

Gateway To Freedom Area



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Gateway to Freedom

AREA SERVICE COMMITTEE GUIDELINES

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GATEWAY TO FREEDOM

AREA SERVICE COMMITTEE GUIDELINES

AREA PURPOSE

On May 1, 2011, our Area was formed in the spirit of love. We would like to continue our spiritual direction, asking that each member act with respect and love to every other member of the Committee. From our inception, we have worked in the spirit of unanimity. This process allows all members to have their questions, answers and all input heard before votes are taken. This course of action takes time and allows a loving God to express Himself through an informed group conscience. We have to, in all our endeavors, strive to better carry the message in a loving way to the addict who still suffers. With everyone's help, we can still do this, Just for Today, the NA way.

We are dedicated to be supportive to our members, our groups, and our service committees and their primary purpose so that no addict seeking recovery need die without having the chance to find a better way of life. We are committed to the linking together, within our Area by helping each other deal with our basic needs and situations and by encouraging the growth of our fellowship. This Committee is here to serve the basic functions of unifying the fellowship within our Area, to contribute to carrying the message of recovery through subcommittee actions and contribute to the growth of NA by initiating work to be finalized at the World Service Conference. We must always remember as individual members, groups and service committees; we are not in competition with each other and never should be. We work separately and together to help the newcomer and for our common good. Internal strife cripples our fellowship and prevents us from providing the services necessary for our growth.

THE TWELVE TRADITIONS OF NA

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

TWELVE CONCEPTS OF 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 decision 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.

FORMAT

1. Opening Prayer
2. Read the 12 Traditions of NA
3. Read 12 Concepts of NA Service
4. Read the Gateway to Freedom Area Purpose
5. Roll Call of Home Groups and Trusted Servants
6. Recognition of new Home Groups
7. Review of Groups not in attendance for 2 months
8. Quorum
9. Secretary's Report (read and approve minutes)
10. Area Chair Report
11. Area Vice-Chair Report
12. Home Group Reports
13. RCM Report
14. Standing Committee Reports (Special Events, H&I. P.R., Outreach, Policy, & any ad-hoc committees)
15. Old Business/Budget Requests

BREAK

16. Prayer
17. Second roll call of Home Groups and Trusted Servants
18. Nominations/Elections of New Officers (as necessary)
19. Announcements
20. Literature Chair Report
21. Treasurers Report
22. New Business (pre-arranged has priority)
23. Review of Business – Business going back to groups
24. Plans for the next ASC are discussed-planning of agenda and date for next ASC
25. Adjournment and Closing Prayer

AGENDA

1. Chairperson will distribute an Agenda, GSR Form, Motion Form and Budget Request at each ASC
2. All input, ideas, motions should be given to the Chairperson prior to each ASC in writing.

QUORUM

Official quorum is two-third (2/3) of the GSRs who have participated in both of the last two (2) Area Service Committees or 35% of Home Groups listed on the current meeting list (whichever is greater). If less than quorum is present, then voting business cannot be conducted.

OPERATIONS

1. There will be a three (3) hour time limit on the Area Service Committee. The ASC shall meet the second Sunday of every month beginning at 2p.m.
2. In the absence of Chair Person, the Vice Chair will preside over the Area Service Committee. In absence of both, the RCM will preside. In the absence of all three, the Secretary will open the ASC and preside until the immediate election of a Chair Pro-temp.
3. No other Subcommittee or event shall be held on the day of ASC except the Literature Distribution Subcommittee. (Intent is to have literature available for groups during ASC).
4. The ASC as a whole shall be responsible for the Area Service Conference time and place .
5. The ASC supports fund raisers provided that they a) Be completely separate from meetings; and b) Allow addicts who cannot donate free admission into the function (this does not include giving free merchandise to individuals).
6. For a new meeting to become part of the Area, they must send a Representative to ASC to express their desire to become part of the Gateway to Freedom Area.
7. For a new group to receive a starter kit and be put on the Areas' meeting list, they must first attend the Area Service Committee to make the Area aware of their intent to be a part of the Gateway to Freedom Area. The ASC will provide through the Literature Subcommittee a group starter kit will contain five (5) of the following I.P.s: #1 Who, What, Why, How; #2201 Intro to NA Meetings; #6 Recovery and Relapse; #7 Am I an Addict?; #8 Just For Today; #11 Sponsorship; #16 For the Newcomer; #2202 Group Business Meetings; #19 Self-Acceptance; #22 Welcome to NA; #19 Self-Acceptance; #22 Welcome to NA; #2203 Group Trusted Servants Roles and Responsibilities; #1500 NA White book and it will also contain one (1) set of readings.
8. RCM be given a vote of confidence at Regional provided motions voted on in this manner are brought back to the next ASC, but RCM should try to influence the Area Service Committee toward maximum Home Group Participation.

