

Chippewa Valley Area Service Committee of Narcotics Anonymous

Policies and Procedures

I. STATEMENT OF PURPOSE

The purpose of the Chippewa Valley Area Service Committee is to be supportive of its Groups and their primary purpose. Chippewa Valley Area Service Committee accomplishes this task by linking the Groups within the area, helping Groups deal with their basic situations and needs, providing services as directed by its Groups, providing services within its communities, and by encouraging the growth of the fellowship of Narcotics Anonymous.

II. STRUCTURE

Chippewa Valley Area Service Committee is comprised of Administrative Servants, Subcommittees and *Group Service Representatives* to fulfill the services directed by its Groups.

A. Administrative Servants of Area:

Chairperson, Vice-Chairperson, Regional Committee Member, Regional Committee Member-Alternate, Treasurer, Treasurer-Alternate, Secretary, Secretary-Alternate, Web Servant, Web Servant-Alternate.

B. Subcommittees of Area:

Activities, Literature, Public Relations, Hospitals and Institutions, Policy and Procedure, Outreach.

C. Groups: *Group Service Representatives* and *Alternates*.

III. MEETINGS

Chippewa Valley Area Service Committee will hold rotating service meetings the first Saturday of the month, time and place to be announced.

A. Exceptions can be made.

B. All Narcotics Anonymous members are welcome to attend Area Service meetings.

C. Chippewa Valley Area will donate \$15 to facility that hosts Area Service Committee meeting.

IV. AREA MEETING FORMAT

A. Open with a moment of silence to reflect on why we are here.

B. Service Prayer: *"God, grant us knowledge that we may work according to your divine precepts, instill in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."*

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

D. Let's go around and introduce ourselves.

E. 12 Traditions of Narcotics Anonymous

F. Roll Call:

1. Groups: *Group Service Representatives/Group Service Representative-Alternates.*
2. Administrative Servants: *Chairperson, Vice-Chairperson, Regional Committee Member, Regional Committee Member-Alternate, Treasurer, Treasurer-Alternate, Secretary, Secretary-Alternate, Web Servant, Web Servant-Alternate.*
3. Subcommittee Chairpersons: *Activities, Activities-Alternate, Literature, Literature-Alternate, Public Relations, Public Relations-Alternate, Hospitals and Institutions, Hospitals and Institutions-Alternate, Policy and Procedure, Policy and Procedure-Alternate, Outreach, Outreach-Alternate.*

G. Has everyone had a chance to look over last month's Minutes?

(Chairperson entertains a motion to accept)

H. Some reminders: Please submit any financial exchanges to the *Treasurer* and literature purchases to the *Literature Chairperson*. Please include all pending motions in your verbal report and submit them to the *Chairperson* at the end of your report. Submit all reports to the *Secretary* in writing.

I. 7th Tradition

J. Administration and Subcommittee reports: After each report, there will be an opportunity for questions and comments. All reports should have a motion to accept.

K. 10 minute break

L. Group Service reports

M. 15 minute open forum

N. Old Business

1. Pending business from last Area meeting
2. Elections

O. New Business

1. New motions
2. Group concerns

P. Announcements

1. Next Area meeting site
2. Subcommittee meeting times and places
3. *Secretary* to read key points to bring back to groups

Q. Close with group hug and the Serenity Prayer

V. MINUTES

The Area minutes will include the following:

- A.** Date/Place
- B.** Attendance
- C.** Time meeting began
- D.** Administrative Servant reports
- E.** Subcommittee reports
- F.** Group Service reports
- G.** Old business
- H.** New business
- I.** Key points to bring back to Groups
- J.** Next Area meeting site/time/location

Minutes will be emailed to all Administrative Servants, Subcommittee Chairpersons, *Group Service Representatives* and those requesting them; within 20 days after the Area meeting.

