

Big Rivers Area Service Committee of Narcotics Anonymous Guidelines

Mar 14, 2021

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. The purpose of the BRASC is to serve the common needs of member groups, to unify its member groups, and to provide a communication link between the groups, region, and the worldwide NA fellowship.
- 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 (Activities/Campout, H&I, Literature Review, FD (Fellowship Development), PR (Public Relations), Policy, 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. The function of the BRASC is split between the ASC providing and monitoring services, and the GSF(s) providing group support.
- 1.7. In all its proceedings, the BRASC 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 2: Area Service Committee - ASC

- 2.1. The purpose of the ASC is the business of providing services for the addicts in the area.
- 2.2. The ASC will determine projects and priorities, establish budgets, select trusted servants, subcommittee chairs, workgroup coordinators, and monitor progress.
- 2.3. The ASC meets the second Saturday of odd numbered months from 1 to 4PM.
- 2.4. 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.
- 2.5. Regularly scheduled meetings of the BRASC are open and non-smoking.
- 2.6. Every effort should be made for the hosting facility to be wheelchair accessible.

Article 3: Group Support Forum - GSF

- 3.1. The purpose of the GSF is to provide support for the member groups, provide an opportunity for enrichment and mentoring, and to foster unity in the area.
- 3.2. One or more Group Support Forums will be formed from the member groups.
- 3.3. Participants at a GSF are all members of the groups belonging to the GSF, and all other interested addicts.
- 3.4. Each GSF will determine when, where and how to meet.
- 3.5. It is recommended that the GSF have a facilitator to maintain a polite and inclusive interchange, and a recorder. The GSF will determine the requirements for, and how to fill these positions.
- 3.6. Some of the topics for a GSF might include: Presentations from subcommittees or trusted servants, presentations or discussion on various topics of interest, discussion of group challenges or experiences.
 1. Any time there is an area election taking place, an opportunity to ask questions of the candidate(s) should be added to the agenda.
- 3.7. Any decisions made at the GSF are only applied to that GSF. Area decision-making is handled at the ASC by the GSRs.

Article 4: Consensus Based Decisions (CBD)

- 4.1. 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 (CBD), except for elections, which will be cast by ballot vote.
- 4.2. 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.
- 4.3. 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.
- 4.4. 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.
- 4.5. Ground Rules for Participants in Consensus Groups
 1. One speaker at a time
 2. No put-downs
 3. No blaming
 4. No interrupting
 5. At any time the Facilitator may recognize:
 - a) The maker of the proposal to further clarify the proposal or intent, or to respond to a proposed amendment.
 - b) A subcommittee chair or trusted servant to provide information specific to their office, including but not limited to:
 1. The Policy Chair to address a matter of Policy.
 2. The Treasurer to address a matter of funds available or budgeted.
 - c) A previous speaker to respond to a question asked of them.
 6. Except as outlined above, no one may speak twice on a subject until everyone who wants to speak for the first time has spoken.
 7. Silence equals assent
- 4.6. Consensus Process
 1. Proposal read out loud by Facilitator
 2. Questions as needed to clarify the proposal.
 3. Facilitator asks for a second. If no second, proposal fails
 4. Discussion (pros/cons)
 5. Facilitator asks whether there is consensus on the proposal. Each GSR may opt to:
 - a) Give Consent. When everyone in the group, except those standing aside, says “yes” to a proposal, consensus is achieved. To give one’s consent does not necessarily mean that one loves every aspect of the proposal, 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 they cannot personally support a proposal, 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. Blocking is a serious matter, to be done only when one truly believes that the pending proposal, if adopted, would violate steps, traditions, concepts or spiritual principles fundamental to NA. Anyone who blocks is encouraged to articulate the reason for the block, so that the consensus process can be continued and a more agreeable solution can be sought. A vote is blocked, but discussion can continue.

6. 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 4.6.5 (Facilitator asks whether there is consensus on the proposal.)
7. Once a consensus has been made, act upon and support that decision.
- 4.7. 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.
- 4.8. 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 prepared to see if there is a consensus amongst the groups. If any issues still cannot be resolved, the matter will be dropped until new information gives good cause for reconsideration, or a new approach can be formulated.
- 4.9. Any proposals by the Region, or WSC, may be sent back to groups at the request of Region, or WSC.

