Approved Policy of the
Back 2 Basics Area Service Committee
Of Narcotics Anonymous
(Updated 11/2009)

I. Name

A. The name of this Committee shall be the Back2Basics Area Service Committee of Narcotics Anonymous, hereinafter called the B2BASC or the Committee.

II. Purpose

A. The purpose of the B2BASC is to serve the NA groups, by providing a forum which brings together representatives of each group in order to:

1. Promote their primary purpose;
2. Help the groups deal with their day-to-day problems and needs;
3. Promote communication among groups and;
4. Provide a structure that develops, coordinates and maintains services on behalf of NA in the B2B Area.

B. As a service committee of Narcotics Anonymous, this body shall adhere to the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, Guide to Local Services, and all passed main motions. Subcommittees shall be guided by the World Service Approved handbook created to address their specific purpose. No action that conflicts with any of these principles or the current B2BASC guidelines shall be taken or entertained by this body.

III. Participation

A. Participation in the B2BASC shall be open to any NA member.

IV. B2B Committee

A. The Committee shall meet monthly in regular session on the third Saturday of the month in Mankato. ASC will host these meetings. Any group may offer to host ASCM one month prior to proposed meeting. Any group may request to host meeting at a different location provided the request is made 3 months in advance in the form of a motion at the ASCM except in emergency situations.

B. Attention should be made to avoid conflicts with conventions, holidays and neighboring functions.

C. A special meeting may be called by the Chairperson. The written request of 3 GSR's is required. The purpose, place and time of the meeting shall be stated in the call. Except in cases of emergency, at least seven days notice shall be given.

D. To read the Service Workers Prayer at the beginning of every B2BASC meeting.

V. Voting

A. Old Business voting privileges in the B2BASC shall be allowed to GSR’s only (or other Group representative).

B. New Business voting privileges in the B2BASC shall be allowed by all elected Trusted Servants of the B2BASC.

C. The Chair-person shall vote only to break a tie.

D. Votes on motions shall be by count of hands, at the discretion of the Chairperson. Any participant may request a written county be taken.

E. Elections voting shall be done by ballot.
F. Any present member may submit a motion, but it must be seconded by another member who is a GSR.
G. Prior to a vote on a motion any participant may request a vote to determine whether it should be postponed until the next B2BASC meeting in order to bring the motion to groups for their vote. The intention of this qualification is to ensure that we are guided by group conscience rather than majority. This action will require a simple majority.
H. Main motions require a total majority, that is more "yes" than both "no" and abstentions combined to pass. Simple motions and elections require a simple majority that is more "yes" than "no" for a vote to pass.
I. The set of members used to determine the total number of votes shall be “those present and voting”.
J. The B2BASC Treasurer shall be consulted before any budgetary expenditure is voted on.

VI. Service Members

A. A service member is defined as a B2BASC officer, subcommittee chair, GSR.
B. Officers of the B2BASC shall consist of a Chairperson, Co-chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member and Regional Committee Member Alternate.
C. B2BASC Officers and Subcommittee chairs shall be elected by the ASC.
D. No Service member elected by the B2BASC shall serve for more than two consecutive terms in the same position.
E. No B2BASC officer may hold any other service positions at the area level, including that of GSR or GSR-Alternate.
F. No member may serve as combination of GSR/GSR-alt for 2 different groups.
G. Any member of Narcotics Anonymous who meets the qualifications for a service member position may be elected to that position.
H. Elections shall be held 1 year from date of election.

VII. Qualifications for Officers

A. We recommend that all officers of this committee possess the following qualifications:
    1. The willingness and desire to serve.
    2. Demonstrated understanding of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous through practical application.
    3. The time and resources to be an active participant.
B. All positions are for a term of 12 months unless otherwise specified.
C. In addition to the qualifications listed above, further requirements for each officer are as follows:
    1. Chairperson
        a. A minimum of three years of continuous clean time;
        b. A minimum of one year of B2BASC service experience as officer or chairperson.
        c. A working knowledge of B2BASC policy.

d. The ability to facilitate and maintain order in a firm yet fair manner.

