

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

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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 the welfare of the Narcotics Anonymous Groups within the Beaver Valley Area (as determined by the individual groups consent), to support the needs of these groups, to serve as a link between these groups and the Tri-State Regional Service Committee of Narcotics Anonymous, and in so doing, foster unity among the member groups and individuals 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 (1<sup>st</sup>) Sunday of each month at our regularly scheduled meeting place at 4:00 P.M.
- II. For the purpose of 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, then all business will be tabled until the next ASC meeting.

## ARTICLE IV

### SPECIAL MEETINGS

- A. A special meeting may be called by the Chairperson of the BVASCNA, and shall only be called after the Chairperson gives a written request 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 this area as a whole in any way and which requires an urgent response shall be considered a special instance or EMERGENCY MEETING. In this event, immediate notification should be given to either the BVASC Chair, Vice Chair, or Regional Committee Member in that order. Upon this notification, every effort should be made by one of the above to contact all BVASC Group Service Representatives by any means possible in order to take a vote. The vote shall be considered representative when at least six (6) GSR's have been contacted. A two-thirds (2/3) majority of those voting would be considered a quorum.
- C. The voting members in this instance shall 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 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 other Narcotics Anonymous member shall hold more than one membership in a class or combination thereof.

### 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.

### NON-VOTING MEMBERS

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

## ARTICLE VII

### ADDRESSING THE COMMITTEE

Narcotics Anonymous members ONLY shall have the specific right to request the floor.

The BVASCNA Chairperson has the exclusive right to grant or deny such a request. The Chairperson’s decision is subject to appeal and may be overturned by a majority vote.

All attendees not specifically addressed elsewhere in the guidelines shall be classed as “OBSERVERS”.

## ARTICLE VIII

### ELECTION OF TRUSTED SERVANTS

#### **ELECTION AND VOTING PROCEEDURE**

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

That anyone from a Group in BVASCNA willing to accept a nomination in any form (area, region, world, etc.) must attend the BVASCNA meeting in which that nomination will be accepted.

#### **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).

#### **VACANCY ELECTION**

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

### DUTIES 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 homegroup/s in the Beaver Valley Area. No BVASCNA trusted servant may hold an elected service position on any other area or regional service committee.

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.
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 Regional Service meetings, which are six (6) times a year. They should also have the financial resources to attend these meetings. 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 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 the N.A. Service Guide Financial Administration Procedure on page 10.
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.
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. 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 page 7 of this document. Their respective subcommittees at the regular yearly election of the BVASCNA will nominate subsequent Chairpersons of these committees trusted servants. See "Standing Subcommittees" on page 7.

These trusted servant's terms of commitment should begin at the start of the first regular meeting following the meeting at which they are elected.

## 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 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.

## ARTICLE XII

### SUBCOMMITTEE CHAIRPERSON QUALIFICATIONS

**GENERAL QUALIFICATIONS FOR ALL POSITIONS:** willingness and a desire to serve, working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service for Narcotics Anonymous, previous service experience and a home group in the Beaver Valley Area and may not be a member of another area.

The trusted servants of the Standing Subcommittees if the BVASCNA are named as:

1. POLICY AND ADMINISTRATION CHAIRPERSON: should meet the above general qualifications and have two (2) years clean, one (1) year minimum commitment. Responsible for all correspondence, written, and verbal, with the World Service Office (i.e. mailing of new policies and updated by-laws). Refer to the N.A. Service Guide.
2. ACTIVITIES CHAIRPERSON: should meet the above general qualifications 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.
3. HOSPITALS AND INSTITUTIONS CHAIRPERSON: should meet the above general qualifications and have two (2) years clean, one (1) year minimum commitment, previous H&I experience required.
4. PUBLIC INFORMATION CHAIRPERSON: should meet the above general qualifications and have two (2) years clean, one (1) year minimum commitment, previous PI experience required.
5. LITERATURE CHAIRPERSON: should meet the above general qualifications and have two (2) years clean. One (1) year minimum commitment, and transportation. The literature Chairperson is responsible for literature sales as well as purchasing literature and merchandise from the RSO. It's recommended that the areas elect people to this position who are financially secure. Reminder: this member handles large sums of money.

## ARTICLE XIII

### STANDING SUBCOMMITTEES

That all standing subcommittees are directly responsible to those they serve, which are the groups.

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

And any other standing 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.
3. All standing Subcommittees, and any newly formed subcommittees of the BVASCNA shall create and adopt guidelines 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 of the BVASCNA as a whole.
5. Chair must hold at least two (2) meetings per cycle year.
6. Chair must keep, and turn over to the next P & A Chair, an attendance list to help determine voting members under #5 of Policy & Administration Subcommittee.

### POLICY AND ADMINISTRATION SUBCOMMITTEE

That the Policy and Administration Subcommittee shall be directed by the BVASC to review, vote on, and present all policy regarding the BVASCNA to the regular monthly meeting in an approval form for ratification by the GSR's.

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. Only standing members of the P&A Subcommittee may move, vote, or second a motion at any Policy and Administration meeting.
4. P&A and BVASCNA Guidelines are updated each April and a copy be given to each GSR and Trusted Servant if changes, additions, or deletions are made.
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.

## **ACTIVITIES SUBCOMMITTEE**

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

## **ACTIVITIES SUBCOMMITTEE GUIDELINES**

Adopted March 3, 2002

### **Definition and Purpose:**

To put on Area activities and fundraisers, and by so doing, to provide a greater sense of community for the local NA fellowship and produce additional area income. Activities are to enhance NA's primary purpose not to replace group contributions in funding Area Service.

### **Activities Committee Officers:**

1. Activities Committee Chairperson: clean time requirement 2 years
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 on a voluntary basis at the discretion of the Activities Chairperson to assist in the actual work of delivering activities.
2. That 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.
3. All funding and profits of the Activities Committee will be handled by the Area Treasury
4. All funding requested of the BVASC Treasury will be preceded by a written budget report defining the use of the funds.
5. All Activities Committee business with the Treasury must be conducted during the regular BVASCNA meeting.
6. The Activities Committee Chairperson will present to the Area Treasurer any and all receipts for monies previously dispersed to him/her by the Treasurer. This will be done at the following BVASCNA meeting and will total the entire amount of such disbursements. Amounts not accounted for will be the responsibility of the Chairperson to be accountable at next ASCM.
7. Any purchases by the Activities Committee will be preceded by 3 competitive bids for review by the BVASC Committee GSR's.

## **LITERATURE SUB-COMMITTEE**

Adopted May 4, 2003

### **Qualifications and Duties of Officers:**

This position is filled by the Beaver Valley Area Service Committee of NA aka BVASCNA and the chairperson is responsible to that committee. The chairperson of this subcommittee is responsible for communication with the other officers to ensure continuity of effort. The chair sets up and schedules regular meetings and directs the focus of the meeting. It is the chairpersons' responsibility to arrive before the regularly scheduled area service meeting and set up the literature inventory in a way that can be easily identified and purchased by the attending area members at the area meeting. It is the responsibility of the chairperson to keep an accurate record of the monthly sales along with an accurate account of the inventory. It is the chairpersons' responsibility to submit a literature sales report at the end of the regularly scheduled area service meeting. It is the chairpersons' responsibility to replenish the inventory by purchasing literature at the Tri-State Regional Service Office. All literature sales will be turned over to the area treasurer. All expenses will be turned into the area treasurer for reimbursement. A check in the amount of the needed literature will be provided by the BVASCNA. The amount and identity of literature to be kept in the inventory will be established by the BVASCNA. The chair has no vote at the regular subcommittee meetings.

It is suggested the chairperson 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 employed.

The vice-chairperson assists in all duties related to literature work. The vice-chair acts as chair if, for any reason, the chairperson is unable to attend literature subcommittee meetings or fulfill the responsibilities of the position. The vice-chair has a vote at the subcommittee meeting unless acting as chair. This position is filled by the subcommittee and the vice-chair is responsible to that committee.

It is suggested the vice-chairperson have one (1) year clean time. The term of office is one (1) year in accordance with BVASCNA policy. It is suggested the vice-chairperson be employed.

The subcommittee as a whole is responsible for the purchase and sale of literature once a month. This is the most important task of any and all members of this subcommittee and must always remain our top priority.

### **Definition of Purpose and Function:**

This is a subcommittee of the Beaver Valley Area Service Committee of Narcotics Anonymous and is directly responsible to that committee.

The primary purpose of this subcommittee is to carry the message of recovery in the written form to the addict who still suffers.

The basic function of this subcommittee is as follows:

- 1) To provide literature for all groups in the Beaver Valley Area.
- 2) To sell / distribute local meeting directories and approved NA literature.
- 3) To conduct a monthly business meeting.

### **Officers:**

A service board of officers shall consist of a chairperson and a vice-chairperson. Any subcommittee officer who relapses will be automatically removed from the subcommittee. 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. Any subcommittee officer except for the chairperson maybe removed from office by a majority vote of the subcommittee. In case of resignation, the vice-chairperson shall automatically assume the position of chairperson until the BVASCNA elects a chairperson. In the event the vice-chairperson is unable to assume the position, the BVASCNA vice-chairperson will act as literature chairperson until the BVASCNA fills the position.

## **General Information:**

Although the finances of this subcommittee are the responsibility of the BVASCNA, we do work within a prudent reserve on a monthly basis for literature purchases. The allotted amount is **\$450.00** for literature subcommittee inventory, which also includes **\$100.00** for the H & I subcommittee. All other guidelines for this subcommittee are to be taken from The Temporary Working Guide to the Service Structure.

## **H&I SUB-COMMITTEE GUIDELINES**

Adopted: October 7, 2001    Updated: June 1, 2003

### **Definition and Purpose:**

The H&I subcommittee of the **BEAVER VALLEY AREA SERVICE COMMITTEE** is a group of men and women, members of **Narcotics Anonymous**, who believe in the concept:

**“TO ASSURE 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”.**

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital or recovery house reaches out for recovery, Narcotics Anonymous will be there. This committee is a subcommittee of the **BEAVER VALLEY AREA SERVICE COMMITTEE** and is directly responsible to that committee.

### **Functions of the H&I Subcommittee:**

- To carry the message and to disburse literature to all facilities through our H&I panels.
- To conduct a monthly business meeting.

### **Officers:**

A service board of officers shall consist of a chairperson and a secretary. Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer will be removed after missing two (2) consecutive monthly H&I subcommittee meetings, or three (3) meetings within the year.

In case of resignation, the vice-chair of the ASC shall automatically assume the position of chairperson until ASC elects a chairperson. The ASC vice-chair will act as H&I chairperson until the ASC fills the position. In the event of resignation by the secretary, the position should be held open for a period of one month or until a willing and qualified member from the fellowship is found to serve in the position.

### **Literature Distribution:**

The literature distribution i.e.; Information Pamphlets (IP's) and Meeting Lists (Area & Regional) and Serial Publications (basic text), will be provided by the ASC, at the cost to the ASC. The H&I subcommittee shall maintain an inventory of not more than **\$100** worth of literature. It is the responsibility of the H&I subcommittee to make sure that the literature being disbursed is left in the facility in a safe and secure place.

## Trusted Servants Positions

### A. Chairperson:

1. Elected by the area service committee as outlined in the BVASCNA Guidelines. The H&I subcommittee is directly responsible to the ASC through the H&I chairperson.
2. Chairperson must attend all subcommittee meetings and ASC meetings. The chairperson is a voting member of the regional H&I subcommittee and should attend all of its meetings. The Chairperson acts as a link of communication between the subcommittee, the ASC and the Regional H&I Subcommittee. (*REGIONAL MTG., EVERY MTH., @ TRI-STATE REGIONAL OFFICE.*)
3. The Chairperson also makes sure that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the panel leader, but the chair should ensure that it is taking place. The Chairperson is responsible to ensure that all panel leaders and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of the individual facilities.
4. The Chairperson is responsible for giving a monthly report of all budget expenditures, including the accurate account of dollar amount of the literature needed to replenish the literature inventory. All literature disbursements by the H&I subcommittee shall be included in this report.
5. The Chairperson should be aware of all matters that affect H&I in the BVASCNA and the Tri-State Region as a whole.

### B. Secretary:

1. The Subcommittee elects its own secretary. The Secretary must have one-year continuous abstinence. The position's responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed or hand written legibly and distributed (mailed) to all subcommittee members within two weeks following the subcommittee meeting.

The secretary is also responsible to keep an accurate set of records of:

- a. A file of all correspondence to and from the subcommittee.
  - b. An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with.
  - c. An updated list of all subcommittee members.  
(*name-address-phone number and facility and week they are serving.*)
  - d. An updated list of all members willing and qualified to be panel members.
2. Attend all H&I and ASC. meetings.
  3. Secretary will be allotted up to \$20.00 per month, for which the Secretary will be required to sign a voucher with the Area Treasurer, for expenses i.e.; stamps, envelopes, copy reports, file holders and will be required to keep an accurate record of receipts of such purchases. Receipts will be turned in at the following H&I subcommittee mtg., to the Area Treasurer (or acting treasurer).

### C. Panel Leader (s):

1. Panel Leaders are elected as needed by the subcommittee. There is a required one-year abstinence, a strong N.A. message of recovery and six months previous involvement in area H&I. The Panel Leader must attend all regular H&I subcommittee meetings.

2. The panel leaders are responsible for each individual facility, for which they are leading, aspects of the meeting/presentation such as keeping supplies (*literature, serial publications etc.*) and making sure the meeting begins and ends on time.

3. They are to maintain a link of communication, keeping the H&I chairperson aware of any problems that affect the meeting/presentation. Panel Leaders should have regular communication with the panel members of their particular facility, to ensure that all is as it should be at their particular facility.

4. It is responsibility of a Panel Leader to accompany a co-chair into a facility, as part of the orientation process and to supply co-chair with a copy of an "Orientation Package" and "H&I Guidelines".

## **D. Panel Member (s):**

1. The panel leader selects a panel from the current H&I volunteer list. The panel may also include a member who is currently in the H&I panel orientation process (*this member is there to observe and learn only i.e.; co-chair*). No panel member is to have less than six months continuous abstinence. The panel should never consist of less than two nor more than five members. Their panel leader should make these panel members aware of all their responsibilities during the orientation stage.

2. Co-chair members shall be defined as members with at least six (6) months clean-time and willing to serve, but due to lack of clean-time requirements to chair or lack of experience in H&I work, are not qualified to conduct a mtg./presentation. All co-chairs' will be required to accompany a Panel Leader or the H&I chair into a facility for a period of at least one (1) mtg./presentation and will be required to attend at least one (1) H&I workshop sponsored by an H&I subcommittee in the Tri-State Region of Narcotics Anonymous. Confirmation of a sign-up sheet of an H&I subcommittee workshop outside the BVASCNA will be sufficient.

3. Panel members should have regular communication with their Panel Leader to ensure that the meeting/presentation of their commitment has been accomplished for that particular week.

4. Only the Panel Member, guest speaker and/or co-chair are to be at the facility during the meeting/presentation. (*No friends, sponsors or sponsees*)

## **E. H&I Speaker and/or Presenter(s) Requirements:**

The H & I Speaker requirements must be:

1. Refer to H & I handbook for abstinence requirement.
2. You share a strong NA message.
3. You must be willing to comply with all of the H&I subcommittee guidelines and the guidelines of the facility where you speak.
4. You are willing to carry the message in a responsible way.

## **F. Refer to H & I Handbook**

### **General Information:**

A. Any NA. member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, and probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only a message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.

# **PUBLIC INFORMATION SUB-COMMITTEE GUIDELINES**

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## **I. DEFINITION:**

The Beaver Valley Area Service Committee of Beaver Valley Public Information Committee (PI) is made up of volunteer members from Narcotics Anonymous.

## **II. PURPOSE:**

The PI committee's purpose is to inform the public that Narcotics Anonymous (NA) exists and offers recovery from the disease of addiction. PI offers information about what NA is, and how and where to find NA meetings. In addition to these guidelines all of 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.

## **III. FUNCTIONS AND RESPONSIBILITIES:**

1. This PI subcommittee is directly responsible to the BVASCNA.
2. PI shall open and maintain the lines of communication between NA and the public and between the Area, Regional and World levels of NA service.
3. PI shall respond to all requests for information in a timely and effective manner, and to see that those requests are handled at the appropriate level of service in accordance with BVASCNA PI contingency plan. Refer to XVI.
4. Shall prepare and provide introductory literature packets, as the PI committee deems necessary.
5. PI shall coordinate two (2) PI "Learning Day Workshops", annually.
6. PI shall maintain task force Committees to work on specific projects such as but not limited to the following: Informational Packet Mailings, Media PSA's, Posters, Basic Text Donations to area libraries, Health Fairs, and Public Presentations.
7. PI shall at the discretion of the PI committee members, agree to be responsible for or assist with any project not listed, which falls within the boundaries of public information as determined to these guidelines, BVASCNA, and the NA PI handbook "A GUIDE TO PUBLIC INFORMATION".

## **IV. BUSINESS MEETING:**

The BVASCNA PI subcommittee will meet regularly at 3:00 P.M. the first Sunday of each month prior to the monthly meeting of the BVASCNA and will be well publicized within the local NA fellowship encouraging all NA members to attend.

## **V. FUNDING:**

The PI subcommittee will maintain a monthly budget of \$25 funded by and in accordance with BVASCNA Guidelines.

## **VI. AMENDING GUIDELINES:**

These guidelines may be amended by the BVASCNA PI subcommittee by a 2/3-majority vote and are subject to approval by the BVASCNA.

## **VII. MEMBERSHIP:**

Members of the PI subcommittee will be defined according to one or more of the following: Chairperson, Vice Chairperson, Secretary, Task Force Coordinator, Task Force Member, and any other concerned member of Narcotics Anonymous as a whole.

## **VIII. VOTING MEMBERS:**

1. Trusted Servants of the PI subcommittee shall have the equal right of input and vote on decisions made by the PI subcommittee with the exception of the Chairperson who carries a vote only in the case of a tie vote.
2. Any other NA member wishing to vote shall have attended the previous BVASCNA PI subcommittee meeting.
3. Any NA member has the right to address the PI committee with PI related business.

## **IX. TRUSTED SERVANTS QUALIFICATIONS / ELECTIONS / REMOVAL:**

1. Trusted Servants of the PI subcommittee are named as follows:
  - a. Chairperson

- b. Vice Chairperson
  - c. Secretary
  - d. Task Force Coordinator
2. Chairperson shall be elected in July during the annual elections of the BVASCNA Trusted Servants as prescribed by the BVASCNA Guidelines.
  3. The remaining Trusted Servants of the PI subcommittee shall be elected in August during the regular monthly meeting of members who are present and by members in attendance.
  4. Regardless of when Trusted Servants are elected, all positions are open to nomination in August with the exception of the Chairperson as previously mentioned.
  5. Relapse will constitute automatic resignation of all Trusted Servants.
  6. Any PI subcommittee member may be removed from service by a 2/3 majority vote of this PI subcommittee, except the Chairperson who can only be removed by the BVASCNA.
  7. All Trusted Servants of BVASCNA PI shall attend at least One (1) PI "Learning Day Workshop".
  8. All Trusted Servants shall have an NA home group.
  9. All Trusted Servants shall attend the monthly BVASCNA PI subcommittee meetings.
  10. Two (2) absences of the regular meeting of the PI subcommittee shall constitute an automatic resignation of the PI commitment.
  11. All members of the PI subcommittee shall act in a responsible manner consistent with the message that they are there to deliver.

## **X. CHAIRPERSON:**

Elected in accordance with BVASCNA guidelines at the BVASCNA for a One (1) Year Term in accordance with and accountable to BVASCNA guidelines.

### 1. Qualifications:

- a. suggested 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.

### 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. establishes and maintains contact between the PI subcommittee and other PI subcommittees on an Area, Regional and World level of NA service.
- f. attend Tri State Regional Service Committee Public Information subcommittee meetings.
- g. work closely with the PI subcommittee to uphold the integrity of NA in all correspondence with the general public.
- h. reports monthly all PI expenditures to the BVASCNA and the PI subcommittee with valid receipts.

## **XI. VICE CHAIRPERSON:**

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

### 1. Qualifications:

- a. suggested minimum one year 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.
- d. a working knowledge of BVASCNA guidelines and policy.
- e. six month previous PI experience or previous service experience at any level.

### 2. Duties:

- a. take and 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 of the inability to the PI Chairperson to perform his duties or upon his resignation the PI Vice Chairperson will receive an automatic nomination to the BVASCNA for election to the Chairpersons position.
- 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. suggested attendance at the Tri State Regional Service Committee of Narcotics Anonymous Public Information subcommittee meeting.

## **XII. SECRETARY:**

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

### 1. Qualifications:

- a. suggested 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 record of the minutes of every regular and special PI subcommittee meeting and makes them available to all NA members upon request.
- b. maintains minutes and submits them to the PI Chairperson no later than one week following each monthly subcommittee meeting.
- c. shall archive an attendance sheet of all attendees of each meeting of the PI subcommittee meeting available for review upon demand of any NA member.
- d. assists the PI subcommittee in developing or creating an information data base for use in PI subcommittee.
- e. assist with all typing needed for correspondence used in PI efforts.
- f. maintains an inventory of stationary required for the PI business.
- g. has regular contact with the PI Chairperson.

## **XIII. TASK FORCE COORDINATOR:**

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

### 1. Qualifications:

- a. suggested 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.
- 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 monthly report on the progress of any current project to the PI subcommittee.
- e. notifies the Secretary of any pertinent information required for placement in the data base.
- f. enlists needed Task Force members for review and approval of the PI Subcommittee.

## **XIV. TASK FORCE MEMBERS:**

Selected by the Task Force Coordinator in cooperation with the PI Subcommittee members.

### 1. Qualifications:

- a. six months' continuous abstinence.
- b. willingness and desire to serve.
- 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 acceptable capacity as may be requested by the subcommittee.
- c. at the discretion of the PI subcommittee members shall be responsible for or assist with PI projects.
- d. keeps in mind that they may be seen as a representative to NA and should conduct themselves responsibly.

## **XV. 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 of at least two public speaking engagements or 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 i.e. be on time, dress appropriately, and avoid the use of obscenities during presentations.
- g. must have a Narcotics Anonymous Home Group in the Beaver Valley Area.

## **XVI. BEAVER VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS PUBLIC INFORMATION COMMITTEE CONTIGENCY PLAN:**

### **1. The NA Member, Group and Public Information:**

- a. no individual member can ever represent NA which is why we have the PI subcommittee.
- b. refers all requests for speakers to the appropriate trusted servant as described previously in this document.
- c. refers requests for media interviews to the above described trusted servants.
- d. home group Secretaries and GSR's of the BVASCNA should have the telephone numbers of the PI Chairperson and Vice Chairperson as well as the phone numbers of the Area Chair and Vice Chair readily available for all requests for public information.

### **2. BVASCNA PI Response:**

Once a request has been received or when plans are being drawn for a PI campaign the trusted servants listed above shall respond within 48 hours and the following information must be obtained and appropriate action taken.

- a. determine what audience level the PI request of campaign is likely to receive if it is going to be used in a local, regional, or national engagement broadcast or print story.
- b. determines if the PI request of campaign will overlap into other areas and regions or if it needs to be handled at the World or Regional level of Narcotics Anonymous.
- c. determines the scheduling and deadline requirements of the PI request or campaign.
- d. PI subcommittee shall always contact the Regional PI chair or the World PI chair in the event that any PI request or campaign results in a radio film or TV interview with any Narcotics Anonymous member.

### **3. Less than 48-hour lead-time response:**

- a. requests involving such short time require immediate action. Two (2) or more of the BVASCNA PI subcommittee members of other BVASCNA trusted servants will act as the individual service arm responding with whatever assistance they can provide.
- b. trusted servants shall be the most knowledgeable and experienced members of BVASCNA PI or BVASCNA Trusted Servants.

### **4. More than 48-hours lead time response:**

- a. PI subcommittee shall respond to all PI request and campaigns by assigning two or more individuals to the task.
- b. if the PI requests or campaigns overlaps into other areas PI shall contact the regional PI chairperson and the other area PI chairpersons the request of campaign will effect together they will assign individuals to be part of a PI Task force.

## **XVII. SAY WHAT and SAY WHO:**

In the event that an issue comes up that is not addressed in our guidelines we will use the policy from the current WSC PI Handbook "A GUIDE TPO PUBLIC INFORMATION".

## **XVIII. Beaver Valley Area of Narcotics Anonymous Web Site Guidelines:**

### **1. Purpose**

Our primary purpose in putting information on the Internet is to inform addicts and other interested people about NA Meetings and activities in the Beaver Valley Area. We are working together on the Internet "to carry the message to the addict who still suffers." And to create and maintain a Website for the Beaver Valley Area of Narcotics Anonymous. Providing local information submitted by Regional Sub Committees and Member Areas of the Beaver Valley Area.

### **2. Definitions**

Web Servant – A technical person or alternate chosen by the service bodies through the group conscience process to maintain these web pages.

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

URL - Uniform Resource Locator. This is the "address" of a web site.

HTML - Hypertext Markup Language. This is the computer language that is used to create a web site.

Server - The computer or hardware where the Website resides and is accessed via the Internet. This is generally provided by the ISP.

ISP - Internet Service Provider. A Company or entity providing Web hosting, Internet access and often e-mail services to the general public. The ISP charges a fee for their services.

FTP - file transfer protocol. This is a method of transferring Website files to and from the Website.

Link - A way to immediately jump from one web site to another. This may be a graphic icon or bold-faced or underlined text.

FIPT - Fellowship Intellectual Property Trust. This is a legal document that describes the copyrights of NA literature. All copyrights of NA literature are owned by the NAWS in trust for the fellowship of Narcotics Anonymous.

### **3. Responsibility/Accountability**

1. Be responsible to and be part of the BVASCNA PI subcommittee, which will oversee and maintain the Web Site.
2. 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 helps ensure that the Web Site will continue when members leave the committee. Only applicable when there exists the willingness and availability of qualified trusted servants.
3. In line with our Seventh Tradition, the Beaver Valley Area Service Committee itself will fund all approved costs associated with the Web Site. The Internet account that is attached to the page should be owned by the committee, not an individual.
4. Attend all PI subcommittee meetings. The Web Servant(s) missing Two (2) consecutive PI subcommittee meeting will constitute "non-compliance" and the position vacated in accordance with the current BVASCNA subcommittee guidelines.

### **4. Non-Affiliation**

Our online NA information will contain links or references only to NA related information. As guided by our understanding of the traditions, we will provide the following statements before any links that our 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 disks with a history of all files and incoming messages along with the current passwords for the Internet account and message board administration. See **Responsibility**, sub-paragraph 2 on availability of trusted servants

## 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.

## 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.
- 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.

General Information / Suggested Guidelines for the..... Beaver Valley Area of Narcotics Anonymous.  
"Adopted from the WSO and various other regions in the world"

We must remember that our Primary Purpose is to help the addict that still suffers.

### **Keep it simple.**

**Since there are many questions about website content, and sometimes egos and personalities can flare and get in the way, we have created this resource as a guideline for area websites. These are only suggested guidelines and are subject to applicability of the BVACNA.**

### **What can I put on a web page?**

The contents of a page can be varied and are really only limited by your imagination, as long as you stay within the Twelve Traditions of Narcotics Anonymous. Very important, do not duplicate any copyrighted material (this also means the readings, IE: "what is" and "who is"), whether it is owned by NAWS or anyone else. Since we are concerned with Public Information issues, this discussion will be limited to that topic. Keep in mind that the overwhelming majority of people viewing your site will be NA fellowship members and recovery professionals. The contents of your page should be geared to help them as much as possible. A good idea for basic information is a meeting list for your area or region, a helpline number, and a button for individuals to request additional information

via email. You may consider posting NA's published presentation papers: "Facts About Narcotics Anonymous," and "Narcotics Anonymous a Commitment to Community Partnerships." Both are specifically to addiction care providers and are available on NAWS's website. In general, keep it simple. Put the most important information at the top. Starts slow and build. We suggest that you look at the Narcotics Anonymous World Service's web page at <http://www.na.org/> for some ideas.

### **What can we do with links?**

We suggest that you have a link to the Narcotics Anonymous World Services website. If you choose to link your page to other NA web pages, make sure that those pages do not link to any non-NA pages. You should also make sure that any pages that you link to are officially sanctioned and supported by a service committee of Narcotics Anonymous. There are several pages on the Web today that contain recovery material, but they are personal pages and don't necessarily contain a NA message. Some also contain links to nonaffiliated organizations, or even commercial pages. We must keep our sixth tradition in mind and be careful not to provide an implied endorsement of any outside enterprise.

### **Should my service committee put up a web page?**

Each committee needs to analyze its own priorities with respect to Public Information. The Internet and the World Wide Web are powerful media, and can reach millions of people all over the world both inside and outside the fellowship of NA. Keep in mind however, that although computers and the Internet are very exciting and the Web is being given a lot of attention in the media, to date, there are still a relatively small percentage of people online. A web page should not necessarily come before a phone line, PSAs, a poster campaign or community meetings. These efforts will reach a higher percentage of people in your local community. The idea is to reach the most suffering addicts with the least amount of money. Our Eleventh Concept says, "NA funds are to be used to further our primary purpose, and must be managed responsibly." This concept can be extended to our service efforts in general.

### **We can't do everything, so we must choose what we can do and do it well.**

#### **Some simple guidelines are important:**

The internet account that is attached to the page should be owned by the committee, not an individual, for the same reasons we don't recommend NA phone lines located in members' homes.

In line with our seventh tradition, the committee should fund all costs associated with the page. If a community access account is obtained, it should not be subsidized to any greater degree than any other non profit organization.

The web person should periodically check all your links to make sure that they are still active and contain NA public information that is in line with our traditions and the PI Handbook.

A notice should be placed at the beginning of the website that signifies that it is the official website of the XYZ region of Narcotics Anonymous.

A project such as this should not be started unless the committee is committed to continuing it. The public at large will view these web pages. It hurts NA as a whole if they pop up and disappear all the time.

At least two members of the committee responsible for the website should know everything about the page, how to maintain it, how to update it, etc. This helps to ensure that if one member leaves the committee, the website will continue.

#### **How do we let people know the URL of our website?**

You can place the URL for your website anyplace that you would list a help line phone number: on your meeting lists, posters, etc. However, most people will find your website through search engines on the Web itself. It is important to register your website with these search engines.

### **Our primary goal is to help the addict that still suffers.**

Although some of us may be very good with web sites, graphics and web media, we need to keep it simple. We are here to help the addict that still suffers not show how great we are with web media. Therefore some suggestions come into play regarding certain web media.

Macromedia® Flash\*® is a web medium that makes really cool looking web site. It can also slow down the loading of a web site and the end user may become frustrated and leave the site.

The same holds true for Macromedia® Director®\* movies. These are two media that sometimes require the user to download and install a Plug-in. A plug-in is usually a small and simple program, which enables a user to view content on the web. Some users on the web are not savvy to such things as plug-ins, and this too may discourage the user from viewing and visiting a site more than once. Therefore these two types of media should be left for sites other than Narcotics Anonymous.

\* Not affiliated with Narcotics Anonymous

Area web site should contain basic web site structure. These would be:

1. HTML language to make the page.
2. Graphics to be made of .gif or .Jpeg file extensions.
3. Made to load quickly by not having huge graphics, or made web safe by cutting the graphics into smaller portions that loads quickly and produces a unit image.
4. Cgi scripting or .asp type pages are OK regarding meeting search web programs, but please make sure they really work.
5. Meetings should be kept up to date, as well as phone number and email addresses.

**Remember we want to help, not hinder. We want web sites to reflect principal, yet some of an area personality, without getting in the way of our primary objective.**

## ARTICLE XIV

### AD HOC COMMITTEES

The BVASCNA shall have the opportunity to create Ad-Hoc Committees for such special purposes as may from time to time be necessary to fulfill specific functions. An Ad-Hoc Committee shall be defined as a temporary committee created to serve a single purpose, and by doing so, after the objective is fulfilled its existence is no longer needed. Membership and duration or existence of any such committee may be specifically designated by the BVASC Chairperson at the time of appointment.

## ARTICLE XV

### AMENDMENT OF GUIDELINES

The guidelines set forth in this document may be amended as follows:

1. By recommendation of the Policy and Administration Committee.
2. At the next area service meeting following the proposed amendment
3. By a two thirds (2/3) majority vote of all General Service Representatives present.

## **II. POLICIES**

### **POLICIES OF THE BEAVER VALLEY AREA SERVICE COMMITTEE**

### **GUIDELINES FOR GROUP SERVICE REPRESENTATIVES REPORTS**

#### **GUIDELINES FOR BVASCNA GSR'S 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.

#### **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. 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. That all funds raised during a BVASCNA activity are to be deposited into the BVASCNA general fund.
9. That all subcommittees requesting funds from BVASCNA must submit a written budget or estimate of proposed expenses for such period of time.
10. All financial business must be conducted at a regular BVASCNA area meeting. This includes literature being distributed only at Area service meetings.
11. 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. That any member handling monies at a BVASCNA event should have at least one (1) year clean time.
13. In the event a bad check is presented by any group or member at any time, that Group member will be responsible for the bank charge.
14. No BVASCNA checks will be issued in amounts exceeding the account balance.
15. 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. 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. Any purchases (i.e. area meetings lists, fundraising articles, etc.) must have three (3) bids presented to the BVASC.

## MISCELLANEOUS

1. That when BVASCNA is considering the use, in any way, of a Group's meeting place the ASC must first get the approval of that group.
2. To accept the BVASCNA Guidelines book.
3. That the BVASCNA recognize an abstention as a non-vote and not count it as either a yes or no vote.

## BY-LAWS OF THE BVASCNA

### BY-LAWS OF THE BVASC

- 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.
- 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 possession 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.
- 10-05-86 July is our annual election month for all ASC and Subcommittee Trusted Servants
- There will be no raffles held at any Area 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.
- Last Year(?) The Area's prudent reserve shall be increased to \$700.

Last year(?) Literature stockpile shall be equal to \$400.

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

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.

