactive WEB PAGE format in order to inform the public, addicts and other interested people about NA Meetings, activities, and other relevant information about Narcotics Anonymous in the Beaver Valley Area and Tri State Region.

2. Trusted Servants

Web Servant – A qualified technical person chosen by the PI Subcommittee ~~service bodies~~ through the voting group conscience process in accordance with section IX of the PI Guidelines. ~~maintain these web pages in accordance with these guidelines.~~

XIV. WEB SERVANT

Elected by a majority of the PI Subcommittee members for a one-year term

1. Qualifications:

- a. minimum 6 months 1 year continuous abstinence
- b. knowledge and skills necessary to complete all tasks
- c. resources necessary to access and modify web page on a regular schedule
- d. working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous
- e. 6 months previous experience in the NA service structure

~~8. Qualifications & Requirements of Web Servant(s)~~

- ~~•It is suggested the Web Servant position have a One (1) year clean time requirement. And the Web Servant Alternate position have at least a Six (6) month clean time requirement. Both positions will have a commitment of One (1) year in accordance with BVASCNA policy.~~
- ~~•A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.~~
- ~~•Six (6) months previous experience in the NA service structure.~~

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- ~~The willingness to advise Service bodies when changes might be needed to these guidelines.~~
- ~~The ability to create and edit hypertext markup language (HTML) documents.~~
- ~~Use file transfer protocols (FTP) in order to upload and download files.~~
- ~~Maintain passwords for account and administration of the message boards.~~
- ~~Maintain disk files in accordance with article 6 above.~~
- ~~Minimize the size of graphic files while maintaining the integrity of the images.~~
- ~~Remain current with Internet and e-mail technologies.~~

- ~~The web servant(s) will periodically check all links to make sure that they are still active and contain NA public information that is in line with our traditions, these guidelines and the PI Handbook.~~

d.f.

2. Duties

- a. create or maintain a web page
- b. update information on the webpage monthly
- c. attends all PI subcommittee meetings
- d. Maintain passwords for account and administration purposes
- e. Remain current with internet and webpage technologies
- f. Verify that the web page is functioning fully on a regular periodic basis
- g. Regulate content to adhere to the 12 Traditions and these guidelines and the PI Handbook.

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Web Servant Alternate – To assist the Web Servant in his or her duties.

Qualifications and Duties are the same as the Web Servant but there is only a 6 months continuous abstinence.

3. Responsibility/Accountability

1. At least two members of the committee responsible for the Website should know everything about the site: Including, but not limited to, how to maintain it, how to update it, etc. This is to insure continuity across end of term personnel changes.
2. Funding of this activity will be conducted as part of the PI budget guidelines.
3. The Internet account that is attached to the page should be owned by the BVASCNA committee, not any individual.

4. Non-Affiliation

Our online NA information will contain links or references only to NA related information.

~~We will provide the following statements before any links that are not registered service bodies of Narcotics Anonymous:~~

~~“The Beaver Valley Area of Narcotics Anonymous does not endorse and is not affiliated with any of these links but provides them only for the convenience of addicts trying to reach other addicts beyond the Beaver Valley Area.”~~

~~And to ensure compliance with copyright laws we will not place copyrighted material or logos on pages that link to other than registered service bodies of Narcotics Anonymous.~~

5. Privacy

Since information on the Internet is accessed from all over the world, only phone numbers of help lines, hotlines, and NA service offices will be included on these web sites. Anonymous e-mail addresses will be provided for contact information and technical maintenance.

6. Security

To ensure that materials remain available in the event of server or personnel problems, both Web Servant's will maintain non-volatile media with a history of all files and incoming messages along with the current passwords for the Internet account and message board administration.

7. Content

- A notice will be placed at the beginning of the website that signifies that it is the official website of the Beaver Valley Area of Narcotics Anonymous.
- Any committee approved graphic using one or more of the N.A. logos' (service symbol, N.A. symbol, etc.), will be registered with the World Service Office via email and a copy of the WSO confirmation filed with the R.S.O.
- A link to Narcotics Anonymous World Services.
- An E-mail link(s) may be provided for individuals to request additional information via email.

ARTICLE XIII

AD HOC COMMITTEES

The BVASCNA, by a majority vote of the GSRs, shall have the ability to create Ad-Hoc Committees for such special purposes as may occasionally be necessary in order to fulfill specific functions. An 'Ad-Hoc Committee' shall be defined as a temporary committee created to serve a single purpose. After the objective is fulfilled its existence is no longer needed and will immediately be disbanded.

