

**South Hills Area
Service
Committee
Guidelines of
Narcotics
Anonymous
(SHASCNA)**

Revised July 10 2022

**ARTICLE I
NAME**

The name of this committee shall be the South Hills Area Service Committee of Narcotics Anonymous.

**ARTICLE II
PURPOSE**

The purpose of this committee is to help carry the message of recovery to the still suffering addict by administering and coordinating the activities common to the welfare of the Narcotics Anonymous groups in the South Hills Area, to support the needs of these groups, to serve as a link between these groups and the Tri-State Regional Service Committee of Narcotics Anonymous and to foster unity. For the purpose of these guidelines, any and all terms within ASC shall be defined as stated in the approved service manual of Narcotics Anonymous (A Guide to Local Services).

**ARTICLE III
PARTICIPANTS**

SECTION I: This committee shall have (2) classes of participation only, (1) voting and (2) non-voting. No person shall hold more than one membership in a class or combination thereof.

SECTION I.1: VOTING PARTICIPANTS

The voting participants of the committee shall be the Group Service Representative (GSR) or in the GSR's absence, the Group Service Representative Alternate (GSR Alt) of each Narcotics Anonymous Group in the South Hills Area.

SECTION I.2: NON-VOTING PARTICIPANTS

The non-voting participants of this committee shall be any trusted servants of the committee except the Chairperson who will vote in the event of a tie. All motions must be seconded by a GSR. Any NA member except the Chairperson may introduce motions and participate in debate and discussion.

SECTION I.3: OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classified as observers. The Chair's decision is subject to appeal and may be overturned by a 2/3-majority of voting members.

ARTICLE IV ELECTION OF TRUSTED SERVANTS

SECTION I: The trusted servants of the committee shall be a Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, Regional Committee Member (RCM), Regional Committee Member Alternate (RCM Alt) Webmaster, Vice Webmaster, Sub-Committee Chairpersons, Sub-Committee Vice-Chairpersons, and Liaisons.

SECTION II: Election to all SHASCNA trusted servant positions requires the willingness to serve and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous. Must have an NA Sponsor and NA Homegroup. Following are the clean time requirements for each position:

Chair: 3 years

Vice-Chair: 2 years

Treasurer: 2 years

Vice-Treasurer: 2 years

Secretary: 2 years

Vice-Secretary: 1 year

RCM: 2 years

RCM Alt: 1 year

ABR: 2 years

ABR Alt: 1 year

Hospitals & Institutions Chair: 3 years

Hospitals & Institutions Vice-Chair: 2 years

Public Relations Chair: 3 years

Public Relations Vice-Chair: 2 years

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Activities Committee Chair: 3 years

Activities Committee Vice-Chair: 2 years

Webmaster: 2 years

Vice Webmaster: 1 year

SECTION III: All trusted servants shall be elected at the June SHASCNA meeting with the exception of the Public Relations Chair and Public Relations Vice Chair who are elected in December. Nominations must be submitted by the nominee's home group via the group report form. Vice-Chairs and Alternates receive automatic nominations. All nominations must be seconded by a GSR. Nominees seeking TSRSCNA, Convention or Spiritual Retreat positions must seek a nomination for a specific position, and may be nominated by any GSR.

SECTION IV: Trusted servants shall be elected by a majority vote of GSRs present to serve for a maximum term of one year. Trusted servants' responsibilities shall begin at the start of the regular meeting following the meeting at which they are elected. Regardless of when trusted servants are elected, all positions are open for nominations in June (except PR).

SECTION V: No trusted servant shall be eligible to serve more than two terms consecutively in the same service position. Trusted servants cannot hold any other trusted servant's position at any Area, Regional, or World level of service without approval from SHASCNA.

SECTION VI: No vacancy shall be filled without first notifying the Area of said vacancy. Notice of intent to fill the vacancy shall be provided through the monthly SHASCNA meeting agenda. In the case of a vacancy of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a Chairperson. The same process also applies to each trusted service position and its Vice or Alternate position.