DISCUSSIONS/MOTIONS/VOTING

1. Each person participating in the ASC have one say, but only one say unless called on by the Chair to clarify.
2. The ASC will strive for unanimity in understanding rather than the actual vote. Everyone will at least understand what is going on.
3. All motions, other than administrative or procedural, will go back to Groups for an informed, thorough Group Conscience vote.
4. The discussion on a motion should be very involved. When the vote comes back there will be no further discussion on that motion.
5. Anyone can make a motion; GSR or Alt-GSR can second a motion.
6. Only a GSR or GSR alternate in place of a GSR can vote (Chair can vote in case of a tie only in procedural motions)
7. Voting will be done by a show of hands after a motion is returned from Group Conscience vote.
8. Any administrative or procedural motion can be passed by a simple majority of the GSRs present (one addict/one vote, regardless of the number of positions held)
9. Any new Group represented and requesting to join the Area may be recognized and allowed to fully participate with voting eligibility at the following month's Area Service Committee.
10. When a motion comes back for a vote the first time, Abstentions shall be called first. With one-third (1/3) or more of the quorum abstaining on the motion, voting stops. The Chair will poll the abstentions to find out if more clarification is needed and the motion will go back to Home Groups a second time. If there is less than one-third (1/3) abstaining, voting proceeds with all attending GSR's to be counted. If and when a motion comes back a second time, the Chair will call for "yes" or "no" votes only and the vote will be determined from that tally.
11. Regional motions will not include abstentions, only "yes" or "no" votes.
12. All GSRs need to have Regional votes prepared for the RCM to take to Regional (separately from the GSR report)

FINANCES

1. The Area will maintain a prudent reserve of \$500.00 including \$40.00 seed budgets for Committees without Chairs or budgets.
2. After paying our bills and establishing a prudent reserve, 50% of any monies left over will be forwarded to the Region each month.
3. No personal checks shall be written to the Area.
4. The ASC will maintain a bank account
5. All persons receiving money from the ASC must fill out a Budget Request Form and bring in receipts and/or unused balance of the money back to the ASC.
6. Present yearly budget totals not to exceed Home Group donations from previous year.

FINANCES (continued)

7. A Special Events working reserve of \$600.00 will be held in the ASC savings account, and an additional \$150 cash will be held by the Special Events Treasurer for petty expenses. Any funds above \$750.00 will be turned over to the ASC for Area use.
8. Any profits above the approved prudent reserve in the amount not to exceed \$500.00 will be placed in a Seed Fund separate from the active balance. This will allow the Special Events Subcommittee to begin planning a larger event like "Campvention" or NA Retreat.

REPORTS

Two (2) copies of reports (one each to the Chair and Secretary) will be provided prior to the opening of the ASC. All verbal reports will be limited to ten (10) minutes each. Whenever possible, all reports should be sent to the Secretary via email.

