

Open Door of the Southeast Area Service Committee
Index to the Guidelines

- Article One: Definition
- Article Two: Purpose
- Article Three: Meetings
- Article Four: Operating Functions
- Article Five: Voting Procedures
- Article Six: Elections
- Article Seven: Participants
- Article Eight: Officers
- Article Nine: Description of Officers
- Article Ten: Subcommittees
- Article Eleven: Duties of Subcommittee Chairs
- Article Twelve: Removal of Participants
- Article Thirteen: Revision of Guidelines

Revised: February 2002

ODSASC GUIDELINES

Article One: Definition

- 1.01 This body shall be known as the Open Door of the Southeast Area Service Committee, hereafter referred to as ODSASC.
- 1.02 The geography of the ODSASC includes, but is not limited to, the Southeast corner of Minnesota.
- 1.03 This committee is part of the Minnesota Regional Service Conference of Narcotics Anonymous, hereafter referred to as MNRSC, and therefore a member of the World Service Conference of Narcotics Anonymous.

Article Two: Purpose

- 2.01 The purpose of the ODSASC is to be supportive of its member groups by associating groups locally and helping them deal with day-to-day needs in fulfilling their primary purpose: to carry the message to the addict who still suffers.
- 2.02 This body shall adhere to the Twelve Traditions and Twelve Concepts of NA.

Article Three: Meetings

- 3.01 The ODSASC shall hold a regular business meeting on the third Sunday of each month. Rescheduling is at the discretion of the Chairperson.
- 3.02 All ODSASC business meetings shall be open to any member of Narcotics Anonymous as nonvoting members, and shall be closed to the general public unless specifically approved by the Chairperson.
- 3.03 Robert's Rules of Order will be used as procedure in all ODSASC business meetings.
- 3.04 A meeting may be called to order and business conducted without a quorum. However motions, decisions, or any other business outside the normal activities may not be performed.
- 3.05 A quorum shall be based on an average of voting participants present at the last three ASC meetings. A majority (51%) of that average shall constitute a quorum. The Chairperson will announce the number of voting participants needed to fulfill the quorum at the beginning of each ASC meeting.

Article Four: Operating Functions

- 4.01 The ODSASC shall maintain a mailing address and bank account.
- 4.02 ODSASC finance policies include:
 - A) No two signers on the bank account may reside in the same household.
 - B) Signatories on the ODSASC bank account are the Chairperson, Vice Chairperson, and the Treasurer. Two signatures are required for all transactions.

- C) Checks will reflect the ODSASC address, and the bank statement will be mailed to that address.
- D) Receipts are required for all disbursements.
- E) The ODSASC Chair and Regional Committee Member (RCM) will conduct a random audit to compare bank statements against the treasurer's record, at least twice a year.
- F) Monies donated by groups must be used to further our primary purpose; therefore, the ODSASC will not accept any "earmarked" funds.

4.03 Financial Guidelines:

A) Collections of ODSASC revenues:

- 1) All funds are to be handled through the ODSASC treasury:
 - a) Group Donations
 - b) Voluntary committee collections
 - c) Miscellaneous ODSASC fund raising

B) ODSASC prudent reserve:

- 1) The prudent reserve is a sum that is set aside securing two months operating expenses
 - a) This sum will be the average bimonthly Area expense from previous fiscal year derived by summing the total yearly expenses (January 1st to December 31st) and dividing by six
 - b) This sum will be determined and reported by the treasurer at the beginning of each new fiscal year in January.
- 2) The prudent reserve will used only to cover expenses exceeding monthly donations.
 - a) Excess funds will not be dispersed until the prudent reserve is replenished.

C) All moneys will constitute the general fund

- 1) The general fund shall constitute the sum of the amount all subcommittees are budgeted (See 3.03F2) plus the prudent reserve, and all incoming donations.
- 2) Receipts are required for all disbursements.
- 3) Area expenses shall come from monthly donations.

D) Annual budgets and fiscal year

- 1) The fiscal year begins on January 1st and ends on December 31st
- 2) Subcommittee chairs will create a yearly budget with an itemized breakdown of income and expenses based upon past income and expenses for the subcommittee and future goals for the upcoming fiscal year. This itemized breakdown will specify when income and expenses occur.