SECTION VII: The Trusted Servant Committee may make pro-temp appointments to vacant positions. Appointees are expected to report to SHASCNA upon the completion of their appointment. Pro-Temp appointments end at the SHASCNA meeting following the Trusted Servant Committee appointment.

SECTION VIII: Trusted servants of the Trusted Servant committee consist of: Area Chair, Area Vice Chair, Secretary, Vice Secretary, Treasurer, Vice Treasurer, H&I Chair, H&I Vice Chair, RCM, RCMA, PR Chair, PR Vice Chair, ABR, ABR Alt, Activities Chair, Activities Vice Chair, Webmaster, and Vice Webmaster.

**ARTICLE V
REMOVAL OF TRUSTED SERVANTS**

SECTION I: A service committee member will be removed from their position for non-compliance. This includes:

- a. Loss of abstinence
- b. Failure to meet attendance requirements set forth in these guidelines
- c. Non-fulfillment of the duties of their position as stated in these guidelines or other reasons deemed appropriate by SHASCNA
- d. Removal for reasons other than listed in items “a” and “b” requires a 2/3-majority vote by SHASCNA.

**ARTICLE VI
PROCEDURES FOR ELECTIONS**

- a. The Secretary will read the qualifications, duties and responsibilities for the position to the nominee before election is held.
- b. The nominee states his/her qualifications.
- c. Questions and answer.
- d. The nominee leaves the room. Participants discuss the nominee and his/her qualifications for the position.
- e. 3 Pros and 3 Cons are presented by the participants.
- f. Vote is called.

**ARTICLE VII
DUTIES OF TRUSTED SERVANTS**

SECTION I: **ALL SHASCNA TRUSTED SERVANTS**

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- a. Unless otherwise addressed, attend all SHASCNA meetings. Absence from two consecutive or three absences total from SHASCNA meetings in your term will result in automatic resignation; this also includes regional committee meetings that your position requires to attend.
- b. To attend the Trusted Servant Committee meeting following the annual SHASCNA elections within the month before the next Area Service Committee meeting.
- c. Reporting to SHASCNA to submit a verbal and written or typed report to be submitted for distribution at SHASCNA.

SECTION II: **CHAIRPERSON**

- a. Prepare the monthly SHASCNA agenda.
- b. Open the meeting at the appointed time by calling the meeting to order.
- c. Announce in proper sequence, the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda and with existing orders of the day.
- d. Recognize members or observers who are entitled to the floor.
- e. State and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson and to announce the results of each vote, or if a motion that is not in order is made, to rule it out of order.
- f. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize such motions.
- g. Enforce the rules relating to debate, order and decorum within the assembly when appropriate.
- h. Expedite business in every way compatible with the rights of members and observers.
- i. Decide all questions of order, unless when in doubt the Chairperson prefers to submit such a question to the assembly for decision.
- j. Respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- k. Declare the meeting adjourned when the assembly so votes, or where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- l. The Chairperson will assume the responsibilities of the SHASCNA bank account in the absence or vacancy of the Treasurer.
- m. To notify in writing, the Tri-State Regional Service Office (TSRSO) changes of authorized credit voucher signatures.

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- n. Conduct the meeting with impartiality and fairness and use, at their discretion and in a consistent manner, *Robert's Rules of Order*.
- o. Chairperson will only have a vote in the event of a tie.

Note: Any decision by the Chair is subject to appeal and may be overturned by a 2/3 majority of voting members.

SECTION III: **VICE-CHAIRPERSON**

- a. Serve as Chairperson in the absence of the Chairperson.
- b. Copy and distribute monthly agenda, minutes, and informational cover letter no more than two weeks after the monthly SHASCNA meeting. A budget of \$120.00 is set for this purpose.

SECTION IV: **SECRETARY**

- a. Call the meeting to order and preside until the immediate election of a Chairperson pro-temp in the absence of the Chairperson, and the Vice-Chairperson.
- b. Keep a record of all proceedings of SHASCNA.
- c. Notify the participants of each special meeting, utilizing such methods as is agreed upon by SHASCNA.
- d. Type and distribute the correspondence of SHASCNA that is not a function proper to other SHASCNA trusted servants.
- e. Archive all policy changes. Keep a running record of any policy changes throughout their term. Update all policy the month prior to term ending.
- f. Keep an updated number of quorums for each month. Remove home group/s that do not attend two consecutive Area Service meetings from quorum.

