



**POLICY GUIDELINES OF THE SERENITY IN
THE MOUNTAINS AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS**



Notice: This Policy Guidebook, compiled by the Serenity in the Mountains Area Policy Committee, is the property of the Serenity in the Mountains Area. It is being supplied to the GSR's of the area and any other Area officer directed by the area for the purpose of ready access to Area Policy. This Guidebook should be passed on to successive GSR's or Area officers upon the completion of the term of office.



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Article 1: Name

Section 1: The name of this committee shall be: Serenity in the Mountains Area Service Committee of Narcotics Anonymous. Herein referred to as SITMASCNA.

Article 2: Service Area:

Section 2: The service area shall include that geographical area which has the following boundaries:

**Schuylkill County
Carbon County
Luzerne County, South of 1-80**

Lower Northumberland

a. As new groups are accepted into the Area, these boundaries are subject to change.

Article 3: Address:

Section 1: The Area has established an address in Hazleton at:

Serenity in the Mountains Area. It is being supplied to the GSRs of the Area and any other Area Officer directed by the Area for the of NA

**PO Box 310
Tamaqua, 18252**

Article 4: Purpose:

Section 1: The purpose of ready access to this Committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous Groups within the boundaries of the "Serenity in the Mountains Area Policy. This Guidebook", to support the needs of these Groups, to serve as a link between these Groups and the Mid-Atlantic Regional Service Committee of Narcotics Anonymous, and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous Group" shall be defined as stated in the approved Guide to Local Services in Narcotics Anonymous.



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Article 5: Participants:

Section 1: The participants of SITMASCNA, are as follows:

- a. Executive Body
- b. Group Service Representatives and GSR Alternates.
- c. Subcommittee Chairpersons and Vice-Chairpersons.
- d. The table at ASC meetings is reserved for GSR, GSR-Alt, the Executive Body, and Subcommittee Officers. Observers are to sit at other tables or chairs provided.

Section 2: The voting participants shall be as follows:

- a. One acting GSR per Group.
- b. Acting Chairperson may vote in case of a tie-on ASC business only.

Section 3: Narcotics Anonymous Members not addressed elsewhere in these guidelines shall be classed as observers. Narcotics Anonymous members only shall have the specific, right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chairperson's decision is subject to appeal and may be overturned by a 2/3 majority of voting participants.

Section 4: The Area has purchased a copy of the Guide to Local Services for each Area Executive Officer, GSR, and standing committee chairperson. This Guide remains the property of the Area and should be passed on to successive GSRs or Area Officers or the "next person to assume that office upon the completion of their term.

Section 5: It is suggested that all members of the ASC attend the ASC meeting in its entirety.

Section 6: All members in service on the area floor must be a home group member of SITMANA

Article 6: Voting Procedure:

Section 1: The quorum for this voting body shall be 51% of participating Groups represented by GSRs to conduct business. If a Member Group is not represented at two consecutive regularly scheduled ASC meetings it shall be recorded "inactive" status for the sake of quorum computation at the



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second meeting. Active status shall be returned upon said Group attending an ASC meeting,

Article 7: Election of Officers:

Section 1: The Executive Body shall consist of the Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer, Vice Treasurer, Regional Committee Member, and Regional Committee Member Alternate.

Section 2: Committee Officers should be elected from members of Narcotics Anonymous who have prior service experience such as GSR, Group Secretary, Group Treasurer, and/or Subcommittee members. Also, all ASC members and officers may succeed themselves in office., but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.

Section 3: **ASC Officer positions shall be elected as follows:**

a. The Officers, Subcommittee Chairpersons, and Subcommittee Vice Chairperson **shall be elected by ballot** by voting participants to serve for one year or until their successors are elected and their term of office shall begin at the start of the regular meeting following the meeting at which they are elected. If an officer is elected in mid-year to fill a vacancy, their term will still end in December, although they may be elected to serve another term.

b. The Officers, Subcommittee Chairpersons, and Subcommittee Vice Chairpersons of Area Subcommittees shall be elected at the regular meeting in the month of December.

