

**HEARTLAND AREA SERVICE COMMITTEE  
POLICY AND GUIDELINES PACKAGE**

(Effective September 1991)

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Updated Version 1

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## **DEFINITION OF AN AREA SERVICE**

An Area Service Committee (*ASC*) is a committee made up of representatives from groups (GSRs) within a designated area, executive committee and subcommittee chairpersons, which meets monthly for the express purpose of serving the specific needs of its member's groups.

The most important service that an ASC provides is that of its groups' needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope, however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions that are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the committee also grow. In order to provide a full line of services, it requires a steady reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

## **INTRODUCTION**

While the structure and operation of ASCs varies considerably throughout the Fellowship, there are some general characteristics that hold true in every case. These characteristics are born from experience. From these observations, we derive spiritual goals, which we strive toward in area service. Understanding the characteristics and goals of an ASC is what fosters spiritual unity and decision making to be guided by what works--"addicts helping addicts."

1. An ASC should adopt the 12 Traditions then create guidelines for its operation. The guidelines can and should change as the ASC grows.
2. ASCs must make decisions, but do not have power or control over N.A. groups. ASCs can quickly stray from their purpose by attempting to "police" groups or otherwise control them. In producing meeting lists for an area, decisions must be made about which meetings to list. There are many ways to approach this, but all approaches must be based upon sound principles and conform with the purpose of the meeting list. "Punitive" motives are unacceptable in Narcotics Anonymous.
3. An ASC can and should be the place where ALL of the following are in evidence; a collective expression of: The Group's Conscience, Spiritual Needs and Strengths of Groups, Recovery, Insight, Experience, Wisdom, A Loving God (Tradition Two).
4. The trusted servants of the ASC have rights associated with their specific task. With each right, there is a responsibility. In selecting trusted servants, we have a spiritual responsibility. If we place someone in a service position that does not have a working knowledge of the 12 Steps and 12 Traditions, then we all bear some responsibility for what happens.

5. The tragedies of service can be avoided by working our programs, being responsible in electing people, and requiring accountability. Over-commitment, resentments, disservice, and return to using are the tragedies of service, which occur all too often. Pride and power can lead to self-centered leadership, which harms newcomers and old-timers alike by detracting from the atmosphere of recovery.
6. The rewards of service are not praise, recognition, or ego. In terms of rewards, we look to the spiritual rewards. Each of us strengthens our own recovery so that we can contribute to services, which help the group make recovery available to any addict seeking it. Still suffering addicts are attracted to our groups, enter recovery, and eventually may join our service efforts. This is why we are here, so that our own recovery helps another addict. Along the way, we benefit individually, and other members, and potential members do also.
7. The trusted servants, especially the RCMs and GSR's, are often called upon to explain or confront issues. In order to do so, they must provide and possess an understanding of the communication process between group, area, region, and world services. These trusted servants must have the ability to present this type of information repeatedly to different people in different settings. This contributes directly to unity, growth, and stability of those being served.

### **MEETING FORMAT**

1. Open with the Serenity Prayer
2. Monthly reading:
  - a. Reading of the 12 Traditions or the 12 Concepts by the Vice-Chair
  - b. Reading of the Tradition or Concept of the month to correspond to the current month
3. Open Forum with a 30-minute limit may be extended by majority vote of GSR's present
4. Roll Call by secretary and quorum established
5. Secretary's Report
6. Treasurer's Report
7. Librarian's Report
8. RCM's Report
9. Subcommittee reports:
  - a. H & I
  - b. Policy
  - c. Helpline
  - d. Public Relations
  - e. Activities
  - f. HACNA
10. Program Representatives Report
11. GSR Reports
12. Majority vote (may omit break)
13. Old Business:
  - a. Items taken back to home group members
  - b. All other old business
14. New Business:
  - a. Regional business items brought back from regional service committee
  - b. New business for current HASC meeting
  - c. Request for membership at HASC
15. Review business of the day by Secretary
16. Closing Prayer -- We version of the Serenity Prayer

## **Bylaws, Guidelines & Parliamentary Procedures**

### **ARTICLE I. NAME**

The name of this committee shall be the Heartland Area Service Committee (hereinafter referred to as HASC.)

### **ARTICLE II. MEMBERSHIP**

- A. Membership is open to any N.A. group within or outside the Heartland Area.
- B. A N.A. group is a meeting that occurs regularly at a specified time and place and that follows the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- C. A N.A. group may become a member of HASC by holding regular meetings for 90 days and by attending a HASC meeting and requesting a HASC vote on the group's admission. Time will be allowed for this request and voted upon at the end of new business.
- D. A N.A. group will be dropped from the roll call of HASC upon its second (2nd) consecutive missed HASC meeting. The purpose of this is to establish accurate quorum. Re-admission shall follow the guidelines of Article II C.

### **ARTICLE III. THE EXECUTIVE COMMITTEE & SUBCOMMITTEE CHAIRS**

- A. The HASC Executive Committee shall consist of a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, Regional Committee Member Alternate, Librarian, and Assistant Librarian.
- B. Each member of the HASC Executive Committee may hold only one position on the Executive Committee but may serve as a member of a subcommittee or as a group level trusted servant. (Except for position of subcommittee chair or GSR.)
- C. Each member of the HASC Executive Committee and Subcommittee Chairs may succeed themselves in office. (Following normal nomination and election procedures.) No individual shall serve more than two (2) consecutive terms in the same position.
- D. Members of the HASC Executive Committee do not represent a group and therefore have no vote with the exception of the Chairperson, and then only to alleviate a tie.
- E. All HASC Executive Committee positions are a one-year commitment unless otherwise specified.

### **ARTICLE IV. REMOVAL FROM OFFICE OF AN EXECUTIVE COMMITTEE MEMBER & SUBCOMMITTEE CHAIRS**

- A. An HASC Executive Committee member or subcommittee chair that misses two (2) consecutive HASC meetings, without excusal, is considered to have automatically resigned their position.
- B. HASC Executive Committee members or subcommittee chairs may be removed from office for any of the following reasons:
  - 1. Noncompliance of duties;
  - 2. Inability to perform duties;
  - 3. Loss of abstinence;
  - 4. Resignation.
- C. All impeachment motions of executive committee members or subcommittee chairs are returned to the groups to be voted on.
- D. Removal of an HASC Executive Committee member or subcommittee chair from office will require a two-thirds majority vote of GSR's present.

- E. Any HASC Executive Committee member or subcommittee chair resigning from office should submit their resignation in writing to HASC.
- F. Any HASC Executive Committee member or subcommittee chair resigning or dismissed from office prior to completing that term of office must wait six (6) months to resume HASC involvement. The only exception is when a resignation is to fill a newly elected position.

**ARTICLE V. QUALIFICATIONS AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

**A. Chairperson:** Nominated and elected by HASC.

- 1. Three (3) years clean time;
- 2. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of the Heartland Area Service policy;
- 3. One (1) year prior involvement as Subcommittee Chairperson, GSR, or member of the HASC Executive Committee.

Arranges and presides over the HASC meetings. Must refrain from expressing their opinion during discussion of a motion. Formulates the HASC agenda. Reviews the secretary's minutes prior to their distribution. Keeps discussion focused on the topic and within a reasonable time frame. Should attend all HASC meetings. Is one of the co-signers on the HASC's bank account. Will appoint someone at the end of the HASC to check on groups that have missed two (2) or more meetings, to report back at the next HASC. Chair shall appoint a NAWS liaison who will maintain the NAWS database. Votes at HASC only to break a tie vote. Serves as Parliamentarian at HASC meetings.

**B. Vice-Chairperson:** Nominated and elected by the HASC.

- 1. Three (3) years clean time;
- 2. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of the Heartland Area Service policy;
- 3. One (1) year prior involvement as Subcommittee Chairperson, GSR, or member of the HASC Executive Committee.

Presides over the HASC meeting in the absence of the Chairperson. Communicates frequently with each of the Subcommittee Chairpersons and acts as a liaison between the Subcommittees and HASC. Is responsible for assisting the Subcommittees to continue with business in the event of the absence or resignation of a Subcommittee Chairperson. Is one of the co-signers on the HASC's bank account. Assists in tabulating votes. Will inform all members of HASC in case of a change of meeting time, date or place, for emergency purposes only. The vice-chair will become chairperson for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of GSR's present. If this is not received, the vice-chair can become a nominee for the position of Chairperson.

**C. Secretary:** Nominated and elected by the HASC.

1. Two (2) years clean time;
2. General office or secretarial skills and some organizational ability;
3. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of the Heartland Area Service policy;
4. Six (6) month prior involvement in the service structure of N.A.

It is essential that the secretary possess a good sense of order about what transpires at HASC meetings. Drafts minutes to reflect the essence of what is conducted at the HASC meetings. Takes roll call at the HASC meetings. Gives a list of groups that have missed two (2) or more HASC meetings to the HASC Chairperson. Maintains a file system for all information generated by the HASC, including motion forms, reports, and correspondence for the HASC archives. Mails copies to RSO for area archives at the Regional Service Office. Types, mails or emails (to those who prefer) minutes of the HASC meeting (after the Chairperson or Vice-Chairperson reviews them) to all participants, including voting policy subcommittee members, within ten (10) days following the HASC meetings. Should follow the HASC format and agenda in compiling minutes and number them accordingly.

**D. Assistant Secretary:** Nominated and elected by HASC

1. Two years of clean time;
2. General office or secretarial skills and some organizational ability;
3. Works closely with the secretary;
4. Has the same duties as the ASC Secretary (see above) if Secretary is not available but is not the single point of accountability;
5. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of the Heartland Area Service Policy;
6. Six (6) month prior involvement in the service of NA.

**E. Treasurer:** Nominated and elected by HASC.

1. Three (3) years clean time;
2. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and a knowledge of the Heartland Area Service policy;
3. Bookkeeping or accounting experience;
4. One (1) year prior experience as a group treasurer or prior participation in the HASC.