2. Co-Chairperson
   a. A minimum of three years of continuous clean time;
   b. A minimum of one year of B2BASC service experience as ASC officer or chairperson.
   c. A working knowledge of B2BASC policy.
   d. The ability to facilitate and maintain order in a firm yet fair manner.
3. Secretary
   a. A minimum of one year of continuous clean time.
   b. The ability to take notes of proceedings and to type (access to a word processor is preferable).
4. Assistant Secretary
   a. A minimum of one year of continuous clean time.
   b. The ability to take notes of proceedings and to type (access to a word processor is preferable).
5. Treasurer
   a. A minimum of three years of continuous clean time.
   b. A minimum of two years of NA service experience.
   c. The ability to balance an account and keep records.
   d. Demonstrate personal financial stability.
6. Assistant Treasurer
   a. A minimum of two years of continuous clean time.
   b. A minimum of one year of NA service experience.
   c. The ability to balance an account and keep records.
   d. Demonstrate personal financial stability.
7. Regional Committee Member
   a. A minimum of three years of continuous clean time.
   b. A minimum of two years of NA service experience, including at least one year of B2BASC service.
   c. The ability to attend the Regional Service Conference and to travel as directed by the B2BASC.
8. Regional Committee Member-Alternate
   a. A minimum of two years of continuous clean time.
   b. A minimum of one year of NA service experience.
   c. The ability to attend the Regional Service Conference and to travel as directed by the B2BASC.
   d. This position is for 2 years, one RCMA and one year as RCM.

VIII. Duties and Responsibilities of Officers

A. All service members are expected to attend all B2BASC meetings.

B. Chairperson

1. Presides over all meetings of the B2BASC.
2. Uses B2BASC policy to maintain order and facilitate procedure.
3. Recognizes participants or observers who are entitled to the floor.
4. States and puts to vote all motions that legitimately come before the Committee.
5. Refrains from discussing any motion while presiding.
6. Decides all questions of order, subject to appeal, unless it is preferable submit such a question to the assembly (or policy chair) for a decision.
7. Responds to inquiries pertaining to procedure or factual information bearing on B2BASC business.
8. Facilitates B2BASC meetings with fairness and impartiality.
9. Expedites business in every way compatible with the rights all participants and observers.
10. Appoints all B2BASC ad-hoc committees.
11. Is a co-signer of the B2BASC bank account.
12. Prepares monthly B2BASC agenda following the current format. (Unless a motion is made to change agenda example: to move announcements from end of area to beginning of area.) This agenda shall be printed in the minutes. (See Addendum B)
13. Performs various administrative duties as necessary (per A Guide to Local Services).

C. Co-Chairperson

1. Presides over all B2BASC meetings in absence of chairperson.
2. Uses B2BASC policy to maintain order and facilitate procedure.
3. Recognizes participants or observers who are entitled to the floor.
4. States and puts to vote all motions that legitimately come before the Committee.
5. Refrains from discussing any motion while presiding.
6. Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the assembly (or policy chair) for a decision.
7. Responds to inquiries pertaining to procedure or factual information bearing on B2BASC business.
8. Facilitates B2BASC meetings with fairness and impartiality.
9. Expedites business in every way compatible with

the rights all participants and observers.

10. Appoints all B2BASC ad-hoc committees.
11. Is a co-signer of the B2BASC bank account.
12. Prepares monthly B2BASC agenda in absence of chair following the current format. (Unless a motion is made to change agenda example: to move announcements from end of area to beginning of area.) This agenda shall be printed in the minutes. (See Addendum B)
13. To preside as subcommittee chair in absence of that subcommittees chair (including open positions.)

D. Secretary
1. Responsible for written record of all B2BASC meetings, including motions passed into secretary's minutes exactly as written.
2. Maintain a mailing list of all B2BASC Officers, subcommittee Chairs GSR's.
3. Types and distributes minutes no later than fourteen (14) days following each B2BASC meeting.
4. Mails a copy of B2BASC minutes to all appropriate recipients.
5. The Secretary has a $20 a month operating expense budget.
6. Is a co-signer for the B2BASC bank account.
7. Is responsible for maintaining B2BASC P.O. box and checking mail monthly. Will be key holder and contact for post office.

