

Big Rivers Area Service Committee of Narcotics Anonymous Guidelines

Approved Feb 10, 2024

Article 1: Definitions

- 1.1. The name of this committee is the Big Rivers Area Service Committee of Narcotics Anonymous, hereinafter referred to as the BRASC.
- 1.2. To fulfill our fellowship's primary purpose, the groups in the Big Rivers Area have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole. (First Concept.)
- 1.3. 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.
- 1.4. BRASC trusted servants are the Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, RCMA, and all BRASC subcommittee chairs (H&I, PR), as well as any ad hoc chairs or workgroup coordinators.
- 1.5. The BRASC is made up of the GSRs of the BRASC member groups and all BRASC trusted servants.
- 1.6. In all its proceedings, the BRASC shall adhere to the Twelve Traditions of NA, and be guided by the Twelve Concepts of Service of NA; and the resources of the Guide to Local Services.

Article 2: Meetings

- 2.1. The ASC meets the second Saturday of even numbered months from 1 to 4PM.
- 2.2. It will be the responsibility of the BRASC to identify and resolve conflicts in upcoming meeting dates. In an emergency, the Facilitator is responsible for necessary arrangements.
- 2.3. Regularly scheduled meetings of the BRASC are open.
- 2.4. If a meeting of the BRASC or a subcommittee is in-person, or has an in-person component (hybrid), the physical location should be wheelchair accessible.
- 2.5. In an effort to allow for a higher power to guide our area business decisions, the BRASC strives to carry out all its work based on the concept of Consensus Based Decisions (See appendix C), except for elections, which will be cast by ballot vote.
- 2.6. A quorum shall consist of a simple majority of active member groups. If a member group is not represented at two consecutive BRASC meetings, it shall be accorded "inactive" status, for the state of quorum computations. Active status shall be immediately returned upon said groups representation at the BRASC. A quorum is required for any decision-making.
- 2.7. A roll call will be taken before the start of voting at the ASC. The ASC Facilitator, or a consensus of the GSRs present may also request a roll call or quorum count at any time.
- 2.8. Who may participate
 1. The discussion process is open to any addict present at the ASC meeting.
 2. Only GSRs or BRASC trusted servants may make proposals. A GSR must second a proposal or the proposal dies.
 3. Only GSRs make decisions.

Article 3: Nomination and Election of Trusted Servants

- 3.1. Nomination Process
 1. Annual nominations/volunteers for all BRASC trusted servants will take place in June.
 2. Each nominee must be present at the meeting to accept the nomination and to answer any questions.
 3. Each nominee must submit a service resume prior to elections to be published by the Secretary. The service resume to include the following: clean time; past experience with NA service, NA sponsorship,

NA Steps and Traditions; life experience applicable to the particular position; and verification of each item in the Qualifications in these Guidelines for the position.

4. Nominations/volunteers for any vacant or vacated positions will occur at each ASC.

a) The Facilitator can temporarily appoint someone to fill any position.

3.2. Election Procedures

1. Elections take place the cycle after nominations.

2. Each candidate must be present at the meeting to answer questions. If a nominee is not available they will be removed from the ballot.

3. Elections are by ballot, with a simple majority required to win.

a) Simple majority means more than half the votes cast.

b) Abstentions or blanks are not counted as votes cast.

c) Votes for unidentifiable or ineligible candidates or for “no” are counted as votes cast, but not credited to any candidate.

4. If there is a single nominee, valid choices are the name of the candidate (or “yes”) or “no”. If the candidate gets exactly half the votes, they are not elected.

5. If there is more than one nominee, valid choices are the name of a candidate or “no.” If each candidate gets exactly half the votes, the GSRs will discuss how to proceed.

6. If there are more than two candidates, and none gets more than half the votes cast, the candidate with the lowest number of votes is removed and another ballot is held.

3.3. Transition

1. All trusted servants maintain their respective service positions until the beginning of the ASC meeting following elections, working together with newly elected trusted servants, fulfilling the duties and responsibilities of their respective position.

3.4. Resignations

1. Voluntary: Must be given at the ASC in writing, or in person.

2. Involuntary: The GSRs can call a vote of confidence on a trusted servant for lack of performance.

3. Automatic resignation:

a) Relapse during the time in office, which is defined as the use of mind-altering substance other than physician-prescribed medication.