MONTHLY REPORTS

1. Treasurer: Reconcile bank statement from prior month with the Gateway to Freedom Area check book and compile report of financial activity since last Area Service.
2. Subcommittee Chairpersons: compile a written report of the activity since the last ASC; accomplishments, specific problems, situations, financial record and plans for the next Subcommittee meeting. Financial records will consist of: yearly budget, current monthly expenditures, year-to-date expenditures, and current monthly balance.
3. GSRs: Compile a report on your Group consisting of the suggested following information:
 - a. *Name of the Home Group*
 - b. *When and Where the Group meets, including address*
 - c. *Name of the GSR*
 - d. *Average attendance*
 - e. *Home Group members in regular attendance*
 - f. *Total number of Newcomers*
 - g. *Home Group needs, problems or concerns*
 - h. *Upcoming Group plans*
 - i. *Home Group positions vacant*
 - j. *Group donation (Group donation amount will not be included in the ASC Minutes)*
 - k. *Any other exchange of information as necessary*
4. RCM: Activity since last ASC.
5. Chair: Activity since last ASC

YEARLY REPORTS

1. Secretary: Compile a list of motions from past year's minutes
2. Treasurer: Compile a yearly report consisting of past year's financial activity
3. Subcommittee Chair: Compile a report consisting of the past year's activities, accomplishments, specific problems, situations, and plans for the coming year.

YEARLY REPORTS (continued)

4. Chair: Activity within the past year.

****Yearly reports are due in November**

NOMINATIONS

1. Nominations and qualifications will be made two (2) ASCs prior to elections. Each Nominee must be present. Verbal qualifications will be given at that time. Written qualifications are to be submitted for the minutes. GSRs take these back to Groups for additional nominations and discussion.
2. In the case of only one (1) nomination, the Chairperson will fill that vacancy under a pro-tempore status while sending said nomination back to Groups for any further nominations one (1) time. Upon return, if there are no further nominations, the lone Nominee may be acclimated (Nominee will leave room for open discussion).
3. Area or Residing Chair will read duties and responsibilities of a position upon acceptance of a new Nominee.

ELECTIONS

1. Each Nominee must be present for election.
2. Voting is done by show of hands.
3. Upon election, Members shall resign all conflicting service positions
4. When there are more than two (2) nominations, if no candidate gets a clear majority, the following will be followed: A vote will be taken, the Nominee with the least amount of votes will be eliminated. The process is repeated until there are two (2) Nominees, and then the one with the most votes is elected.
5. Have Nominees leave room.
6. Chairperson will ask for a moment of silence before voting
7. Term of Office will begin at the end of the ASC in which they were elected.
8. No Trusted Servant shall be eligible to serve more than two (2) consecutive terms in the same office.

SUBCOMMITTEES

1. In order to minimize time spent debating in Area matters, a Subcommittee system is used by the Gateway to Freedom Area
2. Each Subcommittee is responsible to the ASC. In order to better serve, a Subcommittee may choose to elect Officers other than Chair.
3. During all Subcommittee meetings, minutes should be recorded of discussions and decisions of that Subcommittee meeting and those minutes be mailed to the respective members of that Subcommittee, Area Vice-Chair at least fifteen (15) days prior to the next scheduled Subcommittee meeting.

SUBCOMMITTEES (continued)

4. All Subcommittees will submit an itemized estimated budget for the upcoming calendar year in November.
5. All Subcommittees meet in a public place in conjunction with an established NA meeting.

DUTIES AND RESPONSIBILITIES

1. Chairperson

- a. Compiles a pre-arranged agenda.
- b. Presides over all Area Service Committees.
- c. Maintain and conduct Area Service Committee with a firm, yet understanding hand in compliance with approved Area Guidelines taking precedence over Robert's Rules of Order as derived by the Groups in compliance with the fulfillment of the Twelve Traditions of NA and the Twelve Concepts of NA Service.
- d. Is fair and impartial.
- e. Refrains from discussion or expressing a personal opinion of a motion when presiding.
- f. Co-signer on all bank accounts of the Gateway to Freedom Area.
- g. Coordinates and keeps records, files and archives of the ASC.
- h. Makes monthly and yearly reports to the ASC.
- i. Is ultimately responsible to see that all duties and responsibilities of Area Officers are carried out to completion. In the absence of any Officer or Officer's action, the Chair sees that the duties and responsibilities are carried out.
- j. Prepares a yearly budget to cover the costs of the expenses of the Chair, Vice-Chair, Secretary, Treasurer and also the ASC meeting place and PO Box.