Article 5: Nomination and Election of Trusted Servants

- 5.1. Election Procedures
 1. Elections are by online 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.
 2. 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.
 3. 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 Facilitator will break the tie.
 4. 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.
- 5.2. Annual elections for all BRASC trusted servants take place each October. Nominations/volunteers will be taken in September. Reference the calendar in Appendix B for the exact dates. The newly elected trusted servants will begin their duties immediately when election results are announced.
 1. Nominations for any vacant or vacated positions will occur at each ASC, with the special election to occur by online survey. The survey will be opened a week after the ASC and close by the end of the month. The newly elected trusted servant will take office immediately after the election.
 2. The Facilitator can temporarily appoint a person to fill any position.
- 5.3. During the interim time between the election and the next BRASC meeting, the outgoing trusted servant will be available to mentor the newly elected trusted servant, and will take the necessary steps for the incoming officer to be prepared for their duties.
- 5.4. Each nominee must be available to answer questions, either in person or by telephone, either at the time of the nomination at the ASC or at the following GSF. If a nominee is not available at either time, they will be removed from the ballot. This does not prevent them being nominated again for this position if it is not filled, or for another position.
- 5.5. Each nominee must submit a service resume prior to elections to be published by the Secretary. The service resume should include the following: clean time; past service experience; N A sponsorship and a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and N A's service structure.

5.6. Resignations

1. Voluntary: Must be given at the ASC in writing, or in person.
2. Automatic resignation:
 - a) If a ASC trusted servant misses an ASC meeting without advising their alternate, unless a written report is submitted ahead of time to read in their absence.
 - b) Relapse during the time in office, which is defined as the use of mind-altering substance other than physician-prescribed medication.

Article 6: Qualifications of Area Trusted Servants

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

1. Have a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, 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.

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

1. Facilitator
 - a) Facilitator cannot act as a GSR
 - b) Familiarity with Big Rivers ASC policies and procedures.
 - c) One year minimum service at the Big Rivers ASC
 - d) Two years continuous clean time.
2. Co-Facilitator
 - a) Co-Facilitator cannot act as a GSR.
 - b) Familiarity with Big Rivers ASC policies and procedures.
 - c) Six months minimum service at the Big Rivers ASC.
 - d) 18 months continuous clean time.
 - e) Be willing to assume the Facilitator position after one year.
3. Secretary
 - a) One year continuous clean time.
4. Co-Secretary
 - a) Be willing to assume the Secretary position after one year.
 - b) Six months continuous clean time.
5. Treasurer
 - a) One year minimum service experience at the Big Rivers ASC.
 - b) Be willing to discuss personal financial situation.
 - c) Two years continuous clean time.
6. Co-Treasurer
 - a) Be willing to discuss personal financial situation.
 - b) Eighteen months continuous clean time.
 - c) Be willing to assume the Treasurer position after one year.
7. Regional Committee Member (RCM)
 - a) One year minimum service experience at the Big Rivers ASC.
 - b) Two years continuous clean time.
8. Regional Committee Member Alternate (RCMA)
 - a) Eighteen months continuous clean time.
 - b) Be willing to assume the RCM position after one year.
9. Policy Chair
 - a) One year minimum service experience at the Big Rivers ASC.
 - b) Two years continuous clean time.
10. Other Subcommittee Chair

- a) One year experience as an active member of the subcommittee you will be chairing. Waived in the case of inactive subcommittees.
- b) Eighteen months continuous clean time.

Article 7: Duties of Area Trusted Servants

- 7.1. 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.
- 7.2. 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.
 - 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.
 - 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 (September) report.
 - f) Such duties as described in Article 9 of these 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 and project plan 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 8: Subcommittees

8.1. 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. Each subcommittee should elect a Vice-Chair, Secretary and Treasurer, or delegate their responsibilities.
 - a) The Secretary will keep minutes of subcommittee meetings and events.
 - b) The Treasurer will keep detailed records and receipts of all its income and disbursements.
 - c) The Vice-Chair assumes the duties and responsibilities of the Chair in the event of their absence or vacancy. If the Vice-Chair is also absent or vacant, the duties then fall to the Area Co-Facilitator.

8.2. Function:

- 1. Each Subcommittee will submit an itemized budget request and project plan 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, and provide a written report of both activities and financials to the BRASC Secretary for inclusion in the minutes.
- 3. Shall adhere to Big Rivers ASC guidelines.
- 4. 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.