E. Assistant Secretary
1. Assists the secretary as needed.
2. Responsible for written record of all B2BASC meetings.
3. Maintain a mailing list of all B2BASC Officers, subcommittee Chairs and GSR's.
4. Types and distributes minutes no later than fourteen (14) days following each B2BASC meeting
5. Mails a copy of B2BASC minutes to all appropriate recipients.

F. Treasurer
1. Is custodian of all funds of the B2BASC.
2. Signs all B2BASC bank account checks along with one other designated service member, except in cases where the check is made out to the Treasurer (or another authorized signer), and in which case two other authorized service members must sign the check.
3. Keeps an accurate record of all transactions.
4. Presents a financial report at every B2BASC meeting for inclusion in the minutes.
5.

Collects and deposits into the B2BASC bank account all donations from individuals, groups, and subcommittees.

6\.

Disburses funds as per the group conscience of the B2BASC.

7\.

Supplies copies of receipts for all income and disbursements and keeps copies of receipts dating back seven (7) years.

8\.

Prepares and presents an annual financial report to be audited by a group of B2BASC service members.

9\.

Has all financial records and receipts for last year available to be viewed

10\.

Works with B2B Functions and Subcommittees to coordinate bookkeeping and finances, using computer book keeping software.

11\.

The Treasurer has a $20 a month operating budget for expenses.

G. Assistant Treasurer

1. Assists the treasurer as needed.
2. Is custodian of all funds of the B2BASC.
3. Signs all B2BASC bank account checks along with one other designated service member, except in cases where the check is made out to the Treasurer (or another authorized signer), in which case two other authorized service members must sign the check.
4. Keeps an accurate record of all transactions.
5. Presents a financial report at every B2BASC meeting for inclusion in the minutes.
6. Collects and deposits into the B2BASC bank account all donations from individuals, groups, and subcommittees.
7. Disburses funds as per the group conscience of the B2BASC.
8. Supplies copies of receipts for all income and disbursements and keeps copies of receipts dating back seven (7) years.
9. Prepares and presents an annual financial report to be audited by a group of B2BASC service members.
10. Has all financial records and receipts for last year available to be viewed by ASC members at each ASC.
11. The assistant treasurer may also be elected to the position of treasurer prior to his/her term completion if no treasurer is available. This can be done without penalty and may allow waiver of clean time requirements.

H. Regional Committee Member

1\.

Represents the B2BASC at the Regional Service Conference (RSC), presenting a B2BASC report at every RSC meeting.

2\.

Presents a report to the B2BASC covering all relevant business conducted at the previous RSC meeting.

3. Produces and presents a C.A.R. workshop to the B2B Area fellowship.
4. Maintains lines of communication between the B2BASC and other NA areas throughout the Region.
5. Performs all duties and responsibilities of the Chair in the absence of the Chairperson.

I. Regional Committee Member-Alternate

1. Accompanies the RCM to and Represents the B2BASC in the absence of the RCM, at the Regional Service Conference (RSC), presenting a B2BASC report at every RSC meeting.
2. In cooperation with the RCM, presents a report to the B2BASC covering all relevant business conducted at the previous RSC meeting.
3. In cooperation with the RCM, produces and presents a C.A.R. workshop to the B2B Area fellowship.
4. Maintains lines of communication between the B2BASC and other NA areas throughout the Region.
5. Performs all duties and responsibilities of the Chair in the absence of the Chairperson.

IX. Subcommittees

A. The B2BASC may establish subcommittees to carry on the work of the Committee.

B. Standing subcommittees shall be formed upon approval of the voting members. They shall include but not be limited to:

1. Activities
2. Public Information
3. Hospitals & Institutions
4. Policy
5. Newsletter
6. Outreach
7. Literature

8. SMARB
9. Hopefest
10. MNNAC XXVII

C. That each subcommittee of the B2BASC will meet the same day & location of area, according to the schedule on the minutes.

