

SOUTHEASTERN  
MASSACHUSETTS AREA OF  
NARCOTICS ANONYMOUS  
POLICY

**Approved March 2017**  
**Last Revised July 2024**



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\*As found in "A Guide to Local Services in Narcotics Anonymous"

**SOUTHEASTERN MASSACHUSETTS AREA OF NARCOTICS ANONYMOUS**  
**Area Service Guidelines**

**I. PURPOSE**

- A. The purpose of this Area Service Committee ("ASC") is to be supportive of its area groups and their primary purpose, by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.

**II. CONDUCTING BUSINESS**

- A. A Guide to Local Services in Narcotics Anonymous will be used for normal business.
- B. Southeastern Mass Area Service Guidelines will be used as a guideline to parliamentary procedure and in clarifying procedures that differ from Robert's Rules of Order or any other NA guidelines.
- C. The guidelines set forth supersede any rules set previously and may be changed by the procedures set forth in this guide.

- D. For clarification, these references are used in the following order:

Southeastern Mass Area Guidelines

A Guide to Local Services

The 12 Concepts for NA Service

The 12 Traditions

The customary way the Southeastern Mass Area conducts business

Robert's Rules of Order

- E. Southeastern Mass Area Service Committee meeting will alternate a GSF (Group Support Forum) bi-monthly:
1. The GSF format will be an opportunity to address any concerns, to workshop, brainstorm and discuss topics, ideas and solutions that build stronger groups and subcommittees in SEMA.
  2. The alternating month will be utilized to conduct business. All officers and subcommittee chairs (or a representative) will be present to read reports of their subcommittees' business from the prior two months and answer any questions on such reports. Once accepted by the GSR's the reports will be emailed to [secretary@semana.us](mailto:secretary@semana.us) to be included in the Area minutes.
- F. In the event that the chairperson is not present to facilitate the meeting, the order of succession is as follows: Vice chair, RCM, Policy chair. If none are present the body will elect a facilitator from the body at that time.
- G. If the SEMASC falls on a Sunday that conflicts with a Calendar observance or the New England Regional Service committee, the SEMASC will be reschedule for the 4<sup>th</sup> Sunday. (Added 5.16.2021)

### **III. NAME**

- A. The name of this area shall be the "Southeastern Massachusetts Area of Narcotics Anonymous" (SEMA)
  - 1. The name of this committee shall be: The SEMA Service Committee.
  - 2. This committee may be referred to as the Area Service Committee or "ASC".

### **IV. GENERAL POLICY**

- A. ASC officers should be selected from active Group Service Representatives (GSRs) if possible, except in the case of the Chairperson and Vice-Chairperson as noted elsewhere in these guidelines.
- B. ASC officers do not represent any group and have no vote at an ASC meeting except in the case of the Chairperson, as noted elsewhere in these guidelines.
- C. All ASC members and officers may succeed themselves in office. No officer can serve more than two (2) full consecutive terms in office.
- D. GSRs are the only voting members at the ASC meeting. Voting goes to their alternates or any elected trusted servant of the group in the absence of the group's GSR.
- E. All ASC meetings are open to any members of NA who have a voice on the floor when called on by the ASC Chairperson.
- F. Only those listed below can make or second a motion:
  - 1. GSR or their alternate in the absence of the GSR.
  - 2. RCM or their alternate.
  - 3. Literature Distributor or their alternate
  - 4. Vice Chairperson, Secretary or alternate, Treasurer or alternate and any Sub-Committee Chairperson.
- G. To be recognized on the floor a raise of hand is necessary.
- H. Quorum is one more than half of the voting participants.
  - 1. A quorum is needed for each motion.
  - 2. Two-thirds majority vote is needed for all policy additions, changes, and deletions.
  - 3. Voting participation is limited to any recognized elected GSR within this Area.
  - 4. The only votes counted in quorum are those groups that are currently being held and are listed in our meeting directories, with the exception of any new group to the area. (Added 11.18.18)
  - 5. The Chairperson has a vote only in the case of a tie.
- I. Discussions on motions and amendments should be kept to three pros and three cons.
  - 1. Consideration on motions may be extended by ruling of the Chairperson.
  - 2. If longer consideration is not desired, a motion to table may be in order.
  - 3. If tabled, the motion will automatically be on the agenda for the following month.
  - 4. A motion cannot be tabled more than once.
  - 5. All motions should be submitted to the Vice-Chairperson in writing before the opening of New Business. The author of the motion must be present and given time on the floor to explain the purpose and reason for the motion. If the author is not present at the time of the motion, the motion

is deemed out of order and thrown out. Motions-in-Force define what this ASC does or has done in the past.

6. Motions-in-Force can only be overturned by a three-fourths (3/4) vote of quorum.
  7. All motions submitted to the Vice-Chairperson will be numbered and discussed in the order they were received.
  8. All money motions are to be tabled to go back to groups, with the exception of the following:
    - a. Regional contributions
    - b. World Contributions
    - c. Starter kits for new groups
    - d. Previously budgeted items
  9. An abstention does not count as a vote of no. In case of an abstention being the prevailing vote of a simple majority, criteria of said motion will be referred back to the groups for a redress by the acting GSRs of the groups.
- J. Each member should acquaint themselves with the [Area Service Guidelines](#) and the [NA Guide to Local Service](#).
- K. Reports from GSR's should be in writing and sent bi-monthly, preferably via email to [secretary@semana.us](mailto:secretary@semana.us) and should consist of the following:
1. Name of group.
  2. Day of the week the group meets.
  3. Place or places of meeting.
  4. Time or times of meeting.
  5. Treasurer's report with amount of monthly contribution.
  6. Situations, problems or difficulties, etc.
  7. Group conscience decisions.
- L. Each Subcommittee's reports should be in writing and sent bi-monthly, preferably via email to [secretary@semana.us](mailto:secretary@semana.us) and consist of the following:
1. Name of Subcommittee.
  2. Subcommittee meeting minutes.
  3. Subcommittee activity.
  4. Accomplishments.
  5. Specific problems or situations.
  6. Plans for the coming month.
  7. Motions for group conscience.
  8. Number in attendance.
  9. Treasurer report (if applicable)
  10. Property inventory report (if applicable)
- M. Reports from the RCM should be in writing and sent bi-monthly, preferably via email to [secretary@semana.us](mailto:secretary@semana.us) and consist of the following:
1. A synopsis of the Regional Service report.
  2. Situations, problems or difficulties.
  3. Group conscience decisions.
  4. Date, time and place for the upcoming RSC meeting.
  5. Regional contributions and gas expense as needed.