- a) This budget must be submitted to the Treasurer no later than the November ODSASC meeting.
 - b) If a subcommittee chair position is vacant, the treasurer will create a yearly budget for the subcommittee based upon past income and expenses.
 - 3) The treasurer, with assistance of the Area Chair, will compile all budget information into overall annual ODSASC budget to be brought before the ASC at the December meeting. This budget shall include all income sources projected expenses based on past trends, and shall take into account the timing of income and expenses. The proposed budget will be included in the November ODSASC minutes.
 - a) The treasurer will project a quarterly general funds balance based in this budget for the upcoming fiscal year. The treasurer will recalculate these amounts in each quarterly report based on actual expenses and income (see entire Sec. 3.03.F)
 - b) If the general fund balance reaches an amount lower than the prudent reserve during any given quarter, all expenditures shall then require approval by motion until general funds is greater than the prudent reserve.
 - 4) The budget must be approved by a quorum of voting members at the December ASC.
 - a) If the proposed budget is not approved at the December ODSASC meeting, all subcommittee expenses must be approved by motion until the budget for the upcoming fiscal year has been approved.
 - 5) The approved ODSASC budget shall serve as the guide for the dispersal of the funds to the ODSASC subcommittees.
- E) Excess Funds:
- 1) Funds over the projected general funds balance, after normal operating and approved subcommittee expenses have been paid plus unused approved subcommittee expenses, shall be known as
* excess. Excess funds shall be calculated at the end of each quarter.
 - 2) Excess funds shall be allocated, unless otherwise designated by a motion approved by 2/3 majority, as follows:
 - a) 60% to the MNRSC
 - b) 30% to the UMSO (All are open for discussion)
 - c) 10% to WSO
- F) Procedure to be followed by subcommittee in spending allocated funds:
- i) Only the Chairperson can request funds.

- a) Receipts are required for all disbursements
 - b) Money requested for special projects must be done in the form of a motion.
- 2) Subcommittees will have an approved expense amount for any quarter in the fiscal year based upon the approved ODSASC budget. Additional expenditure shall require prior ODSASC approval by motion. Excess funds will not carry over to the next quarter.
- 3) If a subcommittee cancels a project the subcommittee chair must notify the treasurer in order to adjust the ODSASC budget.
- 4) If a subcommittee chair position is vacated for more than one month, the budget for the ODSASC and the subcommittee shall not be adjusted until a new chairperson has been elected and a new budget for the subcommittee has been approved by the ODSASC.
- G) Subcommittees will provide a quarterly report:
 - 1) On the form provided by the treasurer for the treasurer's report to the Area fellowship.
 - 2) The quarterly report will state:
 - a) Itemized contributions (sources and amounts)
 - b) Itemized expenditures (purchases and amounts)
 - c) Projected expenses and incomes for the next quarter
 - 3) These reports will be submitted to the secretary for inclusion in the minutes.
 - 4) These reports are due:
 - a) Quarter 1- April
 - b) Quarter 2- July
 - c) Quarter 3- October
 - d) Quarter 4- January
- H) These guidelines are set forth for the sole purpose of establishing financial responsibility and accountability between the ODSASC, it's subcommittees, and the fellowship as a whole. Following the established procedures in Article Twelve may amend these guidelines.

Article Five: Voting Procedures

- 5.01 GSR's are entitled to one vote. GSR-alternates are entitled to one vote in the absence of their GSR.
- 5.02 The Chairperson shall receive one vote in the case of a tie
- 5.03 Any addict present at the time of presentation may make or second that motion
- 5.04 All main motions must be submitted in writing
- 5.05 For a motion to, pass greater then 50% of voting participants must vote in favor of the motion.

Article Six: Elections

- 6.01 Any member of Narcotics Anonymous may be nominated to fill an office.
- 6.02 Nominees must be present at the time of nomination to be elected.
- 6.03 In the even of a vacated office, temporary assignments may be appointed by the Chairperson
- 6.04 If a newly elected officer is a GSR at the time of the election, that person shall resign, enabling that group to elect a new GSR
- 6.05 Subcommittee chairs shall not hold office as GSR
- 6.06 The Vice-Chair and other co-officers do not automatically assume the next position. They stand for normal election.
- 6.07 Nominations and elections for the following officers and participants listed in Article Eight shall be held as follows

- | | | |
|-----------------------------|-------|-------------------------|
| A) Secretary & Co-Secretary | _____ | January |
| B) Public Information Chair | _____ | February |
| C) Help-line Chair | _____ | March |
| D) RCM & RCM | _____ | April (odd & even year) |
| E) Literature Chair | _____ | May |
| F) Treasurer & Co-Treasurer | _____ | June |
| G) Policy Chair | _____ | July |
| H) Hospitals & Institutions | _____ | August |
| I) Activities Chair | _____ | September |
| J) Chair & Vice-Chair | _____ | October |

Article Seven: Participants

- 7.01 Participating members of the ODSASC include Group Service Representatives (GSR's), officers, and subcommittee chairpersons, and adhoc
- 7.02 Voting participants consist of GSR's or their representatives.
- 7.03 New ASC meetings
- A) Newly established meetings wanting to be apart of the Open Door

Area, must be present for 2 consecutive ASC meetings in order To vote

- B) To be listed on the ASC meeting list, you must be present 3 consecutive ASC meetings.

Article Eight: Officers

- 8.01 The officers of the ODSASC shall consist of a Chairperson, Vice-Chair, Secretary, Treasurer, Co-Treasurer, RCM, and RCM-Alternate. CO SECRETARY

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- 8.02 Officers shall not be elected by secret ballot to serve for a period of one year. The term of office begins at the end of the ASC the new officer is elected during.
- 8.03 No officer shall hold positions at the Area level.
- 8.04 No officer shall be eligible to serve more than 2 consecutive terms in the same office.
- 8.05 Any member of NA who fits the requirements for an office may be elected to that office.

Article Nine: Description of Officers

9.01 Chairpersons

- A) Reports quorum requirements
- B) Opens the meetings at the appointed time
- C) Sets & follows the agenda of the day
- D) Recognizes members & observers who are entitled to the floor
- E) Follows Robert's Rules of Order in handling all business
- F) Conducts the general correspondence for the Area fellowship
- G) Is signer on the ODSASC bank account
- H) Participates in all subcommittees
- I) Votes in case of a tie

9.02 Recommendations for Chairperson include:

- A) Must be capable of conducting business in a firm, yet understanding hand
- B) A minimum of three (3) years abstinence from all drugs
- C) Prior experience as GSR

9.03 Vice-Chair

- A) In absence of Chairperson, acts as Chairperson
- B) Coordinates functions and participates in all subcommittees
- C) A signer on the ODSASC bank account

9.04 Recommendations for the Vice-Chair

- A) Must show leadership, communication skills, objectivity, and tolerance.
- B) A minimum of one (1) abstinence from all drugs
- C) Prior experience as GSR

- D) Willingness to serve as Chairperson if elected the following term

9.05 Regional Committee Member

- A) In absence of Chairperson and Vice-Chair, to serve as the Chairperson
- B) Represents the ODSASC and files a report at each MNRSC meeting

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- C) Reports to the ODSASC about business conducted at the MNRSC
 - D) Maintains two-way communication between the MNRSC and the ODSASC
- 9.06.01 Recommendations for the RCM
- A) A minimum of three (3) years continuous abstinence from all drugs
 - B) Must understand the concept of a group conscience and its importance
 - C) Must have time to participate in the ASC, RSC and Area subcommittees in order to understand our Area's needs and concerns
 - D) Must have general experience at the group and Area levels of service
 - E) Must have knowledge of the Twelve Steps, Twelve Traditions, and Twelve concepts of Narcotics Anonymous
- 9.06.02 Regional committee member (RCM.)
- A) A minimum of two years continuous abstinence from all drugs.
 - B) Must understand the concept of group conscience and its importance.
 - C) Must have general experience at the group and area levels of service.
 - D) Must have knowledge of the Twelve Steps and Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- 9.07 Secretary:
- A) In the absence of the Chairperson, Vice-Chair, and RCM, acts as the Chairperson.
 - B) Records all proceedings at the ODSASC meetings.
 - C) Keeps a file of all committee reports and main motions made at the ASC.
 - D) Maintains the ODSASC files and archives.
 - E) Distributes minutes to all participants no later than two weeks following each meeting.
- 9.08 Recommendations for Secretary:
- A) Minimum of one-year continuous abstinence from all drugs.
 - B) Familiarity with general secretarial skills, access to a computer or word processor and copier.
 - C) Experience as the secretary of a group or subcommittee.
 - D) A sense of order as to what transpires at the business meetings.
- 9.09 Treasurer:
- A) Is the custodian of all ODSASC bank account.