Responsible for the management of HASC funds. First signature on the HASC bank account and maintains the checkbook. Responsible for all incoming and outgoing monies through the HASC. Presents an itemized report of finances at each HASC meeting. Includes a monthly statement showing fixed and all other expenses of the HASC. The treasurer will include a copy of the HASC bank statement in their monthly report. Maintains fiscal yearly budget from January through December. The Treasurer maintains accurate balances for the HASC bank account, confirmed monthly by bank statement. He/she will report these monthly balances with accumulated year to date totals, as well as the HASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. All money must be turned in to the Treasurer within forty-eight (48) hours of the event: i.e., dance, merchandise sales, special events, etc. In turn, the Treasurer must deposit under one set of books. The Treasurer makes disbursements upon direction of the HASC. Any request made to the Area for payment or reimbursement must be accompanied by an itemized receipt. The Treasurer oversees a prudent reserve of one month's operating expenses and informs the HASC of any amount above prudent reserve and operating expenses so that a donation can be

made to the RSC. Incorporate a system for cash receipts verification requiring two (2) signatures with a receipt issued. All payments will be made by check, except for petty cash purchases under \$20.00.

Prudent reserve: Funds set aside to cover unforeseen emergency needs. (Currently set at \$800.00)

Operating expenses: Funds, as outlined in our policy, allocated for planned budgets shall be held above and beyond our prudent reserve.

**F. Assistant Treasurer**: Nominated and elected by HASC.

1. Three (3) years clean time;
2. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and a knowledge of the Heartland Area Service policy;
3. Bookkeeping or accounting experience suggested;
4. Six (6) months prior experience as a group treasurer or prior participation in the HASC.

Assists the Treasurer. There is a two (2) year commitment for this position. The first year is spent as Assistant Treasurer, becoming familiar with the job, attending all HASC meetings and assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all money received. Will be present to witness, by signature when all money is received and counted by the Treasurer, verifying group donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority. If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer. The Assistant Treasurer is not a signature on the Area's bank account.

**G. Regional Committee Member (RCM)**: Nominated and elected by the HASC

1. Three (3) years clean time;
2. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of the Heartland Area Service policy;
3. One (1) year prior experience in HASC as a GSR or Subcommittee Chairperson;
4. Must have the time and resources to perform the responsibilities of this position.

As the representative of the Area, the RCM will speak for the members and groups within the HASC. The primary responsibility is to work for the good of N.A.; acts as a liaison between the HASC and Florida Regional Service Committee. The RCM represents the group conscience of the HASC at a Regional level. In order to accomplish this, the RCM and RCM Alternate must become informed of issues from Area, Regional and World levels of N.A. service. Therefore, it is essential for both the RCM and RCM Alternate to attend all meetings of HASC and RSC, including Regional Conferences. The RCM should prepare a written report to the RSC on HASC's progress, projects and dilemmas. In addition, the RCM should prepare a written report to HASC of the RSC meetings. May serve on one or more of HASC and RSC Subcommittees, but not as a Chairperson. RCM will be responsible for coordinating funds and reservations necessary for the HASC rooms at RSC. Rooms shall be for men and women.

When the biennial WSC Conference Agenda Report comes out, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM Alternate, as they present the WSC Conference Agenda items to the groups in a workshop form where group members may ask questions pertaining to these items. Is one of the signers on the area checking account.



**H. Regional Committee Member Alternate:** Nominated and elected by the HASC

1. Three (3) years clean time;
2. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of the Heartland Area Service policy;
3. One (1) year prior experience in HASC as a GSR or Subcommittee Chairperson;
4. Must have the time and resources to perform the responsibilities of this position.

Assists the RCM. There is a two (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all HASC and RSC meetings, and filling in for the RCM. If he/she is temporarily absent for any reason, or if the RCM is unable to complete their term in office, the RCM Alternate becomes the RCM with a 2/3-majority vote of confidence of the GSR's. The Alternate RCM will become RCM for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority. If this is not received, the Alternate RCM can become a nominee for the position of RCM.

**I. Librarian:** Nominated and elected by HASC.

1. One (1) year clean time;
2. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of the Heartland Area Service policy;
3. Must have the time and resources required to perform the responsibilities of this position.

The Librarian is responsible for transporting the literature to and from HASC meetings, and will store the literature between meetings. He/she will be available at HASC meetings to fill Group literature orders. He/she will order additional literature from FRSO within 10 days after our monthly meeting as required to maintain the HASC literature prudent reserve. He/She will make copies of literature order forms as required by groups. He/She will make a budget available to the Treasurer as required. Provides an itemized inventory and a written report at each HASC.

**J. Assistant Librarian:** Nominated and elected by HASC.

1. One (1) year clean time;
2. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of the Heartland Area Service policy;
3. Must have the time and resources required to perform the responsibilities of this position.

There is a two-year commitment for this position. The first year is spent assisting the Librarian, becoming familiar with the job, attending all HASC meetings and assisting the Librarian as needed. Will fill in for Librarian on a temporary basis in his/her absence. The Assistant Librarian will become Librarian for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority. If this is not received, the Assistant Librarian can become a nominee for the position of Librarian.

## **ARTICLE VI. SUBCOMMITTEES**

### **A. General Guidelines for Subcommittee:**

1. Submit plans of their activities for HASC approval as needed.
2. Hold workshops periodically to promote awareness of how the subcommittee functions within the fellowship.

### **B. General Qualifications for Chair:**

1. Active for 1 year in the service structure of Narcotics Anonymous
2. A working knowledge of the structure of that committee and of the service structure of N.A.;
3. The time and resources necessary to complete these duties;
4. A working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous;
5. At least two (2) years abstinence from all drugs;
6. Cannot currently be serving as GSR or Executive Committee member.

### **C. General Responsibilities of Chair:**

1. To meet in joint session with other subcommittee chairs at the discretion of the Vice-Chair of HASC;
2. To hold at least 1 meeting monthly of its membership;
3. To submit a report at HASC of the subcommittee's plans, special events, workshops, problems and concerns;
4. To see that a set of guidelines for that committee be given to HASC when the committee is formed through the Vice-Chair to be updated annually, or as needed.
5. Subcommittee chairs missing two (2) consecutive unexcused HASC meetings will be automatically dismissed.

## **ARTICLE VII. NOMINATION OF EXECUTIVE COMMITTEE MEMBERS AND SUBCOMMITTEE CHAIRS OF HASC**

- A. Nomination of HASC executive committee members should be solicited by the "group conscience" of each group within the Area. Only groups or subcommittees are allowed to make nominations for HASC trusted servants.
- B. Nominations for Subcommittee Chairpersons will be solicited from the groups of N.A. for qualified members within this Area.
- C. HASC executive committee positions shall be nominated as follows:
  1. Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, and Activity Chair, shall be nominated in the month of December.
  2. RCM, RCM-Alt., Secretary, Assistant Secretary, Librarian, Assistant Librarian, and Subcommittee Chairs (except Activity Chair and HACNA Chair) shall be nominated in the month of June.
  3. HACNA Chair shall be nominated in October.
- D. An explanation of office is read from the HASC Policy package, as well as the qualifications and responsibilities for each position by the secretary at the time of nominations.
- E. Each nomination must be seconded.
- F. After accepting nominations, the HASC Chairperson will ask if there are any other nominations.
- G. A motion is made to close nominations.
- H. Each nominee must be present. Verbal qualifications are now given; as well as written qualifications handed to the HASC Secretary. (State clean time, prior service experience and why you want to serve the fellowship.) Written qualifications will not be accepted for absent nominees.

- I. Members of N.A. when submitting their qualifications for possible service positions need NOT state their vocational or educational backgrounds and any mention of requiring these credentials is removed from all Policy guidelines.
- J. All nominations and qualifications are to be brought back to the groups by the GSR's for their "conscience," and are then to be voted on at the following HASC.

**ARTICLE VIII. ELECTIONS OF EXECUTIVE COMMITTEE MEMBERS AND SUBCOMMITTEE CHAIRS OF HASC**

- A. HASC executive committee positions shall be elected as follows:
  - 1. Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, and Activities, Chairperson shall be elected in the month of January and begin office in February.
  - 2. RCM, RCM-Alt., Secretary, Assistant Secretary, Librarian, Assistant Librarian, and Subcommittee chairs (except Activities and HACNA chair) shall be elected in the month of July and begin office in August.
  - 3. HACNA Chair elected in November and takes office in December.
- B. All nominees are required to attend the HASC for election. If a nominee is not present for election, his/her nomination will be withdrawn.
- C. Voting is done by a show of hands. Majority wins.
- D. All nominations, even if there is only one nomination, must go back to the groups for a vote and be brought back to the HASC for election. With only one (1) nomination, a 2/3 vote is needed; but must always go back to the groups for a vote.
- E. When there are more than two nominations, if no candidate gets a clear majority, the following will be done: a vote will be taken, the nominee with the least amount of votes will be dropped and another vote taken of the remaining candidates until there are two nominees left. The one who gets the majority of votes is elected.
- F. Should an office be vacated in the middle of the term, a temporary shall be appointed by the ASC Chairperson and approved by a 2/3-majority vote of GSR's present, until standard nomination and election procedures can be followed to fill the vacated position, within 2 months, except when a qualified alternate exists. Current Executive Committee members are responsible for meeting obligations of their position through the last month of office and are responsible for a smooth transition of office.
- G. Only GSR's or their Alternates, in the absence of the GSR, are allowed to vote in elections of Executive Committee Officers of HASC. The Chairperson may vote, but only to break a tie.
- H. Election of Subcommittee Chairs will follow the same procedures as outlined above.
- I. The Alternate (RCM, Assistant Treasurer, and Assistant Librarian) gets a priority vote of confidence requiring a 2/3-majority vote. If a 2/3 vote of confidence is not given, the Alternate can become a nominee for the position (RCM, Assistant Treasurer, and Assistant Librarian).

**ARTICLE IX. MOTIONS AND VOTING PROCEDURE**

- A. Only those listed below can make, second, or amend motions:
  - 1. GSR's or their Alternate in the absence of the GSR.
  - 2. Executive Committee members, pertaining to their office.
  - 3. Subcommittee chairpersons or their Vice-Chairperson in the absence of the chairperson, pertaining to their office.
- B. **MOTIONS**
  - 1. All motions must be seconded.
  - 2. All motions made at HASC shall have an intent added to it.
  - 3. All motions that suggest a specific Step, Tradition, or Concept location for back up information to support that motion; should provide an excerpt and its location.
- C. To be recognized on the floor, a raise of the hand is necessary.

