NORTHERN LIGHTS AREA SERVICE COMMITTEE GUIDELINES

Article I. Name and Purpose

Section 1.01 This body shall be known as the "NORTHERN LIGHTS AREA SERVICE COMMITTEE", hereinafter referred to as NLASC.

Section 1.02 The NLASC is a part of the Minnesota Regional Service Conference (MNRSC) and thereby is a member of the MNRSC and a member of the World Service Conference of Narcotics Anonymous (WSC).

Section 1.03 The primary purpose of the NLASC, in accordance with our Twelve Steps, Twelve Traditions and Twelve Concepts, is to carry the message of recovery to the addict who still suffers by furthering the unity of our Area fellowship through support of its member groups, by associating member groups with each other and by maintaining communication with the MNRSC and WSC.

Section 1.04 To ensure that our primary purpose is carried out, the NLASC shall have committees and resource people directly responsible to those they serve.

Article II. Operating Functions

Section 2.01 NLASC shall maintain a mailing address and a bank account.

Section 2.02 NLASC shall operate in accordance with the financial policies as set forth in the NA World Services Guidelines for the Area Service Committee Treasurer (Attachment A). Where the NLASC Guidelines differ from the minimum requirements outlined in Attachment A, the NLASC Guidelines will take precedence.

Section 2.03 The NLASC financial policies shall also include the following:

- **(a)** All disbursements (checks) will require two (2) signatures.
- **(b)** The primary signature must be either that of the NLASC Treasurer or the NLASC Chair.
- **(c)** The NLASC Vice-Chair, NLASC Secretary, RCM, or the RCMA may act as the secondary signer.
- **(d)** All funds received by the NLASC will be deposited within seven days of receipt.

Section 2.04 A three member budget committee, to be headed by the NLASC Treasurer, will be formed at the August NLASC.

Section 2.05 The Budget Committee will develop a proposed NLASC budget for the fiscal year to run January 1 through December 31.

Section 2.06 The Budget Committee will distribute the proposed NLASC budget to the Area GSRs, Committee Chairs and Officers no less than two weeks prior to the October NLASC meeting for adoption at the December NLASC. The Annual Operating budget will prioritize expenses as follows:

- **(a)** Outstanding Debt
- **(b)** Area Meeting Lists
- **(c)** P. O. Box Rental
- **(d)** Secretary Expense
- **(e)** Treasurer Expense
- **(f)** Executive Committee Expense
- **(g)** Project Expense
- **(h)** Vermilion Committee Expense

Section 2.07 The Executive, Project and Vermilion Committees will submit to the Budget Committee a projected operating budget at the August ACS. Any budget not received will be set by the Budget Committee.

Section 2.08 The Budget Committee will recommend a prudent reserve for the new fiscal year based on past financial information, NLASC goals, and other needs of the NLASC. The prudent reserve will be approved by the NLASC at the December NLASC meeting. A prudent reserve is defined as the budget required for paying off any outstanding debt, maintaining the P. O. Box rental, Area meeting lists, Secretary Expense and Treasurer Expense for one year.

Section 2.09 Any funds exceeding the prudent reserve and approved annual budget will be donated at a split of 60% to the MNRSC and 40% to the WSC for dispersal at the December NLASC.

Section 2.10 The NLASC approved budgets will serve as a guide for dispersal of funds. The budget committee will set a standard cost per event for NLANA sponsored activities. Should the anticipated cost for an activity exceed the standard amount set forth in the current budget, the event must receive the prior approval of the NLASC body as a whole before the activity commences. Unbudgeted expenses must have the approval of NLASC body prior to disbursement.

Section 2.11 Funds will be disbursed by check for all expenses. Whenever possible, checks will be made payable to the vendor and a receipt will be returned to the NLASC Treasurer. Checks made payable to an NA member must be supported by a check request or expense reimbursement form and supported by receipts.

Section 2.12 A mileage reimbursement rate shall be set by the NLASC body as a whole and may be changed through group consensus at any NLASC meeting.

Article III. Meetings

Section 3.01 NLASC will hold a regular bi-monthly business meeting on the first Saturday of the even numbered calendar months beginning at 12:30 PM and ending no later than 4:30 PM, at a location to be determined by the ASC body as a whole.

Section 3.02 Special meetings may be called by the Chair or Vice-Chair on being advised of a matter of special urgency. Reasonable notice must be given to all elected NLASC participants and Group GSRs.

Section 3.03 The NLASC will adjourn at 5:00 without any extensions. Any item of business being discussed at 5:00 shall be seen through to its conclusion before closing and any agenda items not addressed shall be continued at the next NLASC.

Section 3.04 All NLASC business meetings shall be closed to any non-NA member unless approved by a group consensus.

Section 3.05 NLASC meetings are open to any member of Narcotics Anonymous.

Section 3.06 Any NA member may speak at NLASC meetings provided they have been granted the floor by the Chair. Anyone who has not been clean for at least 24 hours is welcome to stay but will be asked to not participate.

Section 3.07 Consensus participants shall consist of all members of the NLANA present at the NLASC excluding the Chair or Acting Chair.

Section 3.08 Quorum requirements for the NLASC shall be defined as 50% of the NLA groups represented by a GSR, GSRA or Acting GSR and at least two Executive Committee members present.

Section 3.09 The NLASC Secretary will conduct a roll call to determine when a quorum is present. The roll call shall be kept on file by the Secretary.

Section 3.10 A meeting ceases to be considered in this quorum when it's GSR, GSRA, or Acting GSR has been absent from two consecutive NLASC meetings. If a quorum is not present, a meeting may be opened and normal activities may proceed, however, no group consensus will be taken.