- N. GSR's should give their group's contributions to the Area Treasurer before the opening of the ASC meeting.
- O. To become part of the service structure any new NA group must send a representative to the ASC meeting. In order to:
1. Register with the ASC Secretary.
  2. Be recognized by the Area to be placed on the meeting list.
  3. If desired, the Group should submit a motion for a group starter kit.
- P. If an issue is determined by the Chairperson or acting Chairperson, to fall under the responsibility of an existing Subcommittee, the issue is referred to that Subcommittee.
- Q. Resignation of ASC Officers and Subcommittee Chairpersons may be as follows:
1. Voluntary
    - a) In writing, to the ASC Chairperson, prior to the next ASC meeting.
  2. Involuntary
    - a) Automatic upon relapse during term in office.
    - b) May be needed for due cause, including actions not in accordance with the 12 Traditions and Area policy.
    - c) Non fulfilment of roles and responsibilities as laid out in "XI QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS."
  3. Process of Involuntary Resignation
    - a) The individual will be notified via phone call a minimum of 3 attempts prior to the next ASC to ensure well-being. If the individual is responsive, follow procedures c-f. If the individual is not responsive, follow procedures b-f
    - b) A motion for involuntary resignation with due cause shall be submitted at the next ASC meeting.
    - c) The respondent is given a rebuttal, if desired, not to exceed 5 minutes.
    - d) A closed ballot is taken.
    - e) A three-fourths (3/4) majority vote of the quorum is necessary to remove.
    - f) If the initial concern continues or occurs during the term in office, resignation is automatic.
- R. NA members must contact the ASC Chairperson prior to the ASC meeting to get anything on the agenda. Any item not on the agenda will be tabled to the next ASC meeting, at the discretion of the Chairperson or by Area conscience.
- S. ASC moves at a pace that allows the Secretary to take accurate minutes.
- T. All ASC reports are open to the ASC for discussion.
- U. If a GSR (or Alternate) from a specific group misses two consecutive ASC meetings, that meeting will be visited by the Fellowship Services Committee, with a report being brought by the Fellowship Services Committee to the next ASC meeting.
- V. Bi-annually the ASC takes an inventory:
1. This is a reflection of what we have done and what we hope to do.
  2. Where we have failed and where we have succeeded.
  3. Its intent is to provide direction, so we can better serve our area.

4. It should never be used as an instrument to destroy an individual's service responsibility or character.
  5. If a fault is found that does lie with an individual, the ASC must make every effort, in a loving manner, to help them out or pass the work on.
  6. We are not here to ostracize anyone.
- W. The Chairperson should work with the Fellowship Services Committee to be sure that the NA Groups of this Area are visited on a regular basis. If groups need help, a representative from the ASC may be appointed by them.
- X. All bills to this Area should go to the Area P.O. Box address which is: **SEMANA, P.O. Box 3351 Fall River, MA 02722** and presented to the Treasurer. A check will then be given to the Area Secretary.
- Y. The ASC meeting shall be non-smoking.
- Z. Each ASC meeting will be opened with the reading of the Service Prayer instead of the Serenity Prayer.
- AA. During each ASC, the concept of the month from the Twelve Concepts of NA will be read in its entirety.
- BB. Meeting lists will be printed 4 times per year in January, April, July, and October in sufficient quantities to supply the Area. All responsibilities and duties of ordering and distributing meeting lists to groups will be held by the acting Chairperson of the Southeastern Massachusetts Area.
- CC. 20% of the ASC ending working balance will be set aside each month; to be sent as contribution to the regional service committee meeting that meets bi-monthly. Only in January and June of each year the groups can vote to contribute about the allotted 20%.
- DD. RCM is to purchase and distribute 1400 regional meeting lists, bi-monthly, amongst SEMA groups and designated subcommittees.
- EE. In the event of a vacant Vice-Chairperson position, the ASC Chairperson shall **NOT** fill in for the Chairperson of any Subcommittee in the event of absence, loss of clean time, resignation, or impeachment of said Chairperson.

#### **V. SOCIAL MEDIA POLICY**

- A. These policies are created to preserve each individual's right to personal anonymity:
1. Southeastern Mass Area Facebook page will be the designated social media platform. It will be used as a community resource for addicts and non-addicts alike.
  2. The SEMA Facebook page along with the SEMA website will be the only medium used to post ASC approved flyers.
  3. Only Narcotics Anonymous approved literature will be posted to the page.
  4. The page will not allow rating, nor have any public affiliation. It does not have the capabilities of sending friend requests. The only requests that can be attached to this page are like requests.
  5. The page will have a disclaimer stating we are not affiliated with Facebook and that not all people who like this page are part of our fellowship

6. This page is not attached to any one person, the profile created to facilitate the Facebook page has pr@semana.us as the administrator. The profile used to create this page cannot have friends this is to hold a single point of accountability.
7. All subcommittees are responsible for holding committee members accountable for those whom chose to use social media to promote events outside of the designated Facebook page.
8. Creating events on social media by subcommittees is prohibited.
9. The Public Relations chair is responsible for the presentation, updates and upkeep of the Facebook page.
10. Any and all events/ pages/ groups, private or public, will be routed through the SEMA Facebook page.

## **VI. WEBSITE POLICY**

- A. The purpose of the website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communications.
1. The "Web-servant" is the point of accountability for the SEMA website
  2. Costs for web hosting, domain registration and security are the responsibility of the SEMASC
  3. The domain shall remain as "semana.us" and is the property of the SEMASC.
  4. Personal e-mail addresses are not to be used on the SEMA website.
  5. External hyperlinks will be only to official NA websites. The Web-servant will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.
  6. Links to outside entities will be restricted to World Service, Zonal Forums, Regions, and Areas.
  7. Each sub-committee may request to post information concerning activities, meeting minutes or other NA related information — excluding personal recovery communications.
  8. The Web-servant will review all documents prior to adding to the website in order to ensure members personal anonymity is maintained.

## **VII. FLYER APPROVAL POLICY**

- A. These guidelines must be followed for disbursement of any flyers at the SEMASC. Flyers will be reviewed by the Public Relations committee and the Web servant prior to publishing on web page and social media page.
1. Mandatory Content
    - a. Narcotics Anonymous Symbol with the Registered Trademark.
    - b. Two (2) names of reliable contact (Phone number and/or email)
    - c. Address, date(s) and time.
    - d. Suggested contribution amount, if any.
    - e. Details of activities.
    - f. Personal Anonymity must be upheld.
  2. If the flyer includes any of the below, it will not be eligible for disbursement.
    - a. Holiday Names
    - b. Full face photos
    - c. Brand endorsements
    - d. Implied affiliations with local facilities
    - e. Last names or other information that may challenge a member's anonymity
  3. Other helpful information
    - a. Check nerna.org/events for conflicting events.
    - b. Spell check.



- c. Have multiple members look over flyers for errors.
- d. Inform contact people of their responsibilities prior to posting their information.
- e. List details of facilities (Parking, Handicap accessibility, entrance location etc.)
- f. Flyer should be easily read (i.e. legible, clear font size and style)

### **VIII: STORAGE UNIT POLICY**

A. These policies are created to ensure the SEMA storage unit can be maintained as a secure and practical resource for our subcommittees.

1. SEMA's storage unit is to be utilized by any SEMA subcommittee needing to store materials or supplies belonging to such subcommittee one central location alleviating the responsibility of individual trusted servants to store items at their residence.
2. The unit space will be divided up amongst service committees that will be using it for storage. Delegation of size will be determined based on the amount of property committees will be storing.
3. A master logbook will be kept in the storage unit. Any items coming in and going out shall be logged with the following information:
  - i. Date
  - ii. Subcommittee storing the items
  - iii. List of items
  - iv. Initials/signature of subcommittee member and trusted servant with the key Each committee is responsible for their own inventory.
4. All subcommittee chairs in need will have keys to the unit
5. The following items should never be placed in storage unit: perishable items (no food, drink etc.) and personal belongings of individual members
6. Automated payments will be set up to be withdrawn from the ASC bank account monthly for payment of the storage unit.