VI. PARTICIPATION / VOTING

- A. Only *Group Service Representatives* or in their absence *Group Service Representative-Alternates* may vote. Each Group is allowed one vote.
- B. Any Narcotics Anonymous member present may make and second motions, with the exception of the Area *Chairperson*, and/or person acting as Area *Chairperson*, who can only entertain motions.
- C. All tie votes will be tabled until the next Area meeting, taken back to the Groups and voting on again.
- D. Any Narcotics Anonymous member present may bring up issues and/or participate in discussion at the Area meeting, once the Area *Chairperson* recognizes them.

VII. MOTIONS

- A. All motions should be in writing and require a second before motions are entertained.
- B. Trusted Servant and Subcommittee motions are to be presented at the end of their report verbally.
- C. At any time in the motion process, only a *Group Service Representative/Alternate* can ask that the motion go back to the Groups for a Group Conscience. The motion process ceases and the issue is postponed until the next Area meeting where the Conscience of the Groups will be conveyed.
- D. All motions to change policy require a 2/3rds majority to pass. All other motions require only a simple majority to pass.
- E. The Area follows common courtesy and common sense.

VIII. ELECTIONS

- A. Administrative and Subcommittee Trusted Servants of the Chippewa Valley Area Service Committee are to be elected by the Area Service Committee. Elections for Trusted Servants are to be announced one month in advance and held at the Area Service meeting in June and December during old business.
- B. Elections to fill vacant Trusted Servant positions will be held monthly at the Area Service meeting during old business. The Groups will be informed of any vacant positions prior to elections.
- C. Election Schedule:
(Terms are to be from June to June and from December to December respectively)
 - 1. **June:** *Chairperson, Vice-Chairperson, Regional Committee Member, Regional Committee Member-Alternate, Activities, Activities-Alternate, Literature, Literature-Alternate, Public Relations, Public Relations-Alternate, Hospitals and Institution, Hospitals and Institution-Alternate.*
 - 2. **December:** *Treasurer, Treasurer-Alternate, Secretary, Secretary-Alternate, Web Servant, Web Servant-Alternate, Policy & Procedure, Policy & Procedure-Alternate, Outreach, Outreach-Alternate.*
- D. The position of those elected takes effect at the close of the Area Service meeting.
- E. Must be present and willing to volunteer or accept a nomination one month prior to elections.
- F. Election procedure:
 - 1. Elections:
 - a) The Area *Chairperson* will ask each nominee/volunteer from the previous Area meeting to verbally answer "*Service Resume*" questions and then open the floor for questions and concerns.
 - b) The vote for each position will be taken by secret ballot, the vote count will not be revealed and in keeping with our traditions, voter anonymity will be maintained.
 - c) The Area *Chairperson* and *Vice-Chairperson* will count the votes. If the position is for *Chairperson/Vice-Chairperson*, then the *Vice-Chairperson/Chairperson* and the *Regional Committee Member or the Regional Committee Member-Alternate* will count the votes.

- d) The person with the majority of the votes will be elected. If the vote is a tie, a second vote will be taken to break the tie if possible.
 - e) The *Chairperson* will then thank nominees/volunteers for their willingness to serve and congratulate the person who was elected.
2. Nominations/Volunteers:
- a) The Area *Chairperson* will state the position to be filled and then open the floor for nominations, recognizing those who wish to make nominations.
 - b) Those nominated need to accept or decline nomination.
 - c) After all nominations are made, the Area *Chairperson* will ask for volunteers.
 - d) The *Secretary* will record nominations and volunteers in the order they were made.
 - e) The Area *Chairperson* will close nomination and volunteer process. Elections for those nominated/volunteering will be held at the next Area meeting.