Section 3.11 The NLA recognizes an NA Group as follows: "When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion. "

(from *The Group Booklet, Revised* *Copyright © 1990, 1997 by Narcotics Anonymous World Services, Inc.)*

Section 3.12 Any NA group can become a member of the NLANA by simply submitting a completed GSR report to the ASC. The Group will be included on the next printing of the Area meeting list and be submitted to the NA Minnesota web master as soon as possible.

Section 3.13 All NLANA groups are encouraged to submit a GSR report at each ASC meeting. The report can be mailed or hand delivered.

Section 3.14 When a group misses submitting a GSR report, the Area Chair will ask for a volunteer to visit the NA group and offer the support of the ASC. With the permission of the group, the volunteer will assist the group in completing and submitting a GSR report and encourage the group to send a GSR to the next ASC meeting.

Section 3.15 Without a Group report to confirm meeting information, the integrity of the ASC Meeting List could be comprimised. It is important that an addict is not directed to a disbanded meeting or to a wrong location or meeting time. If a Group chooses not to submit a GSR report the ASC Secretary will call for a group concensus to determine if the group's meeting information should remain on the meeting list.

Article IV. Service Structure

Section 4.01 Purpose - It is the responsibility of the NLASC Service Structure to conduct the business of the NLASC in an atmosphere of recovery providing an opportunity for groups to share their experience with one another.

Section 4.02 Executive Committee – Conducts the regular business meeting of the NLASC and shall consist of the following elected participants elected in August, commencing in December, for a one-year term, not to exceed two consecutive terms.

- **(a)** Chair
- **(b)** Vice-Chair
- **(c)** Secretary
- **(d)** Treasurer
- **(e)** RCM
- **(f)** RCMA
- **(g)** Vermilion Chair
- **(h)** Web Publisher

Section 4.03 Vermilion Committee – Provides an annual camping retreat activity open to both addicts and non-addicts. The Vermilion Chair will be elected by the NLASC body in August for a one-year term commencing in October. The committee will meet from 11:00 to Noon on the same day and at the same location as the NLASC meeting and is open to all NA members. Vermilion Committee participants will be elected by those NA members present at the Vermilion Committee meeting in accordance with the Vermilion Committee Guidelines (Attachment E).

Section 4.04 In the event of a resignation or removal of an Executive Committee elected participant or the Vermilion Committee Chair, the NLASC body as a whole shall elect a replacement to finish the term.

Section 4.05 In order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation. The practice of rotation reinforces the NA emphasis on service rather than the servant, consistent with our belief in the value of spiritual anonymity—what's important is the job being done, not the particular person doing it.

Section 4.06 Trusted servants are encouraged to complete a one year term of office and then step-aside for a time or accept responsibilities elsewhere in the NA service structure, giving other members the chance to serve the group.

Article V. Qualifications and Duties of Elected Participants

Section 5.01 Elected participants should have prior experience and/or related skills respective to their position and a working knowledge of the 12 Steps, Traditions and Concepts is essential. Trusted servants should have demonstrated leadership ability as discussed in the Fourth Concept. All elected participants are directly responsible to the groups of the NLASC.

Section 5.02 Any NA member meeting the qualifications described in these Guidelines may be elected to the Executive, Administrative or Vermilion Committees.

Section 5.03 Elected participants of the Executive Committee will not simultaneously serve in the position of group GSR or GSRA. All NLASC elected participants are encouraged to attend both the regular business meeting and the administrative committee meeting.

Section 5.04 Chair

- **(a)** Clean time: two (2) years continuous abstinence from all drugs.
- **(b)** Presides over the NLASC meeting.
- **(c)** Maintains order by recognizing participants who wish to address the NLASC.
- **(d)** Provides the NLASC Secretary with the upcoming meeting agenda for distribution two (2) weeks prior to the NLASC meeting.
- **(e)** Is a primary signer on the NLASC checking account.
- **(f)** Abstains from all voting and maintains a neutral position during the NLASC meeting.
- **(g)** Maintains a good working relationship with all elected participants of the NLASC.

Section 5.05 Vice-Chair

- **(a)** Clean time: two (2) years continuous abstinence from all drugs.
- **(b)** Performs the Chair's duties in the absence of the Chair.
- **(c)** May serve as a primary signer on the NLASC checking account.
- **(d)** Is the secondary key holder of the storage facility and post office box and retrieves the mail when the Secretary is unable to do so.
- **(e)** Assists with the responsibilities of any absent Executive Committee elected participant or Project Manager.

Section 5.06 Regional Committee Member (RCM)

- **(a)** Clean time: two (2) years continuous abstinence from all drugs.
- **(b)** Performs the Chair's responsibilities in the absence of the Chair & Vice-Chair.
- **(c)** The primary responsibility of an RCM is to work for the good of NA providing two-way communication between the Area and the Region.
- **(d)** May serve as a primary signer on the NLASC checking account.
- **(e)** Attends all regularly scheduled MNRSC business meetings.
- **(f)** Participates in the MNRSC as the voice of the NLASC and receives a vote of confidence from the NLASC to vote on items not on the agenda, or where a specific discussion has not been conducted, evaluating each item with the needs of the Fellowship in mind.
- **(g)** Provides a written report at each NLASC on the business conducted at the MNRSC and upcoming MNRSC business and events.

Section 5.07 Regional Committee Member Alternate (RCMA)

- **(a)** Clean time: one (1) year continuous abstinence from all drugs.
- **(b)** Performs the Chair's responsibilities in the absence of the Chair, Vice-Chair, and RCM.
- **(c)** Performs the RCM's responsibilities in the absence of the RCM.
- **(d)** Chairs the Aministrative Committee in the absence of both the Vice-Chair and RCM.
- **(e)** Attends all regularly scheduled MNRSC business meetings.