**D. QUORUM:**

1. Official quorum is one (1) more than half of the eligible groups.
2. Official quorum must be reached by the end of open forum.
3. Only duly elected alternates are eligible for quorum in the GSR's absence.
4. No Proxy Representatives can make motions or vote. (A proxy representative is a representative that was not elected by group conscience.)
5. A quorum call from the floor is always in order. A simple majority of groups is required to open the HASC, and a simple majority of eligible groups is required to vote on a motion.
6. All input ideas and motions should be given in writing to the chairperson preferably by mail seven (7) days prior to each HASC meeting. Any motions not already on the agenda are to be given in writing to the HASC Vice-chair at the beginning of each HASC meeting, (or during, but not preferred).

**E. After a motion is made, the Chairperson asks for a second. After a second is taken, the Chairperson asks for opposition.**

1. If there is no opposition:  
The Chairperson asks for a voice vote of all those in favor.
2. If there is opposition:
  - a.) Maker of the motion is given an opportunity to speak on the intent of the motion.
  - b.) The floor is open for debate (refer to Parliamentary Procedures Guidelines.)

**F. VOTING:**

1. Voting participation is open to any recognized elected GSR within the Area (or Alternate GSR in his/her absence), only one (1) vote per group. A GSR can represent only one (1) group at HASC.
2. The Chairperson has a vote only in the case of a tie, at his/her discretion.
3. A 2/3-majority vote of voting members is required for policy change, amendments to policy or forming new policies.
4. Voting will be done by a show of hands; a voting participant can call for a roll call vote at any time. A roll call vote needs to be seconded by a voting participant.
5. In all votes at the HASC, abstentions are not considered cast votes and should not count towards the prevailing side. If the number of abstentions in any vote brings the cast votes total below established quorum, that vote must be tabled to groups.  
*For example:* 17 groups present out of 24 groups on the roll call; quorum is 13. 8 votes yes, 6 votes no, 3 abstain. There are 14 cast votes, simple majority is 8, this motion passes. If there were 5 abstentions, quorum would not be met and the motion would be sent back to groups.
6. HASC executive committee members or subcommittee chairs do not represent a group and therefore have no vote except the chairperson as outlined above.
7. All motions at HASC can only be decided by the eligible voters present.

## VOTING CALCULATIONS SHEET

Groups on Roll	QUORUM
40	21
39	21
38	20
37	20
36	19
35	19
34	18
33	18
32	17
31	17
30	16
29	16
28	15
27	15
26	14
25	14
24	13
23	13
22	12
21	12
20	11
19	11
18	10
17	10
16	9
15	9
14	8
13	8
12	7
11	7
10	6

CAST VOTES	SIMPLE MAJORITY
40	21
39	20
38	20
37	19
36	19
35	18
34	18
33	17
32	17
31	16
30	16
29	15
28	15
27	14
26	14
25	13
24	13
23	12
22	12
21	11
20	11
19	10
18	10
17	9
16	9
15	8
14	8
13	7
12	7
11	6
10	6

CAST VOTES	2/3 MAJORITY
40	27
39	26
38	26
37	25
36	24
35	24
34	23
33	22
32	22
31	21
30	20
29	20
28	19
27	18
26	18
25	17
24	16
23	16
22	15
21	14
20	14
19	13
18	12
17	12
16	11
15	10
14	10
13	9
12	8
11	8
10	7

**QUORUM** = {Groups on roll ÷ 2} + 1  
 (Note: On odd numbers, round up after dividing by 2)

**SIMPLE MAJORITY** = {Cast votes ÷ 2} + 1  
 (Note: On odd numbers, round up after dividing by 2, but don't add 1)

**2/3 MAJORITY** = {Cast votes ÷ 3} × 2 Then round up to the next whole number.

***ARTICLE X. MEETINGS OF HASC***

- A. HASC shall meet monthly on the second (2<sup>nd</sup>) Sunday of the month, except if changed by 2/3 majority vote of voting members as outlined in Article XIII, F.
- B. In the event of a change of venue, it is the vice-chair's responsibility to notify all participating members of HASC.
- C. Attendance at HASC is open to any member of N.A.
- D. Discussion from the floor is welcome, but only during open forum.

***ARTICLE XI. FUNDS***

- A. HASC shall maintain a prudent reserve of one month's normal operating expenses. (Currently set at \$800.00)
- B. No group shall be denied a starter kit regardless of prudent reserve.
- C. HASC shall maintain a literature reserve of \$2500.00 not to be included as part of the prudent reserve.
- D. The treasurer will provide an estimated yearly budget to HASC in January. All motions requiring new money expenditures over \$300.00 not already budgeted will "be sent back to groups" and require passage by 2/3-majority vote of GSR's present.
- E. After paying our bills and establishing prudent reserve, any moneys left over shall be forwarded to the next level of service.

***ARTICLE XII. AMENDMENTS TO POLICY***

- A. Anyone authorized by current policy to make motions may propose amendments to existing policy. Procedure is as follows:
  - 1. Submit the proposal in writing to the policy committee at a regular HASC meeting.
  - 2. Upon deliberation by policy committee all motions whether recommended or not will be put on the agenda for the next HASC meeting for discussion by GSR's.
  - 3. Any policy changes require a 2/3-majority vote of voting members.
  - 4. All motions requiring a change in policy must go back to groups.
- B. Any amendment to policy shall become effective immediately upon passage unless otherwise specified.

***ARTICLE XIII. ADDITIONAL GUIDELINES***

- A. Each GSR, elected officer and subcommittee chair of the HASC shall be provided a copy of the "Area Service Guidelines" and a " Guide to Local Service." These will be provided by HASC and retained as property of HASC, passed on to new officers as elected, or returned to HASC archives if position is unfilled.
- B. Ascension to the Chair shall be in the following order:
  - 1. Vice-Chairperson;
  - 2. RCM;
  - 3. RCM-Alternate;
  - 4. Secretary;
  - 5. Treasurer.

- C. Every May the HASC shall hold an "Area Service Inventory" meeting to review what and how it has done in the past year. The format used shall be the approved and attached "Inventory Guidelines." GSR's shall notify their groups of this meeting at least one month in advance.
- D. HASC shall accept **NO** personal checks.
- E. Groups will be charged for returned checks.
- F. In matters affecting HASC meetings **ONLY**, (such as smoking, time, location of meeting, etc.) all HASC participating committee members shall have a vote. Majority vote prevails. These votes do not establish policy.
- G. Ad Hoc committees may be formed by HASC as needed. HASC Chairperson shall appoint the Ad Hoc Committee chairperson.
- H. Ad Hoc committees are not Subcommittees. They are appointed for special circumstances and as such have no voice on the floor, except in matters dealing with the Ad Hoc committee only.
- I. Any person wishing to stay in the Regional motel room(s) should be on the motion passed by Area before each Regional and only those people named.
- J. Members at large that have been approved by HASC to attend Regional meetings must submit a written report on the committee meeting they attended.
- K. The HASC will provide (1) men's room and/ or (1) women's room night as needed, at the FRSC meeting place when it is in excess of (50) fifty miles from the HASC meeting place. When the FRSC meeting place is within (50) fifty miles of HASC meeting place, the HASC will not provide a room(s).
- L. GSR's or alternate GSR's, (in their absence) Subcommittee chairs and executive committee have a voice on the floor at HASC after open forum.
- M. For items not covered in the HASC Policy package refer to the Guide to Local Service of N.A. (GTLS), if not covered in GTLS, refer to Roberts Rules of Order.
- N. Any position that requires a 2/3-majority vote of confidence needs to be voted on one month prior to nominations being taken for the position they would move in to.
- O. All merchandise sold at HASC Activity Subcommittee functions must be approved by Activities Subcommittee.
- P. HASC will provide one copy of the "Conference Agenda Report" (CAR) to each voting Group of the HASC. This will be an item budgeted for by the RCM.

### **GUIDELINES FOR AREA SERVICE INVENTORY**

*"N.A. ought never be organized, but we may create service boards or committees directly responsible to those they serve."*

The Heartland Area Service Committee exists to carry the message of recovery in accordance with the principles of this tradition. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and some even fail. As individual members, we are advised to use our 4th Step as a tool of recovery. Similarly, a service inventory might help the HASC keep things on track. As individuals take their own inventories even when things are going well, an Area should also review itself periodically. An HASC service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its' services and trusted servants, growing pains, suggestions for improvement, and its' adherence to the 12 Traditions of N.A. Emphasis should be given overall to how the HASC is performing its' responsibilities to the Area it serves. We are a spiritual fellowship. The function of the HASC is to allow the message of recovery to be carried through the services we provide. When we respect each other, even though we might disagree, and adhere to the principles stated in each of our Traditions, we are a unified entity serving the Fellowship of N.A. within the Heartland Area.

Generally, the inventory can be broken into two (2) parts and might include some of the following questions:

1. How did I, as a trusted servant, do in the performance of my duties?
  - a. Do I show up?
  - b. Do I know what I am supposed to do? If not, have I consulted the HASC Guidelines, the Guide to Local Services, or the person who held this position before me?
  - c. Do I do what I am supposed to do?
  - d. Do I represent my group's conscience?
  - e. Do I keep my group (subcommittee or Area) informed about the Area, Region and World?
2. How did the HASC do in performance of its functions?
  - a. As a representative of a meeting or subcommittee, do I feel confident that the HASC will help my meeting or committee resolve any problems it may face?
  - b. Do the HASC subcommittees serve the needs of my meeting?
  - c. Is my group's conscience being sought and heard when matters arise, which affected my meeting or N.A. as a whole?
  - d. Does the HASC remember our 12th Tradition and "place principles before personalities"?

## **PARLIAMENTARY PROCEDURES**

***MAIN MOTION: A main motion is a motion whose introduction brings business before the HASC. Such a motion can only be made when no other motion is pending.***

**AMENDMENTS:** An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

**MOTIONS TO TABLE:** A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, intent is to be given. The motion to table is in order for:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the HASC by a motion to do so, or until the next HASC meeting when it will be brought up by the executive committee under Old business. This motion is not intended to kill a main motion or suppress debate on it.

**MOTIONS TO REFER TO COMMITTEE:** When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the HASC to consider. Unless specified, the committee will bring up the issue at the next HASC meeting. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

**MOTIONS TO RECONSIDER:** A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions where an individual or



Motions to Reconsider (cont.)

minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next HASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

UNANIMOUS CONSENT: That is a method that allows the HASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

WITHDRAW OR MODIFY: A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made, it belongs to the HASC as a whole and the maker must request the HASC's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

MOTION TO CALL THE VOTE: A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information, but rather to expedite the proceedings.