2. Vice-Chairperson

- a. Performs all duties and has all the responsibilities of the Chairperson in the absence of the Chair.
- b. Member of all Subcommittees.
- c. Liaison between all Subcommittees to ensure coordinated functioning of said Subcommittees per Area Guidelines.
- d. Attends as many Group Conscience meetings as possible.
- e. Maintains and distributes monthly calendar of events.
- f. Submits written reports at each ASC, monthly and yearly.
- g. Cosigner on all bank accounts of the Gateway to Freedom Area.

3. Secretary

- a. Is responsible for written record of Area Service Committee (minutes). Minutes shall include a tally of votes on all motions.
- b. Keeps a mailing/email list of all Area GSRs and Trusted Servants to be updated every month and kept for Area records as well as given to RCM.
- c. Responsible for typing minutes so they can be mailed within ten (10) days following each ASC.
- d. Requires that all motions are written on motion forms before the motion is put on the floor.

DUTIES AND RESPONSIBILITIES (continued)

Secretary (continued)

- e. Maintains a file containing all correspondence and records pertinent to the Gateway to Freedom Area.

4. Treasurer

- a. Keeps an accurate record of all financial transactions including Subcommittee balances.
- b. Prepares a written financial report monthly and annually. Annual report submitted in October.
- c. Disburses monies as per previously approved expenditures.
- d. Deposits all donations from Groups prior to the next ASC.
- e. Follows procedures described in Treasurer's Handbook.
- f. Reconciles bank account with an Area Officer.
- g. Cosigner on all bank accounts of the Gateway to Freedom Area.
- h. The Area Treasurer as part of the Administrative Committee will make an annual projected budget with a suggested prudent reserve at the end of their term.

5. Vice-Treasurer

- a. Attends ASC.
- b. Assists Treasurer with collecting Group donations.
- c. Writes receipts for Home Group donations.
- d. Assists Treasurer with any other Treasury duties.
- e. Cosigner on Gateway to Freedom Area bank account.

6. RCM

- a. Serves as the communication link of the Area with Region.
- b. Presents minutes of the Area, Region, NAWS, other Regional information available or from the quarterly fellowship report. Any other Regions' news i.e. Conventions, Area meetings ... etc.
- c. Attends all Area Service Committee meetings.
- d. Attends as many Group Conscience meetings as possible.
- e. Attends as many Area functions as possible.
- f. Submits written report to each ASC.
- g. Submits annual written report to ASC.
- h. Prepares a written report for Area Service Committee.
- i. Prepares a written report of RCM and RCM Alt. expenses including attending Area Service Committee on a monthly basis.
- j. Will not accept any nominations on Area level upon election.

7. Alternate RCM

- a. Will work closely with the RCM.
- b. Has all the same responsibilities as the RCM (listed above).
- c. Will not accept any nomination on the Area level upon election.

8. Subcommittee Chairperson

- a. Presides over meetings of appropriate Subcommittee.
- b. Schedules and announces Subcommittee meetings by end of ASC.

DUTIES AND RESPONSIBILITIES (continued)

Subcommittee Chairperson (continued)

- c. Submits Budget Request Form for any monies received or internally transferred by GTF Treasury
- d. Submits written monthly and yearly reports to ASC.
- e. Prepares and submits a yearly budget of appropriate Subcommittee expenses.

9. Literature Subcommittee Chairperson

- a. Will distribute literature at all Area Service Committees.
- b. Must have appropriate storage and transportation for Literature.
- c. Area Treasurer will handle all literature funds and pay for literature orders.
- d. Will order literature as needed.
- e. Will keep a determined amount of money for making change.
- f. Literature should be stamped with the Central Atlantic Regions' Info Line number 1-800-777-1515 before distribution.