SECTION V: **VICE-SECRETARY**

- a. To perform the functions of Secretary in the absence of the Secretary.

SECTION VI: **TREASURER**

- a. Be the custodian of SHASCNA's funds.

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- b. Make a report of receipts and disbursements at each SHASCNA meeting.
- c. Make a full annual financial report at the June SHASCNA meeting, which may be audited by the Trusted Servant Committee.
- d. Disburse funds as necessary in accordance with SHASCNA's decisions.
- e. Accept group donations only at the SHASCNA meeting.
- f. Accept Region and World donations from groups, register amount and turn over to Vice-Chair to mail out.
- g. Accept only group checks or money orders for donations.
- h. No reimbursements without a receipt.
- i. Maintain a ledger, recording all SHASCNA finances.
- j. To make a financial report quarterly.

SECTION VII: **VICE-TREASURER**

- a. Perform the functions of the Treasurer, not otherwise addressed in these guidelines, in the absence of the Treasurer.
- b. Work closely with the Treasurer in learning the Treasurer's duties.

SECTION VIII: **REGIONAL COMMITTEE MEMBER (RCM)**

- a. Represent the committee at each Tri-State Regional Service Committee (TSRSCNA) meeting. Absence from two consecutive or three absences total from SHASCNA meetings in your term will result in automatic resignation.
- b. Provide SHASCNA with additional agenda items pertaining to the TSRSCNA meeting, including a summary of the tabled motions to be distributed at the ASC. A budget of \$50.00 will be appropriated for this purpose.
- c. Present a report to the assembly at each SHASCNA meeting covering the business of previous TSRSCNA meeting, including financial reports and any other Area, Regional, or World Information.
- d. Nominate for Regional positions those members approved by SHASCNA.
- e. Hold a C.A.R. workshop to report and provide information regarding the C.A.R. if travel to MARLCNA is approved/completed.

SECTION IX: **REGIONAL COMMITTEE MEMBER ALTERNATE (RCM ALT)**

- a. Serve as the RCM in the absence of the RCM.

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- b. Attend each TSRSCNA meeting.
- c. Work closely with the RCM in learning the RCM's duties.

SECTION X: AREA BOARD REPRESENTATIVE (ABR)

- a. Represent SHASCNA at each Tri-State Regional Service Office Inc. (TSRSO, Inc.) Board of Directors (BOD) meeting. Absence from two consecutive or three absences total from SHASCNA meetings in your term will result in automatic resignation.
- b. Provide SHASCNA with additional agenda items pertaining to the TSRSO Inc, BOD meeting.
- c. Present a report to the assembly at each SHASCNA meeting covering the business of the previous TSRSO Inc. BOD meeting.

SECTION XI: AREA BOARD REPRESENTATIVE ALTERNATE (ABR ALT)

- a. Serve as the ABR in the absence of the ABR.
- b. Attend each Tri-State Regional Service Office Inc. (TSRSO, Inc.) Board of Directors (BOD) meeting.
- c. Work closely with the ABR in learning the ABR's duties.

SECTION XII: THREE (3) TRUSTED SERVANTS (decided by the Trusted Servant Committee)

- a. Act as co-signers of the SHASCNA bank account (one co-signer must be a SHASCNA Chairperson, **SHASCNA Treasurer cannot be a co-signer**).

SECTION XIII: SHASCNA POST OFFICE BOX

- a. Frequent the SHASCNA post office box and distribute any correspondence received.
- b. The 2 keys to the Post Office Box will be handled by 1 – the chair and 2 – the secretary. In the event of a vacancy the responsibilities will fall to the vice chair and / or the RCM (decided by the Trusted Servants committee).

**ARTICLE VIII
MEETINGS**

SECTION I: Regular SHASCNA meetings shall be held on the first Sunday of each month unless otherwise ordered by SHASCNA. The exact date and time of each SHASCNA monthly meeting will appear on the first page of the monthly SHASCNA agenda.