### **IX. FINANCE POLICY**

A. Financial Records

1. The SEMASC fiscal year will run concurrent with the calendar year.
2. The fiscal year will consist of twelve (12) fiscal periods each running from the day of the ASC meeting to the day prior to the next.
3. SEMASC operating expenses are those expenses, determined by the SEMASC through the budget process, required to conduct business. The financial records of the SEMASC are always open to any member requesting access. One week's notice to the Treasurer is required for proper representation to be made.

B. Set-asides

1. Establishments or amendments of subcommittee set asides are determined by motions brought forth at the SEMASC.
2. Set asides are replenished for the next month of business at the close business in the current month.
  - a. Set aside replenishment is done in accordance with the dates listed in the treasurer's workbook.

C. Finance Committee (See description in Section X. Subcommittees, Finance Committee)

#### D. Disbursements

1. All disbursements from the SEMASC checking account need to be signed by the Treasurer and another cosigner (Chairperson, Vice Chairperson, Secretary, RCM) on the SEMASC bank account.
2. Virtual or digital transactions will be reviewed at least once per month by the treasurer and at least one other finance committee member and/or cosigner of the SEMASC bank account.
3. Standard, budgeted, recurring expenses and Fund Flow may be paid by the Treasurer without prior approval.
4. Elected/appointed trusted servants of the SEMASC shall be reimbursed for budgeted expenses upon submission of receipts to Treasurer.

#### E. Prudent Reserve

1. Prudent Reserve will be set at six months of the ASC's yearly expenses excluding subcommittee budgets/set asides. This will be reviewed every year in June, coinciding with the SEMASC treasurer election.
2. In case of unforeseen financial events the treasurer may submit a motion to increase prudent reserve for a specified amount of time.

#### F. Fund Flow

1. Total Fund Flow contribution will be determined at the end of every second Fiscal Period starting in January.
  - a. At the time of contribution, if the balance is above prudent reserve, then a contribution of 20 percent of working balance is contributed to region every 2 months.
  - b. Additional Fund Flow may be approved by GSRs at the time of contribution in January and June in the form of motion.

### **X. ELECTION OF OFFICERS OF THE ASC**

- A. Nominations should be solicited by the Group Conscience of each Group within the Area.
- B. Nominees must have experience on the Area level.
- C. If Groups do not provide nominations, such nominations will be filled by those presently active in the ASC.
- D. An explanation of the office is read from the "Area Service Guidelines" to establish Responsibilities of each position.
- E. The position is announced, and nominations are taken.
- F. Each nomination must be seconded.
- G. In the case of only one nomination a vote of majority is taken at the ASC.
- H. After accepting nominations from groups, the Chairperson will ask the floor if there are any further nominations.
- I. A motion is made to close nominations and must be seconded.
- J. At the time of nominations, each nominee should state in person their qualifications for serving that position.
- K. During any election a request for a paper ballot may be made.
- L. The Vice-Chairperson and RCM will count the ballots.
- M. All ASC Subcommittees will elect their own Vice-Chairperson. It is strongly suggested the Subcommittee Vice-Chairperson be willing to resign any conflicting positions on the Group or Area level.
- N. In the case of more than one nominee, the candidate who receives the majority of votes fills the position.

- O. In the case of more than one nominee, GSRs may exercise the right to enter a vote of "none of the nominees". If "none of the nominees" receives the majority of votes, then none of the nominees are elected and the position goes back out to the fellowship.

## **XI. QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS**

### **A. CHAIRPERSON**

#### 1. Qualifications:

- a) Two years abstinence from all drugs
- b) A willingness and desire to serve.
- c) Knowledge and application 12 Traditions and 12 Concepts of NA
- d) Service experience one-year on the group level and one year on any area level.
- e) Leadership, organization and communication abilities are necessary to fulfill this commitment
- f) Fulfillment of all previous service commitments is strongly suggested.

#### 2. Responsibilities of the Chairperson:

- a) Office of chairperson is a one-year commitment
- b) Attends all meetings of ASC.
- c) Arranges for and presides over all ASC meetings.
- d) Has the ASC meeting agenda ready and available prior to the meeting.
- e) Provides a bi-monthly written report for inclusion with the Area Minutes.
- f) Is responsible for ASC correspondence.
- g) Maintains all files and archives.
- h) Responsible for ordering and distributing meeting lists in sufficient quantities to supply the area.
- i) Co-signer on the area bank account.
- j) Chairperson only votes in the case of a tie.
- k) Enforces rules of decorum and discipline.
- l) Attempts to be absolutely fair and impartial.
- m) Attends the Bi-annual Area inventory meeting.
- n) Keep possession of the key to the Area post office box; go to that box weekly and forward information to Subcommittees as appropriate.
- o) A GSR may not serve as the ASC Chairperson concurrently.

### **B. VICE-CHAIRPERSON**

#### 1. Qualifications:

- a) One-year abstinence from all drugs
- b) A willingness and desire to serve.
- c) Knowledge and application 12 Traditions and 12 Concepts of NA
- d) Service experience, one-year on the group level and one year on any area level.
- e) Leadership, organization and communication abilities are necessary to fulfill this commitment
- f) Fulfillment of all previous service commitments is strongly suggested.

#### 2. Responsibilities of the Vice-Chairperson:

- a) The office of Vice-Chairperson is a one-year commitment
- b) Attend all ASC meetings.
- c) Provides a bi-monthly written report for inclusion with the Area Minutes.
- d) To number and read all motions submitted at the ASC meeting in the order they are received.
- e) Shall perform the duties of the ASC Chairperson in the absence of the Chair.
- f) Is a co-signer on the Area bank account

- g) Shall fill in for the Chairperson of any Subcommittee in the event of absence, loss of clean time, resignation or impeachment of said Chairperson until such time as the position is filled through an election.
- h) Act as liaison between all Subcommittees to assure proper coordination of responsibilities.
- i) Should attend as many Subcommittee meetings as possible (at least one every month).
- j) Responsible to arrange and to notify all ASC officers and subcommittee chairpersons if there is a change in the ASC meeting (day, time or place).
- k) Arrange for and preside over Bi-annual Area inventory meetings of the ASC.
- l) A GSR may not serve as the ASC Vice-Chairperson concurrently.

### C. SECRETARY

#### 1. Qualifications of the Secretary:

- a) One-year abstinence from all drugs.
- b) A willingness and desire to serve.
- c) Knowledge and application 12 Traditions and 12 Concepts of NA
- d) Service experience, one-year on the group level and one year on any area level.
- e) Leadership, organization and communication abilities are necessary to fulfill this commitment.
- f) Ability to type, send/receive electronic reports, and save/file documents appropriately.
- g) Fulfillment of all previous service commitments is strongly suggested.

