SHENANDOAH VALLEY AREA NARCOTICS ANONYMOUS (SheVANA)

AREA SERVICE COMMITTEE GUIDELINES

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: NAME

The name of the area shall be SheVANA – Shenandoah Valley Area of Narcotics Anonymous. The name of the committee for this area shall be the SheVANA ASC throughout these guidelines.

ARTICLE II: SERVICE AREA

The SheVANA service area shall include the following areas, but it is the desire of the ASC not to have any set boundaries. Front Royal, Winchester, Mount Jackson, VA; Inwood, WV; and surrounding areas. Any group that wishes may join SheVANA Area. All home groups of the SheVANA Area shall be listed on the Area's meeting lists (printed and on area website).

ARTICLE III: PURPOSE

Our Fifth Tradition states that our primary purpose is to carry the message to the addict that still suffers. The mission of Narcotics Anonymous is that "no addict seeking recovery need ever die." In March of 1998, to answer a need that was arising, SheVANA was formed to be a conduit between the groups and the Region and thereby the World to keep to that mission. No addict could ever benefit from competition between the areas and we choose to bring to the table only enthusiasm, cooperation and a commitment to abide by the Traditions, the Concepts, and the Steps of Narcotics Anonymous.

ARTICLE IV: SheVANA – ASC BUSINESS MEETING

The ASC of the SheVANA shall conduct a Business Meeting once a month and shall comply with all its actions with the following in succession:

- Twelve traditions of Narcotics Anonymous
- Twelve Concepts of Narcotics Anonymous
- Current version of the ASC Guidelines along with any motions passed but not yet incorporated into an updated version
- Current Narcotics Anonymous "A Guide to Local Service"
- Current Robert's Rules of Order (newly revised)

4.1 WHEN HELD

The regular scheduled meeting of ASC shall be the second Monday of each month unless otherwise decided by the ASC.

4.1.1 National Holidays – Should the second Monday of an upcoming month fall on a recognized national holiday; the meeting date and time shall be determined by the ASC at the meeting preceding it.

4.1.2 Special (non-scheduled) meetings – A special non-scheduled meeting shall be called by the Chair upon the written request submitted to the Chair at any time of no fewer than two (2) active voting members of the ASC. The purpose of the meeting shall be stated in the written request. No business other than that which is stated in the written request shall be conducted. A minimum of seven (7) days' notice shall be given to all active voting members of the ASC.

4.2 FORMAT / AGENDA

The business meeting of the SheVANA ASC shall follow a pre-determined agenda, which is as follows:

4.2.1 OPENING – The meeting shall be called to order at 6:30 pm. The Chair shall open the meeting with a moment of silence and the Serenity Prayer. A member shall read the Twelve Traditions, The Twelve Concepts and the SheVANA Purpose.

4.2.2 ROLL CALL / ATTENDANCE – Chair shall read out the list of the member groups of the SheVANA area. Each Group Service Representative (GSR or GSR Alt in the absence of the GSR) will indicate their presence when their group name is called. The GSR should also submit any 7th Tradition donations to the Treasurer upon their arrival. When the roll call is complete, the Chair will calculate groups present to see if quorum is established.

A. DEFINITION OF ACTIVE GROUP – any group that was represented at least one (1) of the last two (2) ASC meetings (current meeting included) is considered an active group for the purpose of determining quorum. Quorum is equal to the simple majority of active groups.

B. If quorum is not met, the ASC is able to:

- Hear reports
- Conduct Open Forum
- Take care of all financial standing budgets
- Do announcements

The ASC is unable to take motions or vote on motions. All motions will be tabled for the next ASC meeting. The Chair shall adjourn the meeting after the announcements.

C. If quorum is met, the Chair asks anyone attending their first ASC meeting to introduce themselves and state which group, if any, they represent. Chair provides new attendees with the Welcome to Area Service handout (see Addendum A) and will partner them with an attendee close by to assist them with questions they may have. The chair encourages new attendees to ask questions at any time or speak with an ASC Committee member during break or after the meeting. Each new group shall be provided with a hard copy of the SheVANA Policy Guidelines and a Guide to Local Service booklet. The cost of the Guide shall be reimbursed by the ASC.

4.2.3 REPORTS - All ASC Trusted Servants shall provide written reports of the previous month's activities. This report must include any funds to be requested (whether a standing budget exists) providing an itemized statement of the amount and purpose of requested funds. Reports are presented orally and followed by calling for questions about the report. When all questions are answered, the Chair will call for a vote on the funds request on any non-standing budget requests or amounts over standing budget requests.

Written reports are to be submitted to the secretary with a Budget Request Form provided to the Treasurer when funds are requested. The Chair will call for reports from the following:

- ASC Chair, Vice Chair, and Secretary** No report is required from Parliamentarian
- Acceptance of ASC Minutes: After the Secretary's Report, the Chair shall call for a motion to accept the minutes of the previous month's ASC meeting. If an attendee of the ASC (voting or non-voting member) expresses corrections, the required changes are noted, and the ASC Chair calls for a motion to accept the minutes as amended. A voting member moves to accept the minutes/amended minutes, a voting member shall second the motion and a vote is taken. A simple majority vote is required to accept the minutes.
- Elected or Appointed Representatives: Regional Committee Member (RCM), RCM-Alternate, VRCC Director & VRCC Director Alternate.
- All standing subcommittee Chairs: Literature, Hospitals & Institutions, Public Relations, Newsletter, Outreach, & Special Events.
- Ad-Hoc Subcommittees
- Visiting Elected or Appointed Representatives
- Treasurer's Report

4.2.4 OPEN FORUM – Not to exceed twenty (20) minutes. The purpose of open forum is to discuss the Twelve Concepts correlated with the month, bringing topics for discussion, i.e. informal observations or concerns on how to better serve.

A. The ASC Chair may call for additional breaks not to exceed ten (10) minutes during the meetings as deemed necessary.

B. Submissions of Motions: All motions must be presented to the ASC Secretary, in writing, prior to the end of the scheduled break and should include:

- Name of the maker (person or group making the motion)
- Name of the second if one exists at the time the motion is submitted.
- The motion itself.
- The intent (purpose of and/or reason for the motion.

4.2.5 – SCHEDULED BREAK / MOTION SUBMISSIONS - A break not to exceed ten (10) minutes shall follow the Open Forum period. All motions to be presented during the ASC are to be submitted, in written form, to the ASC Secretary before the end of the scheduled break.

4.2.6 – ANNOUNCEMENTS – Announcements for the good of NA about upcoming NA events, celebrations, anniversaries, groups needing support, etc., may be made by any attendee.

4.2.7 – 2ND ROLL CALL / ATTENDANCE – The Chair shall read out the list of the member groups of SheVANA. Each Group Service Representative (GSR or GSR-Alts in the absence of the GSR) will indicate their presence when their group name is called. When the roll call is complete, the Chair will calculate groups present to see if quorum is established. {Refer to 4.2.2 a, b, c for rest of roll call / attendance procedures.

4.2.8 – OLD BUSINESS – The Chair presents all items in Old Business from the Central Atlantic Region of Narcotics Anonymous (CARNA) RSC and ASC in the order presented in the accepted minutes. Old Business includes all unfinished business from the preceding months' ASC including all motions that were taken back to the groups for a group conscience vote. Nominations will be sought for any open Trusted Servant Position.

4.2.9 - NEW BUSINESS – The process of presenting New Business to the ASC is as follows:

A. Motions

Presentation of Motion(s) – The ASC Chair shall present motion as follows:

- Regional Motions will be sent back to groups and voted on at the next ASC (see Sect iv Time Constraints) *VRCC motions will be sent back to groups and voted on at the next ASC (see Sect iv Time Constraints)
- ASC Motions in the order they were submitted, starting with the name of the group or person making the motion, where applicable, and the name of the GSR seconding the motion. The ASC Chair and/or the Parliamentarian will determine if a motion is Structural or Procedural (see Article XV – Def of Terms).
- Question and answer period – Led by ASC Chair, follows the reading of the motion to help the body gain a clear understanding of the motion and its intent as well as the change or effect that will result if the motion is passed. The Chair shall determine an appropriate ending point to the Q&A discussion period.
- Pros & Cons Statements – The Chair will entertain no more than two (2) pro and two (2) con statements. No member may speak on a motion more than once unless the Chair requests clarification on previous statements.

