

**Big Rivers Area Service Committee  
of  
Narcotics Anonymous  
Guidelines**

Dec 8, 2017

**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 or the ASC.
- 1.2 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.
- 1.3 The BRASC is made up of the GSRs of the BRASC member groups and all BRASC elected trusted servants.
- 1.4 BRASC elected trusted servants consist of the Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, RCMA, LSP, LSPA and all BRASC subcommittee chairs (Activities, Campout, H&I, Literature Review, Outreach/Additional Needs, PR, Policy.)
- 1.5 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: Purpose**

- 2.1 The BRASC is designed 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.

**Article 3: Meetings**

- 3.1 Meets the second Saturday of each month from 1 to 5PM.
- 3.2 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.
- 3.3 Regularly scheduled meetings of the BRASC are open and are non-smoking.
- 3.4 Every effort should be made for the hosting facility to be wheelchair accessible.
- 3.5 The meeting room shall accommodate twenty-five people with tables set up in a closed rectangle.
- 3.6 Any business involving BRASC shall be confined to the BRASC meetings.

**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).
- 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 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 he or she 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 the morals, ethics or safety of the whole group. Anyone who blocks is encouraged to articulate the reason for the block, so that the consensus process can continue and a more agreeable solution can be sought.
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 4.06.5
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, they will be given a 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 these Guidelines, at the time a moratorium is to be enacted.

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 ballot, with a simple majority<sup>1</sup> required to win.
  - a. If there is more than one nominee, valid choices are the name of a candidate or “no.”
  - b. If there is a single nominee, valid choices are “yes” or “no”.

5.2 Annual elections for all BRASC trusted servants, as defined in Article 1.4, take place each December. Nominations will be taken in October and November. The newly elected trusted servants will begin their duties in January.

1. Nominations for any vacant or vacated positions will occur at each ASC, with the special election to occur as priority business at the next cycle. When there is no outgoing servant to provide continuity, the newly elected trusted servant will take office immediately after the election.

5.3 All positions entail a 13-month commitment. During the interim time between the election and the next BRASC meeting, the outgoing and newly elected trusted servants will take the necessary steps for the incoming officer to be prepared to begin their duties. This will include the outgoing person writing the trusted servant report to be submitted the following ASC. The newly elected servant will assume the duties of their office beginning the next BRASC meeting.

5.4 Each nominee must be available to answer questions, either in person or by telephone, at the time of either the nomination or the election. 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 in the minutes. 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 The Facilitator can temporarily appoint a person to fill any position.

5.7 A trusted servant may only be elected a maximum of two full consecutive terms.

5.8 No individual may hold more than one Area elected trusted servant position.

5.9 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 6: Qualifications of Area Trusted Servants**

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

1. Have previous service experience in N A.
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.

---

<sup>1</sup> Simple majority means more than half the votes cast. Abstentions or blanks are not counted as votes cast. Votes cast for unidentifiable or ineligible candidates or choices are counted as votes cast, but not credited to any candidate.

4. Have at least 18 months continuous clean time.
- 6.2 In addition to the those listed above, further qualifications for each service position are as follow:
  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.
  2. Co-Facilitator
    - a. Same as Facilitator
    - b. 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 the Big Rivers ASC.
    - b. Be willing to discuss personal financial situation.
  6. Co-Treasurer
    - a. 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.
  8. Regional Committee Member Alternate (RCMA)
    - a. Be willing to assume the RCM position after one year.
  9. Literature Sales Person (LSP)
    - a. Be willing to discuss personal financial situation
  10. Literature Sales Person Alternate (LSPA)
    - a. Be willing to assume the LSP position after one year.
  11. Subcommittee Chair
    - a. No further requirements.

**Article 7: Duties of Area Trusted Servants**

- 7.1 The following Duties apply to all Area Elected Trusted Servants
  1. To attend all ASC meetings and to 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.
    - d. Will assume the duties of chair position for any active subcommittees with a vacant chair.
  3. Secretary
    - a. Keeps accurate minutes of each Big Rivers ASC
    - b. Distributes minutes no later than 2 weeks 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.
  - 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 (December) 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. LSP
  - a. Maintain a supply of NA literature, keytags, medallions, and such other materials as might be designated by the GSRs.
  - b. Provide these supplies available for purchase at the ASC and at such other times and locations as feasible.
  - c. Gives and keeps receipts for all transactions.
  - d. Keeps an accurate inventory and financial accounting.
  - e. Prepares and presents an annual (December) report.
  - f. Such duties as described in Article 9 of these Guidelines.
10. LSPA
  - a. Assumes all duties and responsibilities of the LSP in their absence.
  - b. Works closely with the LSP to learn the responsibilities of that position.
11. 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.
12. In the event that it is needed, the following order of succession will be used to determine who shall act as facilitator of BRASC meetings; the next position on that list will act as co-facilitator: Facilitator, Co-Facilitator, RCM, RCMA, Secretary, Co Secretary, Treasurer, Co Treasurer.