Section 4: No Officer shall hold more than one office at a time, and no Officer shall be eligible to serve more than two terms consecutively in the same office. Upon election to an ASC Officer position the NA member should resign from any other service position as soon as practical.



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Article 7: Election of Officers:

Section 5: An election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of Chairperson, the Vice Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a Chairperson. A Chairperson with experience will be elected to finish the term. The offices after that term will follow in normal fashion (Vice Chairperson will then step in as Chairperson and a Vice Chairperson will be elected). This same procedure will apply to the whole Executive Body.

- a. The Area Vice Chairperson will serve as a Subcommittee Chairperson if no one comes forward to serve until that position is filled.

Section 6: Nominations:

- a. Subcommittee Chairpersons may recommend individual members for appropriate commitments. Any member of Narcotics Anonymous may submit a nomination through the GSR, which represents his/her Group at the ASC. Any nomination or volunteer must be a member of a NA Home Group in the Serenity in The Mountains Area and be present at that ASC meeting in which that position is up for election.

Section 7: Procedure, for Election of Officers, Subcommittee Chairpersons, and Subcommittee Vice-Chairpersons:

- a. Read the appropriate requirements and duties from guidelines,
- b. Open floor for nominations and volunteers.
- c. Close floor for nominations and volunteers.
- d. Acceptance from the nominees and volunteers.
- e. Qualifications from the nominees and volunteers.
- h. Questions to the nominees and volunteers.
- i. Necessary, vote can be tabled.
- j. Vote **by ballot** or show of hands, 50% plus one.



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Article 8: Removal of Officers:

- Section 1:** A service member may be removed from their position for noncompliance. A 2/3 vote is required for removal. Non-compliance includes, but is not limited to:
- a. Loss of abstinence.
 - b. Non-fulfillment of the duties of their position.
 - c. Absence at two regular consecutive meetings of the ASC without prior notification to the ASC Vice Chairperson. A notification letter will be mailed to the service member inquiring on their intention before a vote is held for removal.
- Section 2:** An officer of this committee may resign by providing written notice to the ASC Chairperson at any regularly scheduled ASC. The next ASC meeting would be their last ASC meeting to serve in their position.

Article 9: Meetings:

- Section 1:** The regular meetings of the Committee shall be held on the first Saturday of each month unless otherwise scheduled by the Committee.
- Section 2:** A committee chairperson may call special meetings at any time.

Article 10: Procedure for Accepting a New Group:

- Section 1:** GSRs decide based on a series of questions as follows whether to accept a new group, by 2/3-majority vote. (Chairperson conducts the following...)
- Section 2:** The following questions are requirements that will determine whether a requesting Group is accepted into the Area.
- a. Does the Group follow the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous?
 - b. Does the Group practice the 6th Tradition by meeting in a facility that allows them non-affiliation with that facility?
 - c. Does the Group use only NA Conference approved literature?
 - d. Are you willing to follow this Area's Policies?



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Article 10: Procedure for Accepting a New Group (cont.):

- Section 3:** The following questions are an example to allow the Groups to get to know the requesting Group and may or may not be used to determine acceptance.
- a. How can we serve you?
 - b. Is the Group willing to participate in our service structure?
 - c. Has the Group established a prudent reserve and is the Group willing to pass on excess funds to the ASC fund flow?
- Section 4:** New groups forming in the SITMANA area of NA shall receive:
1. 1 Basic text
 2. 1 It Works How and Why
 3. 1 Step Working Guide
 4. All the readings taken from the Little White Book
 5. A Group Starter Kit
 6. 10 JFT key tags
 7. 5 of each other key tags
 8. Policy Guide and Guide to Local Service
 9. *Living Clean Book*

Article 11: Standing Subcommittees:

- Section 1:** The ASC may establish Subcommittees as necessary to perform certain duties. These standing Subcommittees shall be formed upon approval by the voting members of the ASC. Standing Subcommittees may include, but not limited to Administrative, Public Information, Hospital & Institutions, Literature, Activities, and any other standing Subcommittee which shall be deemed necessary to carry the work of the ASC. At the inception of these standing Subcommittees, the voting members of the ASC will elect a Chairperson and Vice Chairperson. Other officers of each standing Subcommittee will be elected by the Subcommittee membership.
- Section 2:** All standing Subcommittees of this ASC shall create and adopt guidelines which are consistent with The Guide to Local Services, the 12 Traditions and 12 Concepts of Narcotics Anonymous, and the best information available from the WSC in the form of WSC approval handbooks and guidelines.
- Section 3:** The guidelines of each standing subcommittee shall be subject to a review by the ASC at a special meeting, and then approval at a regular meeting.
- Section 4:** Subcommittees are responsible to the ASC, not to the Groups. The ASC is responsible to the Groups.



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Section 5: The Subcommittees are to keep minutes, financial records, and produce an annual record.

Article 12: AD-Hoc Committee:

Section 1: The Chairperson of the ASC shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, Chairperson, and duration of existence of any such Ad-Hoc Committee shall be specifically designated by the Chairperson at the time of appointment. The Chairperson of the Ad-Hoc Committee shall have the responsibility of keeping records of the Ad-Hoc Committee meetings. All Chairpersons are also responsible to provide a report of finances used or gained by the committee.

Article 13: Amendment of Guidelines:

Section 1: These guidelines may be amended by a 2/3 vote at the regular meetings or at a special meeting by the Committee, providing that the exact wording of the amendment has been submitted in writing and announced at a previous meeting

Article 14: Parliamentary Authority:

Section 1: Those participants who can make motions are:

- a) Groups through a GSR
- b) GSR
- c) Subcommittee Chairperson
- d) Treasurer
- e) Secretary
- f) RCM

Section 2: Any motions that pertain to the ASC or its Subcommittees can be voted on the ASC floor, by the voting participants.

Section 3: That all motions from Groups be handed in, written or typed form, one for each Group, one for the Secretary, and one for the Chairperson. This includes motions to be tabled or motions to be called out of order. Motions must be presented in 2 digit month and day, 4 digit format (mm/dd/yyyy) followed by a P (policy motion) or H (housekeeping motion). In the event of



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multiple motions, presented in the same ASC meeting. Chairperson will assign a final sequence number in which the motion was presented (mm/dd/yyyyH_{1,2,3}) one for each motion.

- Section 4:** All motions pertaining to the member Groups and/or their purpose shall be tabled to the Groups for decisions. The votes to be heard at the next ASC by the voting participants.
- Section 5:** If the Chairperson is in question as to whether a motion pertains to the ASC or the Groups, the Chairperson may call for a vote to decide whether it is dealt with by the ASC or by the Groups. This will need a 2/3 vote.
- Section 6:** All Chairperson's decisions may be appealed by a 2/3 vote.
- Section 7:** The ASC will follow these procedures for conducting business: Area Guidelines, special rules adopted by the ASC, The 12 Traditions, the 12 Concepts, The Guide to Local Services, and Robert's Rules of Order.
- Section 8:** Only motions coming from Home Groups do not need seconds, a voting participant of the ASC must second all others.
- Section 9:** The quorum will be 51% of the member Groups of the Area.

Article 15: Reimbursement and Financial Policies:

Section 1: Area Funds:

- a. The ASC's Prudent Reserve is set at \$400.00
- b. The ASC Activities funds is set at \$2000 (**revised Nov 2024 motion passed**)
- c. The Area pays St. John's UCC rent for ASC along with prior subcommittee meetings

Section 2: Literature Committee:

- a. All money going into the Literature Stockpile fund will be used only for the purchasing of literature for the literature inventory (**Revised 5/22/14**).
- b. Meetings lists will be paid out of the general fund at Area Service.

Article 15: Reimbursement and Financial Policies (cont.):

- c. Money needed for input and review of literature will be paid for by the ASC treasury.



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- d. An additional 10% will be added to all literature and key tags to cover the cost of shipping (**Revised 2/8/14 Housekeeping motion passed**)

Section 3: RCM:

- a. In return for all participation at the CAR workshops at MARLCNA, if funds are available, Area will provide full registration and two (2) full Night's lodging for both the RCM and the Alt. RCM.
- b. On or before October's ASC, the RCM will apply to the Area for the money for MARLCNA. If funds are not available, the RCM is responsible to apply to the MARLCNA Committee for funding, at least 90 days prior to the event, as per their policy.