POINT OF INFORMATION: A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

POINT OF ORDER: When a member feels that the rules, policy or guidelines of the HASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks, but instead is to bring to the attention of the chairperson that a member feels that the proper procedure is not being followed.

SUSPEND THE RULES: A motion to suspend the rules is made when a member of the HASC would like to waive a certain HASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

APPEAL THE DECISION OF THE CHAIR: By electing the HASC Chairperson the HASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. Any two members have the right to appeal his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chairperson and given to the HASC for final decision. Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson limited to one minute each.

**HASC RULES OF ORDER**

<b>MOTION</b>	<b>2<sup>ND</sup> REQUIRED</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE</b>
<b>MAIN MOTION</b>	YES	2 PRO/ 2 CON	YES	MAJORITY
<b>AMENDMENT</b>	YES	2 PRO/ 2 CON	NO	MAJORITY
<b>REFER TO COMMITTEE</b>	YES	1 PRO/ 1 CON	YES	MAJORITY
<b>REFER TO GROUPS</b>	YES	1 PRO/ 1 CON	YES	MAJORITY
<b>CALL THE VOTE</b>	YES	1 PRO/ 1 CON	NO	2/3
<b>TABLE</b>	YES	1 PRO/ 1 CON	NO	MAJORITY
<b>RECESS</b>	YES	NO	NO	MAJORITY
<b>ADJOURN</b>	YES	2 PRO/ 2 CON	NO	MAJORITY
<b>POINT OF ORDER</b>	NO	NO	NO	NONE
<b>APPEAL CHAIR'S DECISION</b>	YES	1 PRO/ 1 CON	NO	MAJORITY
<b>SUSPEND THE RULES</b>	YES	NO	YES	2/3
<b>POINT OF INFORMATION</b>	NO	NO	NO	NONE
<b>RECONSIDER</b>	YES	2 PRO/ 2 CON	NO	MAJORITY
<b>TAKE FROM THE TABLE</b>	YES	1 PRO/ 1 CON	NO	MAJORITY

NOTES: [1] IF PASSED, 2 PROS AND 2 CONS FOR INFORMATION ONLY.

[2] DEBATABLE ONLY IF MOTION TO BE AMENDED IS DEBATABLE.

## **HASC Theft of NA Funds Guidelines**

- (This Policy is an adaptation of the Theft of NA Funds Bulletin available at the HASC or from NA World Services)
- Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that it will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image that one member and that one donation in mind whenever we make decisions about handling NA's money.
- The Heartland ASC has adapted this Policy to fulfill its duty of accountability and responsibility to its Groups and the members of NA.
- We utilize a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary. First, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?
- If it becomes clear that money has indeed been taken, the HASC will then schedule a special meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express his or her feelings and concerns. This allows everyone to give his or her input and may allow a "defusing process" to occur. After all sides have been heard, a 10 minute break will take place to allow all present to decide the best course of action.
- If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement will include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. The agreement will specify regular weekly or monthly payments until the full amount is repaid. A report about the situation or the status of the restitution should be made at each HASC meeting until the situation is resolved.
- If the individual does not appear at the special meeting, the HASC will need to ensure that every effort to contact the person has been made. A registered mailed letter will be sent, explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, and that repayment is expected. Copies of the letter should be put in a safe for future reference.
- If this procedure does not resolve the problem then it is up to the HASC chairperson to appoint an ad-hoc committee to decide how best to proceed and to present possible solutions to the HASC in motion form.

# ***“SUBCOMMITTEES”***

## **H&I SUBCOMMITTEE POLICIES AND GUIDELINES**

### **A. PURPOSE:**

The purpose of the H&I subcommittee is to establish a single point of accountability between the facilities within the Heartland area and the HASC. H&I members carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in long-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

### **B. FUNCTIONS OF THE SUBCOMMITTEE:**

1. Is a resource for members, of the HASC to help carry the message of recovery and provide literature and information to Hospitals and Institutions.
2. Maintains a list of current facilities within the Heartland Area and records the number of presentations given and addicts reached.
3. Conducts workshops to address and/or work on problems the Area is experiencing or discuss new methods of H&I work.
4. Maintains communication with the RSC Area Support Group so that the Area may be informed of Regional activities. Communication flows both ways between the Area and Regional level through the H&I committee.
5. Performs any other activities that benefit the H&I efforts in the Heartland Area.

### **C. SUBCOMMITTEE MEMBERSHIP:**

Membership on the Area H&I subcommittee shall consist of the Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Literature Coordinator, Alternate Literature Coordinator, Panel leaders, as well as any member of the Fellowship with 90 days clean time who wishes to help carry the message to hospitals and institutions.

### **D. QUALIFICATIONS FOR VOTING MEMBERSHIP:**

Voting members shall consist of any NA member expressing the desire to be a H&I voting member at the end of new business on their second consecutive meeting and being voted in. Failure to attend two consecutive subcommittee meetings unexcused or loss of abstinence is grounds for loss of voting privileges.

### **E. MOTIONS, SECONDS, AND AMENDMENTS:**

Those allowed to make, second, and amend motions are the voting members of the committee.

### **F. ADMINISTRATIVE COMMITTEE:**

The Administrative Committee shall consist of the Chairperson, Vice-Chairperson, and Secretary.

## **G. QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS**

### **1. Chairperson**

- a.) Two years clean time with 6 months in the HASC H&I subcommittee.
- b.) Elected by HASC group conscience.
- c.) Mediates all meetings of the subcommittee with a general understanding of "Roberts Rules of Order".
- d.) Prepares a report for each HASC and RSC meeting and makes all motions on behalf of and is the voice of the H&I subcommittee.
- e.) Coordinates and is responsible for all work done by the sub-committee.
- f.) Is available to answer questions from the members and Subcommittee members of the HASC.
- g.) Maintains communication with the RSC Fellowship Development.
- h.) Prepares a budget with the subcommittee to be submitted for the approval of the HASC for the upcoming year.
- i.) Failure to attend two RSC meetings consecutively will result in forfeiture of Chairperson position (subject to review by HASC).
- j.) Serves for a term of one year. Can succeed for a maximum of two years consecutive service.
- k.) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts through application.

### **2. Vice-Chairperson**

- a.) Two years clean time with 6 months in the HASC H&I subcommittee.
- b.) Must attend all meetings of the subcommittee. Two unexcused consecutive absences will result in removal from office.
- c.) Works with the Chairperson to ensure the smooth operation of the H&I subcommittee.
- d.) Performs all duties of Chairperson in Chairperson's absence.
- e.) Serves for a term of one year. Can succeed for a maximum of two years consecutive service.
- f.) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts through application.

### **3. Secretary**

- a.) Is elected by the H&I subcommittee.
- b.) One year clean time required.
- c.) Must have six months in service structure and a working knowledge of the Steps and Traditions through application.
- d.) Must have a certain amount of clerical skills.
- e.) Must keep an accurate set of minutes for all H&I subcommittee meetings and workshops (topics discussed). They should be ready for the approval of the Chairperson within 14 days for distribution to all subcommittee members.
- f.) Works with the Chairperson to ensure the smooth operation of the H&I subcommittee.
- g.) If necessary, may be removed by 2/3 vote of the subcommittee.
- h.) Must attend all meetings of the subcommittee. Two unexcused consecutive absences will result in removal from office.
- i.) Serves for a term of one year. Can succeed for a maximum of two years consecutive service.

#### **4. Alternate Secretary**

- a.) Is elected by the H&I sub-committee.
- b.) One year clean time required.
- c.) Must have six months in service structure and a working knowledge of the steps and traditions by application.
- d.) Must have a certain amount of clerical application.
- e.) Must help keep an accurate set of minutes for all H&I subcommittee meetings and workshops (topics discussed). They should be ready for approval of the chairperson within 14 days for distribution to all sub-committee members.
- f.) Works with the chairperson to ensure the smooth operations of the H&I sub-committee.
- g.) If necessary, may be removed by 2/3 vote of the sub-committee.
- h.) Must attend all meetings of the sub-committee, 3 consecutive absences will result in removal of office.
- i.) Serves for a term of 1 year.
- j.) May receive a priority vote of confidence requiring a 2/3-majority vote. If a 2/3 vote of confidence is not given, the alternate secretary becomes a nominee for secretary.

#### **5. Literature Coordinator**

- a.) One year clean.
- b.) Must attend all meetings of the sub-committee, 3 unexcused absences will result in removal from office.
- c.) Must get literature to the H&I meeting.
- d.) Responsible for stamping literature with HASC NA Helpline phone number.
- e.) Works with the Chairperson to ensure the smooth operation of the H&I subcommittee.
- f.) Serves for a term of 1 year.

#### **6. Alternate Literature Person**

- a.) One year clean.
- b.) Must attend all meetings of the sub-committee, 3 consecutive absences will result in removal from office.
- c.) Must help get literature to the H&I meeting.
- d.) Works with the chairperson to ensure smooth operation of the H&I sub-committee.
- e.) Serves for a term of 1 year.
- f.) The alternate literature person may receive a priority vote of confidence requiring a 2/3 majority vote. If a 2/3-majority vote of confidence is not given, the alternate literature person becomes a nominee for literature person.

#### **7. Panel Leader**

- a.) Is elected by the H&I subcommittee.
- b.) One year clean time required.
- c.) Must have six months in service structure and a working knowledge of the Steps and Traditions through application.
- d.) Works with the Chairperson to ensure the smooth operation of the H&I subcommittee.
- e.) If necessary, may be removed by 2/3 vote of the subcommittee.
- f.) Must attend all meetings of the subcommittee. Three consecutive absences will result in removal from office.

Panel Leader (cont.)

- g.) Serves for a term of six months. Can succeed for a maximum of two years consecutive service (subject to review by the H&I subcommittee).
- h.) Must be willing to obtain clearance for eligible facilities.
- i.) Responsible to determine what format is applicable for specific facilities.
- j.) Selects members of the fellowship to be panel members, usually from the panel member list. Guest speakers are to have a minimum of 1-year clean time.

#### **8. Panel Member**

- a.) Is elected by H&I subcommittee during new business at second consecutive subcommittee meeting.
- b.) 90 days clean time required.
- c.) Works with the Chairperson to ensure the smooth operation of the H&I subcommittee.
- d.) If necessary, may be removed by 2/3 vote of the subcommittee.
- e.) Must attend all meetings of the subcommittee. Three consecutive absences will result in removal from office.

#### **H. QUORUM**

Quorum shall be defined as one (1) member of the Administrative Committee and 30 percent (30%) of the voting members.