Voting members may present a motion indicating time does not permit an issue to be taken to groups. The ASC then votes on the validity of the time constraints. If the ASC agrees by a 2/3 vote that a valid time constraint does exist, the motion is presented to the floor for immediate vote.

Withdrawal of a Motion - The maker of a motion may withdraw the motion from the floor at any time prior to the motion being sent back to groups.

B. Treasurer's Report – The report will state the following:

- Last Month's closing balance
- Any interim expenses (e.g. P.O. box payment)
- Total only for group donations
- Total of approved fund requests and subtraction of required ASC expenses (Article 14.4 a (i), (ii), (iii), (iv), and (v) when applicable
- Closing ASC balance

4.2.10 – VOTING – PROCEDURAL AND STRUCTURAL –

- **Procedural Motions** only need a simple majority to pass and if not received, the motion dies or must be resubmitted with amendments as possibly indicated by polling abstentions.
- **Structural Motions** must be passed by a two-third (2/3) majority and are generally sent with GSRs to groups for a vote. During voting if two-thirds vote yay or nay is not received, the motion must be sent back to groups again if time permits. At the following ASC abstentions no longer count. The motion passes if two thirds (2/3) of those voting on this motion vote in favor.

Initial votes for procedural and structural motions are the same. The number of voting members is determined. Abstentions will be called and counted first. If the number of abstentions is one third (1/3) or greater voting cannot proceed. The Chair will poll the abstentions and ask them to present the reason for abstention. This is done to identify potential problems. The Chair can open the floor for brief discussion if determined necessary.

4.2.11 – Closing – The ASC Meeting shall close no later than 9:00 pm. When all business before the ASC is concluded, the Chair shall call for a motion to close, a voting member shall second the motion and a vote will be taken. The Chair shall close the meeting with a moment of silence and the Serenity Prayer. If there is Area business that must be resolved prior to the close of business and it is unfinished by the 9:00 pm deadline it must be tabled to the next ASC.

4.3.1 – Amending a motion – A motion may be amended while on the floor to strengthen / alter / clarify the wording and intent.

4.3.2 – Procedural Motions – Procedural Motions affect what we do, rather than how we do it. Procedural Motions do not go back to the groups, unless a voting member specifically requests such. A simple majority vote would then be required in order to pass.

4.3.3 – Structural Motions – The format used and methods followed by the ASC and defined as structural "rules" we have developed. Offering a motion to change HOW we operate involves a structural change to the ASC or SheVANA policy. Structural motions must be sent back to homegroups and require a two thirds (2/3) vote to pass. Example: changes to SheVANA policy i.e. changes to subcommittee budget amounts, voting procedures etc. Any structural motions that

impact SheVANA guidelines may be sent to parliamentarian by the chair at their discretion for further review, input, and or clarification of the motion with the motion maker.

ARTICLE V: NOMINATION AND ELECTION OF ASC TRUSTED SERVANTS

All Standing Trusted Servant positions are filled through a nomination and election process. All members of the SheVANA fellowship have the right to present nominations and vote for the nominee of their choice through the group conscience of their Home Group. The group vote is then carried to the ASC by the Group's Area Representative (GSR).

5.1 ASC TRUSTED SERVANT POSITIONS

5.1.1. ASC Officers – ASC Chair, ASC Vice Chair, ASC Parliamentarian, ASC Secretary, ASC Treasurer

5.1.2 ELECTED REPRESENTATIVES – Regional Committee Member (RCM), RCM Alternate; Central Atlantic Regional Convention Corp. (CARCC), and Alternate CARCC Director.

5.1.3 STANDING SUBCOMMITTEE CHAIRS – Literature, Hospitals & Institutions, Public Relations, Newsletter, Outreach, and Special Events.

5.2 TERM

The term for an ASC Trusted Servant shall be from March ASC Meeting through the March ASC Meeting of the following year, unless otherwise determined by the nature of the position or at the direction of the ASC. No trusted servant shall serve more than two (2) consecutive years in the same elected position.

5.3 NOMINATIONS

All trusted servants shall be nominated through the following process:

5.3.1 NOMINATIONS – Nominations for ASC Trusted Servants are presented to the ASC in January.

5.3.2 WHO – Any member of Narcotics Anonymous may be nominated for any position. It is suggested that continuous clean time of one year be a guideline when considering nominees, with the exception of the H&I Chair, which has a clean time requirement of 18 months. Any member of Narcotics Anonymous may nominate any other member or themselves for any Trusted Servant position. No individual may hold more than one elected ASC Trusted Servant Position at a time.

(Note 1: this does not include the GSR position as a GSR is elected or appointed by the group and not SC.) (Note 2: This does not include any elected/appointed subcommittee member. These positions are elected or appointed by the subcommittee, not the ASC other than the subcommittee Chair which is elected at ASC.)

Any individual elected to an ASC Trusted Service Position does not have to resign his/her group position prior to taking office.

Non-Addict restriction: No non-addict shall serve as Trusted Servant of the ASC

5.3.3 A maximum of three (3) nominees shall be accepted for each elected position.

5.3.4 The nominee must be in attendance to accept the nomination and to present their qualifications to the ASC attendees.

A. Qualifications should include clean time, service experience and any other pertinent information.

B. A question-and-answer period shall follow the statement of qualifications. Any member (voting or non-voting) may ask questions of the nominee for clarification of qualifications and commitment to the position.

5.3.5 Each nominee submits written qualifications to the ASC Secretary to be included in the minutes.

5.3.6 Additional qualifying statements by other than the nominees. When nominations for each position are complete, if further discussion is requested by any attending member, the ASC Chair shall ask the nominees to leave the room to allow the ASC a brief period of discussion not to exceed five (5) minutes.

5.4 ELECTIONS

Elections for ASC Trusted Servant positions are held by written ballot, during the Old Business portion of the ASC Meeting in the month of February. The Vice Chair and the RCM shall tally the written ballots and announce the names of the newly elected Trusted Servants during Old Business.

5.5 INSTALLATION OF ELECTED TRUSTED SERVANTS

Newly elected Trusted Servants assume the responsibilities of their positions during the ASC Meeting in the month of March. That is done through introduction after the outgoing trusted servants have presented their end of the year report.

5.5.1 At the March ASC Meeting, all outgoing elected/appointed trusted servants shall submit for the ASC archives a detailed report of their term. This report shall include, but is not limited to, the following:

A. A detailed financial statement indicates how all subcommittees' funds were used, either from separate accounts or their standing budget, if one is in place.

B. Information about events and activities both concluded and planned.

C. Suggestions for conducting the position during the next term.

D. Recommendations about how the ASC and the fellowship at large might increase participation and support for the subcommittee.

5.5.2. At the conclusion of their report, the outgoing Trusted Servant shall introduce the Incoming Trusted Servant who may, at that time, announce any future events, the time and location of their next meeting and any other pertinent information regarding their position or subcommittee.

ARTICLE VI: AD HOC SUBCOMMITTEES

If the Chair perceives a need for performance of specific duties outside the responsibilities of existing Trusted Servant positions, the Chair may establish an Ad Hoc Subcommittee and appoint a Chair for that committee.

6.1 DUTIES

Such duties may include but are not limited to:

6.1.1 Fact finding missions.

6.1.2 Research special needs or commitments being considered by the ASC.

6.2 THE APPOINTMENT PROCESS

6.2.1 ASC Chair shall address the floor to outline their intent to establish an AdHoc Subcommittee.

6.2.2 The ASC Chair may request volunteers and/or he may offer the qualifications of a member of SheVANA whom he believes will fulfill the duties and assume the responsibilities of the Ad Hoc Chair position and ask that individual if they are willing to serve in the appointed position. The ASC Parliamentarian as outlined in Section 121.3 can be considered as candidate but would not automatically chair ad hoc subcommittees not related to Policy issues.

6.3 TERM

The terms for each Ad Hoc subcommittee shall be designated by the Chair. The ASC may vote to extend the term of the Ad Hoc subcommittee at the expiration of the designated term.

6.4 ANNUAL FINANCIAL RECONCILIATION AD HOC

Regular ad hoc established annually for the purpose of conducting annual financial reconciliations for the Shevana ASC and the Literature and Special Events subcommittees.

6.4.1 Financial Reconciliation AD Hoc will be established every December for a term of two months {see 6.4.3.

6.4.2 Chair will ask for two volunteers who will participate with the ASC Treasurer and the subcommittee chairs for their respective reconciliations. Participants will coordinate reconciliation meetings and provide meeting time and place to ASC. Attendance is open to ASC members.

6.4.3 Financial reconciliation Ad Hoc Committee will provide a report from results of reconciliations at the February ASC.

6.4.4 Elections for ASC Treasurer, Special Events Chair, or Literature may be postponed if reconciliation has not been completed.

ARTICLE VII: REMOVAL OF A TRUSTED SERVANT

Any elected or appointed ASC Trusted Servant may be removed from their position for the following:

7.1 ABSENCE

Absence at two (2) consecutive ASC meetings could constitute non-fulfillment of duties. A letter from ASC (See Addendum B) will be sent by the Vice Chair or Secretary within five (5) days of the second missed ASC. This letter will state that the trusted servant MUST be present at the following ASC Meeting or their position will be considered vacated.

7.2 NON-FULFILLMENT OF DUTIES

Any person may raise the issue of non-performance of duties of any elected official. This will prompt an open forum review by the ASC where the issue can be discussed. If the issue is not resolved during Open Forum, a motion for remedy can be submitted and presented under New Business.

7.3 LOSS OF ABSTINENCE

In the case of a loss of abstinence the affected ASC position shall be declared vacant.

ARTICLE VIII: REMOVAL OF A HOMEGROUP

Removal of a meeting will occur only if the meeting has been confirmed closed.

ARTICLE IX: RESIGNATION OF A TRUSTED SERVANT

Any Trusted Servant wishing to resign their position should notify the ASC in a timely manner. Their resignation should be in writing for inclusion in the minutes of the ASC meeting coinciding with their resignation.

ARTICLE X: TEMPORARY ASSUMPTIONS OF DUTIES OF VACATED ASC POSITIONS

Until such time as pro-temp election occurs (Article XI) vacant positions shall be filled as follows:

10.1 VACATED ASC OFFICERS

The Vice Chair of ASC assumes responsibilities for vacant positions until reviewed by ASC. If two (2) or more positions are vacant ASC will determine the best course of action.

10.2 VACATED SUBCOMMITTEE POSITIONS

Subcommittee Vice Chairs and Trusted Servant Alternates shall assume the duties of vacated positions where applicable.

10.3 CHAIN OF COMMAND FOR ASSUMPTION OF DUTIES

If there is no Vice Chair or alternate subcommittee member to fill a vacated position, the Vice Chair of the ASC shall assume the responsibilities of said position until it is otherwise filled or reviewed by ASC.

10.4 AD HOC CHAIR VACANCY

Vacancy of an Ad Hoc Chair Position shall require the ASC Chair to appoint another Chair to fulfill the vacancy for the duration of the Ad Hoc unless a Vice Chair has been elected within the committee.

ARTICLE XI: PRO TEMP ELECTIONS

If an ASC Trusted Servant position becomes open during the course of the year, the position may be filled on a pro temp basis until the end of the normal term (through the end of February). The member elected to the position pro temp shall retain all rights and responsibilities of the position through the normal term without prejudice such that holding a position on a pro temp basis will not be judged against the restriction on holding an office for two consecutive terms.

11.1 ELECTION TO FILL A VACANT TRUSTED SERVANT POSITION

An election to fill any ASC Trusted Servant that has been vacant during the normal term of office shall occur within two (2) regular ASC meetings after the vacancy arises.

ARTICLE XI: RESPONSIBILITIES OF THREE ASC TRUSTED SERVANTS' POSITIONS

12.1 ASC CHAIR

- Attend all ASC Business meetings
- Open and conduct the monthly ASC business meeting, announce in order the business to come before the ASC and to put to a vote all legitimate motions as stated in Article IV of the SheVANA Policy Guidelines.
- Enforce the SheVANA Policy Guidelines related to order and decorum within the assembly when appropriate.
- Conduct meetings with impartiality and fairness.
- Protect the assembly from obviously ridiculous motions by refusing to recognize them.
- Answer questions of members relating to parliamentary procedure or information bearing on the business of the assembly.
- Decide all questions of order (such decisions are subject to appeal). The Chair may choose to submit such a question to the assembly for a decision or resolution.
- Settle a tie vote by voting or, at Chair's discretion, tabling a motion until the next ASC meeting.
- Adjourn the meeting in the event of a sudden emergency affecting the safety of those present.
- Serve as a single point of contact between the ASC and any facility used by the ASC.
- Serve as a co-signor on the ASC, Special Events, and Literature Subcommittee bank accounts.
- Conduct the general correspondence of the ASC.
- Authenticate by signature, when necessary, all acts, orders and proceedings of the assembly.

- Maintain the registration of groups by calling roll.
- Appoint all Ad Hoc Subcommittee Chairs and Annual Financial Reconciliation Ad Hoc members.
- Direct the ASC Treasurer and Literature and Special Events Subcommittees to submit an End of Term financial statement to the ASC for review and reconciliation.
- Present a report of the year's work at the end of each term with a written copy of that report submitted to the Secretary for inclusion in the Minutes.

12.2 ASC VICE CHAIR

- Attend all ASC monthly business meetings.
- In the absence of the ASC Chair, fulfill the Chair's duties and responsibilities during the ASC business meeting.
- Serve as co-signor of the ASC bank account.
- Determine the number of active groups by the results of the roll call and determine quorum required to conduct business of the ASC.
- Serve as acting Chair of any standing subcommittee or other Trusted Servant position vacated during the term when no alternative is available to do so, except Newsletter, Outreach, and Parliamentarian.

12.3 PARLIAMENTARIAN

- Attend all ASC monthly business meetings.
- Determine quorum required to conduct the business of the ASC.
- Maintain and update SheVANA Policy as approved by the ASC and have copies on hand…
- Ensure ASC business meetings operate using current and accurate guidelines.
- Parliamentarian can request reimbursement for printing ASC Policy Guidelines as needed.
- Compare existing policy with other Areas for possible ways to improve.
- Provide ASC with policy interpretation/clarifications when called upon and helps resolve policy issues as they arise.
- Hold a committee meeting to discuss and make recommendations concerning any policy-changing motion referred to him/her.

12.4 ASC SECRETARY

- Attend all ASC monthly business meetings.
- In the absence of the ASC Chair, the ASC Vice Chair, the RCM, RCM-Alt, the VRCC Director and the VRCC-Alt Director, to call the meeting to order and preside until the immediate election of a Chair pro temp for that specific business meeting.
- Keep a record, known as the minutes, of all ASC proceedings. These minutes shall include but are not limited to: written reports from elected or appointed trusted servants; subcommittee reports; old business; new business; written motions which shall be numbered sequentially in the order of their submission; dialogue concerning motions before the ASC; written

submissions generated by other NA areas; the Region or the World along with any other relevant information submitted to the ASC.

- Distribute copies of the minutes by mail to each requesting member on the attendance list, no later than ten (10) days following the ASC business meeting.
- Make the minutes available to any NA members upon request.
- Keep on file all written reports submitted to the ASC.
- Keep copies of all attendance lists.
- Type and mail any ASC correspondence that is not the responsibility of another Trusted Servant or Subcommittee.
- Maintain and archive the files of all information gathered/created by/and/or submitted to the ASC during their term in office.
- Minutes shall not include vote tallies for elections of trusted servants or names of members sharing during open forum.