Section 4: Secretary:

- a. Area Secretary's allowance is \$30.00 per month. This amount does not accrue.

Section 5: Subcommittees:

- d. All subcommittees receive \$25.00 per month; \$20.00 for expenses and \$5.00 for rent. This is the normal budgeted amount. Subcommittees may request additional funding as needed via housekeeping motions if funds are available in the area treasury. These balances will not accrue, except for the PR and H&I subcommittee which will accrue up to a maximum of \$200.00. The ASC Activities funds is set at \$1000 (**revised July 2021 motion passed**)

Section 6: Excess Monies:

- a. SITMANA will follow the NA fund flow and at the ASC meeting prior to the RSC meeting will forward all excess monies which are in excess to the Prudent Reserve, activity funds, PR, and H&I balance to the region via RCM or the RCMA.

Article 16: Qualifications & Duties of Officers:

Section 1: ASC Chairperson Qualifications:

- a. Suggested minimum of two (2) years of continuous abstinence from all drugs.
- b. Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.



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- c. A good working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of the Narcotics Anonymous Fellowship.
- d. A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services,
- e. An understanding of the responsibilities of the office.

Section 2: ASC Chairperson Duties:

- a. To arrange an agenda for the Area meeting.
- b. To open the meeting at the appointed time by taking the Chair and calling the meeting to order, after having ascertained that a quorum is present.
- c. To recognize members or observers who are entitled to the floor.
- d. To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote; or, if a motion that is not in order made, to rule it out of order.
- e. To protect the Committee from obviously frivolous or dilatory motions by refusing, to recognize them (A motion made for the purpose of evading or superseding a question before a legislative body.)
- f. To enforce the rules relating to debate and to order decorum within the committee when appropriate.
- g. To expedite business in every way compatible with the rights of the members and observers.
- h. To decide all questions of order to the committee for decision.
- i. To respond to inquiries of members relating to information bearing on the business of the Committee.
- j. To authenticate, by the Chairperson's signature (when necessary), all acts, orders, and proceedings of the Committee.
- k. To declare the meeting adjourned when the Committee so votes or, where applicable, at the time prescribed in the program, or at any time



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in the event of a sudden emergency affecting the safety of those present.

- l. To make a report of the year's work at the annual meeting,
 1. The annual meeting will be the December ASC before the Chairperson steps down
- m. To conduct all meetings with impartiality and fairness.
- n. To appoint all Ad-Hoc Committees,
- o. Cosign Area checks.

Section 3: ASC Vice, Chairperson Qualifications:

- a. A suggested minimum of one (1) year of continuous abstinence from all drugs
- b. Willingness and desire to serve and give the office the necessary time, resources, and commitments to do the job.
- c. A good working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of the Narcotics Anonymous Fellowship.
- d. A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e. An understanding of the responsibilities of the office

Section 4: ASC Vice Chairperson Duties:

- a. To step in and perform the duties of the ASC Chairperson in the Chairperson's absence.
- b. To make a report of the years' work at the annual meeting
- c. To be ready to ascend to the position of Chairperson upon completion of the term of Vice Chairperson (The Vice Chair is reviewed and voted into the Chair position: rather than just stepping into it.)
- d. To stay connected with all Subcommittees and coordinate communication between them.
- e. To report on all Subcommittee activity in writing at the ASC.



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Section 5: ASC Secretary Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions, and Twelve Concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order
- e) An understanding of the responsibilities of the office. Experience in typing, and access to a computer or word processor.