IX. FINANCIAL

- A. Area will maintain one bank account with Federal ID number.
- B. Area expenditures will not exceed Area funds.
- C. All bank statements will be sent to the *Treasurer's* home address.
- D. Area requires two signatures on all checks.
- E. The signers of the checking account will be the Area *Treasurer* or *Alternate* and one of the following: *Chairperson*, *Vice-Chairperson*, *Secretary*, or *Regional Committee Member*. If two signers mentioned above occupy the same household they may not sign the same check.
- F. All donations to the Area are to be given to the Area *Treasurer* and a receipt will be written.
- G. A receipt must be submitted for reimbursements, except for the Outreach committee who will submit mileage in their reports. All requests for reimbursements must be approved by the Area Service Committee.
- H. Deposits are to be made within seven days after the Area meeting.
- I. All checks issued must have a dollar amount applied.
- J. All merchandise and literature purchases need Area approval.
- K. No credit extended with merchandise.
- L. Area Subcommittees provide financial reports of expenditures and income when applicable.
- M. Area *Treasurer's* report to include; bank statement, accurately completed reconciliation statement, beginning balance, income, expenses, ending balance. Copies are to be submitted to the *Secretary* for the minutes.
- N. An audit of the Area Treasury will be conducted every November. Additional audits can be conducted as deemed necessary. Area *Chairperson* will appoint an Ad-Hoc committee in September to have the audit completed before the November Area Service meeting.
- O. All individuals that handle Chippewa Valley Area funds must be a Narcotics Anonymous member and meet a minimum one-year continuous clean time requirement.
- P. The Area will establish working reserves and funds for specific use. The following process needs to be followed when using reserves/funds:
 - 1. Working Reserves:
 - a) Are to be given in advance and are replenished upon collection of receipts. Subcommittee working reserves can only be made out to the Chairperson or Alternate.
 - b) Working Reserves must be archived by the *Treasurer*, and returned to the Area at the end of the recipient's term of office.
 - 2. Funds:
 - a) Must have Area approval by a majority of voting members for access.
 - b) An itemized budget must be presented to the Area before the funds can be used.

Q. Anti-Theft Policy:

1. Persons accepting responsibility for Chippewa Valley Area funds will sign an acknowledgement of financial responsibility stating they understand the implications of any abuse of the responsibility.
 - a) In the event of theft/loss of Chippewa Valley Area funds, action to be taken will be determined by Group Conscience of the Area.
2. Any NA member can request an immediate audit of Area funds (including Subcommittee money) to be completed for the next Area Service Committee meeting.

X. REQUIREMENTS TO SERVE AREA

- A.** The individual must be a Narcotics Anonymous member.
- B.** Meet continuous clean time requirements.
- C.** Willingness and desire to serve in the position.
- D.** Time and resources necessary to fulfill the duties of the position.
- E.** Have an understanding of and practical experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

XI. DUTIES OF AREA BY POSITION

ADMINISTRATIVE SERVANTS

- A. Chairperson/1 year continuous clean time.**
 1. To follow the meeting format while presiding over Area meetings.
 2. Attend and report any activities not reflected by any other Area Trusted Servant and submit a written report to the Area *Secretary*.
 3. Initiate all necessary correspondence.
 4. Assures the policies and the procedures of the Area are adhered to in all matters.
 5. Assures Traditions are upheld in all endeavors.
 6. Capable of conducting the Area meeting with a firm yet understanding hand.
 7. The elected *Chairperson* may not hold any other Administrative or Subcommittee position.
- B. Vice-Chairperson/1 year continuous clean time.**
 1. Attend Area meetings.
 2. In the absence of the *Chairperson*, the *Vice-Chairperson* will perform the duties of the *Chairperson*.
 3. In the absence of a Subcommittee Chairperson and Alternate, the *Vice-Chairperson* will preside over that Subcommittee.
 4. Supports any Subcommittee that requests it.
- C. Regional Committee Member/1 year continuous clean time.**
 1. Carries the Conscience of the Area to the Regional Service Committee and brings the Conscience of the Regional Service Committee to the Area.
 2. Attend and report to the Area all ongoing activities of the Regional Service Committee and submit a written report to the Area *Secretary*.
 3. Attend and report to the Regional Service Committee all ongoing activities of the Area and submit a written report to the Regional Service Committee *Secretary*.
 4. Initiates all necessary correspondence with the Regional Service Committee.
 5. Plans and presides over the annual *Conference Agenda Report* review and collects Conscience.
- D. Regional Committee Member-Alternate/1 year continuous clean time.**
 1. Assists and learns all *Regional Committee Member* activities.
 2. Attend Area meetings.