#### 2. Responsibilities of the Secretary:

- a) The office of Secretary is a one-year commitment.
- b) Attend all ASC meetings.
- c) Keep an accurate record of each ASC meeting, including all reports typed or copied as is.
- d) Types and electronically mails, copies of the minutes to each GSR and each ASC Officer, no later than two weeks following the ASC meeting.
- e) Types emails and/or mails any letters, and/or correspondence that the ASC so dictates.
- f) Keeps the records of the ASC.
- g) Provides a bi-monthly written report for inclusion with the Area Minutes.
- h) Arranges for the printing of the local ASC stationery.
- i) Does any job that may be appointed to the Secretary during the year.
- j) Can be a co-signer on the Area bank account
- k) Attends the Bi-annual Area inventory meeting of the ASC.

### D. ALTERNATE SECRETARY

#### 1. Qualifications of the Alternate Secretary:

- a) Nine months continuous abstinence from all drugs.
- b) A willingness and desire to serve.
- c) Knowledge and application 12 Traditions and 12 Concepts of NA
- d) Service experience, nine months on the group level and any area level.
- e) Ability to or willingness to learn; to type, send/receive electronic reports, and save/file documents appropriately.
- f) Leadership, organization and communication abilities are necessary to fulfill this commitment.
- g) Fulfillment of all previous service commitments is strongly suggested.

#### 2. Responsibilities of the Alternate Secretary:

- a) The office of Alternate Secretary is a one-year commitment. (Nominees willing to serve this commitment must accept the position, under these terms, that the first year of service is becoming familiar with the secretary position in its entirety and the second year of service is to serve with the intent of fulfilling the secretary position)

- b) Attend all ASC meetings.
- c) Assist the Secretary whenever possible and to fill in when secretary is absent
- d) If for any reason the Secretary is unable to complete the term in office, the Alternate Secretary fills in for the Secretary until the Alternate Secretary is voted in, or a new Secretary is voted in.
- e) Attends the Bi-annual Area inventory meetings of the ASC.

#### E. TREASURER

1. Qualifications of the Treasurer:
  - a) Two years continuous abstinence from all drugs.
  - b) A willingness and desire to serve.
  - c) Knowledge and application 12 Traditions and 12 Concepts of NA
  - d) Service experience, one-year on both group level and any area level.
  - e) Leadership, organization and communication abilities are necessary to fulfill this commitment.
  - f) Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Treasurer:
  - a) The office of Treasurer is a one-year commitment.
  - b) Attend all ASC meetings
  - c) Provides a monthly written report for inclusion with the Area Minutes.
  - d) Make reports of contributions and expenditures at every ASC meeting, including Subcommittee transactions, as well as Bi-annual and annual reports.
  - e) A monetary figure of availability of funds is to be included in their report at each monthly ASC meeting.
  - f) Acts as a financial chairperson and attempts to make sure that each group is contributing their fair share to support the services necessary and to establish reserves that are adequate to serve the Area.
  - g) All money must be counted by both; the Treasurer and Alternate Treasurer then put into deposit bag and deposited immediately after ASC meeting.
  - h) The Treasurer distributes the funds to pay the bills as needed and keeps accurate receipts.
  - i) Is responsible to keep funds available for printing of Area Meeting Lists at least four (4) times per year.
  - j) Is a co-signer to the area bank account
  - k) Attend the Bi-annual Area inventory meetings of the ASC.
  - l) Keep possession of the key to the Area post office box; go to that box weekly and forward information to Subcommittees as appropriate.

#### F. ALTERNATE TREASURER

1. Qualifications of the Alternate Treasurer:
  - a) Twenty months continuous abstinence from all drugs.
  - b) A willingness and desire to serve.
  - c) Knowledge and application 12 Traditions and 12 Concepts of NA
  - d) Service experience, one-year on both group level and any area level.
  - e) Leadership, organization and communication abilities are necessary to fulfill this commitment.
  - f) Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Alternate Treasurer:
  - a) The office of Alternate Treasurer is a one-year commitment. (Nominees willing to serve this commitment must accept the position, under these terms, that the first year of service is becoming familiar with the treasurer position in its entirety and the second year of service is to serve with the intent of fulfilling the Treasurer position)

- b) Attend all ASC meetings
- c) Assist the Treasurer whenever possible and to fill in for the Treasurer when absent
- d) If, for any reason, the Treasurer is unable to complete their term in office, the Alternate Treasurer fills in for the Treasurer until the Alternate Treasurer is voted in, or a new Treasurer is voted in.
- e) Attend the Bi-annual Area Inventory meetings of the ASC.
- f) Is chairperson of the finance committee.

#### H. FINANCE COMMITTEE MEMBERS

##### 1. Qualifications of Finance Members:

- a) Two years continuous abstinence from all drugs.
- b) A willingness and desire to serve.
- c) Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA
- d) Have prior service experience at the Area level.
- e) Possess the willingness to give the time and resources necessary to fulfill the position (i.e. willing and able to participate in most or all scheduled quarterly meetings and attend the ASC meeting regularly.)
- f) Have general knowledge of fiscal responsibility and budgeting.

##### 2. Responsibilities of Finance Members:

- a) Obtain quarterly financial reports from all subcommittees.
- b) Review budgets of all subcommittees and record any changes so the information is readily accessible.
- c) Review the Area's budget as a whole, establishing "set-asides" if prudent.
- d) After review of Area's budget as a whole, make recommendations to the ASC regarding subcommittee budgets, amount of prudent reserve, etc.
- e) Develop and keep an accurate list of the ASC's expenses and the due dates of these expenses.
- f) Assist the Treasurer in the absence of the Assistant Treasurer, during the ASC and otherwise.
- g) Assist the Treasurer in exploring different accounting programs or methods to balance the treasury that may be more use-friendly or adaptable to our needs as a small non-profit fellowship

#### I. REGIONAL COMMITTEE MEMBER (RCM)

##### 1. Qualifications of RCM:

- a) Two years continuous abstinence from all drugs
- b) A willingness and desire to serve.
- c) Knowledge and application 12 Traditions and 12 Concepts of NA
- d) Service experience, one year-on group level and any area level.
- e) Leadership, organization and communication abilities are necessary to fulfill this commitment.
- f) Fulfillment of all previous service commitments is strongly suggested.

##### 2. Responsibilities of the RCM:

- a) The office of the RCM is a one-year commitment.
- b) Attend all Area Service Committee and Regional Service Committee meetings.
- c) Provides a bi-monthly written report for inclusion with the Area Minutes.
- d) Is responsible for giving a regional report as well as distributing regional meeting lists to the ASC bi-monthly

- e) To provide the Area with directions and the agenda for all Regional Service Committee meetings.
- f) The RCM takes over the duties of the Vice-Chair in their absence or in case of the vacancy of that position.
- g) Can be a co-signer on the area bank account
- h) Act as the voice and represent the conscience of the ASC participating in any decisions that affect the Region.
- i) Is responsible for giving an Area report to the RSC (Regional Service Committee).
- j) Is responsible to plan the hosting of the Regional Service Committee Meeting when directed
- k) Is responsible for purchasing regional meeting lists and giving the area's regional contribution at the bi-monthly RSC.
- l) Attend the Bi-annual Area inventory meetings of the ASC.