Article 4: Qualifications of Area Trusted Servants

4.1. The following qualifications apply to all Area Elected Trusted Servants.

1. Have a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, Big Rivers Area policies and procedures, and the Guide To Local Service (GTLS).

2. The willingness to give the time and resources necessary for the position.

3. Willingness to mentor the incoming trusted servant at the end of your term.

4.2. In addition to the those listed above, further qualifications for each service position are:

1. Facilitator / Co-Facilitator

a) Cannot act as a GSR

b) Recommended one year minimum service at the Big Rivers ASC

c) Recommended two years continuous clean time.

2. Secretary / Co-Secretary

a) Internet access and word processing skills.

b) Recommended one year continuous clean time.

3. Treasurer / Co-Treasurer

a) Computer skills including use of a simple spreadsheet or other financial reporting program.

b) Be willing to discuss personal financial situation.

c) Recommended one year minimum service experience at the Big Rivers ASC.

d) Required two years continuous clean time.

4. Regional Committee Member (RCM) / Alternate (RCMA)

- a) Recommended one year minimum service experience at the Big Rivers ASC.
- b) Recommended two years continuous clean time.
- 5. Subcommittee Chair
 - a) Recommended experience as an active member of the subcommittee you will be chairing.
 - b) Recommended one year continuous clean time.

Article 5: Duties of Area Trusted Servants

- 5.1. The following Duties apply to all Area Elected Trusted Servants
 - 1. Attend all ASC meetings and submit a written report.
 - 2. Further information on duties may be found in the GTLS.
- 5.2. 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 Big Rivers ASC meetings.
 - 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 Big Rivers ASC
 - b) Distributes minutes to ASC Trusted Servants and GSRs no later than 2 weeks following the ASC meeting.
 - c) Maintains a mailing list of all ASC Trusted Servants and all GSRs.
 - 4. Co-Secretary
 - a) Assumes all duties and responsibilities of the secretary in their absence.
 - b) Works closely with the Secretary to learn the responsibilities of that position.
 - 5. Treasurer
 - a) Collects all donations from individuals, groups, and subcommittees.
 - b) Gives and keeps receipts of income and disbursements.
 - c) Deposits and dispenses monies per group conscience of the ASC.
 - d) Keeps an accurate record of all transactions.
 - e) Prepares and presents an annual report as per the calendar in Appendix B.
 - f) Such duties as described in the BRASC Financial Guidelines
 - g) Responsible for checking the Area P. O. Box, and forwarding mail to the appropriate person or committee.
 - 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 Big Rivers Area and the Wisconsin Region.
 - b) Represents and conveys the group conscience of the Big Rivers Area at all WRSC 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 Areas' Subcommittees and attends service functions, if possible

- b) Submits an annual budget request to the Secretary.
 - c) 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 will be responsible for essential functions at the ASC.
- a) Facilitator: Co-Facilitator, RCM, RCMA, Secretary, Co Secretary, Treasurer, Co Treasurer.
 - b) Secretary: Volunteer/appointed.
 - c) Treasurer: Co-Treasurer, Co-Facilitator, RCM, Facilitator, none.
 - d) Subcommittee Chair: Subcommittee Vice-Chair, Co-Facilitator, Volunteer/appointed.

Article 6: Subcommittees

- 6.1. Members:
- 1. Subcommittees consist of a Chairperson, elected on the floor of the BRASC, and any NA member who wishes to carry the message of recovery through the work of a particular subcommittee.
 - 2. It is recommended that each subcommittee elect a Vice-Chair, Secretary and Treasurer, or delegate their responsibilities.
- 6.2. Function:
- 1. Each Subcommittee will submit an itemized budget request for the following year as per the calendar in Appendix B.
 - 2. Each Subcommittee will give a verbal summary of its activities at the BRASC meeting, provide a written report of financials to the BRASC Treasurer, and provide a written report of both activities and financials to the BRASC Secretary for inclusion in the minutes.
 - 3. It is recommended that each subcommittee mentor and nominate someone to be the next subcommittee chair at the end of the current chair's term.
 - 4. Shall adhere to Big Rivers ASC guidelines.
 - 5. Each Subcommittee may have its own guidelines that have been approved by the BRASC. If there is any conflict between the subcommittee guidelines and the BRASC guidelines, the BRASC guidelines will have precedence.
- 6.3. The purpose of each standing subcommittee is as follows:
- 1. Hospitals and Institutions (H&I)
 - 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.
 - 2. Public Relations (PR)
 - a) To inform addicts and others in the community of the availability of recovery in Narcotics Anonymous.
 - b) Maintains all PR media.
- 6.4. 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. An ad hoc committee may be established as needed. The Facilitator will appoint a chairperson.