Section 5.08 Secretary

- **(a)** Clean time: one (1) year continuous abstinence from all drugs.
- **(b)** Performs the Chair's duties in the absence of the Chair, Vice-Chair, RCM and RCMA.
- **(c)** Records and is responsible for a written report in a format following the example set forth in Attachment C.
- **(d)** Maintains an index of motions passed at NLASC business meetings in a format as shown in Attachment D.
- **(e)** Distributes such minutes no later than two (2) weeks before each NLASC to elected participants of the NLASC and all NLA GSRs.
- **(f)** May serve as a primary signer on the NLASC checking account.
- **(g)** Retains a current contact list of all Executive Committee members, Project Managers, GSRs, and GSRAs of the Area.
- **(h)** Has on hand a copy of the past twelve (12) months of NLASC minutes at each NLASC meeting, and a supply of all adopted area forms.
- **(i)** Is the primary key holder of the storage facility and post office box and retrieves the mail no less than twice a month distributing as necessary.
- **(j)** Makes available at each NLASC a set of current guidelines.
- **(k)** Reserves the meeting location for the NLASC meetings.
- **(l)** Retains a current list of all items held in storage.

Section 5.09 Treasurer

- **(a)** Clean time: two (2) years continuous abstinence from all drugs.
- **(b)** Presents a written financial report at each NLASC business meeting to include a copy of the most recent bank statement making all journals and ledgers available for review.
- **(c)** The financial report and bank statements are to be reviewed and initialed by any one member of the Executive Committee other than the Treasurer.
- **(d)** Is a primary signer on the NLASC checking account.
- **(e)** Serves as Chair of the budget committee.
- **(f)** Serves on the Vermilion Committee and provides oversight of all fiscal transactions of the committee.
- **(g)** Retains the login and password information and places literature orders at NA.org as directed by the ASC.

- **(h)** Receives and receipts all income.
- **(i)** Issues payments for all bills and other debt.
- **(j)** Tracks expenses and compares to the approved budget reporting any overages.
- **(k)** Signs a Financial Responsibility Statement for the NLASC to be kept on file with NLASC minutes.

Section 5.10 Vermilion Chair

- **(a)** Clean time: two (2) years continuous abstinence from all drugs.
- **(b)** Chairs the Vermilion Committee.
- **(c)** Retains a record of all committee activities.
- **(d)** Provides a written report at each NLASC business meeting on the activities of the committee.
- **(e)** Provides a proposed committee budget for the coming year to the Budget Committee each August.
- **(f)** Provides a written detailed financial report of all income and expenses for the Vermilion campout at the October NLASC.
- **(g)** Provides a written inventory of remaining supplies and equipment to the ASC Secretary making sure the remaining supplies and equipment are brought to the ASC storage locker.
- **(h)** Holds a key to the ASC storage locker.

Section 5.11 Web Publisher

- **(a)** Clean time: one (1) year continuous abstinence from all drugs
- **(b)** Maintains a working relationship with the MN Region Fellowship Services Team's Web Servant.
- **(c)** Attends monthly webinar conference calls to coordinate efforts and train on web update procedures.
- **(d)** Maintains ASC information on the regional website, www.naminnesota.org, including but not limited to: local NA events, the local ASC homepage, the ASC online file cabinet, the list of trusted servants.
- **(e)** No programming or web development skills are required. Basic word processing and image editing skills, helpful.

Article VI. NLANA Projects

Section 6.01 The work that the Area as a whole undertakes will become known as projects. Ideas for projects may be developed at the Member, Group or Area level. These project ideas will be further developed at the ASC through connecting them with the Area's primary purpose and match these with the Area's resources. A project leader is chosen to manage the project, and project members are recruited to serve and assist. A project plan is then developed and approved by the Area or by the Project Team as directed by the Area. The project is then implemented and executed with regular reports given to the ASC. Certain project will be classified as ―ongoing projects and will require a project manager.

Article VII. Motions and Voting Procedures

Section 7.01 Motions may be submitted and seconded by voting members as defined in Article 3.07. All motions must be submitted in written form to the secretary prior to consideration by the NLASC body.

Section 7.02 The spirit of decision making at the NLASC will be that of consensus as outlined in Attachment C, unless otherwise determined by the Chair.

Section 7.03 Quorum, as described in paragraph 3.08, must be present for any motions or elections to be confirmed or denied at the NLASC Business Meeting.

Section 7.04 Any motion to change or suspend any portion of these guidelines must be distributed to the Area meetings and committees at least two weeks prior to the NLASC meeting where the vote will be conducted.

Section 7.05 Any and all motions not called for by the Chair will be submitted in new business.

Section 7.06 The Chair has executive discretion to postpone discussion or voting on any motion until the following NLASC.

Section 7.07 No two motions shall simultaneously be on the floor at any given time.
Discussion on a motion will only occur after it has been seconded.

Article VIII. Nomination and Election Procedures

Section 8.01 Two ASC meetings prior to the end of the term of any officer, nominations for that office will be solicited.

Section 8.02 Nominations shall be open to any member of NA that meets the qualifications of the position as outlined in these guidelines.

Section 8.03 All nominees must be present at the time of their nominations to be confirmed for a position.

Section 8.04 All nominations require a second, followed by the nominee's acceptance or declination of the nomination.

Section 8.05 All nominees will be asked to state their qualifications and answer questions from the NLASC.

Section 8.06 At the following ASC, the positions will be voted upon.

Section 8.07 All elections shall be conducted by written ballot with two volunteers counting the ballots. A nominee must win the election by majority vote. In the case of a tie, a second vote shall be taken after general discussion. The volunteers shall announce the winner without disclosing the ballot count.

Article IX. Removal of Elected Participants

Section 9.01 Through a consensus the NLASC may remove any elected participant from his or her position if found unfit as determined by NLASC as a whole.

Section 9.02 No elected participant may be removed without cause.

ATTACHMENT A

GUIDELINES FOR THE AREA SERVICE COMMITTEE (AND IT'S TREASURER)

1. It is suggested that the NLASC treasurer have a minimum of three (3) years continuous abstinence from all drugs.
2. The NLASC treasurer will issue a receipt to all groups, individuals and committees for all money received. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the group and NLASC.
3. Do not borrow funds from the NLASC treasury. Our experience tells us that treasurers and others who make this a practice tend not to return to the fellowship, nor do they return the funds.
4. NLASC funds cannot be spent without the approval of the GSRs and/or the NLASC as a whole or as approved in the annual budget.
5. The NLASC will maintain a checking account requiring two signatures on all checks and withdrawals. The Treasurer, Chair, Vice-Chair, and Secretary will be the signatories. The RCM or RCMA may be substituted as one of the signatories when it is practical to do so. This is to protect NLASC funds and to help the treasurer by providing financial records from an outside source (the bank).
6. The NLASC treasurer shall make a written financial report of contributions and expenditures at each regularly scheduled meeting of the NLASC, as well as an annual report at the end of each fiscal year. The treasurer can also be made responsible for bulk purchases of literature for the groups.
7. At the NLASC level of service, there should be only ONE person handling the funds – the treasurer.
8. A financial review of the NLASC's financial records should take place at least once a year, or when there is a change in treasurers. All the financial records of the NLASC should be reviewed.
9. IT IS VITAL THAT EVERY TREASURER HAND OVER HIS/HER RECORDS TO HIS/HER SUCCESSOR, IN ORDER TO PRESERVE MUCH-NEEDED DONTINUITY AND HISTORY.
10. Suggested Procedures for Financial Review
    a. The NLASC Executive Committee, excluding the treasurer, should determine when a financial review is to take place.
    b. It is recommended that no more than 24 hours' notice be given prior to the financial review.
    c. Those conducting the financial review MUST take physical possession of all records, statements, inventories, and petty cash.
    d. The treasurer should be available to the review committee in order to assist and answer questions, if necessary.
    e. A financial review should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION.
    f. Financial reviews should not be predictable, but should be varied as to time and place.

Attachment B

CONSENSUS DECISION MAKING PROCESS

1) **Broad Open Discussion - General Discussion**
   a) Discussion at this level ought to be the broadest in scope. Try to encourage comments which take the whole proposal into account; i.e., why it is a good idea, or general problems which need to be addressed.
   b) Discussion at this level often has a philosophical or principled tone, purposely addressing how this proposal might affect the group in the long run or what kind of precedent it might create, etc. It helps every proposal to be discussed in this way, before the group engages in resolving particular concerns.
   c) Do not allow one concern to become the focus of the discussion. When particular concerns are raised, make note of them but encourage the discussion to move back to the proposal as a whole.
   d) Encourage the creative interplay of comments and ideas. Allow for the addition of any relevant factual information. For those who might at first feel opposed to the proposal, this discussion is consideration of why it might be good for the group in the broadest sense. Their initial concerns might, in fact, be of general concern to the whole group. And, for those who initially support the proposal, this is a time to think about the proposal broadly and some of the general problems.
   e) If there seems to be general approval of the proposal, the facilitator, or someone recognized to speak, can request a call for consensus.
2) **Call for Consensus**
   a) The facilitator asks, "Are there any unresolved concerns?" or "Are there any concerns remaining?"
   b) After a period of silence, if no additional concerns are raised, the facilitator declares that consensus is reached and the proposal is read for the record.
   c) At this point, the facilitator assigns task responsibilities or sends the decision to a committee for implementation.
   d) Any concerns for which someone stands aside are listed with the proposal and become a part of it.
3) **Identify Concerns - List All Concerns**
   a) At this point, only concerns are to be expressed, reasonable or unreasonable, well thought out or vague feelings.
   b) After all concerns have been listed, allow the group a moment to reflect on them as a whole.
4) **Group Related Concerns**
   a) At this point, the focus is on identifying patterns and relationships between concerns.
   b) This short exercise must not be allowed to focus upon or resolve any particular concern.
5) **Resolve Concerns - Resolve Groups of Related Concerns**
   a) Often, related concerns can be resolved as a group.
6) **Call for Consensus**
7) If most of the concerns seem to have been resolved, call for consensus in the manner described earlier. If some concerns have not been resolved at this time, then a more focused discussion is needed.
8) **Restate Remaining Concerns (One at a Time)**
   a) Return to the list. The facilitator checks each one with the group and removes ones which have been resolved or are, for any reason, no longer of concern.
   b) Each remaining concern is restated clearly and concisely and addressed one at a time.
   c) Sometimes new concerns are raised which need to be added to the list.
9) **Questions Which Clarify the Concern**
   a) The facilitator asks for any questions or comments which would further clarify the concern so everyone clearly understands it *before* discussion starts.
10) **Discussion Limited to Resolving One Concern**
   a) Keep the discussion focused upon the particular concern until every suggestion has been offered.
   b) If no new ideas are coming forward and the concern cannot be resolved, or if the time allotted for this item has been entirely used, move to one of the closing options described below.
11) **Call for Consensus**
   a) Repeat this process until all concerns have been resolved. At this point, the group should be at consensus, but it would be appropriate to call for consensus anyway just to be sure no concern has been overlooked.

12) Closing Options

a) Send to Committee
   i) If a decision on the proposal can wait until the whole group meets again, then send the proposal to a committee which can clarify the concerns and bring new, creative resolutions for consideration by the group.

b) Stand Aside (Decision Adopted with Unresolved Concerns Listed)
   i) When a concern has been fully discussed and cannot be resolved, it is appropriate for the facilitator to ask those persons with this concern if they are willing to stand aside; that is, acknowledge that the concern still exists, but allow the proposal to be adopted.

c) Declare Block
   i) After having spent the allotted agenda time moving through the three levels of discussion trying to achieve consensus and concerns remain which are unresolved, the facilitator is obligated to declare that consensus cannot be reached at this meeting, that the proposal is blocked, and move on to the next agenda item.

ATTACHMENT C

ASC MINUTES FORMAT

Minutes of the MM/DD/YYYY NLASC

Meeting called to order at hh:mm. *Name and Position* presiding.

Meeting Location: *List name and address of location*

Members Present: *List names and position of all members present at roll call or provide attachment.*

Groups Not Present: *List names of groups not represented*

Reading of the 12 Traditions and 12 Concepts

Agenda review.

Open Form – *Provide brief recap of any discussion and the name of any member raising a concern.*

Quorum – *Quorum Requirements were met/not met.*

Reading of the minutes.

Motion: Made by *name* and Seconded by *name* to approve the minutes. Motion *accepted/rejected. List any corrections made to the minutes.*

Executive Committee Reports

Make note of any reports submitted and attach to minutes.

Group Reports

Provide a brief recap of group reports listing any announcements or concerns.

Project Reports

Make note of any reports submitted and attach to minutes.

Elections

Member Name was nominated and elected by a majority of all members present to the position of *name of position*.

Other

Include all Motions, the name of the maker and the second, the wording of the motion as provided, whether it was accepted or rejected. Include a brief description of any business that is requested to be included in the next meeting agenda.

It is not necessary to include general discussion.

Meeting ajourned at hh:mm.

Minutes Prepared by: *Name and position*

ATTACHMENT D

MOTION LOG FORMAT

MOTION LOG YYYY

Motion No.	Motion Description	Meeting Date	Consensus Date
YYYY – nn	Provide exact wording from motion form	MM/DD/YYY	MM/DD/YYYY
	EXAMPLES		
2012-01	To provide a budget of $500 for Valentine's Dance	02/02/2012	02/02/2012
2012-02	To adopt Project Carry the Message	02/02/2012	02/02/2012
2012-03	To accept Ronald Recovery as Project Manager of Project Carry the Message	02/02/2012	02/02/2012

ATTACHMENT E

VERMILION COMMITTEE GUIDELINES

ARTICLE I: PURPOSE AND DUTY

The name of this sub-committee shall be the Northern Lights Area Vermilion Committee (herein referred to as the Committee). The purpose of the Committee is to carry the message of recovery to the still suffering addict by organizing a self-supporting annual retreat to be held in September while providing an atmosphere of recovery, unity, and spiritual growth. It is the duty of the Committee to carry out all its activities in accordance with these guidelines, the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, and the guidelines of the Northern Lights Area of Narcotics Anonymous (NLANA).

ARTICLE II: MEMBERSHIP AND VOTING

A. MEMBERSHIP

1) General membership in the committee shall be open to all willing addicts of who share the stated purpose of the committee.
2) The Chairperson shall be elected at the August meeting of the Northern Lights Area Service Committee (ASC).
3) The remaining trusted servants of the Committee shall be elected by the Committee in October of each year.
4) In the event of a mid-term trusted servant vacancy (excluding Committee Chairperson), the election to fill that vacancy will be conducted by the existing voting members of the committee.
5) No trusted servant shall hold the same position for more than two consecutive terms.

B. VOTING

1) The voting participants of the Committee shall consist of all members of the Vermilion Committee present.
2) Voting will take place at any regular scheduled Committee or any special Committee meeting that is announced at least one week in advance to all Vermilion Committee members, NLASC GSRs, NLASC Executive and Administrative Committee members.

ARTICLE III: TRUSTED SERVANTS

A. GENERAL INFORMATION

1) The Trusted Servants of the Committee shall include the Chairperson, Co-chair, Secretary, Kitchen Chair and Co-Chair, Merchandise Chair and Co-Chair, Programming Chair and Co-Chair, Hospitality Chair, Banner Chair, Registration Chair and Co-Chair, Adult Games Chair and Co-Chair, Kids Games Chair and Co-Chair, Kids Crafts Chair and Co-Chair. These Trusted Servants shall perform within the guidelines as follows:
2) Loss of abstinence from all drugs constitutes an automatic resignation.
3) All committee Chairpersons will report in writing their committee's progress and ideas at each Committee meeting.
4) All Trusted Servants will report all expenses incurred to the Committee, verified by receipts. No reimbursements are to be made without said receipts.

B. GENERAL QUALIFICATIONS

1) Willingness to give the time and resources necessary to fulfill the commitment.
2) A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
3) Understanding of and willingness to follow these guidelines.

ARTICLE IV: DUTIES OF TRUSTED SERVANTS

A. CHAIRPERSON (Three (3) years continuous abstinence from all drugs

Prior to the event

1) Sets meeting schedule for event planning
2) Prepares agenda for each Vermilion meeting
3) Provides a written report at each ASC business meeting on the activities of the committee
4) Provides a proposed committee budget for the coming fiscal year to the Budget committee each August
5) Presides over the Committee
6) Submits a merchandise budget for approval by a consensus vote of the Area Service Committee (ASC) meeting before placing an order with any merchant.
7) Maintains a detailed inventory record of all event materials (banners, etc)
8) Retains a record of all committee activities.
9) Solicits ideas for theme and logo to be voted on by the Committee

During the event

10) Arrives early at the event to ensure all facilities and special issues are addressed
11) Fields questions/concerns at the event.

After the event

12) Provides a written detailed financial report of all revenues and expenses at the October ASC.
13) Submits all receipts to the Area Treasurer before the end of the camp out

B. CO-CHAIR (Two (2) years continuous abstinence prior to the August ASC before the event)

Prior to the event

1) Assist the chair in preparing a proposed committee budget for the coming fiscal year.
2) In the absence of the chair, presides over the Committee meetings
3) In the absence of the chair, carries the Committee vote at the ASC

During the event

4) Assists the chair at the event
5) Arrives early at the event to ensure all facilities and special issues have been addressed
6) Fields questions/concerns at the event
7) Confers with Committee Chair questions/concerns.

After the event

8) Assists the Chair in preparing a written detailed financial report of all revenue and expenses for the camp out.
9) Submit all receipts to the Area Treasurer before the end of the campout.

C. SECRETARY (Six (6) months continuous abstinence from all drugs)

Prior to the event

1) Attends Vermilion committee meetings.
2) Records minutes at each meeting
3) Distributes minutes to all committee members
4) Keeps a log of all motions
5) Checks email (vermilion@yahoo.com) regularly.

During the event

6) Assist at registration table
7) Assists at merchandise table
8) Tally clean time, miles, etc.

After the event

9) Attends “wrap up” meeting and takes minutes
10) Distributes minutes to all committee members.

D. REGISTRATION CHAIR (One (1) year continuous abstinence from all drugs)

Prior to the event

1) Attends Vermilion committee meetings
2) Prepares a database to be used to keep records
3) Fields phone calls and brings questions/concerns to the Committee Chair
4) Designs event flyer
    i. Posts on Northern Lights website, MN regional Website, World Website
    ii. Mails to each NA area in our surrounding states
5) Uses previous year database from to send a mass mailing to all previous year
6) Solicits individuals to volunteer at the registration table during the event
7) Picks up duplicate receipt books to bring to event (300)
8) Has registration forms printed for people to fill out at the event
9) Prepares maps of the camp and makes 100 copies for distribution at event
10) Has a list of cabins to record who is in each cabin
11) Obtains cash box for event

During the Event

12) Arrive early at the event
13) Participates in the walk-through with the Clean-Up Chair
    i. Counts beds in each cabin.
    ii. Notes any damages to cabins, campground and reports to Camp Host
    iii. Makes sure that two people are at registration table at all times, one of whom must have at least one year of continuous abstinence from all drugs.
14) Makes sure that registration forms are filled out completely (including any comped registrants as we need to pay the camp based on where they actually stayed)
15) Has registration table open until 10:00 p.m. on Friday and until 4:00 on Saturday.
16) Registers late comers as needed.
17) Prepares deposits every two hours.
18) Keeps track of all registration items:
    i. Cash
    ii. Registration forms
    iii. Receipt books
    iv. Database
19) Brings all registration items home
20) Confers with Committee Chair regarding any questions/concerns

After the Event

21) Updates Vermilion database to prepare financial report
22) Verifies and submits numbers to Area Treasurer within two weeks of event
23) Provides a written detailed financial report at "wrap-up" meeting

E. PROGRAMMING CHAIR (One (1) year continuous abstinence from all drugs)

Prior to the Event

1) Attends Vermilion committee meetings
2) Recommends NA speakers for Friday night, Saturday night and workshops with the approval of the committee.
    i. 5 years continuous abstinence for main speakers.
    ii. 2 years continuous abstinence for workshop speakers.
    iii. Alternate gender each year for main speakers
    iv. Mails confirmation letters to all speakers with NA bulletin 13.
        1. Main speakers receive two comps for Bakk cabin
        2. Main speakers receive roundtrip mileage reimbursement at the current NLASC rate
3) Contacts speakers a few days in advance to confirm and answer any questions
4) Supplies a list of presenters to Registration Chair
5) Prepares agenda for weekend
    i. Submits weekend agenda to committee for approval
    ii. Has agenda printed for distribution at registration
6) Obtains an MC for open mic on Friday night
7) Solicits a DJ for dance on Saturday night through the bid process.

8) Obtains white sheet and markers for the newcomer, along with 1 Basic Text and white booklets for those with less than 30 days

During the Event

9) Selects chair people for each meeting and instructs them on what to do
   i. Makes sure that they have what they need to get the meetings going
      1. Fire at the fire rings
      2. Readings, etc.
10) Chairs the main meeting on Saturday evening
11) Confers with Chair questions/concerns

After the Event

12) Provides a written detailed report at "wrap-up" meeting.

F. <u>FACILITIES CHAIR</u> (One (1) year continuous abstinence from all drugs)

Prior to the Event

1) Attends Vermilion Committee meetings
2) Rounds up a dozen volunteers to help out during camp out.
3) Prepares a plan to ensure restrooms are kept clean and supplied with toilet paper and paper towels during the event.
4) Prepares a plan to ensure all trash cans are emptied on a regular basis.
   i. In main mess hall
   ii. In bathrooms

During the Event

5) Arrives early at the event.
6) Participates in the walk-through with the Registration Chair
   i. Notes any damage to cabins, campground in general and report to Chair
   ii. Places a garbage bag in each cabin during walk through. Distributes cigarette butt cans around the camp
7) Implements plans for maintaining trash cans and bathrooms
8) Does a final walk-through at the end of the weekend.
   i. Assures that all miscellaneous trash is picked up throughout the camp
   ii. Places all trash at the middle road above the upper fire ring to be picked up.
   iii. Collects and disposes of cigarette butt cans
   iv. Notes any damages to cabin, campground in general and report to event Chair.
9) Confers with event chair questions/concerns

After the Event

10) Provides a written detailed report at "wrap-up" meeting.
11) Submits all receipts to Area Treasurer before the end of the camp out.

