

GUIDELINES NA

Recovery In The Heartland Area Service Conference

Revised February, 2011

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Section 1: Name and Boundaries

- A. This body will be known as The Recovery in the Heartland Area Service Committee, herein after referred to as the RITHASC.
- B. The RITHASC will serve the geographical area bordered by Monticello, Annandale, Hutchinson, Glencoe, and Shakopee, including but not limited to Annandale, Cokato, Maple Lake, Buffalo, Delano, Winsted, Chaska, Waconia, Mound, Jordan and Belle Plain.
- C. The RITHASC is a part of the Minnesota Regional Service Conference and there by is a member of the Minnesota Regional Service Conference, herein after referred to as the MNRSC.

Section 2: Purpose and definition

- A. An Area Service Committee (ASC) is a committee made up of group service representatives (GSRs) from the groups within a designated area and administrative committee and sub committee chairpersons that meet each month, and as needed, for the express purpose of serving the needs of its groups. The most important service that an ASC provides is that of its group's needs, which it has not been able to handle on its own. Groups come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together. An ASC performs other functions, which are of help to the groups. It can help groups get started; give aid to floundering groups, and may hold seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups. In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its area service committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an area grows, the financial need of the community also grows. In order to provide a full line of services it requires a steady and reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members' contributions.
- B. The primary purpose of the RITHASC is to carry the message of recovery to the addicts who still suffer and to further the unity of the fellowship within our area and the region by maintaining communication with the MNRSC and our member groups in accordance with our Twelve Traditions and Twelve Concepts.
- C. To insure that our primary purpose is carried out, the RITHASC will have committees and resource people directly responsible to those they serve.

- D. The RITHASC will maintain a bank account, and if deemed necessary, may also secure a mailing address.
- E. The RITHASC will donate to the MNRSC after all Area needs are met.

Section 3: Functions

<u>Function</u>	<u>Committee Election</u>
(R.I.T.H) GIG - February	October
Collinwood - June	March
Island Gig - July	April
Halloween - October	July

Section 4: RITHASC Financial Policies

- A. These guidelines are set forth for the sole purpose of having continuity in the areas of financial responsibility and accountability between the groups, the RITHASC, its committees, resource persons and the fellowship as a whole.
- B. Committee chairs and resource people will create a yearly budget with an itemized breakdown based upon past expenses and future goals as a committee or resource. This budget will show both the previous years goals in comparison to accomplishments and goals for the upcoming fiscal year (April 1st to March 31st), and will be submitted to the RITHASC treasurer prior to March 1st.
- C. The RITHASC treasurer will compile all budget information into an overall annual budget to be brought before the RITHASC for approval at the March RITHASC meeting.
- D. The RITHASC approved annual budget will serve as the guide for dispersal into the various committees.
- E. All committee funds will be handled through the RITHASC treasury, in accordance with the recommended financial guidelines of the N.A. Treasurer's handbook.
- F. All committee funds will be handled through a consistent checking account. The treasurer, area chairperson, and the area vice chairperson will be able to sign checks and two additional committee members in good standing must initial all checks.
- G. Committees that have an expense in excess of 10% of their budget must receive prior RITHASC approval.

- H. Funds will be dispersed from the RITHASC treasury to the committee chairpersons, who must provide receipts accounting for all funds used. Unused funds will be returned to the RITHASC general account by no later than the next ASC meeting.
- I. In the event that there should ever be lack of funds to sufficiently meet the budgeted expenses, the priority of the expenses will be determined immediately at the following RITHASC meeting.
- J. All checks and monies the RITHASC receives will be deposited within thirty days.
- K. The Area will provide the treasurer's handbook and the treasurer will maintain it. The handbook will remain the property of the RITHASC and must be returned at the end of term.
- L. All available monies from functions need to be turned into the treasurer or activities chair no later than seven days after the function.

Section 5: Elected Participants

- A. Elected officers, Committee Chairpersons, and Resource persons as elected by the RITHASC.
- B. Group Service Representatives (GSRs) and their alternates and Regional Committee members (RCMs) and alternates who have been elected by and represent their groups.
- C. Members must be clean to be elected participants of the RITHASC.

Section 6: Meetings

- A. The RITHASC will hold one regular business meeting on the third Sunday of every month, with the exceptions of holidays and functions.
- B. All RITHASC business meetings will be closed to the general public unless specifically approved by the committee as a whole at that meeting. They are open to any member of Narcotics Anonymous. Anyone may speak at the RITHASC meetings, provided they have been granted the floor by the chairperson.
- C. The "Roberts rules of order" will be used as procedure in all RITHASC business

meetings.