Article 7: Finances

- 7.1. Purpose
- 1. The purpose of the financial guidelines is to have continuity in BRASC in the areas of financial responsibility and accountability between the Area, its committees, trusted servants and NA as a whole.
- 7.2. General Financial Guidelines

1. The Treasurer coordinates all BRASC finances.
 2. All income received shall be deposited in the bank within five business days.
 3. The BRASC shall audit the finances once per year, between the June and August ASCs. An audit shall also be conducted any other time the Treasurer changes, or as directed by the GSRs.
 - a) The audit will be done by an ad hoc committee appointed by the Facilitator, comprised of at least two people who were not signers on the account in the latest term. At least one person on the ad hoc should have some accounting background or coursework, if possible. Alternatively, an outside auditor may be used.
 - b) Within one month, the ad hoc will submit an audit report to the Secretary for distribution.
 4. All revenues and expenses shall be recorded in order to maintain a permanent record of transactions.
- 7.3. BRASC bank account
1. The BRASC checking account will be for the donations and business expenses of the Area.
 2. The Treasurer will be the custodian of the BRASC checking account.
 3. The BRASC Treasurer, Co-Treasurer, Facilitator, Co-Facilitator and RCM shall be designated as signers of the BRASC checking account.
 4. All checks and withdrawals will require two authorized signatures.
 5. No Trusted Servant may sign a check made out to themselves.
 6. If two trusted servants who would otherwise be designated signers live in the same house, the GSRs will designate which one will be a signer.
- 7.4. Budgets, Reserves and Allowances
1. Each subcommittee and trusted servant shall submit an itemized annual budget request to the Secretary, in accordance with the annual calendar.
 - a) The reimbursement rate for mileage is \$.25 per map mile.
 - b) The budget will include one room for WRSC. Any member of the Big Rivers Area may occupy the hotel room paid for by the BRASC. Members are encouraged to notify the RCM/RCMA of their intention to stay in that room.
 - c) The Treasurer will budget for rent for the ASC meeting space, and for the PO Box rental.
 - d) The approved annual budget will be listed in Appendix A of the Guidelines.
 - e) The prudent reserve is the amount we hold in order to pay next cycle's bills, just in case we don't have sufficient income. The prudent reserve amount will be one cycle's worth of budgeted expenses. Divide the total annual budget by the number of cycles in a year.
 2. Annual budgets including remaining balance will be included in every BRASC Treasurer's report.
- 7.5. Procedures
1. Revenues
 - a) The BRASC Treasurer will record all revenues received in their current receipt book.
 - b) A copy of each receipt shall be returned to the addict, group, subcommittee or other entity that donated or submitted the money.
 - c) All revenues must be itemized.
 2. Expenses
 - a) Anyone that needs reimbursement from the BRASC funds for a budgeted expense must submit a Request for Funds with expense report and receipts to the Treasurer.
 - b) Any requests for reimbursement for expenses not listed in a budget, or expenses in excess of the budgeted amount will require a proposal approved by the BRASC. The proposal is submitted to the Secretary, with the Request form, expense report and receipts attached. If the proposal is approved, the Secretary will forward the Request to the Treasurer.
 - c) A trusted servant who has projected expenditures within the next cycle may request funds to cover anticipated expenses. These will be recorded as an advance with that trusted servant being liable for the full amount until an itemized expense report including receipts is turned in and/or until the funds are returned.
 - d) All reimbursements will require legal valid receipts from a place of business.

- e) All reimbursements will require an itemized expense report.
- 3. The Treasurer may meet with members between ASCs as needed, to receive donations, receipts, requests, and to deliver checks or for budgeted amounts. Unbudgeted requests can only be disbursed after a passed proposal.