Section 6: ASC Secretary Duties:

- a) To take clear and accurate minutes of all Area Service Committee meetings, and to email Area minutes to the Executive body, all GSRs, and Subcommittee Chairs in a timely manner.
- b) In the absence of the Chairperson, Vice Chairperson, and Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tern.
- c) To keep on file all Committee reports.
- d) To maintain the Committees files and archives.
- e) To keep and update the Committees official membership list, and to call the roll when it is required.
- f) To notify Officers, Committee Members, and Delegates to their election of appointment, and to furnish Committees with whatever documents are required for their duties.
- g) To notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the committee.
- h) To type and email the correspondence of the Committee, which is not a function proper to other Officers, or to Committees.
- i) To prepare, prior to each meeting, and in conjunction with the Chairperson, and agenda for the use of the presiding Officer, showing in their exact order, under each heading, all matters known in advance that due to come up and, if applicable, the times for which they are set.....
- j) To cosign Area checks.
- k) To make copies of updated meeting lists received from HI chairperson.



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Section 7: ASC Vice Secretary Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of the Narcotics Anonymous Fellowship.
- d) A Good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
- e) An understanding of the responsibilities of the office.

Section 8: ASC Vice Secretary Duties:

- a) To assume all duties of the Secretary in the absence of the Secretary.
- b) To collaborate with the Secretary to learn the duties of the position.
- c) To ascend to the position of Secretary upon completion of the term of Vice Secretary.

Section 9: AC Treasury Qualifications:

- a) A suggested minimum of two (2) years of continuous abstinence from all drugs
- b) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
- e) Should be financially secure, good at managing their own personal finances, and inspire the trust of the Area. An understanding of the responsibilities of the office.



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Section 10: ASC Treasury Duties:

- a) To be the custodian of the Committee's funds.
- b) To disburse funds as necessary in accordance with Committee decisions when the funds are available.
- c) To make a report of contributions and expenditures at every regular ASC Meeting,
- d) To be a consigner of the ASC bank account
- e) At least twice each month to check, or cause to be checked, the Area post office box, and to assure that the standard Area bills are paid in a timely manner. Extra care will be taken to make sure that the Area Phoneline accounts are not overdue, and a check in a reasonable and expected amount to pay this bill may be signed by the appropriate officers and sent.

Section 11:

ASC Vice Treasurer Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office.
- e) An understanding of the responsibilities of the office.

Section 12: AC Vice Treasurer Duties:

- a) To assume the duties of the Treasurer in the absence of the Treasurer.
- b) To collaborate with the Treasurer to learn the duties of the position.
- c) To ascend to the position of Treasurer upon completion of the term of Vice Treasurer.



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Section 13: Regional Committee Member (RCM) Qualifications:

- a) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- b) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions, and Twelve Concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 14: Regional Committee: Member (RCM) Duties:

- a) Attends Area Service meetings according to policy.
- b) In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.
- c) To represent the Committee at each Mid-Atlantic Regional Service Committee meeting.
- d) To provide the ASC Chairperson with additional agenda items from the SC prior to the next ASC.
- e) To attend the Conference Agenda Workshop at MARLCNA, and to be a representative for Groups in the Area to workshop the motions in the Conference Agenda Report.
- f) To work for the good of NA providing two-way communication between the Areas

Section 15: Alternate Regional Committee Member (Alt-RCM) Qualifications:

- a) A suggested minimum of two (2) years of continuous abstinence from all drugs.
- b) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions, and Twelve Concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.



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Section 16: Alternate Regional Committee Member (Alt-RCM) Duties:

- a) To assume all duties of the RCM in the absence of the RCM.
- b) To work with the RCM to learn the duties of the position.
- c) To ascend to the position of RCM upon completion of the term of AltRCM.

Section 17: ASC Policy Subcommittee Chairperson Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions, and Twelve Concepts of the Narcotics Anonymous Fellowship.:
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 18: ASC Policy Subcommittee Chairperson Duties:

- a) Attends Area Service meetings according to policy.
- b) Attends Regional Policy Subcommittee meetings.
- c) Prepares an agenda for all Area Policy subcommittee meetings and workshops.
- d) Chairs Area policy subcommittee meetings and workshops.
- e) Submits a written report at the ASC meeting to the Area secretary for inclusion in the Area minutes.
- f) Makes a report to the Area body of the subcommittee's work and is available to answer any questions of the body.
- g) Serves as a communication link between Area policy subcommittee and the Regional policy subcommittee.
- h) Makes any motions regarding policy matters on behalf of the Area policy subcommittee.
- i) Provides clarification of current policy at ASC meetings and serves as a resource to the area body in this regard.
- j) Maintains an archive of ASC minutes.
- k) Maintains and updates the Area Policy Logbook and Area Policy Guidebook
- l) Maintains copies of all Area subcommittee guidelines.