8.3. The purpose of each standing subcommittee is as follows:

- 1. Activities/Campout
 - a) To carry the message of recovery by sponsoring activities providing a greater sense of community for the area NA fellowship.
 - b) Assist member groups putting on functions or hosting the GSF if so requested by the group.
 - c) To organize and host Big Rivers Area campouts.
- 2. 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.
- 3. Literature Review
 - a) To serve as a communication link in all matters of literature between the group, and literature committees, on all levels: BRASC, WRSC, WSC
 - b) To provide a forum and atmosphere where members may contribute to the development and creation of NA literature.
- 4. Fellowship Development (FD)
 - a) To reach out and assist in carrying the message of Narcotics Anonymous to meetings in need of support.
 - b) To act as a resource for members and groups to provide recovery to all addicts, regardless of personal ability, and/or disability.
- 5. Public Relations (PR)

- a) To inform addicts and others in the community of recovery in Narcotics Anonymous and its availability.
 - b) Maintains all PR media.
 - c) Arrange for the meeting facility for regularly scheduled BRASC meetings.
6. Policy
- a) Responsible for administering the general affairs of the entire ASC.
 - b) Responsible for the maintenance of all Area Policies, and Procedures.
 - c) Provide GSRs with updated BRASC guidelines.

8.4. 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 9: Finances

9.1. 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.

9.2. General Financial Guidelines

- 1. The Treasurer coordinates all BRASC finances.
- 2. All income received shall be deposited in the bank within five business days.
 - a) The Activities/Campout Subcommittee may retain \$50 for the purpose of making change.
- 3. The BRASC shall audit the finances once per year, between the September and November 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.

9.3. 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.

9.4. 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 amount will be 1/12 of the total annual budget.

2. Annual budgets including remaining balance will be included in every BRASC Treasurer's report.

9.5. 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.

9.6. 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) FD
 - g) Secretary
 - h) Activities/Campout
 - i) Treasurer
 - j) Facilitator
 - k) Policy
 - l) Expenses from Proposals
 - m) RCM expenses.
 - n) Donate 10% of any remaining funds to the Wisconsin Regional Service Conference (WRSC)

Appendix A.2020
Calendar year 2020 Budget

Expense	Total Amount	Basis
Activities/Campout	\$550.00	
H&I	\$650.00	
PR	\$589.00	
Secretary	\$50.00	
Treasurer	\$209.00	

Prudent Reserve (each cycle) = $\$2048/12 = \170.67

Appendix B

Calendar of Area service Events

January ASC (2nd Saturday): Project final reports. Project plan approval. Budget approval.

March ASC (2nd Saturday): Project updates.

May ASC (2nd Saturday): Project updates. Appoint ad hoc to do the annual survey.

July ASC (2nd Saturday): Project updates.

Mid July: Annual survey sent to Groups by paper or electronically. Groups will make the survey available to members. All members may respond. Groups or members will submit the responses.

August 23: Last day to submit Annual Survey.

August 30: Survey results are published

September (2nd Saturday): BRASC Meeting – Annual GSR Assembly. Establish Priorities from Annual Survey

- What do we want to do next year? (Projects are on a calendar year basis.)
- What trusted servants, subcommittees, and/or work groups will we need to do these tasks?
- Nominations/volunteers accepted.
- Appoint audit ad hoc.

Until September 23: Nominations/volunteers may be submitted to BRASC Facilitator. Service resumes submitted.

September 30: Nominations and service resumes are published. Ballots distributed to groups.

Early October: GSF with opportunity to ask questions of the candidates. Ballots distributed to groups.

October 23: Ballots due from groups. Election results will be announced as soon as practicable.

Between elections and November 23: Subcommittees and workgroups meet to determine project plans and budgets.

November ASC (2nd Saturday): Project updates. Audit report.

November 23: Last day to submit budget requests and project plans.

November 30: Budget requests and project plans are published.

Every ASC other than the Annual Assembly: (2nd Saturday of Jan, Mar, May, July, Nov):

BRASC Meeting – Project updates. The primary focus will be monitor and support the subcommittees & workgroups doing the projects as determined by the annual assembly.

Questions/Concerns:

- How are things going with your Subcommittee/Trusted Servant position?
- What needs do you have from the ASC?
- Other Issues, Problems, Concerns