D. Special subcommittee (Ad-hoc) Chairpersons may be appointed by the B2BASC Chairperson or by motion upon approval of the voting members.

E. Subcommittee chairpersons must meet the following guidelines:

1. Have at least 2 years of complete abstinence and 1 year of experience in a service position.
2. Knowledge of what their subcommittee does and how it is performed.
3. Knowledge of what their subcommittee does and how it is performed.
4. Ability to handle funds allocated to the subcommittee.
5. Knowledge of and adherence to B2BASC policy.
6. Ability to supervise committee finances and cooperate with ASC treasurer to perform quarterly audits using approved software.

F. Subcommittees are to be guided by World Service Approved literature when applicable.

G. Each subcommittee is autonomous but is directly responsible to the B2BASC. Decisions made by subcommittees that affect the B2B Area as a whole shall be presented in the form of a motion to be decided by the voting members of the B2BASC.

H. Each standing subcommittee shall develop written guidelines to be submitted to the B2BASC and included in policy.

I. Each subcommittee shall submit a written report at each B2BASC meeting.

J. The following subcommittees will operate under the following standard, monthly, expense budget:

1. Activities: $200
2. H&I: $300
3. P.I.:$200
4. Newsletter: $50
5. Policy: $30
6. Outreach: $100
7. Literature $200

K. These amounts are available to be used for appropriate expenses as predetermined by the committee's guidelines. Receipts must be provided to treasurer for reimbursement. Amounts over the budget must be approved by ASC to be reimbursed or issued.

L. SMARB and Hopefest subcommittees are allowed to have functional checking accounts, in which the ASC treasurer is a signer. A financial report must be submitted monthly and with 45 days of the completion of the event, the entire financial balance must be offered to the ASC and start up money requested for the next year's subcommittee.

Literature Mission Statement

The B2b area literature sub-committee offers starter kits and a set of readings to all new groups within our area. The literature committee is also used as a tool to provide the b2b A.S.C. with updates on NA literature. And can be used to review and develop its own literature to better carry the message to the addicts who still suffers.

Policy Mission Statement

The B2B policy sub-committee is to keep an updated policy based on motions passed by the B2B Area. Policy being defined as: a definite course of action selected to guide and determine present and future decisions for the B2B area within the strictures of the Twelve Steps and the Twelve Traditions.

H&I Mission Statement

The H&I sub-committee will use the guidelines of the H&I handbook for the purpose of fulfilling our primary purpose. To carry the message of recovery to the addict that still suffers. This will be accomplished by putting on meetings in jails, prisons, treatment centers and any other institutions where people do not have access to outside meetings.

Public Relations Mission Statement

The purpose of the Public Relations sub-committee is to inform the public about N.A. and how it can aid in recovery from the disease of addiction. It also provides recovery centers and the public with appropriate N.A. literature and contact information. This includes current meeting lists and phone numbers. We also put on public information meetings for various groups through tout the year.

Newsletter Mission Statement

The news letter sub-committee gathers, and edits submissions from our area members in order to create a quarterly newsletter. This is comprised of artwork, poetry, step and tradition work and/or explanations. Also submissions of personal experience, strength, and hope are encouraged. As long as it is N.A. based, all submissions will be considered for publication.

x. Elections

A. Any participant may nominate an individual for a B2BASC service member position that meets the qualifications of that position as outlined in Section VII.
B. Nominees must be present to be elected.
C. A simple majority is required to elect service members.
D. An elected service member shall assume the duties of the office at the end of the meeting at which s/he was elected.

XI. Termination of an Officer

A. A service member may be removed from office for noncompliance. A total majority vote in favor is required for removal. Non-compliance is defined as:
   1. Relapse
   2. Failure to attend and submit a written report for 3 consecutive B2BASC meetings, or a total of 5 missed meetings within 9 months.
   3. Failure to attend 3 consecutive subcommittee or administrative meetings (as applicable);
   4. Inability to meet the outlined qualifications/responsibilities of one's position.
   5. Causing harm to the ASC, a group within the B2BASC, or Narcotics Anonymous as a whole.
   6. Any inappropriate use of funds belonging to any NA service body.