SECTION II: The SHASCNA meeting in the month of June shall be known as the election meeting and in addition to regular business, shall be for the purpose of electing trusted servants as described in Article IV.

SECTION III: Special meetings may be called by the Chairperson of SHASCNA and shall be called upon the written request of members of SHASCNA. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted. At least seven (7) days' notice shall be given.

**ARTICLE IX
STANDING SUB-COMMITTEES & LIAISONS**

SECTION I: SHASCNA may establish Sub-Committees or Liaisons as necessary to perform certain duties. Standing Sub-Committees may include but not be limited to: Hospitals & Institutions, Public Relations, Activities Committee, and any other standing Sub-Committee which shall be deemed necessary to carry out the work of SHASCNA. At the inception of these standing Sub-Committees or Liaisons, a Chairperson and Vice-Chairperson or representative will be elected by SHASCNA. Any other trusted servants of each standing Sub-Committee will be elected by the respective Sub-Committee membership.

SECTION II: All standing Sub-Committees of SHASCNA shall create and/or update guidelines, which are consistent with the current WSC approved service manuals, handbooks and guidelines; The Twelve Traditions and Twelve Concepts of Narcotics Anonymous. These guidelines should be reviewed then approved by SHASCNA.

SECTION III: All Sub-Committee Chairpersons must submit any pending contracts or written agreements to the Trusted Servant Committee for review and approval. Upon

approval, two (2) Trusted Servant Committee members will sign the contract or written agreement.

ARTICLE X PARLIAMENTARY AUTHORITY

SECTION I: The rules contained in the current edition of *Robert's Rules of Order* shall be utilized in a consistent manner, at the Chairperson's discretion, to expedite the business of SHASCNA. SHASCNA guidelines, any special rules SHASCNA may adopt and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous supersede *Robert's Rules of Order*.

SECTION II: If 50% or more of eligible voting members abstain on a motion (including elections) the motion will be placed on the next SHASCNA meeting agenda or, if a decision is needed immediately, opened for more discussion and voting.

SECTION III: Majority shall be decided by those members voting for or against. Abstentions shall not be considered so long as they do not make up 50% or more of the eligible voting members.

SECTION IV: Quorum at 1/3 of total groups in ASC. Any homegroup that does not show up for 2 consecutive area service meetings will be removed from quorum. Chairperson can override when necessary.

ARTICLE XI FINANCIAL GUIDELINES

SECTION I: SHASCNA SUB-COMMITTEE MONTHLY BUDGET ALLOWANCE

- a. Trusted Servant: \$600
- b. Hospitals & Institutions: \$500
- c. Public Relations: \$100
- d. RCM: \$50.00

SECTION II: SHASCNA will maintain a prudent reserve equal to the total of one month of Sub-Committee expense allowances. Any donation of excess funds will be donated as 40% to NAWS and 60% to region.

SECTION III: It is the duty of each Sub-Committee Chair to submit a detailed financial report at each SHASCNA meeting. The report will contain all expenses and incomes of that Sub-Committee.

SECTION IV: All motions referring to finances require a 2/3-majority vote, (see Article X, Section III). SHASCNA will attempt to collect any returned check fees from the issuing party.

ARTICLE XII GROUP SERVICES

SECTION I: SHASCNA will supply:

- a. To all home groups and trusted servants an information package consisting of SHASCNA guidelines and Sub-Committee guidelines, *Robert's Rules of Order* (short form), and a list of acronyms, in a folder.
- b. The above services will be the responsibility of the Trusted Servant Committee.

SECTION II: SHASCNA will:

- a. Permit groups to use the SHASCNA post office box as a stable mailing address for fellowship related correspondence only.
- b. Copy and distribute pertinent information received from the fellowship.

ARTICLE XIII AMENDMENT OF GUIDELINES

SECTION I: HOW IT WORKS

- a. These guidelines may be amended at any SHASCNA meeting by a 2/3 majority vote (Article X, Section III). Any motion that creates or changes guidelines is to be tabled to go back to the groups.