- B) A signer on the ODSASC bank account.
- C) Provides a monthly report of revenues, expenses, and account balances.
- D) Makes a full annual financial report.
- E) Disperses funds as necessary to fulfill the objectives of the ODSASC.
- F) Follows the WSC approved Treasurer's handbook.
- G) Follows ODSASC financial policies and guidelines found in Article Four.

9.10 Recommendations for Treasurer:

- A) A minimum of two (2) continuous abstinence from all drugs
- B) Must have bookkeeping skills and be able to maintain a checking account
- C) Must have had service experience as a Treasurer at the group level.

9.11 Regional Committee Member (RCM)

- A) A minimum of two (2) years continuous abstinence from all drugs.
- B) Must understand the concept of group conscience and its importance.
- C) Must have general experience at the group and Area levels of service.
- D) Must have general experience at the group and area levels of service.
- E) Must have knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

9.11 Co-secretary:

- A) Assists the secretary in recording proceedings at the ASC.
- B) Assists the secretary in printing and distribution of the minutes.
- C) Other duties as assigned by the secretary.

9.12 Recommendations for Co-Secretary:

- A) A minimum of six (6) months continuous abstinence from all drugs.
- B) A willingness to learn the duties of the secretary.
- C) A willingness to serve as Secretary if elected the following term.

9.13 Co-Treasurer:

- A) In the absence of the Treasurer, acts as the Treasurer.
- B) Assists Treasurer in preparation of all necessary reports.
- C) Other duties as assigned by the Treasurer.

9.14

Recommendations for Co-Treasurer:

- A) A minimum of one (1) year continuous abstinence from all drugs.
- B) Willingness to learn the duties of the Treasurer.
- C) Willingness to serve as Treasurer if elected the following term.

Article Ten: Subcommittees

10.01

Subcommittees are directly responsible to the ODSASC.
Newly proposed subcommittees shall act as ad-hoc committee until they are established with a statement of purpose.

10.02

All ODSASC subcommittees shall carry out their work in Accordance with the Twelve Traditions, Twelve Concepts of Narcotics Anonymous; ODSASC guidelines; The Working Guide to Local Service and their respective service manuals.

10.03

Guidelines for an ODSASC subcommittee ought to include,
But are not limited to:

- A) Name
- B) Purpose and Need
- C) Functions:
 - 1) Our experience shows that there is a need for each subcommittee to have as one of its functions, keeping a file listing contact persons and procedures for the activities it performs. This is for the use of the future participants and addresses the concept of Trusted Servants training successors.
- D) Voting Procedures.
- E) Meeting time and place.
- F) Every subcommittee shall carry out its work in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

10.04

Each newly elected standing subcommittee Chair shall Prepare or resubmit a statement of purpose and budget for the fiscal year for the subcommittee.

10.05

Standing Subcommittees:

- A) Hospitals & Institutions
- B) Public Information
- C) Literature
- D) Policy
- E) Activities
- F) Help-line