3. Attends Regional Service Committee meeting.
 4. Capable of conducting the *Regional Committee Member's* duties when necessary.
- E. Treasurer/2 years continuous clean time.**
1. Maintains accurate records of all Area's money transactions.
 2. Attend and submit written *Treasurer* report to the *Secretary* at the Area meetings.
 3. Ability to balance the Area's checkbook accurately.
 4. Ensures that all deposits are made within seven days of the Area meeting.
 5. Ability to follow set procedures in recording Area transactions.
 6. To pick up mail and distribute to appropriate Administrative Servants, Subcommittees and Groups.
- F. Treasurer-Alternate/2 years continuous clean time.**
1. Assists and learns all *Treasurer* activities.
 2. Attend Area meetings.
 3. Capable of conducting the *Treasurer's* duties when necessary.
- G. Secretary/1 year continuous clean time.**
1. Keeps accurate Minutes of each Area meeting and maintains archives.
 2. Attend Area meetings, submit report, and collects all reports.
 3. Types and distributes Minutes to each Area Administrative Servant, Subcommittee Chairperson, *Group Service Representative* and any individual who requests them.
 4. Maintains the Area phone/ mailing/e-mail list.
 5. Ability to follow set procedures in recording Area Minutes.
 6. Annual Budget \$230.
 7. Sees to the distribution of fliers to Area and *Regional Committee Member or Alternate*.
- H. Secretary-Alternate/6 months continuous clean time.**
1. Assists and learns all *Secretary* activities.
 2. Attend Area meetings.
 3. Capable of conducting the *Secretary's* duties when necessary.
- I. Web Servant/1 year continuous clean time.**
1. Attend Area meetings and submit written report.
 2. Creates, coordinates, manages and maintains Chippewa Valley Area Internet related projects or website business. Designs and manages Chippewa Valley Area presence on linked websites.
- J. Web Servant-Alternate/6 months continuous clean time.**
1. Attends Area meetings.
 2. Assists *Web Servant* with all duties.
 3. Assumes *Web Servant's* responsibilities as necessary.

SUBCOMMITTEE CHAIRPERSONS/ALTERNATES

- K. Activities Chairperson/1 year continuous clean time.**
1. Attend Area meetings and submit written report.
 2. Plans, organizes and conducts Area functions.
 3. Provides Area with financial report when necessary, including proposed budgets.
 4. Assures each Area function is; Open formatted "*No Addict Turned Away*" and held in an appropriate establishment.
 5. Accurately reports and maintains \$200 working reserve.
- L. Activities-Alternate/6 months continuous clean time.**
1. Assists *Activities Chairperson* with all duties.
 2. Attends Area meetings.
 3. Assumes *Activities Chairperson's* responsibilities when necessary.