**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 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.
2. Shall adhere to Big Rivers ASC guidelines.
3. 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
  - a. To carry the message of recovery by sponsoring activities providing a greater sense of community for the area NA fellowship.
2. Campout
  - a. To organize and host Big Rivers Area campouts, such as I Can't We Campout and Let Loose campout.
3. 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.
4. 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.
5. Outreach/Additional Needs
  - 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.
6. 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.
7. 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 and WRSC 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. A proposal to form an ad hoc committee may be brought forth as needed. The Facilitator will appoint a chairperson.

## **Article 9: Finances**

### **9.1 Purpose**

1. The sole 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. No one will hold onto cash for longer than that time with the exception of the LSP and the Activities Committee, which may retain \$25 (LSP) and \$50 (Activities) for the purpose of making change.
3. The BRASC shall audit the finances and literature inventory once per year, between the December and January ASCs. An audit shall also be conducted any time the Treasurer or LSP changes midterm.
  - a. The audit will be done by an ad-hoc subcommittee comprised of at least the BRASC Facilitator or Co-Facilitator, RCM or RCMA, Treasurer, LSP, and any other interested members. An outside professional auditor may be utilized if the GSRs deem it necessary.
  - b. The ad-hoc will submit an audit report at the following ASC, to be included in the minutes.
4. All reimbursements will require legal valid receipts from a place of business.
5. All reimbursements will require an itemized expense report.
6. All revenues and expenses shall be recorded in order to maintain a permanent record of transactions.

### **9.3 BRASC bank accounts**

1. The BRASC checking account will be for the donations and business expenses of the Area.
  - a. The Treasurer will be the custodian of the BRASC checking account.
  - b. The BRASC Treasurer, Co-Treasurer, Facilitator, Co-Facilitator and RCM shall be designated as signers of the BRASC checking account.
2. A separate checking account will be designated for the sole purpose of depositing moneys received for literature sales and using these funds to replenish the inventory. The availability of literature is a service and is expected to be a break-even venture, neither bringing in income nor costing expenses to the general fund.
  - a. This account will be managed by the LSP under the coordination of the BRASC Treasurer.
  - b. The BRASC Treasurer, Co-Treasurer, LSP and LSPA shall be designated as signers of the literature checking account.
  - c. Checks or withdrawals on this account require two signatures, one of which must be the Treasurer or Co-Treasurer.
3. For both accounts:
  - a. All checks and withdrawals will require two authorized signatures.
  - b. No Trusted Servant may sign a check made out to themselves.
  - c. 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. In November, each subcommittee and trusted servant shall submit an itemized annual budget to the Secretary, to be printed in the minutes and be approved in December
  - 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 approved annual budget will be listed in Appendix A of the Guidelines.
- d. 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 and the LSP 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 no later than 1 hour after the start of the ASC.
- 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.

## 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. We do not spend money that is not yet in the bank. BRASC expenses occur only on the day of Area, so income is not available for spending until next ASC. The LSP account may purchase literature midcycle after it is verified that the funds are available in the account.
- 3. 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. Outreach
  - g. Secretary
  - h. Campout
  - i. Treasurer
  - j. LSP
  - k. Facilitator
  - l. Policy
  - m. Activities
  - n. Expenses from Proposals
  - o. RCM expenses.
  - p. Donate 10% of any remaining funds to the Wisconsin Regional Service Conference (WRSC)

Appendix A.2017  
 Calendar year 2017 Budget

<b>Expense</b>	<b>Total Amount</b>	<b>Basis</b>
Activities	\$1250	
Campout	\$1230	
H&I	\$350	
RCM/RCMA team	\$1000	\$250 per cycle, 4 meetings in 2017
Rent	\$420	
PR	\$424	
Treasurer	\$76	PO Box rental

Prudent Reserve (each cycle) =  $\$4750/12 = \$396$

# Appendix B

## Calendar of Events in the Guidelines

### **January**

- Annual Treasurer's report due
- Annual LSP report due
- Annual audits due
- Outgoing trusted servants submit the January reports
- New Area Elected Servants take office.
- New budgets take effect

### **October**

- Nominations for all area elected trusted servants
- Service resumes published

### **November**

- Additional nominations for all area elected trusted servants
- Service resumes published
- Budgets for the next calendar year submitted
- Budgets published

### **December**

- Elections for all area elected trusted servants
- Vote on next calendar year budgets
- Financial audit commences
- Literature audit commences