7.6. 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.
- 2. BRASC expenditures shall be disbursed in accordance with the following list of priorities.
 - a) Maintain the BRASC Prudent Reserve.
 - b) Rent.
 - c) Outstanding bills from previous ASC.
 - d) H&I
 - e) PR (includes meeting lists, phone lines, website)
 - f) Secretary
 - g) Treasurer
 - h) Facilitator
 - i) Expenses from Proposals
 - j) RCM expenses.
 - k) Donate 10% of any remaining funds to the Wisconsin Regional Service Conference (WRSC)

Appendix A.2024

Calendar year 2024 Budget

Expense	Total Amount	Basis
H&I	\$650.00	
Rent	\$180.00	
PR	\$589.00	
Secretary	\$50.00	
Treasurer	\$209.00	

Prudent Reserve (each cycle) = $\$1678/6 = \279.67

Appendix B

Calendar of Area service Events

January 1: Budget year begins

June ASC:

- Nominations
- Financial audit ordered

August ASC:

- Audit report
- Elections

October ASC:

- Budgets due

December ASC:

- Budgets voted on

Appendix C

Consensus Based Decision process

In order for our decisions to be truly a group conscience, in accordance with our traditions, we use a consensus-based process for all of our work. Consensus means general agreement within a group of people. This appendix explains how the consensus process works.

Proposal

A GSR or trusted servant may come to the meeting with a proposal. Often a proposal is straightforward and little or no discussion is needed. The facilitator will restate the proposal and the intent. Questions may be asked to clarify the proposal as needed, but this is not the time for discussion. Once the proposal is clear, the Facilitator will ask, "Are there any objections?" Silence indicates assent. If there are no objections the proposal is passed. If there are any objections, we move to the Discussion Process.

Guidelines for Participation

Although home groups, as represented by their GSRs, are ultimately responsible for the final decision, every member in attendance is welcomed and encouraged to participate in the discussion process. Be respectful of each speaker. Do not interrupt. Wait to be recognized (called on) by the facilitator, state your point clearly and concisely, then pass so everyone can have an opportunity to be heard. Share the time. It's not necessary to make your point three times, or to share that you agree with something already said. Share a potential solution or new information. Be open-minded. Consider each point of view. Principles before personalities. Be considerate. No put-downs, no blaming or shaming. No cross talk. Address your remarks to the facilitator, not to other speakers.

Facilitator Role

The discussion will be facilitated by one person who should strive to stay neutral to ensure that all participants feel respected and have an equal opportunity to contribute. While it's hard to be completely neutral, skills that help are objectivity and open-mindedness to hear multiple viewpoints. This role (facilitator) would usually be filled by the BRASC Facilitator, but on occasion we might bring in an outside facilitator for a particular topic. Or the facilitator may request the next person in the succession list (article 5.10.a) to lead if they have a conflict of interest or lack impartiality.

Discussion Process

The facilitator will recognize (call on) people to share in turn. So that everyone can participate, a person who has not yet spoken should be recognized before previous speakers. At any time the Facilitator may ask:

- A question of the maker of any proposal to clarify the proposal or intent
- The maker of a proposal to ask whether they accept a proposed amendment
- A subcommittee chair or trusted servant for information specific to their office
- A question of the last speaker to make sure their meaning is clearly understood
- A previous speaker to answer a question asked of them

In these cases the person should answer the question only. If they have more to share they can stay in the queue to speak in turn.

While the facilitator should not express any opinion, they may share from their experience what solutions have previously been tried, and what were the results.

If the facilitator hears that there is general agreement, they may state what they are hearing and check whether that is correct. Are we ready to move on?

What's Next?

During discussion, a member may offer a solution in the form of a proposal. Or discussion may come to a point of general agreement, which could then be used to formulate a proposal. The facilitator will restate the proposal and ask whether there are any objections. If there are, but we are making progress, we continue the discussion process. The topic can be discussed, or the proposal can be fine-tuned until there is agreement. Consensus exists when each member of the group can say

- I have had the opportunity to voice my conscience.
- I believe the group has heard me
- I can actively support the group's decision, even if it was not my first choice.

Discussion could also reveal that there is general agreement against a proposal, in which case it fails. Or against taking action, in which case the matter is dropped and we move on in the agenda.

The third possibility is that we are not able to reach a consensus at this time. If we have a real difference in perspective which cannot be resolved, we do not have consensus. Sometimes we need to give time time, and let change evolve at its own pace. The matter can be tabled to take back to the groups, and to give our higher power time to make the best option clear.