- M. *Literature Chairperson***/2 years continuous clean time.
1. Attend Area meetings and submit written reports.
 2. Maintains working reserve of \$800; when working reserve exceeds \$850, excess is surrendered to Area *Treasurer*.
 3. Handles, distributes, and orders all Area literature needs.
 4. Attend and reports all literature transactions at the Area meeting and submits written report to the Area *Secretary*.
 5. Provides the Area with financial reports of literature sales and purchases including all receipts. An audit will be completed by May.
 6. Has literature available at Area meetings.
- N. *Literature-Alternate***/1 year continuous clean time.
1. Assists and learns all *Literature Chairperson* activities.
 2. Attend Area meetings.
 3. Capable of conducting the *Literature Chairperson's* duties when necessary.
- O. *Public Relations Chairperson***/1 year continuous clean time.
1. Attend Area meetings and submit written report.
 2. Spreads awareness of Narcotics Anonymous Fellowship Program, and helps create awareness for the Chippewa Valley Area, groups within the communities and the public media, while preserving anonymity and other Traditions.
 3. Follow all Public Relations handbook guidelines.
- P. *Public Relations-Alternate***/6 months continuous clean time.
1. Assists and learns all *Public Relations Chairperson* activities.
 2. Attend Area meetings.
 3. Attends Public Relations meetings.
 4. Capable of conducting the *Public Relations Chairperson's* duties when necessary.
- Q. *Hospitals and Institutions Chairperson***/1 year continuous clean time.
1. Attend Area meetings and submit written report.
 2. Coordinates, manages and directs all Chippewa Valley Area relations and activities of Narcotics Anonymous with individuals and facilities of: the professional, law and legal enforcement, mental health, or addiction treatment facilities within Chippewa Valley Area boundaries.
 3. Enrolls addicts to serve as speakers and/or Chairs of meetings in hospitals and institutions.
 4. Follow all Hospitals and Institutions handbook guidelines.
- R. *Hospitals and Institutions-Alternate***/6 months continuous clean time.
1. Assists and learns all *Hospitals and Institutions Chairperson* activities.
 2. Attend Area meetings.
 3. Attends Hospitals and Institutions meetings.
 4. Capable of conducting the *Hospitals and Institutions Chairperson's* duties when necessary.
- S. *Policy and Procedure Chairperson***/1 year continuous clean time.
1. Attend Area meetings and submit written report.
 2. To review and maintain archives of the Policies and Procedures adopted by Chippewa Valley Area.
 3. To maintain Policy package as directed by Groups of Chippewa Valley Area.
 4. To answer questions, address issues and advise on matters of Service Policy and Procedure.
- T. *Policy and Procedure-Alternate***/6 months continuous clean time.
1. Attends Area meetings.
 2. Assists *Policies and Procedures Chairperson* with all duties.

3. Assumes *Policies and Procedures Chairperson's* responsibilities as necessary.

U. Outreach Chairperson/6 months continuous clean time.

1. Attend Area meetings and submit written report.
2. To work with *Public Relations, Hospitals and Institutions* or any other Chippewa Valley Area Subcommittee whose responsibilities may overlap with *Outreach*.
3. To report back to Chippewa Valley Area Service Committee any concerns from Groups that may be geographically isolated, may be isolated by things like personal choice, language, or cultural differences; regarding their needs, ability, or desire to participate in the Area Service Committee.
4. May conduct "*Meetings on Wheels*" to carry the message to members medically incapacitated or otherwise shut in, as needed or requested.
5. Distribute meeting lists when attending meetings.
6. Contact Groups to make sure the meeting is functioning properly or exists.
7. Must have valid driver's license and insurance, along with no "*Wants or Warrants*."
8. \$50 a month maximum reimbursement for fuel at a rate of \$.25 per mile.

V. Outreach Alternate/6 months continuous clean time.

1. Attends Area meetings.
2. Assist *Outreach Chairperson* with all duties.
3. Assumes *Outreach Chairperson's* responsibilities as necessary.

XII. REMOVAL OF INDIVIDUAL FROM ELECTED POSITIONS

A. Resignation is considered automatic for two consecutive months of no contact with *Area Secretary*.

B. Relapse is automatic termination from position.

Removal of Administrative Servants and Subcommittee Chairpersons/Alternates is determined by Group Conscience of the Area.

XIII. REMOVAL OF MEETING FROM MEETING LIST

Removal of a meeting from Chippewa Valley Area meeting list is determined by Group Conscience of the Area.

XIV. NEW MEETINGS

Groups, that are abiding by the Twelve Traditions of Narcotics Anonymous and have held meetings for at least thirty days; may join the Chippewa Valley Area, participate in the decision making process and their *Group Service Representatives* or *Alternates* may vote at the Area Service Committee meetings.

Group information will be added to our meeting lists in due time.