B. A six-month moratorium shall be required of any service member resigning or removed from their elected position prior to completion of their term unless they resign in order to fill another position of the B2BASC.
C. In the event a service member is unable to fulfill their term, the co-chair shall take over their duties. If there is no active co-chair the chair shall appoint and interim service member until the position can be filled. Any service member fulfilling an interim position shall be considered as having completed their term of service.
D. Elections for each position are due twelve months after previous election for said position.

XII. Amendment of Guidelines

A. Any GSR officer or subcommittee chair may propose an amendment to the guidelines at a regular monthly meeting of the B2BASC. The proposal must be seconded by a GSR and submitted in writing for information at such regular B2BASC meetings. ASC may then:

1. Vote on amendment
2. Send to groups.
3. Refer to policy subcommittee

B. Debate on motions to amend guidelines shall occur during the B2BASC session in which the amendment is proposed. Subsequent to review by the groups, voting on such motions shall occur without debate.

C. The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies a time otherwise.

XIII. Motions

A. Any member in attendance may make a motion or participate in discussion. All motions must have a second by a B2BASC GSR.

B. All motions shall be presented in writing to the B2BASC chairperson for clarification (if necessary). If, in the opinion of the Chairperson, a problem exists with the motion, s/he shall work with the maker to correct it. However, if the maker of the motion wishes, the Chairperson will present the motion without changes.

C. Any motions submitted for New Business must be submitted to the Chairperson prior to the start of new business.

D. The Chairperson shall decide the order in which motions shall be considered by the B2BASC. The Chairperson may not hold back any motion from debate.

E. The Chairperson may rule any motion out of order. Such rulings are subject to challenge by any service member or GSR and must be defended.

F. The maker of a motion and/or the GSR who seconds the motion must be present when the motion comes to the floor for debate.

G. The maker of a motion shall be allowed to speak first during debate on that motion.

H. At any time during debate, a member may propose an amendment to a motion currently on the floor. If the maker of the motion and the voting member seconding the motion agree to the amendment, all voting members shall be allowed to debate the amendment (not the entire motion) and vote to approve or disapprove. Debate on the newly amended motion shall then begin, and the voting members shall be allowed to vote to approve or disapprove the amended motion in its entirety.

I. Motions should be written and all amendments must be initialed by both author and GSR who 2nd it.

XIV. Rules of Order

A. Rules of order are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts.
B. Once the meeting is underway, only one matter shall be before the Committee at any one time and no other discussion is in order.
C. At chairperson's discretion, debate on both main motions and simple motions are limited to three pros and three cons (speakers for and against the motion). Each speaker addressing a motion in debate is limited to three minutes. No member may speak pro or con more than once in any debate. If a member feels more debate is necessary s/he may make a motion to extend debate.
D. Types of motions
    1. **Main motion:** This is a motion that directly affects the groups that the B2BASC serves, policy changes, termination of officers, and financial expenditures in excess of $100.
    2. **Simple Motion:** This is a motion for items such as, but not limited to:
        a. Request written ballet.
        b. Table a vote.
        c. To amend an existing motion.
        d. To extend debate.
        e. Related actions.
E. This does not have to be in writing nor does it require a second in order to be considered.

Financial Guidelines

A. **Definition**

1. This set of Guidelines shall serve as a written set of instructions for the disbursal of Back 2 Basics Area Service Committee (B2BASC) funds. These Guidelines shall set forth the procedures for documentation of all expenses and revenues and to assure a complete and accurate record of B2BASC finances.

B. **General Guidelines**

1. All funds shall be combined into one bank account to be managed by the B2BASC Treasurer, with exception of SMARB and Hopefest subcommittees, which may maintain checking accounts, directly under ASC treasurer supervision, and which must be liquidated and all funds offered to ASC once per year, within 45 days of function completion.
2. The B2BASC Treasurer, Assistant Treasurer, Chairperson, Co-Chairperson, Secretary, shall be designated as the co-signers of the B2BASC bank account.