### **POLICY SUBCOMMITTEE GUIDELINES**

#### **A. PURPOSE**

It was discovered in early years of Narcotics Anonymous, that the adoption and application of the 12 Traditions, was crucial to the healthy and continued survival of the fellowship. Therefore, it is the purpose of the Policy subcommittee to protect NA as a whole, by considering any input that affects the HASC Policy Guidelines and upon deliberation, provide clarity to the Area. This clarity will consist of but is not limited to:

1. Does the motion conflict with the 12-Steps, Traditions or Concepts of the Fellowship of Narcotics Anonymous?
2. Does the motion create or change established policy?
3. What impact will the motion have on the Heartland Area? (i.e. spiritual, financial, time, etc.)

The Policy Subcommittee will, after discussion and deliberation, make a written recommendation to the HASC including the vote count of the subcommittee, if necessary. Decisions will be achieved as outlined in Section D of this Guideline.

The Policy Subcommittee will further maintain an up to date policy package reflecting any additions, deletions and changes to HASC policy. The Policy Subcommittee will submit to the HASC periodic up-dates of these changes. The Policy Subcommittee will submit to the Fellowship and HASC an up-dated and complete policy package at least every three (3) years for approval and distribution. The Policy Subcommittee will maintain on the HASC Webpage an updated and complete policy package, each time there is a change in the policy, showing all changes by motion number, date and where in policy the changes occur.

*The Policy Subcommittee will meet at least monthly.*

## **B. STRUCTURE**

The Policy Subcommittee will consist of the Chairperson, Vice Chairperson, Secretary, and twelve (12) voting members.

## **C. MEMBERSHIP QUALIFICATIONS AND DUTIES**

### **1. Chairperson**

#### **a.) Qualifications**

- 1.) Have a minimum of two (2) years clean time.
- 2.) Be actively involved in Narcotics Anonymous.
- 3.) Have knowledge of the 12-Steps, Traditions and Concepts of Narcotics Anonymous.
- 4.) Be a voting member of the Policy Subcommittee with at least six (6) months service on the Policy Subcommittee when nominated for the position.

#### **b.) Duties**

- 1.) The Chairperson will mediate the Policy Subcommittee meetings.
- 2.) The Chairperson will attend the HASC meetings in order to fulfill Policy's purpose.
- 3.) The Chairperson will seek the experience, strength and hope from other Members of the Fellowship in areas relating to any motions or changes to Policy that might affect finances, Helpline, H&I, Activities etc.

### **2. Vice Chairperson**

#### **a.) Qualifications**

- 1.) Nominated and voted on for position by the Voting Members of the Policy Subcommittee in July to begin a term of service for one (1) year in August.
- 2.) May succeed the Chairperson.
- 3.) Have a minimum of two (2) years clean time.
- 4.) Be actively involved in Narcotics Anonymous.
- 5.) Have knowledge of the 12-Steps, Traditions, and Concepts of Narcotics Anonymous.
- 6.) Be a voting member of the Policy Subcommittee at the time of nomination to the position.

#### **b.) Duties**

- 1.) To attend and assist the Chairperson in conducting the business of the Policy Subcommittee.
- 2.) To conduct Policy Subcommittee business in the absence of the Chairperson including attending HASC meetings if necessary.

### **3. Secretary**

#### **a.) Qualifications**

- 1.) Nominated and voted to the position by the Voting Members of the Policy Subcommittee in December to begin a term of service for one (1) year beginning in January.
- 2.) Have a minimum of one (1) year clean time.
- 3.) Have knowledge of the 12-Steps, Traditions and Concepts of Narcotics Anonymous.
- 4.) Be a voting member of the Policy Subcommittee at the time of nomination to the position.



**b.) Duties (of Secretary)**

- 1.) To attend and facilitate Policy Subcommittee meetings further, the secretary is to take and maintain accurate minutes of each meeting.
- 2.) The Secretary will report to the Policy Subcommittee the actions and results of the previous meeting.
- 3.) Will maintain a complete and up to date Policy Package reflecting all changes approved by the Fellowship and HASC.
- 4.) Will maintain a membership roll and nominate new voting members when they meet the membership guidelines for voting status.

**4. Voting Members**

**a.) Qualifications**

- 1.) Have a minimum of one (1) year clean time.
- 2.) Be actively involved in Narcotics Anonymous.
- 3.) Have knowledge of the 12-Steps, Traditions and Concepts of Narcotics Anonymous.
- 4.) Attend two (2) consecutive Policy Subcommittee meetings and be awarded voting status by majority vote of the voting members of the Policy Subcommittee at the conclusion of their second attended meeting.
- 5.) Two (2) consecutive unexcused absences or three (3) consecutive absences will result in a loss of voting privileges.

**b.) Duties**

- 1.) To attend Policy Subcommittee meetings and participate in the review and discussion of motions forwarded by HASC.
- 2.) Determine if these motions are in conflict with the Steps, Traditions and Concepts of Narcotics Anonymous or with established HASC Policy. Further, determination should be made if the motion establishes new Policy, and the impact it will have on the Fellowship.
- 3.) Assist other Subcommittee members in compiling a recommendation for changes to a motion that would eliminate any conflict with the Steps, Traditions and Concepts of Narcotics Anonymous for consideration by the Fellowship and HASC.
- 4.) To assist in maintaining an up to date version of the HASC Policy Package.

**D. VOTING**

1. Any member of the Fellowship of Narcotics Anonymous may attend and voice their opinion during the discussions at the Policy Subcommittee meeting. However, voting is limited to the voting members of the Subcommittee only.
2. Quorum is one third (1/3) of the voting members of the Policy Subcommittee.
3. In the event that the Policy Subcommittee voting members cannot reach a majority decision, the matter will be forwarded to the HASC executive Committee for action.

**E. ADDITIONAL GUIDELINES**

1. All Policy Subcommittee Guidelines must be reviewed and approved by the HASC.
2. Policy will be allotted a budget of \$60.00 from HASC funds in order to pay rent for meeting space yearly.

# **HELPLINE COMMITTEE GUIDELINES**

## **A. PURPOSE**

To maintain an effective 24 hour, 7 day a week answering service. Through this service we form a link between Narcotics Anonymous and the general public by giving meeting times and places with brief directions, having one on one conversation with a recovering addict via the telephone, setting up in person 12 step conversation with a recovering addict via the telephone, and making proper referrals without endorsement.

## **B. SUBCOMMITTEE MEMBERSHIP**

### **1. Chairperson**

#### **a.) Qualifications**

- 1.) Nominated and elected by the Area (HASC).
- 2.) Two (2) years clean time.
- 3.) Six months prior involvement in the Helpline subcommittee.
- 4.) A working knowledge of the 12 steps and 12 traditions.
- 5.) A willingness to serve.

#### **b.) Responsibilities**

- 1.) Sees that volunteer shifts are covered.
- 2.) Acts as a liaison between the HASC, the Helpline subcommittee, and the communication service providers in use.
- 3.) Must follow up on all Helpline related problems and issues.
- 4.) Keeps a current list of 12 step volunteers.
- 5.) Ensures that the Heartland Area meeting lists are reviewed monthly for accuracy and oversees the printing and distribution of the meeting lists to groups.
- 6.) Provides new volunteers with orientation packets.
- 7.) Presides over a monthly Helpline subcommittee meeting.
- 8.) Prepares a budget with the subcommittee to be submitted for the approval of the HASC for the upcoming year.
- 9.) Makes all motions on behalf of the Helpline.

### **2. Vice Chairperson**

#### **a.) Qualifications**

- 1.) Nominated and elected by the Helpline subcommittee.
- 2.) One (1) year clean time.
- 3.) Six months prior involvement in the Helpline subcommittee.
- 4.) A working knowledge of the 12 steps and 12 traditions.
- 5.) A willingness to serve.

#### **b.) Responsibilities**

- 1.) Works closely with the chairperson to become familiar with all aspects of the chairperson's responsibilities.
- 2.) Updates the 12 step volunteer list twice a year.
- 3.) Fills in for the chairperson when needed at ASCs and subcommittee meetings.
- 4.) Takes over the chairperson's position when the chairperson's term is over.

### **3. Helpline Volunteer**

#### **a.) Qualifications**

- 1.) Six months clean time.
- 2.) A growing knowledge of the 12 steps and the 12 traditions.
- 3.) A willingness to serve.
- 4.) Attends two (2) consecutive Helpline subcommittee meetings and is voted in by the subcommittee.
- 5.) Be a Helpline subcommittee member for at least 90 days and have a minimum of one (1) year clean time to carry/answer the phone.

#### **b.) Responsibilities**

- 1.) The Helpline volunteer's term is for a period of six (6) months.
- 2.) If the volunteer loses or breaks the cell phone/communicative device, he/she is responsible for the replacement of the device regardless of circumstances.
- 3.) All volunteers must attend the monthly Helpline meeting. Two (2) consecutive unexcused absences or three (3) consecutive excused absences will result in a suspension period for the helpline volunteer until two (2) consecutive meetings are attended to reinstate their membership. (This includes chair and vice chair.)
- 4.) Be familiarized with the orientation packet.
- 5.) Must keep an accurate shift log of all calls on their shift.
- 6.) The volunteer is responsible to pass the phone or answering device onto the next volunteer at the end of their shift.
- 7.) If any misuse of the answering device occurs, as deemed by the Helpline subcommittee, the volunteer responsible will be held financially accountable.

### **C. ADDITIONAL GUIDELINES**

#### **1. Orientation Packet**

The Orientation packet should consist of current versions of:

- a.) Heartland Area meeting list
- b.) 12 step volunteer list
- c.) Community referral list
- d.) Helpline do's & don'ts
- e.) Telephone operating instructions

## **ACTIVITIES SUBCOMMITTEE GUIDELINES**

### **A. PURPOSE**

The primary purpose of the activities Subcommittee is to promote unity and fellowship for the Heartland Area of Narcotics Anonymous. The Activities Subcommittee is responsible for organizing and hosting such events as dances, picnics, camp-outs, fund-raisers, etc, in a recovery-oriented atmosphere.

### **B. COMPOSITION OF THE SUBCOMMITTEE**

1. This subcommittee will consist of members of Narcotics Anonymous who have the willingness to serve and meet certain requirements.

Activities (cont.)

