



Guidelines
of
Vision of Hope Area
of
Narcotics
Anonymous



Vision of Hope Area
P.O. Box 1431
Winona, MN 55987

Amended 3/09

Article One: Definitions

- 1.01 The name of this committee is Vision of Hope Area Service Committee of Narcotics Anonymous, hereinafter referred to as the VOHASC or the ASC.
- 1.02 In this document, the group representative is referred to as the GSR (Group Service Representative), but may consist of the group's GSR, GSRA or acting GSR.
- 1.03 The VOHASC is made up of the GSRs of the VOHASC member groups and all VOHASC elected trusted servants. Any NA member is welcome to attend the VOHASC and participate in discussions.
- 1.04 VOHASC elected trusted servants may consist of the Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, RCMA and all VOHASC Subcommittee Chairs (HIPR, Literature, Policy, and any Ad Hoc Subcommittees)
- 1.05 In all its proceedings, the VOHASC shall adhere to the Twelve Traditions of NA, the Twelve Concepts of Service of NA, and the resources of the Guide to Local Services.

Article Two: Purpose

- 2.01 The VOHASC is designed to serve the common needs of member groups.
- 2.02 Unify its member groups.
- 2.03 Provide a communication link between the groups, region, and the worldwide NA fellowship.

Article Three: Meetings

- 3.01 Meets the first Sunday of every month from 5 pm to 6:45 pm.
- 3.02 It will be the responsibility of the VOHASC to identify and resolve conflicts in upcoming meeting dates. In an emergency, the Facilitator is responsible for necessary arrangements.
- 3.03 Regularly scheduled meetings of the VOHASC are non-smoking.

Article Four: Consensus Based Decisions (CBD)

- 4.01 In an effort to allow for a higher power to guide our area business decisions, the VOHASC strives to carry out ALL its work based on the concept of Consensus Based Decisions (CBD).
- 4.02 A quorum shall consist of a simple majority of the total number of Trusted Servants and GSR's. If a member group or Trusted Servant is not represented at two consecutive VOHASC meetings, it shall be accorded "inactive" status, for quorum computations. Active status shall be returned

upon representation at the VOHASC. A quorum is required for any decision making.

- 4.03 A roll call will always be taken at the beginning of the ASC, and at the beginning of Old and New business for that same ASC. A quorum count may also be requested at any time by the ASC Facilitator, or a consensus of all those present at the ASC, in the event it is apparent that there are not enough individuals to meet the quorum necessary for them to effectively conduct the business of the area.
- 4.04 Who may participate
 - 1. The discussion process is open to any addict present at the ASC meeting.
 - 2. Only GSR's may make motions.
 - 3. Trusted Servants may make motions affecting their position and/or subcommittee.
 - 4. All addicts attending may vote on any motion. A GSR must second a motion or the motion dies.
 - 5. Any motion that affects Policy should be passed to Policy Subcommittee Chair who may deem it necessary to take care of it at the VOHASC immediately.
- 4.05 Ground Rules for Participants in Consensus Groups
 - 1. Begin and end on time
 - 2. One speaker at a time
 - 3. No put-downs
 - 4. No blaming
 - 5. No interrupting
 - 6. Everyone may participate
 - 7. No one may speak twice on a subject until everyone who wants to speak for the first time has spoken
 - 8. Silence equals assent
- 4.06 Consensus Process
 - 1. Motion read out loud by Facilitator
 - 2. Discussion (pros/cons)
 - 3. Facilitator asks for action options on the motion. Each addict may opt to:
 - a. Give Consent. When everyone in the group, except those standing aside says "yes" to a motion, consensus is achieved. To give one's consent does not necessarily mean that one loves every aspect of the motion, but it does mean that one is willing to support the decision and stand in solidarity with the group, despite one's disagreements.

- b. Stand Aside. An individual stands aside when he or she cannot personally support a motion, but feels it would be all right for the rest of the group to adopt it. Standing aside is a stance of principled nonparticipation, which absolves the individual from any responsibility for implementing the decision in question. If there are more than a few stand asides, consensus has not yet been reached.
 - c. Block. Any block prevents the decision from going forward, at least for the time being. Blocking is a serious matter, to be done only when one truly believes that the pending proposal, if adopted, would violate the morals, ethics or safety of the whole group.
- 5. If further resolution is needed, the process is as follows
 - a. Define the problem or decision
 - b. Figure out what must be done to reach a solution
 - c. Brainstorm possible solutions
 - d. Discuss pros and cons to attempt to narrow down the list of ideas/solutions
 - e. Adjust, compromise and fine tune so that all members are satisfied.
 - f. Go back to step 4.06.3
- 4.07 Consensus exists when each member of the group can say.
 - 1. I have had the opportunity to voice my conscience.
 - 2. I believe the group has heard me.
 - 3. I can actively support the group's decision as the best possible action at this time, even if it is not my first choice.
- 4.08 If a consensus cannot be reached on an issue, it will be tabled until later in the current ASC meeting, or go back to the home groups, and be reconsidered at the following ASC meeting. If an issue is taken back to the home groups, the group service representatives will come back to the next ASC meeting to see if there is a consensus amongst the groups. If any issues are still unresolved, they will be given three to six month moratorium before they may be presented again at ASC. The length of the moratorium will be decided by a CBD, as it is outlined in the Guidelines, at the time a moratorium is to be enacted.
- 4.09 Any motions by the Region, or World Service Committee (WSC), may be sent back to groups at the request of Region, or WSC.

Article Five: Nomination and Election of Trusted Servants

5.01 Election Procedures

- 1. If there is a single nominee, and there are no objections, the nominee is

considered elected.

2. If there is more than one nominee, or a single nominee but no consensus, then the voting procedure will be by ballot.
- 5.02 Elections for the following area trusted servant positions will occur every May: Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, RCMA, HIPR Chair, Literature Chair, and Policy Chair.
- 5.03 The ASC Facilitator will announce the nominations for the positions outlined in Section 5.02, two months before the elections. An explanation from the Guide To Local Service (GTLS) and the VOHASC guidelines are needed to establish the qualifications for and responsibilities of each position.
- 5.04 Each nominee must submit a letter of willingness that should include the following: Clean time; past service experience; NA sponsorship and a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and NA's service structure. Each nominee must submit a service resume, which will be published in the minutes. It is also required that each nominee be present at the time of nomination.
- 5.05 The ASC can temporarily appoint a person to fill any position.
- 5.06 A trusted servant may only be elected a maximum of two full consecutive terms. All positions require a 13 month commitment.
- 5.07 Resignations
 1. Voluntary: Must be given at the ASC in writing, or in person.
 2. Involuntary:
 - a. If a ASC trusted servant misses two consecutive ASC meetings without advising their alternate, or submitting a written report to the ASC Secretary.
 - b. Relapse during the time in office, which is defined as the use of mind-altering substance other than physician-prescribed medication.

Article Six: Qualifications of Area Trusted Servants

- 6.01 The following qualifications apply to all Area Elected Trusted Servants
 1. Have previous service experience in NA.
 2. Have a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and the Guide To Local Service (GTLS).
 3. The willingness to give the time and resources necessary for the position.
 4. Have at least 18 months continuous clean time.

- 6.02 In addition to those listed above, further qualifications for each service position are as follows:
1. Facilitator
 - a. Facilitator cannot hold any other Area elected positions, or be a GSR.
 - b. Familiarity with VOHASC policies and procedures.
 - c. One year minimum service at VOHASC.
 2. Co-Facilitator
 - a. Be willing to assume the Facilitator position after one year.
 3. Secretary
 - a. No further requirements.
 4. Co-Secretary
 - a. Be willing to assume the Secretary position after one year.
 5. Treasurer
 - a. One year minimum service experience at VOHASC.
 - b. Be willing to discuss personal financial situation.
 6. Co-Treasurer
 - a. Be willing to assume Treasurer position after one year.
 7. Regional Committee Member (RCM)
 - a. One year minimum service experience at VOHASC.
 8. Regional Committee Member Alternate (RCMA)
 - a. Be willing to assume the RCM position after one year.
 9. Subcommittee Chair
 - a. No further requirements

Article Seven: Duties of Area Trusted Servants

- 7.01 The following Duties apply to all Area Elected Trusted Servants
1. To attend all ASC meetings and to submit monthly written reports.
 2. Highly encouraged to attend Policy Subcommittee meetings.
 3. Further information on duties may be found in the GTLS.
- 7.02 In addition to the general duties listed above, the following are specific duties for each service position:
1. Facilitator
 - a. Compiles a prearranged agenda prior to each ASC meeting.
 - b. Presides over all VOHASC meetings.
 - c. Will designate who the PO Box key holder is and who they are responsible for forwarding mail to.
 2. Co-Facilitator
 - a. Keeps in regular contact with the chairpersons of each