12.5 ASC TREASURER

- Attend all ASC monthly business meetings.
- Serve as custodian of the ASC funds.
- Accept all donations to the ASC and maintain copies of receipts for said contributions (including QR code)
- Pay in a timely manner, all approved expenses and/or budgeted expenses incurred by the ASC, its elected or appointed Trusted Servants and its Subcommittees when the funds are available.
- Serve as co-signor on the ASC bank account.
- Present a monthly report to the ASC to include:
    - Income & expenses for the period prior to current ASC meeting and year-to-date expenses.
    - Standing budgets, current expenses, year-to-date expenses and remaining budget allowances.
    - Beginning and ending balance of ASC checking account or other monies.
- Participate with the Financial Reconciliation Ad Hoc Committee for a full review of bank statements, checkbook and any other accounting tools used during the term.
- Submit a full annual financial report at the end of each term – terms are from March 1 to the end of February.
- Present to the incoming treasurer all checkbooks, receipt books, files, etc. pertinent to the administration of the duties and responsibilities of the Treasurer.

12.6 SHEVANA REGIONAL COMMITTEE MEMBER (RCM)

- Attend all ASC Business meetings.
- In the absence of the ASC Chair and the ASC Vice Chair, the RCM is to fulfill the duties and assume the responsibilities of the Chair during that ASC business meeting.

- Attend all CARNA Regional Service Committee (RSC) meetings.
- Carry the SheVANA donation to the RSC meeting.
- Represent SheVANA as a voting member of the RSC.
- Carry the group conscious of SheVANA on issues/motions before the ASC.
- At the direction of the ASC, carry any motions, issues, and/or concerns of SheVANA to the Region for consideration, vote and/or resolution.
- Present a report on all business conducted at the RSC and submits a written report to the ASC Secretary to include the minutes.
- Advise ASC of any issues that require input, support, or votes off the SheVANA fellowship.
- Serve as a designated signatory on ASC bank account.

12.7 RCM ALTERNATE

- Attend all ASC business meetings.
- In absence of RCM, RCM-Alt fulfills the duties of the RCM.
- Serve as signatory on the ASC bank account.

12.8 CENRAL ATLANTIC REGIONAL CONVENTION CORPORATION (CARCC) DIRECTOR

CARCC Director standing budget to be created in the amount of $50. Bi-monthly receipts will be submitted, and any unused portions will be returned at the next ASC meeting.

- Have previous involvement in the NA service structure for at least 1 year.
- Attend all ASC business meetings.
- Represent the SheVANA area as a voting member of the CARCC.
- Carry the group conscious of the SheVANA on issues/motions before the VRCC.
- At the direction of the ASC, carry any motions, issues, and/or concerns of the SheVANA to the CARCC for consideration, vote and/or resolution.
- Present a report on all business conducted at the VRCC and submit a written report to the ASC Secretary for inclusion in the minutes.
- Advise the ASC of any issues/business that requires input, support, or votes of the fellowship in the SheVANA area.
- In the event our Area is hosting a convention, report to the ASC about the convention.

12.9 ALTERNATE VRCC DIRECTOR

- Attend all ASC business meetings.
- In absence of the CARCC Director, the Alternate CARCC Director is to fulfill the duties and assume responsibilities of the CARCC Director.

12.10 GROUP SERVICE REPRESENTATIVE

The GSR answers to their home group and the ASC does not assign their duties or responsibilities. However, the following guidelines are suggested to make their participation at the ASC more productive.

- The meeting starts at 6:30pm and it is recommended that attendees be seated and ready for the Chair to open the meeting on time. GSR should submit any 7th Tradition donations to the Treasurer upon their arrival.
- Any attendee is able to address the group during the business meeting, but to keep order should raise their hand and be recognized by the Chair.
- GSRs should make sure to be attentive to roll calls and calls for voting. Only a group's GSR or GSR-Alternate can vote, not both.
- GSRs should be responsible for their own note taking. The Secretary sends meeting minutes, however sometimes an announced meeting or event or a home group's group conscience meeting may take place before the GSR receives the minutes.
- GSRs may request a 'Point of Order' from the Chair when they feel confused. The purpose of this request is to ask the chair for clarification of the pending proceedings.

ARTICLE XIII: STANDING SUBCOMMITTEES DUTIES, MISSION, AND FINANCES

13.1 GENERAL DUTIES OF STANDING SUBCOMMITTEE CHAIRS

13.1.1 Attend all ASC business meetings or direct the subcommittee Vice Chair to attend in their absence.

13.1.2 Conduct the business of the subcommittee according to the policy of that subcommittee as entered the SheVANA Guidelines.

13.1.3 Hold monthly subcommittee meetings and present a report to the monthly ASC meeting to include, but not limited to:

- Activities of the subcommittee during the period prior to the ASC meeting.
- Upcoming planned activities of the subcommittee.
- Any issues that cannot be resolved within the subcommittee.
- Present a monthly financial statement where applicable.
- Present an End of Term report to ASC. (Terms are from March 1 to the end of February).

13.1.4 Additional Guidelines for Subcommittees with bank accounts:

13.1.4a Subcommittee Chair will be a signer on the subcommittee's bank account along with another Trusted Servant, so that two signatures will be on any check.
13.1.4b Subcommittee Treasurer or Chair is to maintain a checkbook register and keep all paper bank statements as well as a receipt ledger.
13.1.4c Subcommittee Chair shall participate in an annual reconciliation with the Financial Reconciliation ad hoc committee.
13.1.4d Subcommittee Chair shall submit a full annual financial report at the end of each term at the completion of the financial reconciliation.

13.1.5 For all bank accounts Treasurer's to maintain a checkbook register and keep all paper bank statements as well as a receipt ledger.

13.1.6 Subcommittees with a separate bank account shall submit a full annual financial report at the end of each term to be reconciled by an ad hoc Committee within two months of the next term.

13.2 MISSION, SPECIFIC DUTIES, BUDGET & EXPENSES OF ASC SUBCOMMITTEES

Standing Subcommittees have a mission to perform specific duties as outlined by the ASC to provide the best service to the Groups As discussed in the Guide to Local Service, SheVANA strives to strike a balance with its subcommittees between accountability and delegation and giving them enough liberty to serve. Therefore, subcommittees set their own meeting schedule and format, prioritize and organize their own tasks and elect their own officers as needed with exception of the Subcommittee Chair who is elected at the ASC.

A subcommittee may choose to develop guidelines to help them uphold their mission more effectively. If such guidelines are developed and adopted by the subcommittee, it is recommended – but not required – that a copy be submitted to the ASC Parliamentarian to be archived. If guidelines are developed and adopted by the subcommittee, it is recommended -but not required - that they be implemented by future subcommittees through the elected Subcommittee chair although they may be revised as needed.

13.2.1 LITERATURE

The Literature subcommittee maintains a stock of NA Literature that can be purchased by telephone and online at Shevana.org or at literature@gmail.com. Literature members process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. To participate in NA literature review when such opportunities are presented by NA World Service.

DUTIES

- To bring literature supply to each ASC meeting for GSR purchase.
- Work with GSR's on orders when literature is not on hand to arrange timely delivery.
- Supply starter kits for new meetings consisting of material requested by the new meeting, not to exceed $80 to be reimbursed by the ASC.
- Supply a Guide to Local Service booklet to new home groups, to be reimbursed by the ASC. The cost of this booklet is NOT included in the $80 allowance for the starter kit.
- Participate in annual reconciliation with the Financial Reconciliation ad hoc subcommittee as outlined in 13.1a-d.

Budget and Expenses – This subcommittee shall maintain its own bank account.

13.2.2 HOSPITALS & INSTITUTIONS

To carry the message of Narcotics Anonymous to addicts in institutions who are unable to attend outside meetings. Hospitals & Institutions conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals.

DUTIES

- Provide literature and carry an NA message to addicts at H&I meetings
- Increase participation in H&I by holding workshops and Learning Days

Budget and Expenses

H&I has a standing budget of $225. Expenses include Purchase of literature for area supported H&I meetings; reproduction of Information Pamphlets, printing of fliers when needed.

13.2.3 PUBLIC RELATIONS

The mission of Public Relations is to inform addicts and the community of the availability of recovery in Narcotics Anonymous. One project is production and distribution of flyers throughout the community announcing that NA exists and more information is available by calling the NA phone line or attending an NA meeting. Public Relations can conduct public meetings for community members, distribute public service announcements on local radio/television stations, and respond to public media inquiries.