2. The organization of the subcommittee will be as follows:
  - a.) Subcommittee Officers
    - 1.) Chairperson
    - 2.) Vice-Chairperson
    - 3.) Secretary
  - b.) Voting Members
  - c.) General Members

**C. QUALIFICATIONS FOR MEMBERSHIP**

In all cases members shall:

1. Have the willingness to serve.
2. Be a member of Narcotics Anonymous.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

**D. QUALIFICATIONS FOR OFFICERS**

**1. Chairperson**

- a.) Active for 1 year in the service structure of Narcotics Anonymous.
- b.) Has demonstrated a working knowledge of the structure of that committee and of the service structure of N.A.
- c.) Has the time and resources to complete these duties.
- d.) Has a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- e.) Has at least two years abstinence from all drugs.
- f.) Cannot currently be serving as GSR or Executive Committee member. This is a one year commitment, and the Chairperson can succeed themselves for a total of two years service.
- g.) A candidate for Activities Chairperson must have served on the Activities subcommittee for a minimum of one year.

**2. Vice-Chairperson**

- a.) Nominated and elected by the Activities Committee.
- b.) Has a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- c.) A minimum clean time requirement of one year continuous abstinence from all drugs and previous experience as a voting member of the Activities Subcommittee in the Heartland Area.
- d.) This is a one-year commitment, and the Vice-Chairperson can succeed themselves for a total of two years service.

**3. Secretary**

- a.) Nominated and elected by the Activities Committee.
- b.) Has a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- c.) A minimum clean time requirement of one year continuous abstinence from all drugs and previous experience as a voting member of the Activities Subcommittee in the Heartland Area.
- d.) This is a one-year commitment, and the Secretary can succeed themselves for a total of two years service.

## **E. QUALIFICATIONS FOR VOTING MEMBERSHIP**

Voting members shall consist of any person expressing the desire to be a voting member at the end of new business of their second consecutively attended meeting, and being voted in. Failing to attend two consecutive meetings unexcused or loss of abstinence is grounds for loss of voting privileges.

## **F. QUALIFICATIONS FOR GENERAL MEMBERSHIP**

General membership shall consist of any person expressing the desire to make a commitment to work with this subcommittee.

## **G. RESPONSIBILITIES OF POSITIONS**

### **1. Chairperson**

The Chairperson will arrange times and agendas for and preside over all subcommittee meetings and is ultimately responsible for the functioning of this subcommittee. The Chairperson represents this subcommittee at monthly area service meetings. The Chairperson will be responsible for the handling and accounting of any funds given to or generated by this subcommittee.

### **2. Vice-Chairperson**

The Vice-Chairperson will assist the Chairperson as necessary. In the absence of the Chairperson, will perform the duties of the Chairperson, except in regards to finances.

### **3. Secretary**

The Secretary is responsible for recording accurate minutes and attendance of each subcommittee meeting and maintaining all records of the subcommittee.

### **4. General and Voting Members**

The General and voting members will provide input and assistance to the subcommittee.

## **H. AGENDA FOR MEETINGS**

1. Opening Prayer.
2. Reading of the Twelve Traditions of Narcotics Anonymous.
3. Roll Call.
4. Reading of the minutes of the previous meeting.
5. Chairman's report on finances and old business.
6. New business.
7. Requests to be a voting member.
8. Closing Prayer.

## **I. FINANCES**

1. The Heartland Area Service Committee shall maintain a \$1400.00 amount to be used for Activities.
2. All activities must be approved by HASC. An estimated budget will be presented to the HASC to be approved by a 2/3 vote of GSR's present before any expenditure for an activity is made.
3. The Activities Chairperson is responsible to the HASC for any and all funds given to the Activities Committee by the HASC.
4. Activities will be given \$150 per year to hold a free event.
5. All merchandise sold at HASC Activity Subcommittee functions must be approved by Activities Subcommittee.

## **HACNA SUBCOMMITTEE GUIDELINES**

### **A. PURPOSE**

For the sub-committee to have an annual convention sponsored by Heartland Area to consist of Speakers, Workshops, Entertainment and Fellowship to promote unity in Heartland, and in Narcotics Anonymous, preferably around the 3rd weekend in October (Friday to Sunday morning).

### **B. COMPOSITION OF SUB-COMMITTEE**

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. Host Committee
  - a. Hospitality/Entertainment
  - b. Program
  - c. Registration
  - d. Merchandise

### **C. QUALIFICATION FOR MEMBERSHIP**

1. Have a willingness to serve and time available
2. Be a member of Narcotics Anonymous
3. Working knowledge of the twelve steps and twelve traditions of Narcotics Anonymous

### **D. QUALIFICATIONS FOR OFFICERS**

Any officer missing two (2) consecutive unexcused subcommittee meetings will be removed from office.

#### **1. Chairperson**

- a. Nominated in October and elected by HASC during November meeting
- b. Three (3) years clean time
- c. Six months prior service in HACNA subcommittee to include consecutive monthly attendance at HACNA subcommittee meetings.
- d. Working knowledge of the 12 steps and 12 traditions
- e. Must have the time available with resources to work with
- f. Cannot be currently serving as GSR in HASC

#### **Responsibilities**

To conduct all business meetings, represent HACNA at all HASC meetings, handle and account for all funds given to or generated by the committee, will be a on the HACNA checking account, and will be the hotel liaison.

#### **2. Vice Chairperson**

- a. Nominated and elected by Sub-Committee
- b. Three (3) years clean time
- c. One year prior service in N.A., and prior convention service preferred
- d. Working knowledge of the 12 steps and 12 traditions
- e. Must have the time available with resources to work with
- f. This is a two-year commitment

Vice Chairperson (cont.)

**Responsibilities**

To assist the chairperson as necessary, will be a cosigner on the HACNA checking account, and perform the duties of chair in their absence. Also, perform duties of any host committee chairs in their absence.

**3. Secretary**

- a. Nominated and elected by Sub-Committee
- b. One year clean time
- c. Working knowledge of the 12 steps and 12 traditions
- d. Will require one-year commitment

**Responsibilities**

To attend and record all minutes and attendance of each sub-committee meeting and distribution thereof, and to maintain all records of sub-committee reports.

**4. Treasurer**

- a. Nominated and elected by Sub-committee.
- b. Must have three (3) years clean time.
- c. Have a working knowledge of the 12 steps and 12 traditions.
- d. Have prior financial record keeping experience.

**Responsibilities**

To maintain HACNA checkbook, prepare and distribute monthly financial statements, to be responsible for accounts paid and received, to maintain receipts made for HACNA expenditures, and to be a cosigner on the HACNA checking account.

**5. Host Committee - Registration, Programming, Merchandise, Hospitality/Entertainment, and Marathon Chairs**

- a. Nominated and elected by Sub-Committee
- b. Three years clean time, except for the Marathon Chair who only needs 1 year clean time
- c. Working knowledge of the 12 steps and 12 traditions
- d. Will require a one-year commitment
- e. One year prior service in HACNA subcommittee to include consecutive monthly attendance at HACNA subcommittee meetings.

**Registration Responsibilities**

- 1.) To put together a registration package for HACNA
- 2.) To man a registration booth at HACNA
- 3.) To handle all funds for pre-registration and on-site registration, and forward to HACNA chair.
- 4.) To be responsible for proper accounting of and forwarding of any and all funds received from sub-committee activities to HACNA Chairperson.
- 5.) To work with host committee throughout the year to promote HACNA, i.e., fundraisers.

**Programming Responsibilities**

- 1.) To develop a program consisting of workshops and speakers, to be approved by the committee.
- 2.) Responsible for recruiting chairpersons for workshops and speaker meetings.
- 3.) To work with host committee throughout the year to promote HACNA, i.e. fundraisers.

### **Merchandise Responsibilities**

- 1.) To select all pre-convention and convention merchandise to be sold.
- 2.) Responsible for all arts, graphics, logos, etc.
- 3.) Responsible for the sale of pre-convention and convention merchandise, for all funds of such merchandise and for forwarding funds to chairperson.
- 4.) All merchandise and artwork to be approved by the HACNA committee.
- 5.) To work with host committee throughout the year to promote HACNA, i.e., fundraisers.

### **Hospitality/ Entertainment Responsibilities**

- 1.) Responsible to man a hospitality room during the convention.
- 2.) Responsible for providing entertainment for the convention and any fundraisers during the year.
- 3.) Shall be responsible for any funds generated and forward to chair.
- 4.) To work with host committee throughout the year to promote HACNA, i.e., fundraisers.

### **Marathon Responsibilities**

- 1.) 1 year clean time.
- 2.) Responsible for securing chair people for the marathon meeting at the HACNA Convention and a running list of those people.
- 3.) Works with the Registration Committee on listing those who have sent in their registrations and wish to help chair at the Marathon meeting.
- 4.) Opens the Marathon Meeting at the opening of the HACNA Convention. Closes the Marathon Meeting at the end of the HACNA Convention.
- 5.) Puts together a list of topics for the Marathon Meeting in case no topics are presented by those attending.
- 6.) Puts together a time schedule as to how long each chair will oversee the Marathon meeting.
- 7.) Responsible for contacting each person listed to chair several weeks prior to the HACNA Convention.
- 8.) Responsible for reconfirming each persons schedule timeframe prior to the day they are scheduled to serve (if possible).

## **E. QUALIFICATIONS FOR VOTING**

All N.A. members that attend the organizational meeting shall be allowed to vote. From that point on, all new members must attend two consecutive sub-committee meetings, and will be a voting member at their second meeting.

## **F. FINANCES**

All finances shall be accountable to the HASC, to include HACNA monthly bank statement. Any person handling funds shall have a minimum of three years clean time. HACNA checking account shall require two (2) signatures.



## **FRCNA SUPPORT COMMITTEE REPRESENTATIVES**

### **A. HEARTLAND AREA FRCNA SUPPORT COMMITTEE**

The Support Committee is comprised of twelve (12) representatives elected from the Heartland area. Two (2) representatives for each committee: Fun-Raising/Entertainment, Hospitality, Marathon, Merchandising, Programming, and Registration. The purpose is to support the FRCNA BOD through committees to gather and share information regarding planning and carrying out the convention.

### **B. NOMINATIONS**

1. Nominated and Elected by HASC
2. Nominated in July and Elected in July

### **C. QUALIFICATIONS**

1. Two (2) years clean
2. Willingness, time, and resources to serve
3. Working knowledge of 12 Steps, 12 Traditions, and 12 Concepts

### **D. DUTIES AND RESPONSIBILITIES**

1. Attend bi-monthly meetings (except one (1) month prior to convention) at convention site on the first Sunday of the month at the announced time
2. Serve as a liaison between HASC and the FRCNA Support Committee
3. To support the workings of the elected committee and to carry a vote at said committee
4. Submit a written report to HASC on a bi-monthly basis

# **HEARTLAND AREA PUBLIC RELATIONS GUIDELINES**

## **What is it?**

Public Relations is informing the public about recovery from addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The purpose of a public relations committee is to inform the public that N.A. exists and offers recovery from the disease of addiction.

## **Who does it?**

Public Relations work is accomplished through service committees directly responsible to those they serve. These PR subcommittees provide community awareness of what N.A. is, as well as how, when, and where we are available.

## **How does it get done?**

We get the job done by establishing clear guidelines for our subcommittees, setting goals, prioritizing tasks, adhering to our Twelve Traditions, and a lot of hard work!

### **A. PURPOSE**

The purpose of a PR subcommittee is to inform the public that N.A. exists, that it offers recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

### **B. FUNCTIONS/ RESPONSIBILITIES**

#### **1. The basic functions of our Subcommittee are:**

- a) To open and maintain lines of communication between the Heartland Area of Narcotics Anonymous and the public.
- b) To inform the fellowship and keep the lines of communication open from members as represented by the groups to the ASC/RSC and WSC/WSO.

#### **2. The basic Responsibilities of our Subcommittee:**

- a) To respond to all requests for information in a timely and effective manner while properly representing Narcotics Anonymous.
- b) To insure that proper channels are followed to insure our area and all other areas anonymity is observed.
- c) To be sure that requests are handled at the appropriate level of service as outlined on pages 3,4,5 and 6 of the WSO publication "A Guide to Public Information." Remembering our Ninth Tradition states subcommittees are "directly responsible to those they serve."
- d) To make certain that all Public Relations efforts by this subcommittee are carried out in a manner that best serves the Heartland Area and Narcotics Anonymous as a whole.
- e) To maintain a listing of PR committees and contacts from surrounding areas.
- f) To maintain a listing of phone line committees and contacts within the area.
- g) To have available written and recorded PR materials for use by this committee.
- h) To maintain a listing of media agencies.

### **C. DESCRIPTION of HEARTLAND AREA PR COMMITTEE**

The committee should consist of a chairperson, vice chairperson, secretary/treasurer, webservant, and ad hoc committee chairs or representatives as deemed necessary by the committee.

All meetings are open to interested members of N.A.

This committee is a subcommittee of the Heartland Area Service Committee, and, as stated in our Ninth Tradition is “directly responsible to those they serve.”

### **D. PARTICIPANTS**

To be considered a regular participant of this committee, a member must first attend two (2) consecutive meetings; a member shall be deemed non-voting upon two (2) consecutive absences.

### **E. VOTING PROCEDURE**

All matters before this committee shall be decided by a majority consensus of regular participants within the subcommittee. This committee has established a quorum of three regular participants and a 2/3-majority vote.

### **F. REQUIREMENTS AND DUTIES**

#### **1. All participants of this committee shall have:**

- a) Personal time and abilities to perform their duties.
- b) Willingness and desire to serve the position.
- c) Clean time and service experience as stated herein.
- d) Understanding and practical experience of the Twelve Steps and Twelve Traditions of Narcotic Anonymous.
- e) Maintenance of clean time throughout term of office or participation.

#### **2. Chairperson**

The Committee chair shall be elected by the Heartland ASC in accordance with Heartland Areas Policy guidelines.

##### **a) Requirements**

- 1) Two [2] years clean time.
- 2) Previous service experience.
- 3) Ability to organize and give direction and incentive to committee.

##### **b) Duties:**

- 1) Arranges times and agendas for meetings.
- 2) Initiates all necessary correspondence, including communication between ASC/RSC and WSC/WSO PR committees.
- 3) Keeps ASC/RSC informed of all continuing PR activities.
- 4) Reports to ASC/RSC any plans for major PR projects or expenditures.
- 5) Is ultimately responsible for files, records, and overall functions of the PR committee.

#### **3. Vice Chairperson**

##### **a) Requirements**

- 1) One [1] full year clean time.
- 2) Prior service experience and regular PR subcommittee participant.
- 3) Ability to take over in the absence of the chairperson.

##### **b) Duties**

- 1) To work closely with and assist in all the duties of the committee.
- 2) Carry out responsibilities delegated by the chair and/or committee.

#### **4. Secretary / Treasurer**

##### **a) Requirements**

- 1) One [1] year clean time.
- 2) Prior service experience, preferably secretary or treasurer of a group.
- 3) Ability to develop written material in a clear, concise manner.
- 4) The ability to prepare written financial statements as required.

##### **b) Duties**

- 1) Records minutes of each meeting.
- 2) Distributes copies of those minutes to committee members before next meeting.
- 3) Handles all correspondence as directed by PR chair.
- 4) Maintains files and records of communications, including a list of activities and contacts to be passed on to subsequent committee members.
- 5) Maintain and present accurate accounting of income and expenses monthly, or as directed.
- 6) Makes available to ASC a yearly accounting of all financial records.
- 7) Is a cosigner of this committee's bank account.

#### **5. Webservant**

##### **a) Requirements**

- 1) One [1] year clean time.
- 2) At least 6 current, active months of membership and service in the Heartland Area PR Subcommittee.
- 3) Knowledge of, and experience with applying the principles of the 12 Traditions, & 12 Concepts on NA service.
- 4) Understanding of the core PR principles and Internet Technology suggestions in the Public Relations Handbook.
- 5) Technological ability to access and present information on HASC website and respond to electronic inquiries.

##### **b) Duties**

- 1) To manage [www.nafheartland.org](http://www.nafheartland.org) for HASC.
- 2) To upload current HASC minutes to all Internet sites for HASC.
- 3) To maintain current HASC meeting list on the HASC website.
- 4) To upload current HASC procedural guidelines to HASC website.
- 5) To provide an accurate events page on the HASC website.
- 6) All functions on events page will have an area-approved flyer of that function available for download.
- 7) All downloadable documents will be in Adobe Acrobat format (PDF) and Microsoft Word format (DOC) or Microsoft Excel format (XLS).
- 8) To implement HASC directives in a timely manner.
- 9) To check all accounts for HASC webpage, reply and or forward emails/information as needed (to appropriate Subcommittee, Admin Committee, and GSRs) regularly, at least once a week.

#### **6. General Provisions**

No vice chair or other alternate type representative shall automatically assume the next higher position, although those positions may be filled by alternates during absences. All positions in this committee are filled by members who have been voted in by their respective committees. All offices of this committee shall be elected from current regular participants of the PR committee and must be present at the time of nomination and election. The committee chair shall be elected by the ASC.

## **G. Special Task Forces**

Certain members shall be assigned special tasks by this committee to assure the availability of materials needed to carry out our purposes and functions. These materials shall be uniform in style and message and may be obtained through contact with the Florida Regional PR committee and/or the WSC PR Committee. Any new material developed in the Heartland Area PR committee, shall be reviewed and approved by the committee as a whole before distribution.

These assignments may include, but are not limited to, the following:

1. Speaker Pools.  
See Speaker Panel guidelines and qualifications.
2. Written Press releases / Press Kits.
3. Taped messages for Radio and TV.
4. Material for community posting, i.e. bulletin boards, buses, government agencies, libraries, etc
5. Letters, including introductions, follow-ups, and thank you notes.
6. Written formats for PR presentations to schools, version classes, etc.
7. Videotapes for TV.

## **H. Helpful Suggestions for PR Committee Members.**

Over enthusiasm can be potentially harmful to achieving our goals. Establish priorities and work toward accomplishing them in a fully informed manner that is consistent with our Twelve Steps and Twelve Traditions.

ALWAYS Keep in mind our Eleventh Tradition: “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.”

It is through group conscience that service work is best accomplished and NO INDIVIDUAL EFFORTS should be undertaken. Keep in mind our First Tradition: “Our common welfare should come first; personal recovery depends on N.A. unity.

It is important to avoid stating opinions during presentations or media requests and one should not be “THE” spokesperson for N.A. some media requests may well be beyond the scope of Area PR and should be referred to the appropriate service body. Remember our Tenth Tradition: “Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.”

Any PR undertaking should be looked at for its possible effects upon N.A. as a whole, or any immediate effects upon the Area and/or Region, and only after thorough examination of possible consequences should PR projects be undertaken. Remember our Ninth Tradition: “N.A. as such ought never be organized; but we may create service boards or committees directly responsible to those they serve.”

## **SPEAKER PANEL GUIDELINES AND QUALIFICATIONS**

### **Article I**

#### **Purpose**

To create qualified speakers for Public Relations presentations.

### **Article II**

#### **Responsibilities**

- A. To train and qualify speakers for Public Relations presentations.
- B. Speaker Panel will remain directly responsible to Heartland Area PR Committee.

### **Article III**

#### **Officers of Heartland Area Public Relations Speaker Panel**

- A. Coordinator: Chair of PR Committee coordinates and steers events.
- B. Secretary: Vice Chair of PR Committee records minutes of Speaker Panel Workshop events.

### **Article IV**

#### **Qualifications for Speaker Panel Member**

- A. One (1) year clean time. However members in N.A. with less time who are interested and have a desire to speak are greatly encouraged to begin qualifying to be a speaker as soon as they have that desire.
- B. Completely familiar with 12 Traditions of N.A.
- C. Completely familiar with Heartland Area Public Relations Guidelines and Suggestions.
- D. Member must attend six (6) PR Speaker Panel meetings.
- E. Completely familiar with the N.A. text.
- F. Yearly requalification necessary.