- D. Quorum requirements for the RITHASC will be defined as 2/3 of elected officials and 50% of the active groups represented by GSRs.
 - 1) Role call will be determined, if a quorum is present.
 - 2) A group ceases to be considered in this quorum when a GSR and elected official or alternate is absent from two consecutive RITHASC meetings. A delegation of no less than two people will be assigned to address this group or person.
 - 3) If a quorum is not present, a meeting may be opened and normal activities may proceed, however, no votes will be taken on motions or elections.
- E. No one person may cast more than one vote at the RITHASC.
- F. Any member may call a four-minute time out to confer on any issue. Only one time out per issue will be allowed to the body as a whole.
- G. A.S.C. SCHEDULED MEETINGS @ 10:00 am:
Location TBD

Section 7: Officers, Qualifications, and Duties

Effective leadership is highly valued in Narcotics Anonymous, leadership qualities should be carefully considered when selecting trusted servants. A working knowledge of the Twelve Steps, Traditions, and concepts is encouraged. They must have a willingness to give the time and resources necessary to do the job independently as well as the ability to work as part of the group.

-Concept 4

- A. Chairperson
 - 1) Arranges the agenda and presides over business meetings.
 - 2) Initiates any necessary correspondence.
 - 3) Maintains a good working relationship with all officers of the Service Area.
 - 4) Required clean time, one (1) year continuous abstinence from all drugs and a history of dedication and service to their group and the area.

B. Vice-Chairperson:

- 1) Performs Chairperson's duties in the absence of the Chairperson.
- 2) Stays informed of all committee activities and is available for any committee problems.
- 3) Fulfills the responsibilities of any committee chair or resource person in their absence.
- 4) Required clean time, one (1) year continuous abstinence from all drugs and a history of dedication and service to their group and the area.

C. Secretary:

- 1) Takes accurate minutes for each RITHASC business meeting.
- 2) Distributes copies of such minutes to elected participants of the RITHASC at the following business meeting.
- 3) Keeps a historical list of all RITHASC elected participants.
- 4) Required clean time, one (1) year continuous abstinence from all drugs and a history of dedication and service to their group and the area.

D. Treasurer:

- 1) Is the custodian, and signatory of the RITHASC bank account, maintaining required signatory updates.
- 2) Gives a written financial report at each RITHASC business meeting to be included in the minutes.
- 3) Makes available for an annual audit in March (and when otherwise requested) all ledgers, journals, etc.
 - A. An Audit committee selected in February must consist of one check signer or initialer at minimum.
- 4) Always operates within RITHASC policies found in section 4.
- 5) The RITHASC treasurer will create a budget after compiling past financial information, committee goals, and RSC contribution request and/or need.

- 6) Required clean time, three (3) years of continuous abstinence from all drugs and a history of dedication and service to their group and the area.

E. Regional Committee Member:

- 1) The primary responsibility of RCM is to work for the good of N.A. providing two-way communication between the Area and the Region.
- 2) Maintains communications with and is available for any problems within the Areas groups.
- 3) Works closely with the Area Officers, committee chairs, resource people and is a source of information and guidance in matters concerning the Twelve Traditions and Twelve Concepts.
- 4) Participates in the RSC as the voice of the RITHASC and receives a vote of confidence from the RITHASC 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 and showing difference toward all members of Narcotics Anonymous.
- 5) Required clean time, two (2) years of continuous abstinence from all drugs and a history of dedication and service to their group, and the area.

F. Alternate RCM

- 1) Works closely with the RCM to ensure continuity of representation.
- 2) Assumes the responsibilities of the RCM if the RCM is not available.
- 3) Required clean time, one (1) year of continuous abstinence from all drugs and a history of service to their group, and the area.

G. Literature/Outreach Chairperson:

- 1) Keeps in contact with the Regional Literature Chairperson.
- 2) Tries to enhance the size and integrity of the Literature committee through:
 - A. Sharing of experience in written and verbal communications with the groups.
 - B. Hosting open forums and workshop meetings.

- 3) Serves as the outstretched hand of an established NA community to isolated new and struggling groups and addicts.
- 4) By phone, by mail, and by car this committee chair makes sure that no group or addict has to go it alone if at all possible.
- 5) Does internally for NA what P.I. does externally to carry the message of service.
- 6) To have literature available at the R.I.T.H ASC available for purchase to the groups as well as distribution to other sub-committees.
- 7) Required clean time, one (1) year continuous abstinence from all drugs, and a history of dedication and service to their group and the area.

H. Policy Chairperson:

- 1) Maintains an index of all motions made at the RITHASC business meetings.
- 2) Updates guidelines, maintaining all current changes readily available, and distributing updated copies on an annual basis in January.
- 3) Keeps in contact with Regional Policy Chair.
- 4) Keeps Area Policy Committee informed and updated at all times when necessary.
- 5) Required clean time, one (1) year continuous abstinence from all drugs and a history of dedication and service to their group and the area.

I. Hospitals and Institutions Chairperson (H & I)

- 1) Furthers the primary purpose of NA by acting as a resource to hospitals and institutions in their efforts to carry the message to addicts who do not have full access to regular NA meetings.
- 2) The H & I chair will ensure that all area H & I commitments are met and be available to fill panel positions.
- 3) Keeps updated volunteer list of members who are willing to speak/help with various H & I commitments.

- 4) Participates in and supports H & I learning days and workshops when feasible.
- 5) Supports non-NA events that fall within the responsibilities of H & I. Helps PR when asked.
- 6) Maintains contact with regional H & I chairperson(s).
- 7) Required clean time, two (2) years of continuous abstinence from all drugs and a history of dedication and service to their group and the area.

J. Public Relations Chairperson (PR)

- 1) Furthers the primary purpose of NA in carrying the message of recovery to the addicts by informing the public about NA.
- 2) Responds to requests for information from outside the fellowship.
- 3) Creates and distributes updated meeting schedules or other information that should be made available to the public.
- 4) Participates in and supports PR learning days and workshops when feasible.
- 5) Supports non-NA events that fall within the responsibilities of PR. Helps H & I when asked.
- 6) Is responsible for R.I.T.H. area webmaster and website.
- 7) Maintains contact with regional PR chairperson(s).
- 8) Required clean time, two (2) years of continuous abstinence from all drugs and a history of dedication and service to their group and the area.

K. Activities Chairperson:

- 1) Acts as resource to function chairpersons.
- 2) Oversees financial budgets and planning with function sub committees.
- 3) Estimates proposed function budget with the treasurer and committees.
- 4) Coordinates function dates with other areas and regional events.

- 5) Required clean time, three (3) years of continuous abstinence from all drugs and history of dedication and service to their group and area.
- L. Primary requirements of the above officers will be found in the approved service manuals, which should be provided by the Area and returned at the end of term.
- M. Each of the above elected participants serves for a period of one year, and will not serve more than two consecutive full terms, which in no case should exceed 35 months of service. Each office is open to any member of the fellowship who meets the requirements stated above and is present at the time of nomination and election.
- N. In the event that an elected position is not filled, the Area as a whole is responsible to oversee the responsibilities of that position, with the primary responsibility resting with the Vice Chairperson.

Section 8: Voting Procedures

- A. Each of the following is entitled one vote:
 - 1. GSR
 - 2. Elected Officials
 - 3. Any N.A. member attending the ASC.
 - 4. The chairperson, will only vote in case of a tie.
- B. Any member of N.A. may make a motion but a member of the ASC must second it.
- C. When debate is open for a motion that is on the table, the maker of the motion will speak first and debate will be limited to two minutes per speaker and alternating between those opposed and those in favor of the motion.
- D. All motions will be filled out on a motion sheet and given to the chairperson. After reading the motion, the chairperson will call for a second.

Section 9: Elections

- A. Nominations may open two months prior to elections for all participants listed in Section 7 and will be held as follows:

1) Chairperson	January
2) Vice Chairperson	January
3) Hospitals and Institutions	February
4) Public Relations	February
5) Policy Chairperson	February
6) Activities Chairperson	March
7) Literature Outreach	April
8) Treasurer	April
9) Secretary	August
10) Regional Committee Member	September
11) Alternate RCM	September

- B. All nominees must be present at the time of their nomination and election in order to be elected to a position on the RITHASC.
- C. No participant may hold more than one office at a time at the Area level.
- D. In the event of a vacated office, temporary assignments may be made by elections lasting until the next regularly scheduled election.
- E. Newly elected officers assume their positions at the end of the current RITHASC, incumbent officers will fulfill their responsibilities.
- F. Vice Chairperson, Alternate RCM, and any other alternate type participants do not automatically assume the position. They must be given a vote of approval by the RITHASC.
- G. When an individual is running unopposed, a 2/3-majority vote is required for the election.
- H. All officers will be elected by closed ballots in the absences of the nominees.

Section 10: Removal of Officers

- A. The RITHASC may declare vacant the office of any elected officer who has been:
 - 1) Absent from two consecutive RITHASC meetings.
 - 2) Found unfit as determined by the body as a whole.
- B. No officer will be removed without cause.
- C. A 2/3-majority vote will be required for the removal of any officer.
- D. All resignations must be in writing.

Section 11: Committees

- A. Committees are directly responsible to the RITHASC.
- B. Every committee will carry out its work in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous, these guidelines, a guide of World Service, and the respective service manuals.

Section 12: Guideline Changes

- A. Any portion of these guidelines may be waived or amended at any time by a 2/3-majority vote of the RITHASC.
- B. Any motion to change the guidelines permanently will be worded on the motion sheet exactly as it is to be written in the guidelines so the wording, as well as the intent of the motion will be the main purpose of the vote.