DUTIES

- Keep updated copies of SheVANA meeting lists in print and online.
- Track changes to meeting opening and closing times and the locations between printings.
- Work with the community to provide information about meeting times and locations.
- Respond to any inquiries about NA that comes to the SheVANA P.O. box or website.
- Maintain a calendar years' worth of minutes on the SheVANA website.

BUDGET AND EXPENSES

This subcommittee shall have a monthly standing budget of $25. Budget requests can be presented at the ASC meeting. Expenses include Purchase of I.P.s/Literature for PR Presentations; printing flyers to increase participation or informing SheVANA and surrounding fellowships of scheduled workshops or learning days.

13.2.4 NEWSLETTER

To be the written voice for those who want to share their experience, strength and hope with others; to provide information about events, committees and anniversaries. The Newsletter

committee will be responsible for publishing a newsletter listing areas and regional events. Some newsletters also run articles on local service activities and members' recovery experiences. These area newsletters are often read as if they speak for Narcotics Anonymous as a whole, so it is important for this committee to follow the Fifth Concept ensuring the newsletter has a responsible editorial policy. A Handbook for NA Newsletters is available and provides more information on the work of the newsletter subcommittee.

DUTIES

- Request and collect articles, stories, announcements, art, etc to include in the monthly newsletter.
- Edit material as needed in keeping with WSC Newsletter Guidelines.
- Responsible for layout and printing of collected material.

BUDGET AND EXPENSES

This subcommittee has a $40 monthly standing budget. Expenses include printing of a monthly newsletter for the SheVANA fellowship and H&I meetings. Payment is to go to the Subcommittee Chair provided a newsletter and receipt are produced. Payment may be as follows:

- $40 if the newsletter is produced on a monthly basis
- $80 if the newsletter is produced on a bi-monthly basis
- $120 if the newsletter is produced on a quarterly basis

13.2.5 OUTREACH

Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by care, they make sure that no group or addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts I touch with the mainstream of the NA Fellowship, to help overcome the obstacles that hinder growth and survival of groups.

DUTIES

- Determine meetings needing support and visit those meetings on a rotating basis.
- Attend a meeting of any group who has not had GSR or Alternative GSR representation at the ASC for four consecutive months to determine if they are still a viable group and to offer education, if needed, on how to participate at ASC.
- Provide any information that will help them feel connected to the Area.
- Support new GSRs attending ASC by providing information and answering questions.
- Meet with new attendees during break to see what questions they may have and to provide an information packet.

- Meet with new attendees during break to see what questions they may have and to provide an information packet.

BUDGET AND EXPENSES

This subcommittee has a $30 monthly standing budget. Expenses include printing of flyers and facility rental. Chair may request reimbursement for travel to meetings based on actual gas receipts.

13.2.6 SPECIAL EVENTS

Provide a variety of ways and opportunities to fellowship with NA members. Dances, picnics, campouts, special speaker meetings are examples of events that can be put on by the Special Events. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area service.

DUTIES

- Plans all aspects of events in a variety of types.
- Presents all proposed special events as ASC meeting along with the projected budget
- Carries out the event including set-up and clean-up.
- Purchase of refreshments and supplies
- Pre and post event accounting
- Participate in annual reconciliation with the Financial Reconciliation ad hoc committee as outlined in 13.1.4a-d.

BUDGET AND EXPENSES

The Special Events Subcommittee will maintain its own bank account with a maximum balance of $1000.00. Any money in excess of $1000 at the time of the monthly ASC meeting will be forwarded to the area.

13.2.7 AD HOC SUBCOMMITTEE CHAIRS

Ad Hoc Subcommittee Chairs are assigned SPECIFIC duties and responsibilities by the ASC Chair for the purpose of gathering information, fact finding efforts, reconciling of the ASC bank accounts and any other function required by the ASC that is not the responsibility of any other Trusted Servant or Standing Subcommittee. The directions given by the ASC Chair and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous govern these positions/subcommittees.

ARTICLE XIV: FUND FLOW AND ASC FINANCIAL ACCOUNTING

14.1 CENTRAILIZATION OF FUNDS

All money for ASC, Subcommittees and Service Boards is the sole property of ASC.

14.2 PRIOR APPROVAL OF ASC

Any funds to be used for purposes other than the activities of each position or subcommittee as specified in their policy or the SheVANA policy require prior approval of the ASC. This includes monies requested from subcommittees who do not have a regular monthly budget or monies requested from subcommittees who do have a regular budget in excess of that budget.

14.3 ANNUAL FINANCIAL STATEMENTS

All subcommittees; elected or appointed ASC representatives and Service Boards, are required to submit an annual financial statement. Subcommittees having their own bank account must participate in an annual reconciliation prior to submitting their annual financial statement.

14.4 PRUDENT RESERVE AND ASC STANDING BUDGETS

ASC shall maintain a Prudent Reserve of $2100.00. Standing budgets are pre-approved. In keeping with NA's Seventh Tradition, at the ASC directly prior to the upcoming RSC Meeting, any monies over prudent reserve after all expenses and budget requests are addressed, shall be donated to the RSC. Standing budgets are to cover the business supplies of the position or subcommittee, i.e. office supplies, postage, etc. and may include but are not limited to the expenses noted:

14.4.1 THE ASC

- Payment of rent for the ASC meeting place.
- Payment of annual rent on Post Office Box.
- Payment of storage unit rental.
- Payment for Area Meeting Lists (invoice or receipt provided by the Public Relations Chair.)
- Payment for *Shevana.org* domain and web site hosting (invoice or receipt provided by the Public Relations Chair).

14.4.2 THE ASC SECRETARY

$16 per month to cover copying/mailing ASC minutes and necessary printing supplies. Receipts are provided for all expenses. Expenditure exceeding the standing budget must be approved in advance at ASC, unless the expenditure was at the direction of the ASC.

14.4.3 THE REGIONAL COMMITTEE MEMBER

- $500 for RCM; RCM-Alt together to cover registration, food and gas. Receipts and any unused portion are returned to the Area at the ASC following the RSC.
- Purchase or printing of the Conference Agenda Reports (CARs) when so directed by the ASC Chair for disbursement to active ASC Groups.

14.4.4 CARCC DIRECTOR

$500 for CARCC & CARCC-Alt together to cover registration, food and gas. Receipts and unused portions (if any) will be returned to the Area at the next ASC following the CARCC.

14.4.5 SUBCOMMITTEE BUDGETS

- Literature – This subcommittee maintains its own bank account.
- H&I – Standing budget is $225.00 monthly.
- Public Relations – PR standing budget $25 for rent; expenses must be pre-approved.
- Newsletter – Standing budget is $40.00 monthly, $80 bimonthly; or $120 quarterly.
- Outreach – Standing budget is $30.00 monthly.
- Special Events – Prudent Reserve is $1000; this subcommittee maintains its own bank account.
- Ad-Hoc – No standing budget. Expenses must be pre-approved.
  NOTE: Any increase or decrease to the standing budgets must be presented by a GSR as a structural motion, seconded by another GSR and after a Question & Answer period and the offering of pros and cons, taken back to the groups for a vote. The motion must have a two-thirds vote to pass.

14.5 OPERATING BUDGET ASSESSMENT

MONTHLY EXPENSES

Area Rent - $50
H&I – $225
Newsletter - $40
Outreach - $30
P.O. Box - $15.17
Secretary - $16
RCM - $100
CARCC - $100
PR - $55
Storage - $111

Meeting List - $32

Literature - $40

CARCC $500 (annual convention)

RSM $500 (if needed)

TOTAL + two months = ($2100 prudent reserve)

*$100 dollars added to the budget so that if a homegroup is struggling to pay rent and has no other options they may request up to 3 months of rent (not to exceed $100).