**\_\_\_\_\_ Subcommittee Meeting Minutes**

**Date/Time/Location:** \_\_\_\_\_

**Chair:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Next Date/Time/Location:** \_\_\_\_\_

**In Attendance:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Open with Serenity Prayer** \_\_\_\_\_, **12 Traditions Read** \_\_\_\_\_, **Purpose Read** \_\_\_\_\_

**Minutes/Notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Points of Interest and/or Problems Encountered:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Finances: Total Area Funds Used in Past Month:** \_\_\_\_\_

**Funds Used For:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Event Notes & Comments**

**Event Date/Time/Location:** \_\_\_\_\_

**Event Coordinators:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_

**Next Event Date/Time/Location:** \_\_\_\_\_

**In Attendance:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Open with Serenity Prayer** \_\_\_\_\_, **12 Traditions Read** \_\_\_\_\_,

**Minutes/Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Special Points of Interest and/or Problems Encountered:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Finances: Total Area Funds Used in Past Month:** \_\_\_\_\_

**Funds Used For:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Use of the Contingency Plan

Purpose: The purpose of this contingency plan is to outline how the Heartland Area Public Relations Subcommittee responds to requests from the public concerning Narcotics Anonymous. The Public Relations subcommittee and its members shall adhere to the plan to the best of their ability. It is the responsibility of the Public Relations subcommittee to inform the NA members in the Area of how to reach the Public Relations subcommittee when approached for information about NA from the public and especially from the media. Any NA member receiving a request for information from the public should contact immediately one of the following trusted servants in the following order:

- » The Area Public Relations Subcommittee Chairperson or Vice Chairperson
- » The Area Service Chairperson or Vice Chairperson
- » The Regional Committee Member (RCM 1) or the Regional Committee Member 2 (RCM 2)
- » The Regional PR Chairperson or Vice Chairperson
- » The Regional Delegate or Regional Delegate Alternate

The trusted servants listed above should serve as the focal points for coordination of communications within the Fellowship and for their respective committees or subcommittees.

### Requests for information about NA

Through NA members - Communications passed on to the Public Relations subcommittee through NA members should be given to the Chairperson or Vice Chairperson of the Public Relations subcommittee as soon as possible. The Chairperson or Vice Chairperson will contact the NA member to gain as much information as is necessary to follow through on responding to the public information request. The Chairperson or Vice Chairperson may appoint a PR subcommittee member to handle the request. Communication with the member(s) of the public should be done within 24 to 48 hours, whether by e-mail, telephone call, postal service or in person (in pairs of trusted servants).

Through the Mail - Communications passed on to the Public Relations subcommittee through

the Area Service Committee Secretary or from other Area Service trusted servants should be given to the Chairperson or Vice Chairperson of the Helpline/PR subcommittee as soon as possible. The Chairperson or Vice Chairperson will acknowledge receipt of the information and gain as much information necessary to follow through on responding to the public information request (if necessary). The Chairperson or Vice Chairperson may appoint a Public Relations subcommittee member to handle the request.

Communication with the member(s) of the public should be done within 24 to 48 hours, whether by e-mail, telephone call, postal service or in person (in pairs of trusted servants).

Through the Internet - Communications passed on to the Public Relations subcommittee from a trusted servants of the Area E-group (Yahoo) should be given to the Chairperson or Vice Chairperson of the Public Relations subcommittee as soon as possible. The Chairperson or Vice Chairperson will acknowledge receipt of the information and gain as much information necessary to follow through on responding to the public information request (if necessary). The Chairperson or Vice Chairperson may appoint a Public Relations subcommittee member to handle the request.

Communication with the member(s) of the public should be done within 24 to 48 hours, whether by e-mail, telephone call, postal service or in person (in pairs of trusted servants).

From other NA Service Boards or Committees - Communications passed on to the Public Relations subcommittee from the Area Service Committee Secretary or other responsible trusted servant should be given to the Chairperson or Vice Chairperson of the subcommittee as soon as possible. The Chairperson or Vice Chairperson will contact the trusted servants of the Area Service Committee to acknowledge receipt of the information and share the nature of the communication(s). Necessary follow up and responses will be communicated to the Area Service Committee Chairperson or vice Chairperson. The Chairperson or Vice Chairperson may appoint a Public Relations subcommittee member to handle the request. Disposition of the communication will be coordinated through the Area Service Committee Administrative Subcommittee.

Materials and Budget - A response to a communication from the public, regardless of the method of receipt, may include a mailing of material. The standard mailing will consist of:

- A Cover Letter
- IP #1, "Who, What, How and Why"
- IP #7, "Am I an Addict?"
- IP #22, "Welcome to NA"
- IP #16, "For the Newcomer"
- Local Meeting Schedule
- Booklet "NA: A Resource in Your Community"

**Additional materials may include:**

NA White Booklet

Presentation Paper "Facts About Narcotics Anonymous"

IP #13, "Youth and Recovery"

Costs for postal mailings will conform to budgeting as approved by the Area Service Committee for the Public Relations subcommittee's communications costs. Costs for long distance telephone calls will be reimbursed to the Public Relations subcommittee chairperson for up to \$25 per month.

Requests for a NA Presentation

Who is responsible - Requests for a presentation will be coordinated by the Chairperson or Vice Chairperson of the Public Relations subcommittee. If the relevant Task Force Coordinator position on the Public Relations subcommittee is filled, the responsibility for handling the request will be given to the relevant Task Force Coordinator.

Information to Gather - The trusted servant assigned to responding to the request will establish communications with the requesting contact person and gather information such as:

Who is making the request? (Name of contact person, contact information, and type of organization.)

When and where is the presentation being requested for?

What expectations does the organization have of NA?

Any special circumstances or requests are being made of us? Are there any additional costs involved with the requested presentation?

Materials and Budget - The trusted servant assigned to responding to the request will determine if funding for materials needed for the event is available. The following is a list of literature and materials that may be used for presentations. Not all materials are required or limited to those on this list. See the Decision Making portion of this section for further information on choosing materials for a presentation.

**Information Pamphlet #1, "Who, What, How and Why" Information Pamphlet #7, "Am I an Addict?"**

Information Pamphlet #13, "Youth and Recovery"  
Information Pamphlet #16, "For the Newcomer"  
Information Pamphlet #22, "Welcome to NA" Booklet  
"NA: A Resource in Your Community" Booklet  
NA White Booklet  
"An Introduction to Narcotics Anonymous"  
Presentation Paper "Facts About Narcotics Anonymous"  
Local Meeting Schedules  
NA "business cards" with local phonenumber information  
Narcotics Anonymous "Basic Text" (display only)  
It Works: How and Why (display only)  
Just for Today (display only)  
World or Regional Service Office Order Form

**Decision Making** - The decision for determining if a request will be honored, which materials will be used and the choice of trusted servants to attend will be the responsibility of the Public Relations subcommittee as a whole. If a meeting of the subcommittee is not scheduled in time to respond to the request, then the subcommittee leadership will make the decision. Factors such as time frame, available materials, trusted servant availability; any special circumstances or requests and the forum for the presentation will be considered in the decision to honor the request. If the decision is that we not honor the request, then the trusted servant coordinating will inform the requesting contact person of our decision.

Requests for Information from the Media

**Who is Responsible** - Requests from any media (print, radio, video or the Internet) will be coordinated by the Chairperson or Vice Chairperson of the Public Relations subcommittee. If the Media Task Force Coordinator position on the PR subcommittee is filled, the responsibility for handling the request will be given to the Media Coordinator. Depending on the information gathered trusted servants should be notified by the Chairperson or Vice Chairperson of the Helpline/PR subcommittee as soon as possible. If the nature of the request falls under guidelines of the NA World Services Public Information Contingency Plan, that information will be passed on to the WSO Coordinator. It is always advisable to contact the World Service Office Public Relations Coordinator to discuss any media requests that may result in film crews and/or TV interviews with addicts.

**Information to Gather** - The trusted servant assigned to responding to the request will establish communications with the requesting contact person and gather information such as:

- >> Who is making the request? (Name of contact person, contact information, and type of organization.)
- >> What is the nature of the request? (Interview, general information, response to public event or other circumstance.)
- >> Is the personal identity of a NA member at stake? (Will a NA member's anonymity be compromised.)
- >> Are there any special circumstances or requests are being made of us?
- >> Are there any additional costs involved with the requested presentation? (Beyond normal circumstances.)

Materials and Budget - The trusted servant assigned to responding to the request will determine if funding for materials needed for the event is available. Additional materials may be necessary not normally used such as video and radio public service announcements, or the "Just For Today" video. Any other costs should be evaluated by the Public Relations subcommittee if an out-of-budget request is needed of the Area Service Committee to accomplish the task.

Decision Making - The decision for determining how the request will be responded to will be the responsibility of the Public Relations subcommittee leadership in conjunction with the leadership of the Area Service Committee and any other boards or committees of Narcotics Anonymous in a spirit of cooperation. Factors such as time frame, available materials, trusted servant availability; any special circumstances or requests will be considered in the decision on how to respond to the media inquiry. If the decision is that we not honor the request, then the Public Relations subcommittee leadership will inform the media contact person of the decision.

Requests that may affect other Areas, Regions or NA World Services

Who is Responsible - Any request of contact that may affect other areas, regions or NA World Services will be coordinated by the Chairperson or Vice Chairperson of the Public Relations subcommittee.

Information to Gather - The Chairperson or Vice Chairperson of the Public Relations subcommittee will determine:

- » Who is making the request? (Name of contact person, contact information, and type of organization.)
- » What is the request?
- » What expectations does the organization have of NA?
- » Are any special circumstances or requests being made of us?
- » Which service boards and committees need to be notified of the contact?
- » Who are the contact persons for these affected service boards and committees?
- » Are there any additional costs involved with the requested presentation?

Materials and Budget - The Chairperson or Vice Chairperson of the Public Relations subcommittee assigned to coordinating communications on the request or contact will determine if funding for materials needed for the event is available. It also may be a matter of coordination with other service committee or board expenses. Additional materials may be necessary not

normally used such as video and radio public service announcements or prepared press releases (see A Guide to Public Relations). Any other costs should be evaluated by the Public Relations subcommittee leadership if a special request is needed of the Area Service Committee, Regional Service Committee or to NA World Services.

Decision Making - The decision for determining how the request will be responded to will be the responsibility of the Public Relations subcommittee in conjunction with the leadership, appointed trusted servants or special workers of Narcotics Anonymous with a spirit of cooperation. Factors such as time frame, available materials, trusted servant availability; any special circumstances or requests will be considered in the decision on how to respond to the request or contact.

**PR Contacts for the Fellowship: List of Regional Trusted Servants**

<b>List of Local PR Contacts:</b>	RSC PR Chair
Public Relations Chair	RSC Chair
Public Relations Vice-Chair	RSC Vice Chair
Public Relations Secretary	RSC Secretary
Public Relations Resource Officer	RSC Alt Secretary
H&I Liaison	

**List of Area Trusted Servants: List of NA World Services Contacts:**

ASC Chair	WSO PR Coordinator
ASC Vice-Chair	
ASC Secretary	
ASC RCM	