Article Eleven: Duties of Subcommittee Chairs

- 11.01 Hospitals and Institutions (H & I) Chair:
- A) Is the liaison between the ODSASC and the treatment centers, halfway houses, hospitals, jails, and other institutions where addicts can first come in contact with Narcotics Anonymous.
 - B) Makes a monthly report to the ODSASC.
 - C) Makes a bi-monthly report to the MNRSC H & I subcommittee.
 - D) Other duties as outlined in the WSC approved H & I handbook.
 - E) Other duties as assigned by the ODSASC (see subcommittees)
- 11.02 Recommendations for H & I Chair:
- A) A minimum of one-year continuous abstinence from all drugs.
 - B) Good verbal and written communication skills.
 - C) Ability to attend all H & I meetings in the area at least once quarterly to determine their needs.
 - D) Knowledge of the Twelve Steps, Twelve Traditions, Twelve concepts of Narcotics Anonymous.
- 11.03 Public Information (PI) Chair:
- A) Is liaison between the ODSASC and the general public.
 - B) Prepare meeting lists and coordinate their distribution, once per quarter.
 - C) Distribution of Public Service Announcements (PSA'S)
 - D) Makes a monthly report to the ODSASC
 - E) Makes bimonthly report to the MNRSC PI subcommittee
 - F) Other duties as outlined in the WSC approved Guide to Public Information
 - G) Other duties assigned by the ODSASC. (See subcommittees)
- 11.04 Recommendations for PI Chair
- A) A minimum of one (1) year of continuous abstinence from all drugs
 - B) Good written and verbal communication skills
 - C) Knowledge of the Twelve Traditions, Twelve Steps, and the Twelve Concepts of Narcotics Anonymous
- 11.05 Literature Chair
- A) Examination of all current work in progress for approval at the WSC
 - B) Editor of the ODSASC Newsletter, when in publication
 - C) Makes a monthly report to the ODSASC
 - D) Makes a bimonthly report to the MNRSC Literature subcommittee
 - E) Other duties as assigned by ODSASC (see subcommittees)

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- 11.06 Recommendations for Literature Chair
- A) A minimum of one (1) year continuous abstinence from all drugs
 - B) Excellent Critical writing skills
 - C) Knowledge of the Twelve Traditions, Twelve Steps, and the Twelve Concepts of Narcotics Anonymous
- 11.07 Policy Chair
- A) Interpreter of the Traditions, Concepts, Robert's Rules of Order, and the DDSASC Guidelines
 - B) Makes updated copies of guidelines available to members upon request
 - C) Investigates all questions of Regional and World policy for the DDSASC
 - D) Makes a monthly report to the DDSASC
 - E) Makes a bimonthly report to the MNRSC policy subcommittee
 - F) Other duties as assigned by DDSASC (see subcommittees)
- 11.08 Recommendations for Policy Chair
- A) A minimum of one (1) year continuous abstinence from all drugs
 - B) Fully conversant with the Twelve Traditions, the Twelve Concepts, DDSASC guidelines, Robert's Rules of Order, and TWGSS.
 - C) Knowledge of the Twelve Steps of Narcotics Anonymous
 - D) Good investigation skills and critical thinking skills.
- 11.09 Activities Chair
- A) Plans all area functions
 - B) Makes a monthly report to the DDSASC
 - C) Makes a bimonthly report to the MNRSC activities subcommittee
 - D) Other duties as assigned by DDSASC (see subcommittees)
- 11.10 Recommendations for Activities Chair
- A) A minimum of one (1) year continuous abstinence from all drugs
 - B) The ability to have fun in recovery
 - C) Knowledge of the Twelve Traditions, Twelve Steps, and the Twelve Concepts of Narcotics Anonymous
- 11.11 Help-line Chair
- A) Liaison between the DDSASC and its telephone service
 - B) Keeps a list of volunteers
 - C) Makes a monthly report to the DDSASC
 - D) Coordinates workshops for potential volunteers
 - E) Other duties as outlined in the WSC approved Guide to Help-line Service in NA
 - F) Other duties as assigned by DDSASC (see subcommittees)

11.12

Recommendations for Help-line Chair

- A) A minimum of one (1) year continuous abstinence from all drugs
- B) Knowledge of the Twelve Traditions, Twelve Steps, and the Twelve Concepts of Narcotics Anonymous

Article Twelve: Removal of Participants

12.01

The ODSASC may declare vacant the office of any elected officer or committee chair who has been:

- A) Unrepresented for two (2) consecutive ASC meetings
- B) Found unfit as determined by the committee as a whole

12.02

No officer shall be removed without a cause

12.03

A two-thirds (2/3) majority of voting participants shall be required in the removal of any officer

Article Thirteen: Revision of Guidelines

13.01 Any portion of the guidelines may be amended after one month of input by groups and by a two-thirds (2/3) majority of voting members present