#### H. ALTERNATE RCM

1. Qualifications of the Alternate RCM:
  - a) One-year continuous abstinence from all drugs.
  - b) A willingness and desire to serve.
  - c) Knowledge and application 12 Traditions and 12 Concepts of NA.
  - d) Service experience, one-year on the group and any area level.
  - e) Leadership, organization and communication abilities are necessary to fulfill this commitment.
  - f) Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Alternate RCM:
  - a) The office of the Alternate RCM is a two-year commitment. (Nominees willing to serve this commitment must accept the position, under these terms, that the first year of service is becoming familiar with the RCM position in its entirety and the second year of service is to serve with the intent of fulfilling the RCM position)
  - b) Attend all ASC and RSC meetings.
  - c) Assist the RCM whenever possible and fill in for the RCM in their absence.
  - d) If for any reason the RCM is unable to complete their term in office, the Alternate RCM fills in for the RCM until the Alternate RCM is voted in, or a new RCM is voted in.
  - e) The Alternate RCM should be involved on at least one Subcommittee at the regional level.
  - f) Attend the Bi-annual Area inventory meetings of the ASC.

#### J. LITERATURE DISTRIBUTOR

1. Qualifications of the Literature Distributor:
  - a) Two years continuous abstinence from all drugs.
  - b) A willingness and desire to serve and commit time and resources.
  - c) The knowledge and application of the 12 Traditions and 12 Concepts of NA.
  - d) Service experience, one-year on the group and any Area level.
  - e) Strongly suggested possession of administrative and organizational skills.
  - f) Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Literature Distributor:
  - a) The office of Literature Distributor is a one-year commitment.
  - b) Submit a written report of their Subcommittee activities at each ASC meeting.
  - c) Responsible for collecting all monies and voucher slips and giving them to the Treasurer by the start of ASC meeting.
  - d) Responsible for ordering and restocking all the literature.
  - e) Arrange and conduct a literature inventory approximately every three to four months.

- f) Maintain the financial records and inventory of SEMA literature
- g) Update, copy and distribute the Area Literature forms.
- h) Literature Distributor is to sell literature at the ASC only.

K. ALTERNATE LITERATURE DISTRIBUTOR

1. Qualifications of Alternate Literature Distributor:

- a) One year of continuous abstinence from all drugs.
- b) A willingness and desire to serve as well as commit personal time and resources.
- c) The knowledge and application of the 12 Traditions and 12 Concepts of NA.
- d) Strongly suggested possession of administrative and organizational skills.
- e) Fulfillment of all previous service commitments is strongly suggested.

2. Responsibilities of Alternate Literature Distributor:

- a) The office of the Alternate Literature Distributor is a two-year commitment. (Nominees willing to serve this commitment must accept the position, under these terms, that the first year of service is becoming familiar with the Literature Distributor position in its entirety and the second year of service is to serve with the intent of fulfilling the position)
- b) Attend all ASC meetings
- c) Assist Literature Distributor at each ASC.
- d) Fill in for Literature Distributor if Literature Distributor is absent.

L. WEB-SERVANT

1. Qualifications of the web-servant:

- a) One year of continuous abstinence from all drugs.
- b) A willingness and desire to serve as well as commit personal time and resources.
- c) The knowledge and application of the 12 Traditions and 12 Concepts of NA are vital in this position.
- d) Strongly suggestion previous experience in Public Relations.
- e) Strongly suggested possession of administrative and organizational skills.
- f) Service experience, one-year on the group and any area level.
- g) This trusted servant should have access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servant
- h) An understanding of the Twelve Traditions and Twelve Concepts are vitally important in this service position, as it involves communications and public relations with non-addicts as well as well as the still suffering addict.
- i) Fulfillment of all previous service commitments is strongly suggested

2. Responsibilities of the Web-servant :

- a) The office of the Web-servant is a one-year commitment
- b) Attend all regularly scheduled and special meetings of the ASC in their entirety
- c) Submit a bi-monthly written report for inclusion in the ASC minutes
- d) Is responsible to maintain and update the domain "semana.us", and our area page at nerna.org
- e) Is responsible to electronically update meeting changes and updates on behalf of the groups of the Southeastern Massachusetts Area.
- f) Maintains the email address info@semana.us
- g) Is responsible for the maintenance of the Google suite.
- h) Is responsible to respond to all emails and messages in a timely manner



## L. ALTERNATE WEB-SERVANT

### 1. Qualifications of the Alternate web-servant:

- a) One year of continuous abstinence from all drugs.
- b) A willingness and desire to serve as well as commit personal time and resources.
- c) The knowledge and application of the 12 Traditions and 12 Concepts of NA are vital in this position.
- d) Strongly suggestion previous experience in Public Relations.
- e) Strongly suggested possession of administrative and organizational skills.
- f) Service experience, one-year on the group and any area level.
- g) This trusted servant should have access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servant
- h) An understanding of the Twelve Traditions and Twelve Concepts are vitally important in this service position, as it involves communications and public relations with non-addicts as well as well as the still suffering addict.
- i) Fulfillment of all previous service commitments is strongly suggested

### 2. Responsibilities of the Alternate Web-servant :

- a) The office of the Alternate Web-servant is a one-year commitment
- b) Attend all regularly scheduled and special meetings of the ASC in their entirety
- c) Assist the Web-servant whenever possible and to fill in for them when absent

## M. SUBCOMMITTEE CHAIRPERSON

### 1. Qualifications of Subcommittee Chairpersons:

- a) One-year continuous abstinence from all drugs, with the exception of two years for Policy Subcommittee Chairperson.
- b) A willingness and desire to serve.
- c) Knowledge and application 12 Traditions and 12 Concepts of NA
- d) Service experience, one-year on a Group level and six months on any Area level.
- e) Leadership, organization and communication abilities are necessary to fulfill this commitment.
- f) Should have some previous experience with the Subcommittee they are trying to get elected for, strongly suggest that they become a voting member of that Subcommittee before being elected as a Chairperson.
- g) Fulfillment of all previous service commitments is strongly suggested.
- h) Treasurers of each Subcommittee shall be elected by the ASC.

### 2. Responsibilities of the Subcommittee Chairperson:

- d) The office of Subcommittee Chairperson is a one-year commitment
- e) To schedule and chair all meetings of their respective Subcommittee.
- f) Attend all regularly scheduled and special meetings of the ASC in their entirety
- g) Attend all regularly scheduled and special meetings of their respective regional Subcommittee.
- h) Chairperson makes and speaks on behalf of motions at the ASC meeting.
- i) May speak without consent within their Subcommittee.
- j) May appoint a temporary secretary as necessary.
- k) To ensure the first order of their respective Subcommittee is to adopt appropriate guidelines consistent with their respective handbook and with the 12 Traditions and 12 Concepts of NA as well as submit defined guidelines to the Policy Subcommittee for review and input.

- l) Submit a bi-monthly written report of their respective Subcommittee's activities for inclusion in the ASC minutes
- m) It is suggested that each Subcommittee submit written plans of its activities for approval of the ASC as needed.
- n) It is suggested that each Subcommittee hold workshops to promote an awareness of how they function within the fellowship.
- o) All ASC Subcommittees will elect their own Vice-Chairperson. It is strongly suggested the Vice-Chairperson willing to resign any conflicting positions on the group or Area level.
- p) The Vice-Chairperson fills in for the Chairperson, in the absence of or vacancy of the Chairperson.
- q) Attend the Bi-annual Area inventory meetings of the ASC.

## **XII. SUBCOMMITTEES**

### **A. HOSPITALS AND INSTITUTIONS (H&I)**

- a) The H&I Subcommittee at the Area level is responsible for carrying the message of recovery to the addict that cannot come to us or to an institution where, for any reason, there are restrictions that differ from the 12 Traditions of NA.
- b) The Area H&I Subcommittee keeps a record of H&I meetings, coordinates panels, and establishes new meetings in as many hospitals and institutions as possible. They are accountable for all dispersed literature. World Service Office has guidelines available. We suggest that H&I Chairperson get a copy of these guidelines and follow them.

### **B. PUBLIC RELATIONS**

- a) The Public Relations Subcommittee at the Area level attempts to carry the NA Message of recovery to those who help or have contact with addicts and attempts to establish an idea of cooperation, not affiliation. Attempts to establish lines of communication via radio shows, public service announcements, posters, mail outs, one on one interviews, attendance at related conventions of the professional field, etc. The ways and means are innumerable, the W.S.O. has guidelines available. We suggest the P.R. Chairperson get a copy of these guidelines and follow them. The Public Relations Chair is responsible for the presentation, updates and upkeep of the Facebook page.

### **C. ACTIVITIES**

- a) The Activities Subcommittee coordinates activities in the Area and organizes the
- b) Area Anniversary celebration and the Holiday marathon meetings to promote unity and fellowship in the NA Program. They are accountable to the ASC to write a bi-monthly report on any entertainment transactions and include receipts.

### **D. POLICY**

- a) The Policy Subcommittee has the responsibility of handling tradition violations and revisions of Service Guidelines.
- b) The Policy Subcommittee does not dictate to the ASC, they only make recommendations and seek to clarify clouded issues that concern conduct and action.
- c) The Policy Subcommittee is an instrument of the ASC. Properly used, it can aid in eliminating confusion and help in passing on our service experience. As we see it today, the primary purpose of this Subcommittee is to provide written Guidelines for the ASC.

- d) Secondary to this is the compiling and writing of the Service Guidelines. Essentially, these things are done to eliminate confusion and help build a common base of understanding.
  - i. Service Guidelines - As our growth continues, we find more and more of what does and does not work. By providing this information in writing, those to come can enjoy a greater understanding of service. The Policy Subcommittee updates and adds to the Service Guidelines as needed. This will make possible the handing down of what has been learned about service and help eliminate the confusion of word of mouth.

#### **E. LITERATURE DEVELOPMENT**

- a) The purpose of the Literature Development Subcommittee at the Area level is to review and give input on literature prior to approval; review and comment on form unapproved literature as assigned by NERLS and/or the WSCLC; and to encourage and gather input from members and groups informed on Literature Subcommittee projects.

#### **F. FELLOWSHIP SERVICES**

- a) Fellowship Services subcommittee acts as the liaison between the ASC and groups in SEMA. For groups that may need extra support, Fellowship Services addresses and provides them with whatever help they may need in order to unify SEMA NA. It also facilitates presentations at local institutions for addicts that request more insight on what Narcotics Anonymous is.
- b) The purpose of the Fellowship Services Subcommittee is to help members, groups, areas, and sub-committees of the Southeastern Massachusetts Area, and Narcotics Anonymous as a whole, with any needs that are not covered by other standing subcommittees. The subcommittee helps other standing subcommittees and/or Ad-hoc Committees when directed by the Southeastern Massachusetts Area or when asked by other sub-committees or Ad-hoc committees. The directive is to strengthen the unity of NA as a whole in keeping with the Twelve Traditions and Twelve Concepts of Service, offering support, compassion and guidance.
- c) Our Purpose is to encourage unity throughout our area by supporting our area's groups and subcommittees by bridging any gaps they may face. We hope that by providing the groups and subcommittees with the necessary support and information they need they will be able to continue to carry our life saving message without obstacles. Things we do may consist of but are not limited to:
  - a. Providing groups that do not have a Group Service Representative (GSR) our areas minutes, to help keep them connected with what is going on with surrounding groups and provide information of things going on in our area.
  - b. Bring meeting lists to groups who are not able to make it to our local ASC meeting. We also may help facilitate group contributions to our ASC.
  - c. Bring IDT (Issue Discussion Topics) presentations to group business meetings/ASC in hopes of providing new and helpful information to apply to issues that may arise.
  - d. Bring an NA meeting to any addict that is unable to get out to an NA meeting. Members who may be in the hospital after a surgery or a serious illness, or those who may be bedridden in their homes and cannot physically leave where they are to get to our meetings. We do not go into treatment facilities; this area of service is provided by our H&I subcommittee.
  - e. We can help facilitate our message to those who have additional needs or addicts with
    - 1) hearing impairment
    - 2) For addicts with visual impairment
    - 3) For addicts in wheelchairs and mobility impaired
- d) To facilitate GSR orientation at our local ASC

- e) We bring commitments into facilities and offer clarification on what NA is and how we function.
- f) To help members, groups, areas, and sub-committees of the Southeastern Massachusetts Area, and Narcotics Anonymous as a whole, with any needs that are not covered by other standing sub-committees.
- g) To help other standing sub-committees and/or Ad-hoc Committees when directed by the Southeastern Massachusetts Area or when asked by other sub-committees or Ad-hoc committees.
- h) To strengthen the unity of NA as a whole in keeping with the Twelve Traditions and Twelve Concepts of Service, offering support, compassion and guidance.
- i) Respond to the needs of NA groups upon request.
- j) Responds to the needs of the ASC in the spirit of strengthening and serving our fellowship.
- k) To hold a regular monthly sub-committee meeting at a time and place that is pre-announced and accessible to the local fellowship.
- l) Maintain lines of communication between this sub-committee and the ASC by attending the monthly ASC meeting and providing written and verbal reports.
- m) To provide meetings to any addict upon request that is unable to attend a meeting due to illness or other circumstances.
- n) To contact meetings in rural or isolated communities and offer support.

#### **G. CAMPOUT**

- a) This committee has been formed by the Southeastern Massachusetts Area Service Committee (SEMA ASC) to plan a celebration of recovery by bringing members of Narcotics Anonymous together for meetings, workshops, and other activities to encourage unity and fellowship among us.

#### **H. CONVENTION**

- a) The convention subcommittee of which SEMA is a part, known as the Mass Tri-Area Convention Committee, has been formed by SEMA, Cape Cod Area (CCA), and South Shore Area (SSA) to plan a celebration of recovery by bringing members of Narcotics Anonymous together for meetings, workshops, and other activities that encourage unity and fellowship among us.
- b) The convention subcommittee keeps a record of its meetings, develops and maintains its policy, oversees its own budget, has an executive body, and encompasses its own subcommittees to carry out its purpose. These subcommittees may include, but are not limited to, Arts and Graphics, Convention Information, Fundraising and Entertainment, Hotels and Hospitality, Merchandising, Programming, and Registration.

#### **I. FINANCE COMMITTEE**

##### **A. Description:**

- a) The name of this subcommittee shall be the Southeastern Massachusetts Area Finance Committee. We are a subcommittee of the Southeastern Massachusetts Area of Narcotics Anonymous, and therefore directly responsible to the Southeastern Mass (SEMA) ASC.

##### **B. Purpose:**

- a) Provide support and assistance to the SEMA Treasurer and/or Assistant Treasurer when needed or requested by the Treasurer, Assistant Treasurer, or ASC body.
- b) Make decisions regarding yearly budgets, set-asides, and accounting practices at the request of the SEMA ASC.
- c) Assist the Treasurer with presenting accurate and timely financial reports to the ASC body.
- d) Provide accountability to the office of Treasurer and Assistant Treasurer.

C. Functions:

- a) Respond to the needs or inquiries of SEMA NA groups regarding Area finances.
- b) Examine the financial prudence of all accounting and budgetary practices of the ASC as a whole and offer recommendations for amendments when deemed beneficial and make recommendations to the body accordingly.
- c) Examine the usefulness of all funds being spent or forwarded in relation to our primary purpose as a fellowship and make recommendations to the body accordingly.
- d) Examine and report on any concerns with fund flow that the body may have and make recommendations to the body accordingly.
- e) Assist with clerical and accounting duties in the absence of the Treasurer or Assistant Treasurer. ***[With the exception that no Finance Committee member (except for the Treasurer/Alternate Treasurer) shall be in possession of any paper currency (i.e., money, checks, or money orders), except when assisting the Treasurer or Assistant Treasurer, or Vice Chair during the process of regular ASC business. Nor will any member of the Finance Committee (except for the Treasurer/Alternate Treasurer) be allowed as signatory on any SEMA ASC bank account.]***
- f) Hold a regular subcommittee meeting at a time and place that is pre-announced and accessible to the local fellowship.
- g) Maintain lines of communication between this subcommittee and the ASC by attending the monthly ASC meeting and providing written and verbal reports.

D. Guidelines:

- a) The Finance Subcommittee will consist of the Chair and 3 Seated Members elected by the GSR's.
- b) There may also be 2 Members-At-Large who are proposed by the Subcommittee and invited by the Chair.
- c) The Finance Subcommittee will be expected to meet quarterly upon establishment of the Subcommittee. Quarterly meetings will take place in January, April, July, and October of each year.

E. Membership:

- a) Membership of this committee is open to members of Narcotics Anonymous.
- b) It is suggested that all committee members should:
  - i. Possess a willingness and desire to serve.
  - ii. Meet the suggested clean time requirement of 2 years continuous abstinence from mind and mood-altering substances.
  - iii. Have a working knowledge of the 12 Steps and 12 Traditions of NA.
  - iv. Have a working knowledge of the 12 Concepts of NA Service.
  - v. Have prior service experience at the Area level.
  - vi. Possess the willingness to give the time and resources necessary to fulfill the position (i.e. willing and able to participate in most or all scheduled quarterly meetings and attend the ASC meeting regularly.)
  - vii. Have general knowledge of fiscal responsibility and budgeting.

F. Elected Officers' Qualifications and Responsibilities:

- a) Finance Committee Chair
  - i. This position will be held by the Alternate Treasurer of the ASC.
  - ii. The Chairperson will facilitate all business but will not carry a vote on the committee, except to break a tie.

- iii. The main duty of this position will be to coordinate and facilitate quarterly meetings, to provide detailed reports of the ASC's financial standing to the committee members, assuring all financial bookkeeping is brought to all said meetings for review.
  - iv. The chairperson is encouraged to attend the bimonthly meeting of the New England Region's Finance Committee of as stated in our Area's Policy.
  - v. Term length and clean time requirement for this position will follow the guidelines for the term length and clean time of an elected Alternate Treasurer.
- b) 3 Seated Subcommittee Members
- i. These positions will be elected by the GSR's at the ASC.
  - ii. Each member will serve for 1 year with the opportunity for re-election at the end of their first term with no more than 2 consecutive years to be served on the subcommittee at a time.
  - iii. Voting privileges will be granted to Seated members of the committee upon attendance at their first committee meeting.
  - iv. Suggested clean time is no less than 2 years continuous abstinence from mind and mood-altering substances.
  - v. To avoid all seats being up for election at the same time, there will be an election for one seat quarterly. These will take place at the ASC in March, September, and December of each year. (June will be reserved for re-election of the Treasurer/Chair).\*\*
  - vi. \*\*With one exception -- at the establishment of the Subcommittee, all 3 members may be elected at the same time at the ASC. In the case that more than one member is elected at this time, slips will be drawn from a basket to decide which member will serve which term length. This will establish that one Seated member will serve a 9-month term, one Seated member will serve a 12-month term, and one Seated member will serve a 15-month term, thus establishing staggered term elections for the following year.
  - vii. Responsibilities of Seated Subcommittee members are as follows:
    1. Obtain quarterly financial reports from all subcommittees.
    2. Review budgets of all subcommittees and record any changes so the information is readily accessible.
    3. Review the Area's budget as a whole, establishing "set-asides" if prudent.
    4. After review of Area's budget as a whole, make recommendations to the ASC regarding subcommittee budgets, amount of prudent reserve, etc.
    5. Develop and keep an accurate list of the ASC's expenses and the due dates of these expenses.
    6. Assist the Treasurer in the absence of the Assistant Treasurer, during the ASC and otherwise.
    7. Assist the Treasurer in exploring different accounting programs or methods to balance the treasury that may be more use-friendly or adaptable to our needs as a small non-profit fellowship.
- c) Members-At-Large
- i. These members are proposed by the Committee and invited to serve by the Chair/Alternate Treasurer.
  - ii. Suggested clean time is no less than 2 years continuous abstinence from mind and mood-altering substances.
  - iii. Members-At-Large will attend all meetings and provide input and support to the Committee, however they will have no voting authority.

- iv. A Member-At-Large will agree to complete the current term of any member who steps down from the Committee (thus gaining voting privileges) and will be eligible to be voted in to serve as a Seated Member for one additional term.

**J. AD HOC**

- a) A temporary committee formed for a specific purpose.

**XIII. BUDGETS AND FINANCIAL RESPONSIBILITIES**

A. The following are the budgets for all of the officers and subcommittees.

Chairperson: \$0.00	H&I: \$430.00 quarterly; \$300 annually for H&I learning day
Vice-Chairperson: \$0.00	PR: \$400.00 monthly
Secretary: \$0.00 monthly	Fellowship Services: \$125.00 monthly
Treasurer: \$0.00	Literature Development: \$25.00 quarterly
Web-Servant: \$0.00	Policy: \$0.00
RCM: may receive travel reimbursement designated by IRS nonprofit travel rate	Activities: \$500 budget for marathon meetings and area anniversary. A \$500 budget for additional events is to be replenished in January every year with any money collected at events (up to \$500). All monies in excess of the \$500 will be added to the area's working balance.

**XIV. ELECTION DATES**

1. MARCH

- a. Finance Committee Member

2. MAY (Updated 1/2019)

- a. Convention Committee Chairperson
- b. Convention Committee Treasurer

3. JUNE

- a. Treasurer
- b. Alternate Treasurer
- c. Policy Chairperson
- d. Literature Distributor
- e. Alternate Literature Distributor
- f. Fellowship Services Chairperson

4. JULY

- a. RCM
- b. Alternate RCM
- c. Activities Chairperson

5. SEPTEMBER

- a. H&I Chairperson
- b. Secretary
- c. Alternate Secretary
- d. Campout Chairperson
- e. Campout Treasurer
- f. Finance Committee Member

6. DECEMBER

- a. Chairperson
- b. Vice-Chairperson
- c. Literature Development Chair
- d. P.R. Chairperson
- e. Web-servant
- f. Finance Committee Member

## XV.SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

### **A. DECORUM STATEMENT**

- Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.
- These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.
- Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

### **B. MOTIONS**

- There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*

### **C. DEBATE, LIMITS**

- Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their min

### **D. MAIN MOTIONS**

- A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.



- Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.
- Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.
- Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

## **E. PARLIAMENTARY MOTIONS**

- *Parliamentary motions* can be best understood as “sub-motions” made during debate on a main motion that affects that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

### **I. Motion to AMEND.**

- SIMPLE majority required.
- Is DEBATABLE.
- This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “*I move to amend the motion...*” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.
- If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

### **II. Motion to call the PREVIOUS QUESTION.**

- TWO-THIRDS majority required.
- Is NOT DEBATABLE.
- For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “*I call for the question,*” or “*I move the previous question.*” It is

another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

- One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

### III. **Motion to TABLE.**

- SIMPLE majority required.
- Is NOT DEBATABLE.
- One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “I move we table this motion until such-and-such a date/meeting.” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

*As found in a Guide to Local Service*

### IV. **Motion to REMOVE FROM THE TABLE**

- SIMPLE majority required.
- Is NOT DEBATABLE.
- A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

### V. **Motion to REFER.**

- SIMPLE majority required.
- Is DEBATABLE.
- Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “I move to refer the motion to the such-and-such subcommittee.” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

- The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

## **VI. Motions to RECONSIDER or RESCIND.**

- MAJORITY required varies.
- Is DEBATABLE.
- Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion. *As found in a Guide to Local Service*
- There are a few conditions on motions to reconsider or rescind:
  - i. The motion must have been passed in either the last or the current meeting.
  - ii. The member making the motion must have information on the issue that was not available in the original debate on the motion.
  - iii. The member must have been with the winning side in the original vote.
- These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.
- The motion to reconsider requires a simple majority.
- The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

## **VII. Request to WITHDRAW A MOTION.**

- UNANIMOUS CONSENT required.
- Is NOT DEBATABLE.
- Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

## **VIII. Offering a SUBSTITUTE MOTION.**

- SIMPLE majority required.
- Is DEBATABLE.
- A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled

## **IX. Motion to ADJOURN.**

- SIMPLE majority required.

*As found in Guide to Local Service*

- Is NOT DEBATABLE.
- Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

## F. OTHER PROCEDURES

- In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.
  - I. Order of the day
    - If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, *“I call for the order of the day.”* This means, *“I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.”* This does not require a second, is not debatable, and does not even *require* a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.
  - II. Point of information
    - If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, *“Point of information.”* This means, *“I have a question to ask,” not “I have information to offer.”* One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.
  - III. Point of order
    - If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, *“Point of order.”* The chairperson then says, *“What is your point of order?”* The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says *“Your point is well taken”* and restates the appropriate rule. If the chair does not agree, the chair says, *“Overruled.”* This decision, as all others, can be appealed.
  - IV. Point of appeal
    - Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, *“I appeal the decision of the chair.”* If the appeal is seconded, the chair then asks, *“On what grounds do you appeal my decision?”* The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.
  - V. Parliamentary inquiry

*As found in a Guide to  
Local Service*

- If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "*Point of parliamentary inquiry.*" The chairperson must immediately recognize the member so that person may ask how to do such-and such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

**VI. Point of personal privilege**

- If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege;*" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

**G. VOTING PROCEDURES**

- There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

**\*These are only brief notes on rules of order for business meetings. For further information, see *Robert's Rules of Order—Newly Revised*.**

**XV. MOTION TABLE**

*As found in Guide to Local Service*

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
<b>Adjourn</b>	To end the committee meeting.	No	Yes	No	Simple
<b>Amend</b>	To change part of the language in a main motion.	No	Yes	Yes	Simple
<b>Amend by substitution</b>	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
<b>Appeal ruling of chair</b>	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
<b>Information, point of</b>	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
<b>Main motion</b>	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
<b>Order of the day</b>	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
<b>Order, point of</b>	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None

<b>Parliamentary inquiry</b>	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
<b>Previous question</b>	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
<b>Privilege, personal</b>	To make a personal request of the chair or the committee.	If urgent	No	No	None
<b>Reconsider</b>	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
<b>Refer, commit</b>	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
<b>Remove from the table</b>	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
<b>Rescind, repeal</b>	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
<b>Table</b>	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
<b>Withdraw a motion</b>	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

## **XVI. GLOSSARY**

**Abstain vote**- a vote that is neither yes or no.

**Area Service Committee (ASC)** – A committee created to provide common services for NA groups in a specific locale. Composed of GSR’s, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs.

**ASC officers**- trusted servants of the Area Service Committee elected by the GSRs (not including Subcommittee chairs)

**Conference Agenda Report (CAR)** – report about the agenda for the upcoming World Service Conference; explanation and intent for motions to be heard at the World Service Conference which happens bi-annually.

**Conference Approval Track (CAT)** – new business for the conference. Strategic plan, proposed project plans, and proposed budget.

**Group service representative (GSR)**- a group member elected to carry their group’s conscience and participate in the ASC on that group’s behalf; serves as a liaison between the home group and the ASC

**Group Support Forum (GSF)**- a format of the ASC used to platform to address any concerns, to workshop, brainstorm and discuss topics ideas and solutions that build stronger groups and subcommittees in the SEMA Area.

**Home group**- the group an NA member calls “home.” Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience-building and decision making processes.\*

**Motions-in-Force**- what this ASC does or has done in the past; a way of doing business that has been become customary

**Quorum**- more than half of the voting participants

**Regional Committee Member (RCM)**- elected by an ASC to participate on the area’s behalf on the regional service committee.\*

**Subcommittee**- a body of the ASC created to deliver services for that area to further our primary purpose; a body created directly responsible to the groups they serve

**Subcommittee chairpersons**- trusted servants of the ASC elected by the GSRs to lead, and be the single point of accountability for our Area’s subcommittees

**Trusted servant** – an NA euphemism for “leader,” “official,” or “officer.” Derived from NA’s second tradition, in which NA leaders are characterized as “trusted servants” as opposed to governors.

**Twelve Concepts for NA Service** – One of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

**Twelve Traditions** – on of the three bodies of basic NA principle, the traditions provide guidance of the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

**Vote of confidence**- a conscience of a group or service body to give their elected representative the authority to vote on that group’s or body behalf.

*As found in Guide to  
Local Service*