The Participants and the duration or continued existence of any such committee may be specifically designated by the BVASC Chairperson at the time of appointment or upon the Chairperson's satisfaction that the task has been completed whereupon the Committee is no longer necessary.

ARTICLE XIV

AMENDMENT OF GUIDELINES

The guidelines set forth in this document may be amended after all of the following criteria are met:

1. First: by the recommendation of the Policy and Administration Committee after a discussion and vote by its members and participants.
2. Second: At the next area service meeting following the P&A meeting, P&A will present its recommendation for the proposed amendment to the BVASC GSR's, ~~and endure a~~ vote to accept the recommendation for review by the Home Groups or refuse the proposal and revisit the need for the change and/or further action by the P&A subcommittee will be conducted.
3. Third: after consultation with their home groups and by a two thirds (2/3) majority vote representing the Beaver Valley Area Group Conscience as delivered by all GSR's at the next months BVASCNA meeting

II. POLICIES

ARTICLE I

GUIDELINES FOR GROUP SERVICE REPRESENTATIVES REPORTS

1. Reporting of pertinent group business, including a group's experience that would benefit other groups and of BVASCNA. This should include any recent problems and resolutions.
2. Report of growth since the last BVASC meeting (i.e. average attendance and general welfare of the group).
3. Include Group Service Representative's current and complete address, phone number, and if willing, last name on the attendance sheet.
4. Current time and place of meeting.
5. Group donation to ASC
6. Be brief and to the point.

ARTICLE II

FINANCIAL ADMINISTRATION PROCEEDURE

1. That the BVASCNA checking account is titled "Beaver Valley Area Service Committee of Narcotics Anonymous" AKA "BVASCNA".

2. That the BVASCNA checking accounts have authorized signers consisting of the BVASCNA Chairperson, Vice Chairperson, and Treasurer, and two (2) signatures be required for all checks.
3. The Treasurer shall make a report of contributions and expenditures at every regular ASC meeting.
4. The BVASCNA Treasurer, AT THE END OF HIS/HER TERM, must submit to the BVASCNA a complete and accurate financial report of all transactions occurring during his/her term in office.
5. All funding of subcommittees is to be handled by the area treasury.
- ~~6. The Area Helpline shall be maintained through the Tri State Regional Helpline Committee.~~
- 7.6. That all receipts to be paid by the BVASCNA are signed, dated, and an explanation of what the receipt is for put on the back, and that no expenditure is paid without a receipt.
- 8.7. That all funds raised during a BVASCNA activity are to be deposited into the BVASCNA general fund.
- 9.8. That all subcommittees requesting funds from BVASCNA must submit a written budget or estimate of proposed expenses for such period of time.
- 10.9. All financial business must be conducted at a regular BVASCNA area meeting. This includes literature being distributed only at Area service meetings.
- 11.10. That the BVASCNA's books be audited once a year after the July Regular BVASCNA meeting. Direction for this audit is to come from the Policy and Administration Subcommittee.
- 12.11. That any member handling monies at a BVASCNA event should have at least one (1) year clean time.
- 13.12. In the event a bad check is presented by any group or member at any time, that Group or member will be responsible for the check amount and all bank charges.
- 14.13. No BVASCNA checks will be issued in amounts exceeding the account balance.
- 15.14. That any Subcommittee Chairperson or Trusted Servant receiving money for any purpose from the Area Service Committee must present a receipt to the BVASCNA Treasurer within one (1) month or they become liable for the money.
- 16.15. Any amounts in excess of the prudent reserve, which are not earmarked for a special purpose, should be passed along to the next level of service each month.
- 17.16. Any purchases (i.e. area meetings lists, fundraising articles, etc.) must have three (3) bids presented to the BVASC.

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ARTICLE III

MISCELLANEOUS

1. That when BVASCNA or its Subcommittees is considering the use, in any way, of a Group's meeting place the ASC must first get the approval of that group.
2. The BVASC must vote to accept this document in its entirety before it can be distributed to the GSR's and the fellowship at large as approved.

III. BY-LAWS OF THE BVASCNA

- 08-01-81 The Area will donate \$20.00 to help a NEW group get started. This is a one shot deal.
- 06-02-85 GSR's should review the World Meeting Directory to make sure their meetings are properly listed. Any changes should be sent to the WSO.
- 07-07-85 GSR's shall review and update meeting lists for changes, and consequently notify the RCM prior to the next Regional Service Meeting.

08-04-85 All Subcommittees will follow established guidelines

The signing of attendance slips from any outside enterprise shall be left up to the individual group conscience.

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09-01-85 Area Service minutes will be sent to the Regional Service Office
The Area will purchase literature from the Tri-State Regional Service Office.
The Area Chairperson will be responsible for, and in CONTROL of the "Area Archives".

10-06-85 The RCM shall have a copy of the Regional Service Meeting Report for each GSR.
Area Chairperson and Area Secretary shall prepare and distribute an agenda to all GSR's prior to each Area Service Meeting.
The Area will supply Fellowship Reports and Agenda for review by each GSR. These will be obtained from the World Service Office of N.A.

~~08-03-86 The Area Helpline will be a function of the Area Public Information Subcommittee, who will elect a function head. The ASC will be totally responsible for the funding of the Helpline.~~

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10-05-86 July is our annual election month for all ASC and Subcommittee Trusted Servants
There will be no raffles ~~or~~ gambling, ~~or games of chance~~ held at any Beaver Valley Area Service Committee sponsored function or fund-raiser.

04-02-88 Trusted servant's workshop will be held each year ASAP after the elections of the ASC trusted Servants.

12-04-88 The Area Secretary shall have a cash stockpile of \$35 on hand for secretarial expenses. As the funds are depleted, the receipts for expensed will be given to the treasurer, and the stockpile will be replenished, so that the Secretary always has \$35 to start out with each month.

05-07-89 The ASC Chair, RCM, ASC Secretary, and Treasurer are responsible for picking up the Area mail.
All mail concerning ASC and Area Subcommittees should be mailed to the Area P.O. Box without exception.

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5/7/10 (relocated from Financial Administration procedure) The Area Helpline shall be maintained through the Tri-State Regional Helpline Committee.

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Last Year (?) The Area's prudent reserve shall be increased to \$700.

07/05/10 Last year(?) Literature stockpile shall be equal to \$26 per active BVASCNA group400.

~~07-23-06 Article IV Section C was added to specify the voting members at an Emergency Meeting.~~

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~~Article IX No BVASCNA trusted servant may hold a service position on any other area or regional service committee.~~
was changed to

~~No BVASCNA trusted servant may hold an elected service position on any other area or regional service committee.~~

~~Article IX Vice Secretary eligibility requirements were added.~~

~~Article XIII Sections 5 and 6 were added under Standing Subcommittee's.~~

~~Article XIII In the Literature Subcommittee section, the allotted inventory amount for the area was increased to \$450.00 and the allotted inventory amount for H & I was increased to \$100.00.~~

~~Article XIII Under the H & I Subcommittee Guidelines, Trusted Servants Positions section C, number 4 (requiring panel members to take literature with them when they leave the facility) was removed.~~

~~Article XIII Under the H & I Subcommittee Guidelines, Trusted Servants Positions section E,~~

~~The H & I Speaker requirements should be:~~

- ~~1. You have at least one (1) year abstinence:~~

~~was changed to~~

~~The H & I Speaker requirements must be:~~

- ~~1. Refer to H & I handbook for abstinence requirement.~~

~~Article XIII Under the H & I Subcommittee Guidelines, Section F was added stating "Refer to H & I Handbook".~~

~~Article XIII Beaver Valley Area of Narcotics Anonymous Web Subcommittee Guidelines~~

~~was changed to~~

~~Beaver Valley Area of Narcotics Anonymous Web Site Guidelines.~~

~~Article XIII Beaver Valley Area of Narcotics Anonymous Web Site Guidelines were added to the Public Information Sub-Committee Guidelines under section XVIII.~~

~~In addition to all of these structural changes that required a vote from the GSR's, there were grammatical changes made that did not require a vote.~~

5/3/09

P&A and BVASCNA Guidelines are updated each April and a copy with clear markings of the new approval date will be given to each GSR and Trusted Servant if changes, additions, or deletions are made.

Kathy--I would like to have each page numbered and the date that the document is approved also, both on the bottom. We will also need sufficient space for binding on the left column. I hope to have front and back printing in the new edition of the Guidelines.

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