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Section 19:

ASC Policy Subcommittee Vice Chairperson Qualifications:

- a) A suggested minimum of six (6) months of continuous abstinence from all drugs.
- b) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions, and Twelve Concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 20:

ASC Policy Subcommittee Vice Chair Duties:

- a) To assume all duties of the Policy Chairperson in the absence of the Policy Chairperson.
- b) To work with the Policy Chairperson to learn the duties of the position.
- c) To ascend to the position of Policy Chairperson upon completion of the term of Policy Vice Chairperson.

Section 21:

ASC Public Relations (PR), Subcommittee Chairperson Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.



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Section 22: ASC Public Relations (PR) Subcommittee Chairperson Duties:

- a) Attends Area Service meetings according to policy.
- b) Attends Regional PR Subcommittee meetings.
- c) Prepares an agenda for all Area PR subcommittee meetings and workshops.
- d) Chairs Area PR subcommittee meetings and workshops
- e) Submits a written report at the AC meeting to the Area secretary for inclusion in ASC Area minutes,
- f) Makes a report to the Area body of the subcommittee's work and is available to answer any questions of the body.
- g) Serves as a communications link between Area PR subcommittee and the Regional PR subcommittee.
- h) Makes any motions regarding policy matters on behalf of the Area PR Subcommittee.
- j) Manages and updates the phone line with any changes to meeting locations and times.
- k) Notifies the ASC treasure the cost of phone line monthly.
- l) Treasure to make payment for phone line directly to phone provider.
- m) Cooperate with the public by providing information about recovery from n) the disease of addiction.
- o) To inform the public of the existence of NA, what NA is and where to find Us. -(Revised 4-24-14)

Section 23: ASC Public Relations (PR) Subcommittee: Vice Chairperson Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve concepts of the Narcotics Anonymous Fellowship.
- d) A good. working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 24: ASC Public Information (PR) Subcommittee Vice Chairperson Duties:

- a) To assume all duties of the PR Chairperson in the absence of the PR Chairperson.
- b) To work with the PR Chairperson to learn the duties of the position
- c) To ascend to the position of PR Chairperson upon completion of the term of PR Vice Chairperson



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**Section 25: ASC Hospitals and Institutions (H&I) Subcommittee Chairperson
Qualifications:**

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 26: ASC Hospitals and Institutions (H&I) Subcommittee Chairperson Duties:

- a) Attends Area Service meetings according to policy.
- b) Attends Regional H&I subcommittee meetings.
- c) Prepares an agenda for all Area H&I subcommittee meetings and workshops.
- d) Chairs Area H&I subcommittee meetings and workshops.
- e) Submits a written report at the ASC meeting to the Area secretary for inclusion in the Area Minutes.
- f) Makes a report to the Area body of the subcommittee's work and is available to answer any questions of the body.
- g) Serves as a communications link between Area H&I subcommittee and the Regional H&I subcommittee.
- h) Makes any motions regarding policy matters on behalf of the Area H&I subcommittee.
- i) Coordinates and trains the NA members that carry our message into hospitals and institutions in our Area.
- j) Provides updated meeting list to Area-Secretary every 3 month (Revised 3-1-14 Moved to Secretary)



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Section 27: ASC Hospitals and Institutions (H&I) Vice Chairperson Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 28: ASC Hospitals and Institutions (H&I) Subcommittee Vice Chairperson Duties:

- a) To assume all duties of the H&I Chairperson in the absence of the H&I Chairperson
- b) To work with the H&I Chairperson to learn the duties of the position.
- c) To ascend to the position of H&I Chairperson upon completion of the term of H&I Vice Chairperson.

Section 29: ASC Literature Subcommittee Chairperson Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve concepts of the Narcotics Anonymous Fellowship
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 30: ASC Literature Subcommittee Chairperson Duties:

- a) Attends Area Service meetings according to policy.
- b) Attends Regional Literature subcommittee meetings.
- c) Prepares an agenda for all Area Literature subcommittee meetings and workshops.
- d) Chairs Area Literature subcommittee meetings and workshops.
- e) Submits a written report at the ASC meeting to the Area secretary for inclusion in the Area minutes.
- f) Makes a report to the Area body of the subcommittee's work and is available to answer any questions of the body.



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- g) Serves as a communication link between Area Literature subcommittee and the Regional Literature subcommittee.
- h) Makes any motions regarding policy matters on behalf of the Area Literature, subcommittee.
- i) Maintains a literature stockpile and distributes literature to member groups and ASC subcommittees.

Section 31: ASC: Literature Subcommittee Vice Chairperson Qualifications:

- a) A suggested minimum of six (6) months of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 32: ASC Literature Subcommittee Vice Chairperson Duties:

- a) To assume all duties of the Literature Chairperson in the absence of the Literature Chairperson.
- b) To work with the Literature Chairperson to learn the duties of the position.
- c) To ascend to the position of Literature Chairperson upon completion of the term of Literature Vice Chairperson.

Section 33: Miscellaneous Duties of Area Service Participates:

- a) All GSRs and Area Officers can obtain a copy of ASC Policy at marscna.org also our areas, meetings, forms. If needed a hard copy can be supplied, but is required to be on hand at ASC meetings and updated as necessary. A hard copy may be maintained and updated by policy subcommittee and kept at the ASC meeting location.



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Section 34: ASC Insurance Liaison Subcommittee Chairperson Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the twelve concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office:

Section 35: ASC Insurance Liaison Subcommittee Chairperson Duties:

- a) Attends Area Service meetings according to policy.
- b) Submits a written report at the AC meeting to the Area secretary for inclusion in the Area minutes.
- c) Makes a report to the Area body of the subcommittee's work and is available to answer any questions of the body.
- d) Serves as a communication link between Area Insurance Liaison and the Regional Insurance subcommittee.
- e) Is responsible once a year in January to have Group registration forms filled out and return to region insurance chairperson by e-mail or RCM.
- f) Update group registration forms for new meetings or meetings that change facilities. This is to ensure region has the most current information.
- g) Any-event held outside of regular scheduled meeting will require Special event questionnaire to be filled out. Questionnaire must be filled out one month prior to event and returned to region insurance Chairperson.

Section 36: ASC Activities Subcommittee Chairperson Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the twelve concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office



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Section 37: ASC Activities Subcommittee Chairperson Duties:

- a) Attends Area Service meeting according to policy.
- b) Submits a written report at the SC meeting to the Area secretary for inclusion the Area minutes.
- c) Makes a report to the Area body of the subcommittee's work and is available to answer any questions of the body.
- d) Makes any motions regarding policy matters on behalf of the Area Activities subcommittee.
- e) Announces and holds regularly scheduled Subcommittee meeting.
- f) Prepares an agenda for and maintains order at each meeting
- g) Channels all funds from any event to the Treasurer of the SITMANA by the next ASC meeting.
- h) Attends individual group consciences where applicable and appropriate (i.e., when a group will be hosting an event)
- i) Prepares the balance sheet of funds for each event and to include balance sheet in their monthly report to the ASC.
- j) Two Subcommittee members shall count all funds acquired at any Activities Subcommittee function/event - at least one being an elected member.
- k) A receipt must accompany all expenditures.
- l) An itemized expenses statement shall be provided for review prior to function/event at each SITMANA monthly meeting. (i.e., listing cost of facility, food, entertainment, etc.) *
- m) All flyers must be reviewed and approved by ASC prior to distribution.
- n) Notifies Insurance Liaison one month prior to event of where event will be held, expected number of attendees, and type of event. Also fills out special event questionnaire from region with the Insurance Liaison.