G. <u>KITCHEN CHAIR DUTIES</u> (One (1) Years continuous abstinence from all drugs.)

Prior to the Event

1) Attends Vermilion committee meetings
2) Prepares menu for Committee approval
3) Prepares budget for Committee approval
4) Prepares shopping lists based on menu.
5) Shops for best prices (ULF, Sam's Club, etc.)
6) Arranges for all food and supplies are delivered to the camp
7) Solicits head cooks for each meal
8) Solicits meetings to sponsor each meal and confirm that a whole meeting is in charge of the meal.
9) Solicits half-way houses for "special workers" if possible
10) Picks up incidentals for event.

During the Event

11) Arrives early at event (Usually on Wednesday)
12) Checks in food inventory (if not done previously)
13) Organizes food inventory by meal and labels them as such
14) Reviews with each head cook the menu prior to preparation of the meal and checks back to make sure all items for meal are ready to serve.
15) Meets with kitchen help (Half-way houses) to let them know what the expectations are
16) Inventory any remaining food or supplies at end of event

17) Confers with event chair questions/concerns.

After the Event

18) Provides Committee Chair with a detailed inventory of remaining food and supplies
19) Donates perishable items to local half-way house(s).
20) Arranges for remaining inventory to be properly stored in the ASC storage unit.
21) Provides a written detailed report at "wrap-up" meeting.

H. MERCHANDISE CHAIR (One (1) year continuous abstinence from all drugs)

Prior to the Event

1) Attends Vermilion committee meetings
2) Prepares a database to be used to record merchandise
3) Refers to prior event reports as a guide for current year sizes and quantities
4) Seeks approval of Committee for both the merchandise type, quantities and pricing
5) Solicits 3 bids for all merchandise.
6) Brings all three bids to Vermilion committee for selection.
7) Orders merchandise from selected supplier.
8) Uses remaining budget amount to order auction (unique with NA logo items).
9) Purchases 2 rolls of raffle tickets and bring to the event.
10) Selects volunteers to volunteer at merchandise table at event.
11) Prepares a poster with merchandise and pricing for store.

During the Event

12) Makes sure that two people are at merchandise table at all times. (1 person must have at least 1 year continued abstinence from all drugs.)
13) Displays merchandise, raffle and auction items for weekend
14) Sells merchandise and raffle tickets.
15) Posts store hours.
16) Prepares deposits every two hours
17) Chooses two auctioneers to run bidding process.
18) Sets up for the auction
19) Records items and final auction price and collects payment
20) Confers with event chair questions/concerns.

After the Event

21) Prepares financial report of inventory.
    i. Store Inventory
    ii. Description
    iii. Size
    iv. Quantity purchased
    v. Cost per Item
    vi. Retail price per item
    vii. Quantity sold
    viii. Auction Items
    ix. Cost
    x. Final bid price
    xi. Raffle Items
    xii. Cost
    xiii. Final Intake
22) Provides ASC with inventory of remaining items and properly stores them in the ASC storage unit
23) Provides a written detailed report at "wrap-up" meeting

I. BANNER CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

1) Attends Vermilion committee meetings
2) Obtains artwork from Vermilion Chair for logo
3) Verifies wording of "theme"
4) Submits ideas for banner to committee to verify that wording and logo are correct
5) Designs banner using any medium
6) Limits materials cost to within approved budget
7) Provides receipts for reimbursements or provide written estimates for a check to be cut directly to a vendor.

During the Event

8) Arranges for delivery of the banner to the Camp no later than Friday morning
9) Confers with event chair questions/concerns

After the Event.

10) Submits all receipts to Area Treasurer before the end of the camp out.
11) Removes, safely packages and prepares all banners for storage and make arrangements for delivery to ASC storage unit.

J. KIDS CRAFTS CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

1) Attends Vermilion committee meetings
2) Prepares a list of suitable kids crafts (ages 15 and younger) and obtains approval from Committee
3) Purchases items necessary for the list of crafts.
4) Reviews budget and make sure expenditures are within range.
5) Provides receipts for reimbursement or provides written estimates for a check to be cut directly to a vendor.

During the Event

6) Provides supervision for kids crafts
7) Solicits volunteers to assist
8) Confers with event chair questions/concerns

After the Event

9) Provides a written detailed report at "wrap-up" meeting
10) Safely packages remaining inventory and arranges for storage in ASC storage unit
11) Provides Chair with an inventory list

K. KIDS GAMES CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

1) Attends Vermilion Committee meetings
2) Composes a list of suitable kids games (ages 15 and under) for approval by the Committee
3) Purchases items necessary for the lists of games
4) Purchases prizes (if applicable)
5) Reviews budget and makes sure expenditures are within range.
6) Provides receipts for reimbursements or provide written estimates for a check to be cut directly to vendor
7) Provides a list of games to Vermilion secretary to be placed with master records.

During the Event

8) Provides supervision for kids' games.
9) Solicits volunteers to assist
10) Confers with event chair questions/concerns.

After the Event

11) Provides a written detailed report at "wrap-up" meeting.
12) Safely packages remaining inventory and arranges for storage in ASC storage unit
13) Provides Chair with an inventory list

L. *ADULT GAMES CHAIR DUTIES (One (1) year continuous abstinence from all drugs)*

Prior to the Event

1) Attends Vermilion committee meetings
2) Composes a list of suitable adult games (ages 16 and up) for approval by the Committee
3) Purchases items necessary for the list of games
4) Purchase prizes (if applicable)
5) Reviews budget amounts and make sure expenditures are within range
6) Provides receipts for reimbursements or provides written estimates for a check to be cut directly to vendor.
7) Provides a list of games to Vermilion secretary to be placed with master records.