ARTICLE XV: DEFINITION OF TERMS

15.1 MOTIONS

- Amending a motion: A motion may be amended while on the floor to strengthen/alter/clarify the wording and intent.
- Procedural Motion: Procedural motions affect what we do rather than how we do it.
- Procedural motions do not have to be sent back to groups although this may be requested and require a simple majority to pass. Example: choosing to have a fundraiser in our area.
- Structural Motion: The format used and methods followed by the ASC are defined by the structural" rules" we have developed. Offering a motion to change how we operate involves a structural change to the ASC or SheVANA Policy. Structural motions must be sent back to home groups and require a two third (2/3) vote to pass. Example: Changes to SheVANA policy like subcommittee budget amounts, voting procedures, etc. Any Structural Motion that has an impact on SheVANA Guidelines may be sent to the Parliamentarian by the ASC Chair at their discretion for further review, input and/or clarification of the motion with the motion-maker.
- Tabling a Motion: Any voting member may request that a motion be put on hold until the next ASC meeting for the purpose of gathering specific or more general information regarding the motion. The Chair shall ask for a motion to "table". If there is a motion and a second, the Chair calls for a vote. If the motion to table is approved, the maker of the motion may be asked to bring more general or specific information to the next ASC for the purpose of clarification. Tabling a motion must occur prior to the pros and cons being requested.

15.2 VOTING

Voting options are as follows:

- For – The Groups Conscience approved the motion.
- Against – The Groups Conscience did not approve the motion.
- Abstention – The Groups Conscience was not taken on motion, or the motion was not clear.

The ASC Chair may vote in the event of a tie.

- Voting Members: The GSR or GSR-Alternative in the absence of the GSR of a group in SheVANA is a voting member. Each group represented may cast only one vote on any motion. An individual may represent only one group for voting purposes.
- Non-Voting Members: The non-voting members of the ASC shall be all others in attendance.

15.3 CLARIFICATION

- Point of Information: A question pertinent to the discussion at hand. The ASC Chair will determine the appropriate person to supply the needed information.
- Point of Order: A question by any member about the process of the Rules of Order or a particular motion. The Chair may ask for policy clarification from the Parliamentarian of the ASC, as well as the Policy Subcommittee Chair. A member can ask the Chair for clarification of Robert's Rules of Order at any time.
- Quorum: The number of voting members required to continue with the business of the ASC. Quorum is equal to a simple majority of the active groups. An active group is any group that has represented at least one of the two (2) previous ASC meetings.
- Active Group – any group that was represented in at least one of the last two (2) ASC meetings (current meeting included) is considered an Active group for the purpose of determining quorum. Quorum is equal to a simple majority of the active groups.

APPENDIX A

WELCOME TO AREA SERVICE

Well if it is the second Monday of the month and you have found yourself at the Grace Community Church at 2333 Roosevelt Blvd. in Winchester, VA, then you may have planned to attend Shenandoah Valley Area of NA Area Service Committee meeting.

What to expect – generally, the meeting will follow the same general format, and things happen in the following order:

The meeting should open by the Chair promptly at 6:30 pm: it is helpful to all if you are on time!! Moment of Silence; Serenity Prayer; Traditions read; Concepts read; SheVANA Purpose read. Executive Reports – Chair; Vice Chair; Secretary (this includes approval of the minutes of the last area service meeting. 'Approving the minutes' means they accurately captured what transpired at the last meeting. Treasurer report (report just before new business); Regional Committee Member (RCM – this is the person who is designated to attend the bi-monthly Regional Service Meetings and report back to the area); RCM-Alternate.

Subcommittee Reports – Public Relations; Hospitals & Institutions; Special Events; Literature; Outreach; Newsletter. The subcommittee chairs will give a report on the committee's activities and fund Accounting for the previous month. Most committees have monthly committee meetings that all may attend, and the chair should announce the date, time and location of these meetings. If you do not know the function or purpose of any of these committees, get with the chair during the break and they will be happy to explain.

Open Forum – Discussion about Twelve Concepts and any other issues – not to exceed 20 minutes; Break – ten minutes; Group Roll Call – a majority of Active groups is needed to make a "quorum" and a quorum is needed to continue with business. This number has been set by a count of all Active groups in the area and a majority of that number. An active group has not missed more than two consecutive area service meetings (is your group active?). If you are GSR for a Home Group, when your Group's name is called you say your name and your position (GSR or Alternate).

Old Business – Old business refers to motions submitted at the previous area service that were taken back to Home Groups to collect a conscience (vote) on the motion. Old Business can contain motions from the Region as well that have been previously presented by the Regional Committee Member (RCM). Old Business also contains Elections (Committee positions needing filled). Nominations for all positions come up in January; full elections are held in February.

New Business – New business begins with the Treasurer's Report: Beginning balance (which should be the end balance from last ASC); checks written; donations in; other items. After the Treasurer's Report is the introduction of New Motions – first are Regional Motions and then Area Motions. Motions are presented and then discussed briefly. Some motions may be voted on at this time but most you will take back to your

Home Group for more discussion and then to get your group's conscience to bring back to next area service when it will then come up under Old Business.

Announcements – Anniversaries; Special Events; Subcommittee meetings – you will want to get this information to take back to your Homegroup.

The meeting closes no later than 9:00 pm. The chair may have to table unfinished business for the next meeting.

QUESTIONS – FREQUENTLY ASKED ONES YOU REALLY WANT TO ASK

I don't understand a thing!! That is very natural for a first time! There is terminology used in N.A. service meetings that are not typical for recovery Meetings. Until you get more familiar with how these meetings work, the Area Service Committee (ASC) Meeting may seem to go fast and be chaotic at times. That is because none of us are professionals at this. We just do our best.

When should I vote? The Chair will indicate when he/she is "calling for a vote". A motion is made either from the floor (body of people attending meeting) or given to the Chair in writing. Every motion needs a "Second". Only a GSR can second a motion but anyone can make a motion. Sometimes there is discussion of the motion, then the Chair will call for a vote. Motions which will change our Guidelines are sent back to Home Groups for you to present to your group for discussion and vote. You will bring that vote back to the next area service. Only GSRs or alternates (but not both) are allowed to vote on issues. They are the only carriers of a Home Group Conscience.

How should I vote? The simplest answer is to say you vote how your group has directed you to vote on motions. There may be times when you are asked to vote on an issue that your group has not previously considered (whether because it came up at a prior meeting or has come up now and will not be sent back to groups for a vote). At this time you should vote as you feel your group would want you to vote. This may be to abstain on a motion (meaning to not vote either yes or no). You will want to keep track of what happened; how you voted on motions and the results of the motions (did it pass, fail, or will it be coming up again). As GSR, you are bound to represent your group and vote the collective conscience even if YOU do not agree. There is something very selfless and spiritual about doing that.

Can I ask questions?? Absolutely! You can raise your hand at any time and ask the Chair to explain what is happening. This is actually better in some ways than turning to your neighbor to ask as that way neither of you misses anything. You know what they say "There are NO stupid questions". If you have the question, probably others do too. We all were new to area service at one time.

People seem to be getting mad at each other….why? People seem very polarized in their view of ASC meetings. They either love them or hate them – sometimes both feelings at the same time. But there can be no argument to the fact that these meetings are necessary. There may be tension at these meetings. Our egos seem to flare here more than in recovery meetings. The Chair will try to keep things in control and not

allow for personal attacks, but things may still feel a bit tense. Do not let this scare you away. NA needs representation from Home Groups. All major decisions made in NA are usually in some way determined by Home Group Conscience from around the world. Often you will see the same people who seem about to go to blows, work the Tenth Step with each other and exchange hugs and smiles at the end of the meeting. You can talk to your sponsor if feelings come up for you during these meetings.

GLOSSARY OF TERMS

Group Conscience – your groups vote on a motion or opinion of an issue

Quorum – pre-determined number oof GSRs needed to conduct business at Area Service

GSR – Group Service Representative attends Home Group Meeting and ASC (Area Service Committee)

RCM – Regional Committee Member attends ASC and RSC (Regional Service Committee)

RD, RD-A, RD-2 – Regional Delegate & two alternates attend RSC and WSC (World Service Committee) **there is an intermediary level called Zonal Forum, RDs attend these meetings as well. World Service>>>Zonal Meeting>>>Regional Service>>>Area Service>>>Home Group!

Motion – item requiring vote; motion seconded = GSR seconds to open items for discussion.

Motion Tabled – motion postponed until later

Motion out of order – Chair determines, but this can be challenged

Motion amended – changed

Old Business – introduced at previous meeting

New Business – coming up for first time

APPENDIX B

Trusted Servant Absentee Letter

SheVANA Area Service Committee

P.O. Box 2436

Winchester, VA 22604

Date

Member name

Street address

City, State Zip

RE:_____Position

Dear (member name),

This letter is written out of concern; you have missed 2 consecutive Area Service Committee meetings. The committee is concerned about your level of commitment to the _____ Chair position. The guidelines state that if a third ASC meeting is missed your position will be vacated. We hope to see you at the next Area Service Meeting on _____. If there is some problem, please notify me of the ASC Chair.

Sincerely,

_____

Secretary, SheVANA Area Service Committee

APPENDIX C – MOTION FORM

MOTION FORM

Date: _____

Motion Maker:_____ Second by:_____

Article:_____Section:_____Item:_____

Motion:

_____

_____

Intent:

Date: _____

Motion Maker:_____ Second by:_____

Article:_____Section:_____Item:_____

Motion:

_____

_____

Intent:

APPENDIX D – BUDGET REQUEST FORM

BUDGET REQUEST FORM

Date:_____

Requester:_____

Position Held:_____

Amount Requested: $_____

Receipt(s) attached (check one)? Yes ___ No___

Reason for Request:

Date:_____

Requester:_____

Position Held:_____

Amount Requested: $_____

Receipt(s) attached (check one)? Yes ___ No___

Reason for Request:

APPENDIX E – H&I GUIDELINES

H&I
SUBCOMMITTEE

GUIDELINES

Shevana Area

Approved November 2022

(Updated January 2021)

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Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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SHEVANA AREA HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES

As Amended
September 2019

I. PURPOSE

The SheVANA Area Hospitals & Institutions Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions where addicts do not have full access to regular N.A. meetings.

The Hospitals & Institutions (H&I) Subcommittee initiates, conducts and coordinates all H&I meetings in the Area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

Here is what the subcommittee does:

1. Provides a monthly forum to pool experiences. “I can’t - we can.”
2. Prepares H&I policies and guidelines for the H&I subcommittee’s and the ASC’s approval.
3. Serves as a communications link between local H&I meetings/presentations and H&I subcommittees at the regional and world levels.
4. Selects the members who are to conduct the H&I meetings.
5. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
6. In cooperation with PR, makes all initial contact with facilities.
7. Conducts learning days, workshops, and orientations on relevant topics.
8. Is responsible for all H&I-oriented services within the area.

Subcommittee requirements:

- New members must attend two consecutive subcommittee meetings before they are considered active members and eligible to be part of a panel.
- All active H&I members must attend at least 1 H&I Subcommittee meeting every quarter (3 months).
- If an active member misses 2 consecutive quarters (6 months) of H&I subcommittee meetings without communication with the Panel Coordinator(s) regarding their absences, their status will become inactive. This information will be reflected in the Panel Coordinator(s) report.
- To become active again the member must attend 2 consecutive Subcommittee Meetings.
- For each person who attends the subcommittee for the first time ever, the Chair shall select a more experienced member of the committee to be a mentor for the new member.

II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS

General Provisions

- Elections for all trusted servant positions, except the Chairperson, take place at the January meeting or whenever there is a vacancy. Elected trusted servants will take new positions at the next subcommittee meeting after elected. In the interval, the outgoing trusted servants should mentor the incoming trusted servant.

- All trusted servants, except the Chairperson, must have one (1) year of clean time when elected to the position and an NA message of recovery. The Chairperson must have 18 month clean.
- All elected trusted servants must attend all subcommittee meetings and provide a written report that they shall read at the meeting.
- Any elected trusted servant, except the Chairperson will be replaced at the second consecutive absence unless prior notice and arrangements were approved of by the subcommittee, or he or she has submitted a report in writing to the subcommittee chair. It is the trusted servant's responsibility to see that the Chairperson actually receives the report.
- If necessary, any trusted servant, except the Chairperson, may be removed by a 2/3 vote of the subcommittee.

A. *Chairperson*

The Chairperson is elected by the group conscience of the Area Service Committee as outlined in the SheVANA Guidelines. The H&I Subcommittee is directly responsible to the ASC through the H&I Chairperson.

The Chairperson must attend all H&I Subcommittee meetings and ASC meetings. The Chairperson is a voting member of the Regional H&I Subcommittee and should attend all regular regional H&I subcommittee meetings. He/She acts as a link of communication between the Subcommittee, the ASC and the Regional H&I Subcommittee (if it is meeting).

The Chairperson will make sure that a link of communication is maintained between the Subcommittee and the individual institutions as well. The Panel Leader can do this communication but the Chairperson should ensure that it is taking place. The H&I Chairperson is responsible to ensure that all Panel Leaders and Panel Members comply with the H&I Subcommittee and ASC policies, as well as the rules of the individual institutions.

The Chairperson should be aware of all matters that affect H&I in the SheVANA Area by communication and periodic attendance at H&I meetings.

1. Minimum clean time requirement is Eighteen months.
2. Keeps order in the meeting.
3. Keeps discussion on the topic.
4. Prepares an agenda for each subcommittee meeting.
5. Ensures that the traditions are upheld in all matters.
6. Maintains a link of communication between the H&I subcommittee and the area service committee, including giving a monthly report to the ASC.
7. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
8. Works with the panel coordinator(s) to draft all correspondence to facilities served by the subcommittee.
9. Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or helpline

number.

10. Responsible for paying rent for subcommittee meeting space. In the event that the Chair is unavailable then we will follow the same succession of duties outlined in Chairing the Subcommittee Meeting, which is listed in Additional Guidelines.
11. May have other responsibilities, depending on the local H&I guidelines.

B. *Vice Chairperson*

The Vice Chair is to assume the duties of the Chairperson, if the Chairperson is unable to serve. It is also the duty of the Vice Chairperson to assume the duties of the Secretary, Literature Coordinator or any Panel Leader in the event of absence or vacancy.

The Vice Chairperson works with the Chairperson and Panel Leaders to maintain a smooth operation of this Subcommittee and the meetings it conducts.

The Vice Chairperson should, if possible, attend the ASC meetings and the Regional H&I Subcommittee meetings.

The Vice Chairperson should be aware of all matters that affect H&I in the SheVANA Area by communication with and periodic attendance at H&I meetings.

1. Minimum clean time requirement is one (1) year.
2. Helps chairperson keep proceedings orderly.
3. Acts as chairperson in the case of chairperson's absence.
4. If the office of chairperson becomes vacant, serves as the chair until confirmed by the ASC or until a new chair is elected.
5. May have other responsibilities depending on the local H&I guidelines.
6. Pro-Temp any open position within the subcommittee until someone is elected.

C. *Literature Coordinator*

1. One year clean time required. Term is (1) one year.
2. Distribute NA conference and subcommittee approved NA literature to the panel leaders and to determine what literature, if any, the subcommittee needs to obtain at the monthly ASC meeting.
3. To assure accountability, a complete record of all transactions must be kept and a report

   given at the regular subcommittee meetings.

D. *Secretary*

The Secretary is to keep an accurate set of minutes of all subcommittee meetings. These minutes are to be typed and distributed via e-mail or US mail within ten (10) days of the subcommittee meeting and available at the next regular subcommittee meeting.

The Secretary is also responsible for keeping and distributing quarterly to Panel Leaders an updated H&I volunteer list.

1. Minimum clean time requirement is one (1) year.
2. Takes an accurate set of minutes at each monthly meeting, and distributes them to subcommittee members prior to the next meeting.

3. Keeps an updated volunteer list of members who would like to go to H&I meetings.
4. Maintains an ongoing file of all correspondence and minutes.
5. May have other responsibilities depending on the local H&I guidelines.
6. Keep on hand 5 copies of each facility's volunteer application.
7. Update Subcommittee Guidelines whenever amended.

E. *Panel Coordinator*

1. One (1) year clean time requirement.
2. The individual elected Panel Coordinator must have three (3) months previous involvement with the subcommittee.
3. The Panel Coordinator is responsible for all aspects of the meeting such as providing supplies and literature.
4. The Panel Coordinator is to maintain a link of communication with the Chairperson and/or Vice-Chairperson letting them know of any problems that affect the meeting. The Panel Coordinator should have regular communication with their contact person at the facility to ensure that all is as it should be.
5. Panel Coordinators will include in their reports who served at the meetings.
6. Panel Coordinators should make an effort to schedule and rotate all approved volunteers.

F. *Panel Members*

The Panel should never consist of less than two members. The Panel Coordinator selects panel members from the current H&I volunteer list.

1. Six (6) months clean time, and a willingness to share their experience, strength and hope. A clean time requirement is important to ensure it is truly a message of recovery we are carrying and not just the disease. Some facilities will not have any clean time requirements, but we should still place this standard upon ourselves to ensure consistency of the recovery message.
2. This is the essential element of H&I work—the member who goes to share his or her experience, strength and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.
3. Areas should develop some basic requirements for members who are to carry the message in H&I. A good understanding of the fellowship and the policies relevant to this H&I meeting is essential. Orientation of inexperienced members is a good idea. Have a new panel member attend the meeting to listen and observe the panel the first time or two. This will make them more aware of what their role on the panel will be.
4. When a subcommittee member attends an H&I meeting at a facility for the first time they will be an observer.

III. STANDING BUDGET:

The Shevana H&I Subcommittee has a monthly standing budget with the Area Service Committee. Our budget is $225 per month. The budget can be used for meeting space rent, secretarial expenses and literature.

An H&I representative must attend the ASC meeting each month in order to request our standing budget. It is up to the H&I Subcommittee which facility the literature goes to each month. Literature is to be purchased from Shevana Area Literature Subcommittee.

IV. ADDITIONAL GUIDELINES

1. Unless contrary to these Guidelines, the NA H&I Handbook shall always govern.
2. The volunteer list is updated regularly by the Secretary. Members who have suffered a relapse are automatically removed and the Secretary or Chairperson may ask the subcommittee to remove other names for the following reasons: Panel Leaders have reported the volunteer habitually fails to show up for commitments, a facility makes a justifiable complaint or the Panel Leader reports unacceptable behavior about an individual.
3. The Chairperson or Vice Chairperson will review the Panel Orientation Package and the Subcommittee Guidelines with new volunteers after the regularly scheduled meeting (time permitting) and get the information required to place the volunteer on the H & I volunteer list for the Secretary.
4. Only literature listed in Appendix A is to be taken into a facility.
5. Attending Meetings alone is NOT advised.
6. It is the policy of the H&I Subcommittee that volunteers do NOT give phone numbers to clients/patients/residents in H&I meetings.
7. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
8. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.
9. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility, except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
10. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:
    (a) the inmate or patient inside, or

(b) the working ability and privilege of the subcommittee to carry the message inside the facility.

11. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer.
12. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.
13. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
14. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
15. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
16. In the event of an absent Chair of an H&I Subcommittee Meeting we would follow the following order of succession to Chair the meeting: H&I Vice Chair, Area Vice Chair, H&I Secretary, an H&I Panel Coordinator of the group conscience's selection. In the event that Secretary chairs

the meeting secretarial duties will be delegated to another active member of the subcommittee according to the group conscience's selection.

V. STANDARD MEETING AGENDA

- Call to Order
- Moment of Silence followed by the Serenity Prayer and reading of the 12 Traditions and 12 Concepts
- Pass around attendance and announcement sheets
- Approval of Minutes
- Trusted Servant Reports
- Open Forum Including Reading One or Two Pages From the H&I Handbook (not to exceed 10 minutes)
- Old Business, if any
- Elections, if needed
- New Business
- Announcements
- Facility Scheduling
- Announcement of next meeting date
- Close with Serenity or Third Step Prayer

VI. FACILITIES *(as of July 2019 – Schedules subject to change)*

The Shevana H&I Subcommittee currently serves the following facilities:

- Northwestern Regional Adult Detention Center
  - 2 Women's meetings per month – 1st & 3rd Wednesdays at 7:30 - 8:30 PM
  - 2 Men's meeting per month – 2nd & 4th Wednesdays at 7:30 - 8:30 PM
  - Community Corrections 2 Women's meeting per month – 3rd & 4th Mondays at 7:00 - 8:00 PM
- Juvenile Detention Center
  - 1 co-ed meeting per week on Tuesday nights at 6:30 - 7:30 PM
- Behavioral Health Services (at Winchester Medical Center)
  - 1 co-ed meeting per week on Thursday nights at 6:00 - 7:00 PM

  (*note: We are committed to 2 meetings per month at this facility but can go every week if we have volunteers)*
- RSW Jail (Rappahannock, Shenandoah, Warren Regional Jail)

- 2 Women's meetings per month – 1st & 3rd Thursdays at 7:15 - 8:15 PM
- 1 Men's meeting per month – 3rd Thursday 7:15 - 8:15 PM

In the event we are asked to take attendance at our Narcotics Anonymous meetings by the facilities listed above, we are to take a head count only. All facilities have agreed that a head count in lieu of filling out an attendance sheet will ensure their continued funding for outside programs within their facilities.

H&I Members must have 6 months clean time to attend facilities' orientations.

APPENDIX A

APPROVED LITERATURE: (as determined by the H&I Subcommittee – November 2011).

Each facility should have 10 of each pamphlet and 1 of each book.

IP#	Title
#1	Who
#2	The Group
#5	Another Look
#6	Relapse and Recovery
#7	Am I An Addict
#8	Just For Today
#9	Living the Program
#11	Sponsorship
#12	Triangle of Self Obsession
#13	For Young Addicts by Young Addicts
#14	One Addicts Experience
#16	For the Newcomer
#17	Treatment
#19	Self
#20	H&I
#22	Welcome to NA
#23	Staying Clean on the Outside

#26	Accessibility – Additional Needs
#29	An Introduction to NA Meetings
	Reaching Out
	Behind The Walls (not BHU)
	White Booklets
	Just For Today
	It Works How And Why
	Basic Text 6th Edition
	Introduction to NA
	In Times of Illness

REMOVE STAPLES

NOTE: Remove ALL staples from literature before taking it into the facility.

PANEL COORDINATOR INFORMATION SHEET

Area Name: _____ Area H&I Chairperson: _____ Panel Coordinator: _____

Facility Name/Address	Phone Number	Facility Contact Person	Date of Last Contact	Type of Contact P	L	I	Changes/Problems/Remarks

P=Phone **L**=Letter **I**=Person

APPENDIX B

APPENDIX C

RSC H&I REPORT FORM

(AREA H&I TO REGIONAL H&I)

DATE: _____

NAME OF AREA: _____

NUMBER OF H&I MEETINGS: _____

H&I CHAIRPERSON: _____

CHANGE OF ADDRESS: _____

PHONE NUMBER: ( ) _____ - _____

BOUNDRY CHANGES: _____

ELECTION OF OFFICERS: _____

NEW MEETINGS/PRESENTATIONS: _____

_____

_____

CURRENT PROJECTS OR ACTIVITIES: _____

_____

_____

_____

PROBLEMS OR SITUATIONS: _____

_____

_____

WHAT CAN RSC H&I DO TO BETTER SERVE YOU? _____

_____

_____

_____

OTHER IMPORTANT INFORMATION: _____

_____

_____

_____

Please be sure to forward your subcommittee minutes and any new guidelines to the regional H&I subcommittee.

Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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published by Alcoholics Anonymous World Services, Inc. and have evolved specific to the needs of Narcotics Anonymous.

THIS CONCLUDES THE H & I GUIDELINES – APPENDIX E

TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA untiy.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group out to be fully self supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may emply special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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Understanding these Traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our Traditions. The Twelve Traaditions of NA are not negotiable. They are the guidelines that keep our Fellowship alive and free. By following these guidelines in our dealings with others, and society at large, we avoid many problems.

That is not to say that our Traditions eliminate all problems. We still have to face difficulties as they arise; communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the Fellowship. However, when we apply these principles, we avoid some of the pitfalls. Many of our problems are like those that our predecessors had to face. Their hard won experience gave birth to the Traditions, and our own experience has shown that these principles are just as valid today as they were when these Traditions were formulated. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

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