QUALIFICATIONS

1. Chairperson

- a. A minimum of three (3) years clean time.
- b. One (1) year Area Service and/or Group Service experience.
- c. Willingness and desire to serve.
- d. One year commitment.
- e. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.
- f. Time and resources needed to be an active participant.

2. Vice-Chairperson

- a. A minimum of two (2) years clean time.
- b. Six (6) months Area Service and/or Group Service experience.
- c. Willingness and desire to serve.
- d. One year commitment.
- e. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.
- f. Time and resources needed to be an active participant.

3. Area Secretary

- a. A minimum of one (1) year clean time.
- b. Six (6) months Area Service and/or Group Service experience.
- c. Willingness and desire to serve.
- d. One year commitment.
- e. Clerical skills and access to equipment necessary to perform duties and responsibilities (including internet access)
- f. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.

QUALIFICATIONS (continued)

Area Secretary (continued)

- g. Time and resources needed to be an active participant.

4. Area Treasurer

- a. A minimum of three (3) years clean time.
- b. One (1) year Area Service and/or Group Service experience.
- c. Willingness and desire to serve.
- d. One year commitment.
- e. Skills in bookkeeping and/or accounting.
- f. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.
- g. Time and resources needed to be an active participant.

5. Vice-Treasurer

- a. A minimum of two (2) years clean time.
- b. One (1) year Area Service and/or Group Service experience.
- c. Willingness and desire to serve.
- d. One year commitment and upon completion automatic nominee for Area Treasurer.
- e. Willingness to answer any and all questions asked by the Area Service Committee
- f. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.

6. Regional Committee Member (RCM)

- a. Minimum of one (1) year Area and/or Group experience with one year clean time.
- b. Willingness and desire to serve.
- c. One year commitment.
- d. Have previously attended at least one (1) Area Service Committee.
- e. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.
- f. Time and resources needed to be an active participant.

7. Alternate Regional Committee Member (Alt-RCM)

- a. Minimum of six (6) months Area and/or Group experience with one year clean time.
- b. Willingness and desire to serve.
- c. One year commitment, attending ASC with RCM in third month.
- d. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.
- e. Time and resources needed to be an active participant.
- f. Automatically nominated for RCM.
- g. One (1) year minimum clean time.
- h. Minimum one (1) year Area and/or Group experience-3 months of that experience directly related to that subcommittee.
- i. Willingness and desire to serve.

QUALIFICATIONS (continued)

Alternate Regional Committee Member (Alt-RCM) (continued)

- j. One year commitment.
- k. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.
- l. Time and resources needed to be an active participant.

8. Literature Committee Chairperson

- a. Two (2) years minimum clean time.
- b. One (1) year Area and/or Group Service experience.
- c. Willingness and desire to serve.
- d. One year commitment.
- e. Skills in bookkeeping and/or accounting.
- f. A solid foundation of experience with the Twelve Steps, Twelve Traditions of NA, Area Guidelines, Twelve Concepts of NA service and willingness to answer questions by the Area Service Committee concerning this.
- g. Time and resources needed to be an active participant.

REMOVAL OF OFFICERS

- 1. Voluntary** – Given in writing to the Area Chairperson prior to the next Area Service Committee (a recommendation to be willing to serve the following two (2) ASC).
- 2. Involuntary**
 - a. Two (2) or more consecutive meetings missed, nominations opened the third ASC. (Subcommittees – If the Subcommittee is represented at the ASC by Subcommittee elected Vice-Chair this does not constitute an ASC miss).
 - b. Relapse during term of office (constitutes immediate dismissal)
 - c. Non-compliance of duties (by 2/3 majority open ballot vote, after reasonable discussion period).

AMENDMENTS TO GUIDELINES

1. Guidelines can only be amended by two-third (2/3) majority Group Conscience vote of GSRs (unless administrative) at any ASC.