During the Event

8) Provides supervision for adult games
9) Solicits volunteers to assist, as needed
10) Submits all receipts to Area Treasurer before the end of the camp out.
11) Confers with event chair questions/concerns

After the Event

12) Provides a written detailed report at "wrap-up" meeting.
13) Safely packages remaining inventory and arranges for storage in ASC storage unit
14) Provides Chair with an inventory list

M. HOSPITALITY CHAIR DUTIES (One (1) year continuous abstinence from all drugs)

Prior to the Event

1) Attends Vermilion committee meetings
2) Rounds up a dozen volunteers to help out at the event
3) Assigns tasks: coffee, greeting, etc.
4) Makes sure smocks are laundered and ready for event

During the Event

5) GOAL to have all smocks on someone at all times (greeting/hugging) attendees during event.
6) Makes sure coffee is available at all times.
7) Attend to any guest needing special needs during the event.
8) Confers with event chair questions/concerns

After the Event

9) Makes an inventory to ensure that all smocks are accounted for
10) Safely packages smocks and arranges for storage in ASC storage unit
11) Provides a written detailed report at "wrap-up" meeting

ARTICLES V: MISCELLANEOUS POLICIES

A. FINANCIAL

1) Handling of money will always be done in teams of two with one team member having at least one year continuous clean time.
2) Refunds of registration, merchandise or any other Committee related sale shall be handed on an individual basis by the Committee.

B. POLICIES AND GUIDELINES

1) Committee members will register and be charged a special pricing at the children's rate
2) For committee members to receive special pricing the member must participate in the committee prior to the event (this may include chairs and co-chairs). Any other special pricing will be determined on an individual basis and must be approved by the committee prior to the event.
3) These guidelines may be amended by the NLASC through consensus at any ASC meeting.
4) Any guidance or direction not covered herein shall be taken from the NLASC policies and guidelines.
5) Camp fees for Wednesday or Thursday for committee members required to arrive early as outlined in "Duties" will be paid for by the committee.

C. VERMILION CASH HANDLING PROCESS

1) The ASC Treasurer is responsible for supplying $200 of change (2 - $20; 10 - $10; 4 - $5; 20 - $1); 30 sealable bank deposit bags; 2 bank deposit books; 2 check endorsement stamps; and coin rolls (10 quarters; 5 each dimes, nickels, pennies).

2) The Vermilion Chair is responsible to assure that the Treasurer works with a partner for collecting and depositing the money and that two-member teams are manning both Merchandise and Registration. One member of each of the two-member teams must have at least 1 year clean.
3) Registration will need: 12 Deposit Bags 1 Deposit Book 1 Endorsement Stamp
    i. $100 of change (1 - $20; 5 - $10; 4 - $5; 10 - $1)
4) Merchandise will need: $100 of change (1 - $20; 5 - $10; 4 - $5; 10 - $1)
    i. 18 Deposit Bags: 2 for Pop; 8 for Merchandise; 3 for Raffle; 1 for Auction; 4 extra
    ii. 1 Deposit Book; 1 Endorsement Stamp
5) Pick up schedule:
    i. Friday: 4:00; 6:00; 8:00; 10:00
    ii. Saturday: 12:00; 4:00; 11:00
    iii. Sunday : 2:00
6) Bank Drop off schedule: Saturday Morning and Sunday Afternoon
7) All checks are made payable to NLANA (NOT Vermilion).
8) 15 minutes prior to each pick-up, the teams on duty will shut down to count the money on hand.
    i. Count out $100 of change and return to the cash box.
    ii. Make sure that all checks are stamped with the deposit stamp.
    iii. Sort cash by denomination and turn in the same direction.
    iv. Count the checks, cash and coin and enter in the $$ amount in the designated spaces on the tear off slip of the deposit bag, the front of the deposit bag and on the deposit slip.
    v. Enter the bank routing number and account number on the front of the deposit bag.
    vi. On the deposit slip identify what the deposit is for (Registration, Merchandise, Auction, etc.).
    vii. Write the deposit bag number on the deposit slip.
    viii. Both members of the team initial the deposit slip.
    ix. Place the original copy of the deposit slip, the checks, cash and coin inside the deposit bag.
    x. Remove the tear off slip and staple to the 2nd copy of the deposit slip.
    xi. The Treasurer will write out a receipt with the date, time, amount, deposit bag number and a description (Merchandise, Registration, Auction, etc.) and give it to the team.
    xii. The team gives the treasurer the sealed deposit bag and the second copy of the deposit slip with the deposit bag tear off slip attached.
    xiii. The team staples the receipt to the 3rd copy of the deposit slip which remains in the deposit book.
    xiv. The Treasurer staples the Team's deposit slip to the 2nd copy of the receipt in the Treasurer's receipt book.
9) The Treasurer will inconspicuously (in other words, don't advertise where the money is stored) secure the collected Deposit Bags in a locked box (a locked glove compartment will work) in a locked vehicle.
10) On Saturday morning (no later than 10:00) the treasurer and a partner will deliver the deposit bags to the US Bank branch office in Virginia and put the bags in the night depository. It will take about an hour and a half to make the round trip. The treasurer must be back in time for the 12:00 Saturday pickup.

    US Bank, 230 1st St S # 100 Virginia, MN 55792-2673

    Directions from Cook:

    Follow US-53 South
    Turn left at 9th St N/MN-135 and follow for 1.1 mi
    9th St will bend to the right and become N 2nd Avenue
    Continue on N 2nd Avenue .7 mi
    Turn right at 1st St S
11) The Treasurer and a partner will make another drop at the bank in Virginia Sunday on the way home.
12) The Registration Chair will prepare a registration report listing the count in each registration category and attach it to a check request form for the Treasurer to make payment to the camp. The camp should be paid no later than 10 days after the event.

The Treasurer will prepare a financial report for the committee detailing all inco