Section 38: Functions of the Subcommittee:

- a) Holds regularly scheduled monthly meeting (bi-monthly as the Subcommittee sees fit).
- b) Communicates and disburses all information to and from members.
- c) Distributes Activities flyers to all groups via ASC meetings.
- d) Provides representation and participation in the SITMANA.
- e) Coordinates the development of new events at the area level.



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Article 16: Qualifications & Duties of Officers: (cont.)

- f) Elects and/or appoints members to fulfill the needs of the Subcommittee.
- g) Provides functions for the fellowship to have fun at.
- h) Carries the NA message to the addict who still suffers.
- i) Maintains an archive of all minutes.

Section 39: ASC Activities Subcommittee Vice Chairperson Qualifications:

- a) A suggested minimum of one (1) year of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the Twelve Steps, the Twelve Traditions and the twelve concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Robert's Rules of Order, and the Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 40: ASC Activities Subcommittee Vice Chairperson Duties:

- a) To assume all duties of the Activities Chairperson in the absence of the Activities Chairperson.
- b) To work with the Activities Chairperson to learn the duties of the position.
- c) To ascend to the position of Activities Chairperson upon completion of the term of Activities Vice Chairperson.

Section 41: ASC Printer Person Qualifications:

- a) A suggested minimum of 90 days continuous abstinence from all drugs
- b) A willingness to serve and give the position the necessary time, resources, and commitment needed for the position
- c) An understanding of the responsibilities of the position

Section 42: ASC Printer Person Duties

- a) Attends Area Service meetings according to policy
- b) Submit written report at ASC meeting to secretary for inclusion in the area minutes
- c) Keep track of toner and paper and informing the area body of needs in that respect.
- d) To readily make copies of all forms or flyers pertaining to area business or events



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Article 16: Qualifications & Duties of Officers: (cont.)

Section 43: ASC Webpage Chairperson Qualifications:

- a) A suggested minimum on (1) year of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the 12 Steps, the 12 Traditions, and the 12 Concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Roberts Rule of Order, and The Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 44:

ASC Webpage Chairperson Duties:

- a) Attends Area Service meetings according to Policy.
- b) Submits a written report at the ASC meeting to the area secretary for inclusion in the Area Minutes.
- c) Prepares an agenda for all Area Webpage Subcommittee meetings and workshops.
- d) Chairs Area Webpage Subcommittee meetings and workshops.
- e) Makes a report to the Area body of the subcommittees work and is available to answer any questions of the body.
- f) Serves as a communication link between Area Web Page and the Regional Web Page Subcommittees.
- g) Makes any motions regarding Web Page matters on behalf of the Web Page Subcommittee.
- h) Updates and maintains any changes to the Sitmana.org website after every ASC meeting including (but not limited to) meeting location changes, announcements, forms, and events.
- i) Attends Area Service meetings according to Policy.
- j) Submits a written report at the ASC meeting to the area secretary for inclusion in the Area Minutes.
- k) Prepares an agenda for all Area Webpage Subcommittee meetings and workshops.
- l) Chairs Area Webpage Subcommittee meetings and workshops.



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- l) Makes a report to the Area body of the subcommittees work and is available to answer any questions of the body.
- m) Serves as a communication link between Area Web Page and the Regional Web Page Subcommittees.
- n) Makes any motions regarding Web Page matters on behalf of the Web Page Subcommittee.
- o) Updates and maintains any changes to the Sitmana.org website after every ASC meeting including (but not limited to) meeting location changes, announcements, forms, and events.

Section 45: ASC Webpage Vice Chairperson Qualifications:

- a) A suggested minimum of 6 months of continuous abstinence from all drugs.
- b) A willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- c) A good working knowledge of the 12 Steps, the 12 Traditions, and the 12 Concepts of the Narcotics Anonymous Fellowship.
- d) A good working knowledge of our service structure as it relates to the office, Roberts Rule of Order, and The Guide to Local Services.
- e) An understanding of the responsibilities of the office.

Section 46: ASC Webpage Vice Chairperson Duties:

- a) To assume all duties of the Web Chair in the absence of the Web Chair.
- b) To work with the Web Chair to learn the duties of the position.
- c) To ascend to the position of Web Chair upon completion of the term of Vice.