- Subcommittee, and attends subcommittee meetings whenever possible.
- b. Assumes all duties and responsibilities of the Facilitator in their absence.
- c. Works closely with the Facilitator to learn all the responsibilities of that position.
- 3. Secretary
 - a. Keeps accurate minutes of each VOHASC.
 - b. Distributes minutes no later than 14 days following the ASC meeting to ASC Trusted Servants and all GSRs.
 - c. Maintains a mailing list of all ASC Trusted Servants and all GSRs.
 - d. Maintains an adequate supply of all forms necessary to conduct business.
- 4. Co-Secretary
 - a. Assumes all duties and responsibilities of the Secretary in their absence.
- 5. Treasurer
 - a. Collects all donations from individuals, group, and subcommittees.
 - b. Gives and keeps receipts of income and disbursements.
 - c. Deposits and dispenses monies per group conscience of the ASC within 2 days of receipt of funds.
- 6. Co-Treasurer
 - a. Assumes all duties and responsibilities of the Treasurer in their absence.
 - b. Works closely with the Treasurer to learn the responsibilities of that position.
- 7. RCM
 - a. The RCM's primary responsibility is to work for the common good of NA by providing two-way communication between the VOHASC and the Minnesota Region Service Committee (MNRSC).
 - b. Keeps in touch with the GSRs by attending as many group business meetings as possible.
 - c. Represents and conveys the group conscience of VOHASC at all MNRSC meetings.
- 8. RCMA
 - a. Assumes all duties and responsibilities of the RCM in their absence.
 - b. Works closely with the RCM to learn the responsibilities of that position.

- c. Maintains contact with GSRs and attends as many group business meetings as possible.
- 9. Subcommittee Chair
 - a. Maintains contact with Regional and other Area's Subcommittees and attends service functions, if possible.
 - b. In addition to the qualifications and duties stated in these guidelines, each Subcommittee Chair will reference NA Conference Approved literature pertaining to their subcommittee (e.g., Guide to Local Service, H&I Handbook, Public Relations Handbook, etc.), so that they may better fulfill their primary purpose.
- 10. In the event that it is needed, the following order of succession will be used to determine who shall act as Facilitator of VOHASC meetings; the next position on that list will act as Co-Facilitator: Facilitator, Co-Facilitator, RCM, RCMA, Secretary, Co-Secretary, Treasurer, Co-Treasurer.

Article Eight: Subcommittee

8.01 Members:

- 1. Subcommittees consist of a Chairperson, elected on the floor of the VOHASC, and any NA member who wishes to carry the message of recovery through the work of a particular subcommittee.

8.02 Function:

- 1. Each Subcommittee will keep minutes of all of its meetings.
- 2. Each Subcommittee will keep detailed records and receipts of all its income and disbursements.
- 3. Each Subcommittee will give a written report of all its activities at the VOHASC meeting.
- 4. Shall adhere to VOHASC guidelines.
- 5. Each Subcommittee will have their own guidelines that have been approved by the VOHASC. If there is any conflict between the subcommittee guidelines and the VOHASC guidelines, the VOHASC guidelines will have precedence.

8.03 The purpose of each standing subcommittee is as follows:

- 1. Hospitals and Institutions and Public Relations (HIPR)
 - a. Provides the means whereby the message of recovery from active addiction can be carried to individuals who are in a hospital, drug treatment facility, jail, or prison.
 - b. To reach out and assist in carrying the message of Narcotics

Anonymous to meetings in need of support

- c. To act as a resource for members and groups to provide recovery to all addicts, regardless of personal ability, and/or disability.
- d. To inform addicts and others in the community of recovery in Narcotics Anonymous and its availability.
- e. Maintains all media information regarding NA.

2. Literature

- a. To carry the message of recovery, in written form, to the still suffering addict.
- b. To serve as a communication link in all matters of literature between the group, and literature committees, on all levels: VOHASC, MNRSC, WSC.
- c. To provide a forum and atmosphere where members may contribute to the development and creation of NA literature.

3. Policy

- a. Responsible for administering the general affairs of the entire ASC.
- b. Responsible for the maintenance of all Area Policies and Procedures.
- c. Provides GSRs with updated VOHASC and MNRSC guidelines.
- d. This subcommittee will be used on an “as needed basis”.

8.04 Ad Hoc Subcommittees

- 1. An ad hoc subcommittee is designed to focus on any major task that does not fall under the duties of any other subcommittee. It is a temporary subcommittee that will be dissolved upon completion of its task.
- 2. A proposal to form an ad hoc subcommittee is brought forth under new business. If approved, a chairperson will be elected at the Area meeting from the floor of the VOHASC.

Article Nine: Financial Guidelines

9.01 General Financial Guidelines

- 1. All funds shall be managed by the VOHASC Treasurer
- 2. The VOHASC Treasurer, Co-Treasurer, Facilitator, Co-Facilitator and RCM shall be designated as signers of the VOHASC checking account, provided that no two of them live in the same house. If two do, the GSRs will designate which will be a signer.
- 3. Checks drawn on the VOHASC checking account shall require two (2) signatures for any, and all, transactions.
- 4. No Trusted Servant may sign a check made out to themselves.

5. The VOHASC shall audit the books once per year, commencing two ASCs prior to the end of the current Treasurer's term (April), and reporting on the last ASC of the Treasurer's term (June). An audit shall also be conducted any time the Treasurer changes midterm.
 - a. The audit will be done by an ad hoc subcommittee comprised of at least the VOHASC Facilitator, RCM, Treasurer and, if the VOHASC as a whole deems it necessary, and outside delegate with professional accounting experience.
6. To set priorities and budgets for the following calendar year, HIPR Subcommittee will submit an itemized budget for the following year each June to take to the home groups and be voted on at VOHASC in July. Appendix A will be updated to reflect the annual budget.

9.02 Record keeping

1. The Treasurer will immediately provide a receipt, from the current receipt book for the VOHASC, for all amounts received. Donations must be turned in to the Treasurer no later than 3/4 hour after the start of the ASC.
2. Anyone that needs money from the VOHASC funds must submit a Request for Funds no later than 3/4 hour after the start of the ASC. If The funds are for a budgeted expense, the form may be submitted directly to the Treasurer. Any non-budgeted expenses or expenses in excess of the budgeted amount will require a motion, and the Request form will accompany the motion. The Treasurer will track all expenses on these forms making sure proper receipts are submitted.
3. Each subcommittee and/or trusted servant will keep all receipts for expenses and submit these to the Treasurer monthly before they are reimbursed.
4. The Treasurer will record all revenues and expenses in the General Ledger of the VOHASC, in order to maintain a permanent record of transactions and to facilitate the annual audit.
5. The Treasurer will maintain archives as follows:
 - a. Archive for 3 years:
 1. Requests for Funds
 2. Submitted receipts
 - b. Archive for 7 years:
 1. Check registers
 2. Bank statements
 3. Receipt books

- 4. Annual budgets
- c. Permanently archive:
 - 1. General Ledger
 - 2. Audit reports

9.03 Expenditures

1. Expenses will be paid on a “cash available basis.” No expenditure will be made unless there is sufficient money available to pay for them.
Treasurer will keep running total of “cash available”.
2. The annual and monthly budgeted expenses are listed in Appendix A.
Any amounts requested over the monthly budgeted amount will require a motion.
3. The VOHASC prudent reserve shall be \$300.
4. VOHASC funds shall be disbursed or reserved in accordance with the following list of priorities:
 - a. Maintain the VOHASC Prudent Reserve
 - b. Pay rent
 - c. Pay bills outstanding due to insufficient funds in the prior cycle.
 - d. RCM will be reimbursement for gasoline receipts turned in for travel to region.
 - e. Secretary’s discretionary fund
 - f. HIPR budgeted expenses
 - g. Trusted servant’s discretionary funds:
 1. Facilitator
 2. Treasurer
 3. Literature
 4. Policy
5. Disburse funds, as per VOHASC motions.
6. Donate remaining funds:
75% to MNRSC and 25% to NAWS

Appendix A: 2009 VISION OF HOPE AREA BUDGET

<u>Expense</u>	<u>Annual Amount</u>	<u>Monthly Amount</u>
Rent	\$120.00	\$10.00
RCM	\$600.00	\$50.00
Secretary	\$240.00	\$20.00
HIPR	\$360.00	\$30.00
Facilitator	\$60.00	\$5.00
Treasurer	\$60.00	\$5.00
Literature	\$60.00	\$5.00
Policy	<u>\$60.00</u>	<u>\$5.00</u>
	\$1560.00	\$130.00