3. Checks drawn on the B2BASC bank account shall require two (2) signatures for any and all transactions.
4. No two (2) signers of the B2BASC bank account shall reside in the same household.
5. No Trusted Servant may sign a check made out to themselves.
6. The B2BASC shall audit the books once per year, utilizing an ad-hoc committee comprised of at least the B2BASC Chairperson, the B2BASC Area Service Representative, the B2BASC Treasurer, and an outside delegate with professional accounting experience, if the B2BASC as a whole deems it necessary. The audit shall commence two (2) Ares service conferences prior to the end of the current Treasurer's term and shall report on the last Area service conference of the Treasurer's term. This audit shall follow the currently approved audit format.

C. Procedures

1. Revenues:

a. All revenues received by ASC shall be recorded in the current receipt book for the B2BASC.

2. Expenses:

a. All expenses will be reimbursed up to the levels set out in D.

b. All reimbursements will require a valid receipt within 6 months of the transaction unless otherwise decided by a motion.

c. All reimbursements will require an expense report to be completed before a check will be issued.

d. All expenses of the B2BASC as a whole, such as donations, ASC room rent and/or all other valid expenses shall have an expense report filled out by the treasurer to reflect the payment for the records. All revenues and expenses shall be recorded in the general ledger of the Area in order to maintain a permanent record of transactions.

D. Expenditure Guidelines

1. Expenses will be paid on a "cash available basis." No expenditure will be made unless there is sufficient money available to pay for them. This is to keep the name of B2BASC and NA as a whole above reproach.

2. The following subcommittees/trusted servants will operate under the following standard, monthly, expense budget:

1. Activities: $200
2. H&I: $300
3. P.I.:$200
4. Newsletter: $50
5. Policy: $30
6. Outreach: $100
7. Secretary: $20
8. Treasurer: $20
9. Literature: $200

These amounts are available to be used for appropriate expenses as predetermined by the committee's guidelines. Receipts must be provided to treasurer for reimbursement. Amounts over the budget must be approved by ASC to be reimbursed or issued.

3. Every other month 10% of remaining available treasury funds will be donated to RSC (on RSC month) after expenses and prudent reserve have been exempted. Prudent reserve is set at $800.00

Meeting List

The B2BASC meeting list is limited to meetings within the geographical boundaries of the B2B Area. Groups will be added to the B2BASC meeting list the first printing following their first meeting. The group hosting the meeting must provide the ASC with the meeting time, location, type of meeting and a contact phone number. Meetings will be removed from the B2BASC meeting list for any of the following:

1. If it is determined that the meeting is not NA.
2. Upon their written request.
3. Upon appearing on another area's meeting list.
4. When no contact can be made with the meeting via telephone or other means through Outreach of B2BASC until such contact can be made.
5. By recommendation of the Outreach Committee and a majority vote of the ASC.

This policy does not intend to strike the meetings from the list due to lack of participation at the ASC.

Addendum A

A moratorium will be in place regarding any discussion, motions, or off hand commentary during ASC meetings. This will be in place from January 1st 2009 till December 31st 2009. At that time a review will be held by ASC to determine if a centralized location has worked for our area, or if other options should be presented.

Addendum B

Back II Basics Area Service Committee

Meeting Agenda

Date

Moment of Silence followed with Serenity Prayer
Reading of the 12 Concepts
Reading of the Service Workers' Prayer
Introductions
Announcements

GSR Reports

Officer Reports

Chairperson:
Secretary: **Asst. Secretary**:
Treasurer: **Co-Treasurer**:
RCM: **RCM-A**:
Committee Reports
Public Information:

Hospitals & Institutions:
Outreach:
Newsletter:
Activities:
Policy:
Literature:
SMARB:
Hopefest
MNNAC XXVII

Old Business

1. Open Positions:
**Smoke Break (all new motions must be received before the meeting resumes)

New Business

Open Forum

Close

: