



**South Dade Area
Procedural Guidelines
www.namiami.org**

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS OF NARCOTICS ANONYMOUS SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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I. Name

The official name for this committee shall be the South Dade Area Service Committee hereinafter referred to as South Dade ASC or South Dade Area.

II. Description

The South Dade ASC is a service body of Narcotics Anonymous directly responsible to the groups who have formed it. It consists of group service representatives (GSR's) from NA groups within the South Dade Area, along with elected officers, subcommittee chairpersons, coordinators and other participants, who meet monthly in an Area Service Committee to serve the common needs of the South Dade Area's groups and NA members. All ASC meetings are open to all NA members

III. Purpose

The South Dade ASC has been created by the Narcotics Anonymous groups of the South Dade Area to develop, coordinate, and maintain the services that may be required by the South Dade Area groups to help further our primary purpose.

The South Dade ASC shall provide a forum that allows the South Dade Area groups to effectively communicate their needs or concerns, and share their experience with one another. The most important service, that the South Dade ASC provides, is of its groups' support. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to the Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the Committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some Areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

IV. ASC Services

The South Dade ASC ~~There shall be provide an ASC~~ a GSR Orientation Hour (open to anyone interested) on ASC Sunday, from 9:00am to 10:00am. This hour is to be facilitated by ~~participants of the Administrative Subcommittee on a volunteer basis, as arranged by the Vice-Chairperson, as needed.~~ It shall include orientation on our Procedural Guidelines, and the GSR Guide. ~~the Twelve Traditions, & the Twelve Concepts of NA Service.~~

- All new groups shall be provided with a "Starter Kit" ~~provided by the Literature Office~~
- All active groups shall receive a copy of the Conference Agenda Report (CAR). ~~provided by the Literature Office.~~
- All participant of the ASC shall receive a copy of the South Dade ASC Procedural Guidelines provided by the ASC Secretary.

- All GSR's shall receive a copy of the South Dade GSR Guide provided by the ASC Vice-Chairperson or Secretary.

V. Meetings

1. Regular Meeting

The regular meeting of the South Dade ASC is the second Sunday of every month. All ASC meetings are open to any interested NA member. A Non-NA member of the community who wishes to attend the ASC meeting must make arrangements beforehand. The Chairperson of the ASC shall be notified of the non-addict's plans to attend the ASC meeting.

2. Special Meeting

A special meeting or unscheduled meeting may be called to resolve a particular issue or question of significant importance or adopt resolutions pertaining to the ASC and NA as a whole. Special meetings may be called by any voting participant of the South Dade ASC, subject to a simple majority vote of the Administrative Subcommittee.

Proper notification of all voting participants is required, this being defined as a reasonable attempt by mail or phone to contact all voting participants. A two-thirds (2/3) majority of all voting participants must be present at a special meeting to establish quorum.

VI. Attendance

When a GSR is not present for two (2) consecutive ASC meetings, his or her group will no longer be on the Roll Call or part of quorum. When a GSR returns to an ASC meeting, the group will be included once again.

All elected participants shall attend all ASC and Administrative Subcommittee meetings. In the event, an elected participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, impeachment procedures shall commence automatically.

VII. Order of Business

An agenda is required for the necessary introduction of business (old or new) and must be made available to participants at the regular meeting of the ASC. It shall consist of the following:

1. Call to Order

- Opening Prayer
- Reading of the Twelve Traditions
- Reading of the Twelve Concepts of NA Service
- Reading of South Dade ASC Purpose (Article 3. Purpose)
- Roll Call of Groups, Administrative Committee, Subcommittees, and Coordinators
- Quorum (determined from roll call)
- Recognition of New Groups and New GSR's

2. Secretary's Report (approval of last month's minutes)

3. **Reports**
 - Group Service Representative (GSR) Reports
 - Meeting List Coordinator's Report
 - Tax Compliance Officer's Report
 - Subcommittee Reports (standing subcommittee in alphabetical order)
 - Ad-Hoc Subcommittees' Reports (in alphabetical order)
 - Regional Committee Member (RCM) Report
4. **Recess** (for stated period of time)
5. **Nominations/Elections** (for all open positions).
6. **Open Forum** (for general discussion, group concerns, or issues raised by reports).
7. **Old Business**
 - Resolution of Motions (Call to Vote)
8. **1st Treasurer's Report** (update after group donations).
9. **Donations**
 - Regional Service Committee
 - Narcotics Anonymous World Services
10. **New Business**
 - New Motions (no new motions will be accepted after New Business begins)
 - Discussion and Debate
 - Resolution of Motions (Call to Vote)
11. **2nd Treasurer's Report: (Final Balance)**
12. **Literature Distribution Report.**
13. **Close of Session**
 - Announcements
 - Review of Business
 - Notice of Next Meeting
 - Closing Prayer and Adjournment

VIII. Participants

There shall be two (2) categories of participants in the South Dade ASC: voting participants and non-voting participants.

1. Voting Participants

Each voting participant shall be allowed one vote on all matters coming before the ASC. A voting participant of the South Dade ASC shall be defined as;

- Group Service Representative (GSR) or GSR Alternate in their absence;
- ASC Chairperson in the event of a tie;

2. Non-Voting Participants

Each non-voting participant shall be allowed to debate, question, enter, or second motions or nominations, present reports, present points of personal privilege, call for points of order and question the Chairperson.

(Separate paragraph) However, non-voting participants shall not be allowed to;

- Vote on motions
- **Vote on** nominations or
- **Vote on any** other such matters requiring a vote ~~nor shall they be permitted to~~
- Appeal the decision of the Chairperson

(Separate paragraph) A non-voting participant of the South Dade ASC shall be defined as the following:

- ASC Officers: Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, and Regional Committee Member Alternate
- Subcommittee Chairperson, Ad Hoc Subcommittee Chairperson, and Coordinator
- **Past Administrator**
- **Observers** ~~Others~~ (at the discretion of the Chairperson);

3. Observers

Narcotics Anonymous members that are not addressed elsewhere in these guidelines shall be deemed as observers. Narcotics Anonymous members shall have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such request. The Chairperson's decision is subject to appeal and may be overturned by a two-thirds (2/3) majority vote.

IX. Quorum

Quorum at the ASC is the number of participants entitled to vote who must be present in order to conduct business. An official quorum must be established to conduct business. It is the Chairperson's duty to determine that a quorum is present.

1. Quorum Defined

The South Dade ASC may conduct business when simple majority or one more than 50% of voting participants **must be** are present. In order to establish an accurate quorum, any group not represented at two (2) consecutive ASC meetings shall be dropped from the Roll Call.

2. Quorum Call

A quorum call from the floor is always in order. If eligible voting participants leave the ASC meeting before all business has been conducted, thus dissolving the quorum, normal business requiring a vote shall not be conducted in their absence. A simple majority (50% plus one) of the original quorum must remain in order to vote.

X. Group Conscience

This section attempts to apply the group conscience principles explained in Tradition 2, and Concepts 6, 8 & 9, specifically to what we do in an ASC meeting. The intent is to clarify what developing a conscience entails and to discourage participants from giving short weight to some of the elements of the meeting which might seem to take up time (such as open forum, group reports, or even reading the minutes) but which are extremely important if a conscience developing process is to exist.

Voting has been chosen as the "measuring stick" of our group conscience. Our voting process should be more than just counting up the "yes" and "no" votes. We should

use voting to read the level of agreement that has been reached concerning the matter being voted on. Voting results can show us several things: (1) complete agreement has been reached; (2) substantial agreement has been reached; and (3) the conscience is divided.

The South Dade ASC shall always strive to develop a collective conscience before making specific service decisions. We should also remember that the group conscience process may sometimes extend beyond the vote itself. Our Concepts invite us to revisit our decisions when necessary. This encourages members who are uncomfortable with decisions that were made, even in accordance with the guidelines, to voice their concern to the body.

Participants should be sensitive to votes where there are a significant number of abstentions. Robert's Rules speaks about the right of abstention: "Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote." Participants may have different reasons for abstaining from voting: (1) they wish to remain neutral on the matter at hand; (2) they are indifferent to or don't care about the matter at hand; or (3) they haven't made up their minds enough to express a conscience through their vote. If we should be striving for substantial, preferably unanimous, agreement on the actions we take as an ASC, and there are significant numbers of people not voting, then the ASC has every right to question whether the body is ready to make a decision."

XI. Motion Procedures

All new main must be submitted before the start of New Business. Motions for new business shall be sorted into the following categories and entertained and resolved within each category in the order they are received.

1. Financial Motions

- ~~Motions for new group starter kits~~
- Motions for reimbursement of funds
- Motions to increase budget
- Other money motions

2. Other Business

- Group and Subcommittee Motions
- Procedural Motions
- Miscellaneous

3. RSC Motions

- Motions that require an Area conscience to be carried to the next RSC meeting

XII. Main Motions

A main motion is a formal proposal by a participant that the South Dade ASC take certain action. A main motion is a motion whose introduction brings **new** business before the ASC. All main motions must be made in writing and accompanied by a written intent. The motion should be clear, concise, and comprehensive so the ASC will not be voting on the perceived

intent. Participants are encouraged to ask fellow participants for help in wording motions, especially those who feel uncertain of their writing skills.

(Separate paragraph) *Until the Chairperson states the motion, the maker of the motion is free to modify or withdraw it as he or she pleases. However, once the motion is stated by the Chairperson, the motion becomes the property of the ASC and must be disposed of in some manner. The maker is no longer free to modify or withdraw it, except with the unanimous consent of the ASC.* If the motion is offered in wording that is unclear, it is the Chairperson's duty to see that the motion is put into suitable form before stating it, making sure to preserve its content to the satisfaction of the maker.

1. Motion Begins

Once a motion is ~~must be~~ submitted in writing, it ~~and~~ comes up for discussion during New Business. This motion, before it can be considered by the other participants at the ASC meeting, must be seconded by another participant of the ASC. A "second" is an indication ~~by the participant making the second~~ that the idea deserves consideration of the other participant of the ASC. **A second may be made, in writing, prior to submitting the motion, or it may come from the floor. A motion made by the Administrative Subcommittee may not be seconded by an Administrative Subcommittee participant of the ASC.** If there is no second, the matter will die for lack of a second.

2. Motion Seconded

Once seconded, however, it becomes the business of the participant of the ASC to consider the motion and debate its pro's and con's. The Chairperson will usually call upon the participant making the motion as the first affirmative (i.e., in favor of) speaker, ~~the sponsor of the motion~~ **who** will have a few minutes to explain the intent of the motion. When he or she is through, the Chairperson will ask for other participants who wish to argue for or against the motion. Debate on main motions is limited to two (2) pros and two (2) cons. Under limited circumstances, debate may be extended.

3. Motion Voted

Unless a motion to amend the motion is proposed, seconded, and accepted, or the motion is tabled or referred to a subcommittee, then debate is concluded and it is time to vote. (A two-thirds (2/3) majority vote is required to close, limit or extend debate.) A simple majority (50% plus one) of the votes cast by the voting participants is required for the motion to pass.

4. Unanimous Consent

This is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent, unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting participants were in favor. If a participant objects to this, the matter will go to a vote as prescribed for the motion.

5. Out of Order

Once a motion has been made, the Chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the ASC's Procedural Guidelines, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service,

or is inappropriate at the particular point in the meeting at which it is made. Any **voting** participant of the ASC who wishes to challenge a ruling made by the Chairperson may *appeal* that ruling (see: “*Point of appeal*” under “Other Procedures”). If no appeal is made, or if the decision of the chair is upheld, the ASC moves on to other business.

XIII. Parliamentary Motions

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. A few that seem to be the most practical are discussed below.

1. Motion to ADJOURN
SIMPLE majority required
Is NOT DEBATABLE

Any participant of the ASC may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the Chairperson may declare the meeting adjourned without a motion.

2. Motion to AMEND
SIMPLE majority required
Is DEBATABLE

This is the most commonly used parliamentary motion. During debate on a motion, if a participant feels that the motion would benefit from a change in its language, that participant can say, “I move to amend the motion . . .” and suggest specific language changes in the motion, as long as the idea or subject is not changed. A motion to amend must be moved and seconded before it can be debated. When debate on the motion to amend is finished, a vote is taken. Then debate resumes on the merits of the main motion (as amended, if the motion to amend has carried). When debate is finished on the merits of the main motion itself, a vote is taken and the ASC moves on to the next item of business. If the motion to amend does not pass, the ASC continues to debate the main motion, a vote is taken, and the ASC moves on to the next item of business.

3. Motion to CALL THE VOTE PREVIOUS QUESTION
TWO-THIRDS majority required
Is NOT DEBATABLE

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a participant saying, “I call for the **vote question**,” or ~~“I move the previous question.”~~ It is another way of saying “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The Chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the voting participation feels that no more debate is necessary, a vote is taken and the ASC moves on to the next item of business.

4. Motions to RECONSIDER or RESCIND
MAJORITY required varies

Is DEBATABLE

Sometimes a participant feels that a motion the ASC has passed will prove harmful. That participant can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last months or the current meeting.
- The participant making the motion must have information on the issue that was not available in the original debate on the motion.
- The participant must have been with the winning side in the original vote.

These limits are placed to protect the ASC from having to reconsider again and again the motions it passes while still allowing it to examine harmful situations it has created inadvertently. If any of these requirements are not met, the Chairperson will declare the motion out of order. ***The motion to reconsider requires a simple majority.*** The motion to rescind requires a simple majority, provided that participants of the ASC were informed prior to the meeting that such a motion would be made. ***If prior notice is not given, the motion to rescind requires a two-thirds (2/3) majority vote.***

5. Motion to REFER SIMPLE majority required Is DEBATABLE

Sometimes the ASC does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc subcommittee for further study. A participant saying, "I move to refer the motion to the such-and-such subcommittee" can do this. A motion to refer must **be** moved and seconded before it can be debated. If the motion to refer passes, the ASC moves on to the next item of business. If the motion to refer does not pass, the ASC may either continue debate the main motion or vote on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the ASC.

6. Motion to REMOVE FROM THE TABLE SIMPLE majority required Is NOT DEBATABLE

A motion that has been tabled can be taken up before the time originally set in the motion to table. Saying, "I move to remove from the table the motion to such-and-such" does this. If this motion passes, the motion that has been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table does not pass, the ASC moves on to the next item of business.

7. Motion to TABLE SIMPLE majority required Is NOT DEBATABLE

One way of disposing of a motion that is not ready for a vote is to table it. Saying, "I move we table this motion until such-and-such a date/meeting" does this. This motion is not debatable;

if it is moved and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the ASC moves on to the next item of business. The tabled motion will be included in the ASC agenda on the date specified.

8. Request to WITHDRAW A MOTION
UNANIMOUS CONSENT required
Is NOT DEBATABLE

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The Chairperson asks if there are any objections. If there is even one (1) objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the ASC moves on.

XIV. Other Procedures

In addition to parliamentary motions, there are other ways in which participants may alter or clarify the proceedings. Here are a few of the most common:

1. Order of the Day
NO vote required
Is NOT DEBATABLE

If a participant of the ASC feels that business is going too far astray from the original agenda, that participant can help get things back on track. ***The participant may simply say out loud, "I call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda."*** This does not require a second, is not debatable, and does not even require a vote -- the Chairperson is obligated to enforce the request unless two-thirds of the body informs the chair otherwise.

2. Parliamentary Inquiry
NO vote required
Is NOT DEBATABLE

If a participant of the ASC wants to do something but does not know how it fits in with the rules of order, all the participant of the ASC has to do is ask. ***At any time, a participant may simply say out loud, "Point of parliamentary inquiry." The Chairperson must immediately recognize the participant so that the person may ask how to do such-and-such.*** The Chairperson will answer the question, possibly **possibly** by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

3. Point of Appeal
NO vote required
Is NOT DEBATABLE

Any time the Chairperson makes a decision, that decision may be appealed. ***Any voting participant of the ASC who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair."*** If the appeal is seconded, the Chairperson then asks, "On what grounds do you appeal my decision?" The **voting** participant states the reason(s). The Chairperson then speaks briefly to the intent of the ruling being appealed. The **voting**

participant may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the Chairperson.

4. **Point of Clarity**
NO vote required
Is NOT DEBATABLE

This is a form of providing information in reference to a motion or item being discussed on the ASC floor. (This is not a pro or a con)

5. **Point of Information**
NO vote required
Is NOT DEBATABLE

If a participant of the ASC needs certain information before making a decision about a motion at hand, that participant can say at any time to the Chairperson, "Point of information." ***This means, "I have a question to ask," not "I have information to offer."*** A point of information does not need a second; it is neither debatable nor to be voted upon. The participant raising the point of information may ask the question of either the Chairperson or another participant of the ASC.

6. **Point of Order**
NO vote required
Is NOT DEBATABLE

If it appears to a participant of the ASC that something is happening in violation of the rules of order, and if the Chairperson has not yet done anything about it, the participant can ask the Chairperson for clarification of the rules at any time. ***The participant may simply say out loud, "Point of order." The Chairperson then says, "What is your point of order?" The participant then states the question and asks the chairperson for clarification. If the chairperson agrees that the rules are not being followed, the Chairperson says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chairperson says, "Overruled." This decision as all others can be appealed.***

7. **Point of Personal Privilege**
NO vote required
Is NOT DEBATABLE

If the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal PRIVILEGE:" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request requires no second, and the Chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the Chairperson will accommodate you.

XV. Discussion

Discussion or debate on main motions and most parliamentary motions is limited to two (2) pros and two (2) cons. Participants of the ASC speaking on an issue in debate have two (2) to three (3) minutes in which to speak. Under limited circumstances, debate may be extended. A two-thirds (2/3) majority vote is required to close, limit or extend debate. Only one (1) issue

will be on the floor at any one (1) time and no other debate is in order. A participant of the ASC shall speak only when recognized by the Chairperson; to be recognized participants shall raise their hand.

XVI. Voting Procedures

The role of the GSR as a voting participant in South Dade ASC regular meetings goes beyond that of merely carrying information to and from the group he or she represents. GSR's, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day business of the South Dade ASC.

1. Regular Voting

All regular business voting shall be conducted by a show of hands vote. A simple majority vote (50% plus one) of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all regular business. The majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast. Certain motions require two-thirds (2/3) majority vote to pass, these include:

- To change procedural guidelines;
- To close, limit or extend debate;
- To close nominations;
- To elect a participant of the ASC to office;
- To remove an elected participant of the ASC from office;
- To change the order of business;
- To take business away from a subcommittee that has not made a decision or a report on it, and returns that business to discussion on the floor.

A two-thirds (2/3) majority shall be determined from the total number of the votes cast; abstentions stand alone, and do not count as part of the votes cast. For example, when a vote is called for to accept the minutes or a treasurer's report, all those in favor signify by a show of hands and those opposed signify by show of hands. All voting participants must raise hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at his/her discretion, or may call for the matter to be returned to the groups for a Group Conscience decision, and be brought back to the next ASC meeting.

2. Election Voting

All election voting shall be conducted by a written ballot vote. A two-thirds (2/3) majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all elections. The two-thirds majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

3. Procedure Voting (guideline changes)

All **motions for** procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The **Administrative** Subcommittee shall then recommend a course of action. These motions **with their recommendations** shall then be sent ~~brought to the groups~~ **to vote on**. A two-thirds (2/3) majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all changes to these guidelines, other procedural motions, and budgets. The two-thirds (2/3) majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

4. **Abstentions**

If an issue comes before the ASC that directly affects the groups or is thought to be of such importance to the NA fellowship, the Chairperson shall have the option to poll abstentions, if the Chairperson feels these abstentions would change the outcome of the motion.

XVII. Nominations

Our 4th Concept states: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities would be carefully considered when selecting trusted servants."

When selecting a participant of the ASC, we have a spiritual responsibility. If we place someone in a service position that does not have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service, then we bear the responsibility if this participant is unable to perform his/her responsibilities in a manner consistent with our principles.

At the ASC meeting in June, nominations of ASC Participants **positions** shall be solicited. A list of all open positions shall be distributed with an explanation of each position, as well as, the qualifications and responsibilities of each position. ASC Participants who have not served two (2) consecutive terms shall automatically appear on the August voting ballot, **be able to run for another term** of office at the July ASC, unless they decline to run.

1. **Nomination Procedure**

At the time of nominations at the ASC meeting in July, **the nominee must be present in order to accept the nomination. Directly before the floor is opened for nominations, the Chairperson will state the qualifications and responsibilities of each position, as outlined in these guidelines.**

A nomination shall be submitted only with the knowledge and consent of the nominee. Each nominee should shall then state ~~in person and on paper~~, their qualifications for serving the fellowship as a whole ~~in this Area~~. (state clean time, a brief service history, and his/her qualifications for the position, and why they can and want to serve the fellowship.) The participants of the ASC shall question each nominee concerning matters relevant to their possible election. Each nomination must be seconded. **Once seconded, all nominations will be sent to groups to vote on, and then voted on at the following ASC meeting. All nominees must submit their written qualification to the Secretary to be included in the minutes.**

2. **No Waiving of Guidelines**

It is recommended that the South Dade ASC not waive guidelines. Motions to waive one part of the guidelines on a temporary basis should be rare and only used to solve a critical or emergency situation that is time sensitive. A motion to waive or suspend guidelines shall require unanimous consent to pass.

If a Guideline is not serving the needs of the ASC, it should be changed or modified. Changes to the existing guidelines of the South Dade ASC, shall require a two-thirds (2/3) majority.

3. No Waiving of Clean-time

It is recommended that the South Dade ASC not waive the stated clean time requirements in order to elect someone to a position. **Motions to waive clean time on a temporary basis should be rare and only used to solve a critical or emergency situation. A motion to waive the stated clean time requirements shall require unanimous consent to pass.**

XVIII. Elections

Elections of all ASC participants ~~positions~~ shall be conducted yearly with nominations brought to the ASC in July, and elections held in August.

1. Election Procedure

Elections of ASC positions shall be conducted in August by written ballot, concealed, and tallied by the Secretary and the Vice-Chairperson. All nominees must be present at time of election. The Chairperson shall announce the election results. All written ballots must indicate the voting participant and the vote cast. Balloting procedure is to be followed until one candidate has received a clear **two-thirds (2/3)** majority vote. Election results shall not be published by number in the ASC minutes.

2. Single Nominee

In **the** case of only one (1) nomination at the time of elections in August, the nominee ***must*** be elected by a two-thirds (2/3) majority vote of the voting participants of the ASC.

3. Assumption of Office

All newly elected participant of the ASC shall assume the duties of their offices at the conclusion of the meeting at which the election took place. **A participant may serve only one (1) ASC position at a time. However, Ad-hoc or temporary assignments are the exception, and shall not be in conflict with current position held. Upon election, Officers, Subcommittee Chairpersons, and Coordinators shall resign as GSR's, if applicable. Their group shall then elect a new representative, thus ensuring all groups equality of representation.**

XIX. Terms of Office

1. Regular Term

All participants of the ASC shall serve a one (1) year term to be elected in August, with the exception of the RCMA, which is a two (2) year term.

2. Vacancies/Un-expired Terms

If there is a vacancy, un-expired terms may be filled according to the above nomination and election procedures ~~or, if there is no objection from the ASC voting participants, by appointment from the Chairperson.~~

3. Resignation

A participant of the ASC may resign by providing written notice to the Administrative Subcommittee. Upon resignation from office of the RCM or ASC Chairperson, a Priority Vote of Confidence shall be taken for the RCM Alternate or Vice-Chairperson to fill the position. This Priority Vote of Confidence shall require a two-thirds (2/3) majority vote. In the event that a position is filled by vacancy, ~~appointment, the participant appointee~~ may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures.

4. Impeachment

An elected participant of the ASC shall receive a letter of “Intent to Impeach” from the Chairperson of the ASC, due to one or more of the following:

- **Two (2) consecutive absences from ASC meetings**
- **Two (2) consecutive absences from Administrative Subcommittee meetings**
- **Failure to perform responsibilities as outlined in these guidelines**
- **Negligence in handling NA funds**

All other grounds for impeachment shall be brought to the floor in the form of a motion. Motion to impeach is always in order, and requires a two-thirds (2/3) majority vote of the voting participants. Impeachment voting shall be done by written ballot.

~~A participant of the ASC may be impeached or removed from office by a two-thirds majority vote of the voting participants~~

~~interruption of abstinence, gross negligence, or incapacitation. Impeachment procedures shall commence automatically. Upon impeachment or removal from office of the RCM or ASC Chairperson, a Priority Vote of Confidence shall be taken for the RCM Alternate or Vice-Chairperson to fill the position. This Priority Vote of Confidence shall require a two-thirds (2/3) majority vote. In the event that a position is filled by appointment, the appointee may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures. Impeachment or removal voting shall be done by written ballot.~~

5. Removal

An elected participant of the ASC shall be immediately removed from office by the Chairperson or Vice Chairperson of the ASC due to one or both of the following:

- **Interruption of abstinence**
- **Theft of NA Funds**

Our 10th Concept states: “Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.”

If a participant of the ASC feels they have been wrongly accused, that participant can petition the ASC to address their grievance, without fear of reprisal.

6. Re-election

In keeping with the principle of rotating leadership, it is recommended that no participant of the ASC serve more than two (2) consecutive regular terms in the same position.

XX. Financial

NA funds are to be used for the sole purpose of furthering our Fellowship's primary purpose. The South Dade ASC shall ensure that expenditures will help carry the NA message by vigorously applying the Twelve Traditions and Twelve Concepts to its financial procedures and practices.

~~Recognizing that NA funds are to be used for the sole purpose of furthering our Fellowship's primary purpose, The South Dade ASC shall examine each proposed expenditure to see if it will help better carry the NA message. The South Dade ASC shall endeavor at all times to treat sacredly the trust and faith given to it by South Dade Area groups and addicts by a vigorous application of the Twelve Traditions and Twelve Concepts to its financial procedures and practices.~~

1. Fund Sources

Group Donations

The South Dade ASC shall not accept designated or earmarked funds. The South Dade ASC shall accept cash **and group checks** only. Personal checks shall not be accepted by the Treasurer.

Literature Sales

The **Literature Distribution Coordinator** South Dade ASC shall accept cash **and group checks** only. Personal checks shall not be accepted by **the Literature Distribution Coordinator** Chairperson. **All literature distribution funds shall be turned in to the Treasurer by the close of the ASC meeting.**

Activities and Fundraisers

When holding events financially sponsored by the South Dade ASC, the Chairperson or Treasurer of the Subcommittee or whoever is responsible for money must turn in all funds to the Treasurer at the ASC meeting following the activity or fundraiser, along with a detailed expense report and all receipts.

Groups shall be held to the same criteria as the Entertainment & Activities Subcommittees when holding events financially sponsored by the South Dade ASC.

Any participant of the South Dade Area who handles or is responsible for ASC funds must have at least two (2) years of continuous abstinence and a steady source of income.

2. Checking Account

The South Dade ASC, on behalf of itself and all its Subcommittees, shall have only one checking account. **The South Dade ASC checking account shall require two (2) signatures on all checks required on the ASC checks,** consisting of any two (2) of the following: Chairperson, Vice-Chairperson, Secretary or Tax Compliance Officer.

- ~~• Two (2) signatures are required on all checks (2 out of 4 signatories)~~

Monthly Duplicate bank account statements shall be sent to the Treasurer, at the South Dade ASC post office box, and to the home of the **Tax Compliance Officer** ~~Chairperson~~. No ATM cards.

3. Deposits

~~Any participant of the ASC, who is responsible for money, must obtain deposit slips from Treasurer and deposit the funds into the South Dade ASC banking account within seventy-two (72) hours of receipt. A telephone call shall then be made to the Treasurer to report the amount of the deposit and the actual deposit slip shall be handed to the Treasurer at the next ASC.~~

At the end of the **monthly ASC meeting**, **all** the deposit amounts **must** will be verified by the Tax Compliance Officer. All deposits shall be made within seventy-two (72) hours of receipt. Any **participant of the ASC** ~~Trusted Servant~~ that deposits funds must have at least two (2) years **of continuous abstinence** ~~clean~~ and a steady source of income.

4. Financial Records

All South Dade ASC financial records must be kept in a neat, accurate and orderly fashion and be available for inspection at the request of any participant at every regular South Dade ASC meeting.

5. Budgets

~~Budgeting will help the South Dade ASC be a better steward of the funds it receives. The Administrative Subcommittee shall develop annual (twelve month) budget projections for all South Dade ASC committees and subcommittees.~~ **Each year, in October, the Chairperson, Treasurer, and Tax Compliance Officer shall be available to meet with all of the Subcommittee Chairpersons and Coordinators to go over their proposed yearly budgets. All budgets shall then** ~~to be presented~~ **at** ~~to the~~ **November ASC meeting** for discussion and approval.

In developing **an annual (twelve month)** budget, **each participant** shall list their total anticipated financial needs and obligations for the period in question and come prepared to justify the proposed expenditures before the ASC.

Once a budget has been set by the ASC, any requests for distribution of funds that fall within the approved budget will automatically be paid by the Treasurer of the ASC, assuming funds are available.

All expenses, which are not included within the amounts of budgeted items or go above any item in the budget, shall require approval of the South Dade ASC in the form of a motion.

6. Financial Review

~~Once~~ Twice a year **in September**, the South Dade ASC, through a select committee, shall conduct a thorough review of the South Dade ASC finances. This select committee shall be coordinated by the Vice Chairperson and shall include the Treasurer, ~~Assistant~~ **Assistant** Alternate Treasurer, and Tax Compliance Officer among its participants. If necessary, this committee may hire a professional accountant as a special worker to assist the committee in its review. The committee shall present a report of its findings **to** at the ~~April and October meetings of the~~ ASC.

7. Operating Funds

These are funds of a set amount provided to the Administrative Subcommittee and each Standing Subcommittee to cover normal administrative costs for each month. Normal administrative costs include rent for a meeting space, copying of the subcommittee's minutes, etc. but do not include separately budgeted items such as H&I literature purchases or seed money for an Area-sponsored event. The amount of an operating fund is determined by the approved budget for each Subcommittee and replenished as necessary up to the approved budget limits.

8. Distribution of Funds

All distribution of funds by the Treasurer of the ASC shall be done in check form only. Any requests for distribution of funds that fall within the approved budget will automatically be paid by the Treasurer of the ASC, through a "Check Request Form" signed by the Vice Chairperson, assuming funds are available. For the purpose of accountability, the South Dade ASC requires all distribution of funds to be accompanied by a detailed expense report and receipt(s), within one (1) month or become liable for the funds. All expense reports and receipt(s) shall then be attached to the "Check Request Form".

Any requests for distribution of funds that include the signing of contracts shall be submitted to the Administrative Subcommittee at least one (1) month prior to anticipated due date. This shall give the Administrative Subcommittee time to review the contract for any legal issues.

Any requests for distribution of funds, which are not included within the amounts of budgeted items or to go above any item in the budget, shall require approval of the South Dade ASC in the form of a motion.

8. Reimbursement of Funds

All reimbursement of funds ~~moneys distributed~~ by the Treasurer of the ASC shall be done in check form. There will be no cash reimbursements. No reimbursement shall be made without proper receipts or proof of payment. **For the purpose of accountability, the South Dade ASC requires all reimbursements of expenses to be accompanied by receipts, and a "Check Request Form" signed by the Vice Chairperson.** All receipts to be paid by the South Dade ASC shall be signed, dated, and an explanation of what the receipt is for put on the back. ~~All Subcommittee Chairperson or participants of the ASC receiving money (for any purpose) from the ASC must present a receipt to the Treasurer of the South Dade ASC within one (1) month or become liable for the money.~~ Questionable items for reimbursement shall be decided upon by the Administrative Subcommittee and, if refused, may be appealed to the South Dade ASC.

Any requests for reimbursement of funds, which are not included within the amounts of budgeted items or to go above any item in the budget, shall require approval of the South Dade ASC in the form of a motion.

9. Prudent Reserve

The South Dade ASC has determined that it is in the Area's best interest to maintain a prudent reserve. The South Dade ASC shall hold in reserve an amount equal to an average of the previous six (6) months' expenses (i.e., 6 months total expenditures divided by 6, equals prudent reserve amount).

10. Fiduciary Responsibility

In order to protect the participants of the South Dade ASC, the South Dade Area groups, and NA as a whole, The South Dade ASC shall strive to meet its financial obligations to society before its internal needs. To maintain fiduciary restraint, the South Dade ASC will make every effort to avoid debt, thereby minimizing the number of financial obligations incurred outside the Fellowship. After meeting its external debts, the South Dade ASC will disburse the funds it has been given according to the principles of our 5th Tradition and our 11th Concept (for example, H & I or PI needs, or possible donations to the RSC and NAWS would be accommodated before authorizing spending for a social event.).

The following non-deficit spending guidelines shall be used to pay expenses in the order given below:

- Payment of debts or expenses outside the NA Fellowship.
- Payment of debts or expenses within the NA Fellowship.
- South Dade ASC secretarial or administrative expenses.
- Approved budgets of South Dade ASC Officers, Subcommittees and Coordinators.
- RSC and NAWS donations.
- All other approved South Dade ASC expenses.

11. Misuse of Funds

All participants of the ASC shall be held accountable for funds and merchandise entrusted to them. ASC funds spent without prior approval from the ASC is considered misuse. Negligence in handling funds or merchandise is also considered misuse.

12. Theft of Funds

All participants of the ASC shall be held accountable for funds and merchandise entrusted to them. ~~Misappropriation~~ **Theft** will not be tolerated and shall be grounds for immediate removal from any position. Legal action may be appropriate and required in the fulfillment of the South Dade ASC's fiduciary responsibilities. A decision to take legal action is merely an option and does not compromise the spiritual principles of our Steps, Traditions, or Concepts. However, resorting to a legal remedy in an instance of ~~misappropriation~~ **theft** should be an action of last resort and undertaken only after having previously, followed a number of steps. These steps shall include the following:

- Conduct a thorough investigation to determine if ~~misappropriation~~ **theft** has indeed occurred.

- **Immediately remove the participant(s) from their position**
- Invite the **participant(s)** parties responsible **for the theft** to state their side.
- Work out a plan for **full financial** restitution with the **participant(s)** parties responsible.
- Make it clear that the consequences of not fulfilling the **“Restitution Agreement”** could include legal action being taken against them.

If indeed theft has occurred and a plan for full financial restitution has been made, the participant(s) involved in theft shall not be eligible to hold an ASC position for at least one (1) year following full financial restitution.

If a plan for **full financial restitution has not been made**, the previous four steps have been followed without resolving the matter, then the South Dade ASC **will** may then consider the appropriateness of taking legal action. Such a measure shall be passed only by a two-thirds (2/3) majority vote of the voting participant of the ASC.

XXI. Other Financial Responsibilities

1. Corporation

The South Dade ASC shall be incorporated for the protection of its participants, **its** groups, and the area itself, **and NA as a whole. South Dade Area Service of Narcotics Anonymous, Inc.** is We are incorporated **in the State of Florida** as a non-profit organization with a tax identification number, **and is accountable not only to the ASC, but to the State of Florida and the IRS.** For IRS purposes **and financial accountability**, (consulting, filing of forms, producing, and signing reports, etc...), the South Dade ASC has designated the Tax Compliance Officer as the officer **agent** of the corporation.

2. Post Office Box

The **Administrative Subcommittee** South Dade shall establish and maintain a post office box address for receipt of bank statements and other official South Dade Area correspondence. The post office box shall be **the official mailing address of the South Dade ASC** maintained by the Administrative Subcommittee, **and** the key holders shall be the Chairperson and the Treasurer **of the ASC.**

3. Storage Unit

The Administrative Subcommittee shall establish and maintain a storage unit to secure all ASC belongings, to include, ASC archives, literature, merchandise, decorations, cash registers, and all other items that are utilized by the South Dade Area. The key holders shall be the Chairperson and Vice Chairperson of the ASC, the Chairperson of the Entertainment Subcommittee, and Literature Distribution Coordinator.

4. Website

The Administrative Subcommittee shall establish and maintain a website. The South Dade Area Service of NA, Inc., not an individual, shall own the website account and domain name. A notice shall be placed at the beginning of the website that signifies that it is the official website of the South Dade Area of Narcotics Anonymous. The information in the Website shall contain links and references to Narcotics Anonymous related information only.

XXII. ASC Officers

1. Chairperson

Qualifications

- Has been active for at least three (3) years in the ASC service structure of Narcotics Anonymous;
- Has five (5) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines~~;
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application**;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall arrange for and preside over the monthly ASC meetings;
- **Shall prepare, copy, and bring a monthly agenda to all ASC meetings**;
- Shall coordinate provision of food and beverages, as well as setting up of the ASC meeting room;
- Shall determine that a quorum is present;
- Shall enforce rules of decorum and discipline at the ASC Meetings, will keep discussion focused on the topic and within a reasonable time frame, will attempt to be absolutely fair and impartial;
- Shall refrain from speaking to the merits of or engaging in debate upon motions pending unless requested to do so by a Participant of the ASC, at which time the Chairperson may step down for discussion;
- **Shall send a letter of “Intent to Impeach” to participants of the Administrative Subcommittee who have missed two (2) consecutive ASC Meetings or Administrative Subcommittee Meetings.**
- **Shall announce the coming of elections two (2) meetings prior to the election meeting**;
- Shall write all correspondence on behalf of the ASC;
- **Shall be responsible for ensuring the archives are properly stored**;
- Shall be a key holder of the ASC P.O. Box;
- Shall vote at ASC meetings only to break tie votes; shall not make or second motions;
- Shall be a co-signer of the South Dade ASC bank account;

2. Vice Chairperson

Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
- Has four (4) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines~~;

- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall serve as Parliamentarian of ASC meetings;
- Shall assist the Chairperson in performing his/her responsibilities;
- Shall assume the responsibilities of the Chairperson or any other Administrative Subcommittee participant in his/her absence;
- Shall be a coordinator between all Subcommittees to assure coordination of functions and proper cooperation of responsibilities;
- Shall conceal and tally the vote of written ballots and pass results to the Chairperson;
- **Shall buy, copy, and bring to all ASC meetings, ten (10) new GSR's packages, consisting of a 3-ring binder with a copy of the South Dade ASC Procedural Guidelines and the GSR Guide;**
- **Shall conduct the GSR's Orientation Hour;**
- Shall coordinate the committee entrusted to conduct the semi-annual financial review;
- Shall make and second motions at ASC but shall not vote;
- Shall arrange and preside over all Administrative Subcommittee meetings.
- Shall vote at Administrative Subcommittee only to break tie votes; shall not make or second motions;
- Shall be a co-signer of the South Dade ASC bank account;

3. Secretary

Qualifications

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) years of continuous abstinence from all drugs;
- Has general office and secretarial experience, and ~~some~~ organizational ability;
- Has access to a computer **and printer**, and is computer literate;
- Has access to the internet;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall perform Roll Call for attendance and voting at the ASC;
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, RCM and Alternate RCM;
- Shall give Secretary's Report at the ASC;

- Shall maintain an updated mailing list of all South Dade ASC participants;
- Shall keep an accurate record (minutes) of all ASC meetings, as follows:
 - Times meeting starts and ends;
 - Readings done and by whom;
 - New GSR introduction;
 - Subcommittee and RCM reports, with notations of motions to approve them, by whom and outcome;
 - Any impeachment procedures and outcome;
 - Any nominations and/or elections of officers, showing position being filled, who makes nomination and who seconds, qualifications and outcome.
 - Old and New Business motions, as written by the maker including the intent, seconded by whom, and the outcome. ~~Also, any discussions that may be recorded by Secretary;~~
 - Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers;
 - Any other important business;
- ~~▪ Shall announce the coming of elections two meetings prior to the election meeting;~~
- Shall copy and mail ASC minutes to all participant of the ASC, including Alternate GSR's who request them, not later than two (2) weeks following the ASC meetings, which shall include all of the above recordings, plus:
 - An updated **attendance** list of groups and their GSR's, removing groups which have been absent ~~3~~ **two (2)** consecutive times;
 - An updated **attendance** list of participants of the Administrative Subcommittee;
 - All typed reports handed out ~~by Treasurer, Subcommittee or RCM;~~
- Shall copy and bring to the ASC, ten (10) additional copies of the ASC minutes;
- Shall copy and bring to the ASC, ten (10) additional copies of the South Dade ASC Procedural Guidelines;
- Shall copy and bring to the ASC, **Check Request** , Meeting List Changes, Motion, Group Report and Subcommittee Report forms;
- **Shall copy and bring to the ASC, updated Group Donation forms;**
- Shall copy and bring to the ASC, an updated "Additional Guidelines" sheet, with recently passed procedural motions;
- Shall in July, input all information from "Additional Guidelines" sheet into ASC Procedural Guidelines;
- Shall buy and bring to the ASC, a stapler, staple remover, 3-hole puncher, ruled filler paper, pens, etc.
- Shall type and mail letters of correspondence that the ASC so dictates;
- Shall maintain an archive of all South Dade ASC minutes, guidelines, subcommittee reports and South Dade ASC business and correspondence and make these records available to any participant of the ASC;
- **Shall submit to the ASC for approval, a detailed annual, no later than November of each year;**
 - Shall make and second motions at ASC but shall not vote;
 - Shall be a co-signer of the South Dade ASC bank account;

4. Assistant Secretary

Qualifications

- Has been active for at least six (6) months in the ASC service structure of Narcotics Anonymous;
- Has one (1) year of continuous abstinence from all drugs;
- Has general office and secretarial experience, and ~~some~~ organizational ability;
- Has access to a computer **and printer**, and is computer literate;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines~~;
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application**;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall assist the Secretary in performing his/her responsibilities;
- Shall assume the responsibilities of the Secretary in his/her absence;
- Shall keep an accurate record (Minutes) of all Administrative Subcommittee meetings, as follows:
 - Times meeting starts and ends;
 - Readings done and by whom;
 - Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers;
 - Old and New Business motions, and Administrative recommendations;
 - Any other important business;
- Shall make and second motions at ASC but shall not vote;

5. Treasurer

Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
- Has three (3) years of continuous abstinence from all drugs;
- Has a steady source of income;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines~~;
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application**;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall act as the custodian of all South Dade ASC funds.
- Shall keep an accurate ledger recording of all financial transaction;
- ~~Shall provide at all ASC meetings, a "Group Donation" form;~~

- Shall **bring to** ~~provide at~~ all ASC meetings all books and records for inspection by any participant of the ASC;
- Shall present at all ASC meetings, a written and oral report of monthly contributions and expenditures, including projected expenses for the upcoming month;
- Shall within seventy-two (72) hours **of receipt,** deposit all ASC funds into the South Dade ASC bank account;
- Shall disburse funds as necessary in accordance with the decisions of the South Dade ASC;
- Shall disburse all approved expenses in a timely manner;
- Shall coordinate with Administrative Subcommittee to develop a prudent reserve that is adequate to serve the ASC;
- Shall coordinate with Administrative Subcommittee to develop detailed annual (12 month) budget projections to be updated quarterly (every three months) and submitted to the ASC for discussion and approval;
- Shall present a written and oral full financial report in September ~~April and October~~ in conjunction with the semi-annual financial review;
- Shall return the checkbooks and all financial records at the end of the his/her term of office to the ASC Chairperson.
- Shall be a key holder of the ASC P.O. Box;
- Shall regularly collect and distribute all ASC mail;
- Shall make and second motions at the ASC but shall not vote;

6. Assistant Treasurer

Qualifications

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) years of continuous abstinence form all drugs;
- Has a steady source of income;
- Has a working knowledge of the Twelve Steps ~~and Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines~~;
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application**;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall assist the Treasurer in performing his/her responsibilities;
- Shall assume the responsibilities of the Treasurer in his/her absence;
- ~~Shall be an automatic participant of Literature Distribution~~;
- Shall act as coordinator between the Treasurer and Literature Distribution Coordinator for **the collection of ASC funds**; ~~distribution of Literature~~;
- Shall participate in the budget development and semi-annual financial review process;
- Shall make and second motions at the ASC but shall not vote;

7. Regional Committee Member (RCM)

Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
- Has three (3) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps and Twelve Traditions;
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has the ability to work for the common good, placing principles before personalities at all times;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC and RSC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall represent the "Group Conscience" of the South Dade ASC at the RSC, and shall vote on any motion at the RSC that has not been voted on by the ASC; ~~and will include in his/her report which way he/she voted;~~
- **Shall maintain an updated and accurate binder consisting of monthly ASC and RSC reports, regional activities calendar and yearly budget.**
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, and Vice-Chairperson;
- Shall be a source of information and guidance for South Dade ASC participants on matters concerning the Twelve Traditions, the Twelve Concepts and all aspects of service in Narcotics Anonymous;
- Shall take part in any decision which affects the RSC (speaking as the voice of the ASC)
- Shall present at all ASC meetings, a written and oral report of the business conducted at the RSC on current RSC and World issues.
- ~~Shall obtain from the RSC an updated copy of the first 2 pages of the RSC Activities Calendar, and make 100 copies of a 2-page/1-sheet Calendar,~~ **copy and bring to the ASC each month, two hundred (200) copies of RSC Activities Calendar.**
- Shall attend RSC Subcommittee meetings when the ASC Subcommittee Chairperson cannot attend. Any Subcommittee Chairperson who cannot attend the RSC must submit a written report to the RCM;
- **Shall submit to the ASC for approval, a detailed annual budget including RSC travel, no later than November of each year;**
- Shall make and second motions at the ASC but shall not vote;

8. Regional Committee Member Alternate (RCMA)

This is a training position for one (1) year, followed by a one (1) year term as RCM; therefore, it is a two (2) year commitment;

Qualifications

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) year of continuous abstinence from all drugs;

- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has the ability to work for the common good, placing principles before personalities at all times;
- Has a willingness to serve two (2) years: one (1) year as Alternate and one (1) year as RCM;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC and RSC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall assist the Regional Committee Member in performing his/her responsibilities;
- Shall assume the responsibilities of the Regional Committee Member in his/her absence;
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, and RCM;
- Shall make and second motions at the ASC but shall not vote;

9. Tax Compliance Officer

Qualifications

- Has two (2) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has a working knowledge of **non-profit** corporation tax forms and filings;
- **Has access to a computer and printer, and is computer literate;**
- **Has access to the internet;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- **Shall maintain an updated and accurate binder consisting of all ASC yearly budgets, ASC reports, corporate filings, tax forms, monthly treasurer's report, etc;**
- Shall oversee all deposits of ASC funds;
- Shall coordinate with Treasurer to ensure all bills are paid;
- Shall coordinate with Treasurer to develop financial statements **and a prudent reserve;**
- ~~Shall coordinate with Treasurer to develop a prudent reserve;~~
- **Shall file forms, produce, and sign reports with the IRS, the State of Florida, and any other government agency necessary to maintain the corporation;**
- **Shall submit to ASC an annual financial report, no later than January of each year;**
- ~~Shall submit to the ASC a set of updated Guidelines, no later than October of each year;~~
- ~~Shall submit to the ASC a annual budget, no later than October of each year;~~
- Shall make and second motions at ASC but shall not vote;
- Shall be a co-signer of the South Dade ASC bank account;

XXIII. Coordinators

1. Literature Distribution

The South Dade Area Literature Distribution Coordinator is a Narcotics Anonymous member who shall **coordinate** ~~handle~~ all ordering and distribution of NA approved literature to the fellowship of Narcotics Anonymous in the South Dade Area.

The purpose of the South Dade Area Literature Distribution Coordinator is to maintain a stock of NA approved literature that can be purchased by local groups at the monthly ASC meeting, and any other time as approved by the ASC. The amount and **type** ~~identity~~ of literature to be kept in inventory shall be presented to the ASC for discussion and approval. The resale price of all literature will be set and approved by the South Dade ASC. All profit organizations will be charged 20% over cost of all literature. Any participant of South Dade Literature Distribution that handles funds must have at least **two (2) years of continuous abstinence** ~~one (1) year clean~~ and a steady source of income. ~~Prior to the purchase of office supplies for the Area Service Office, 3 estimates shall be obtained for the cost of the supplies needed over the amount of \$100.00, and the order for supplies shall be placed with the least expensive supplier.~~

Qualifications

- Has two (2) years of continuous abstinence from all drugs;
- Has a steady source of income;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- **Has access to a computer and printer, and is computer literate;**
- **Has access to the internet;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- **Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly literature orders and all literature order receipts.**
- Shall coordinate with Treasurer to ensure all bills are paid;
- ~~Shall obtain deposit slips from the Treasurer and deposit all funds into the South Dade ASC banking account within seventy-two (72) hours of receipt. A telephone call shall then be made to the Treasurer to report the amount of the deposit and the actual deposit slip shall be handed to the Treasurer at the next ASC.~~
- Shall purchase all ASC literature within a timely manner;
- **Shall ensure all literature is stored at the storage unit in a timely manner;**
- **Shall transport all literature to and from ASC meetings;**
- Shall keep an accurate record of monthly literature inventory and sales;
- ~~Shall own, read and understand the WSC Literature Handbook;~~
- ~~Shall submit to the ASC an annual report of plans, no later than October of each year;~~
- ~~Shall submit to the ASC a set of updated Guidelines, no later than October of each year;~~

- Shall submit to the ASC **for approval, a detailed** annual budget **including RSC travel**, no later than **November** ~~October~~ of each year;
- Shall make and second motions at ASC but shall not vote;

2. Meeting List

The South Dade Area Meeting List Coordinator is a Narcotics Anonymous member who shall coordinate, produce, and distribute **an updated and accurate** ~~an accurate updated~~ **Dade County** meeting list to the fellowship of Narcotics Anonymous in the South Dade Area.

The purpose of the South Dade Area Meeting List Coordinator is to compile and update meeting information from NA groups in the South Dade Area, to publish and distribute in the form of a monthly meeting list.

Qualifications

- Has two (2) years of continuous abstinence from all drugs;
- Has access to a computer;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- **Has access to a computer and printer, and is computer literate;**
- **Has access to the internet;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- **Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly meeting list, and all meeting list changes;**
- Shall coordinate with Treasurer to ensure all bills are paid;
- Shall coordinate meeting list updates with the Beach & Bay, North Dade, and **South Atlantic** Area's;
- Shall provide **an updated and accurate** ~~accurate updated~~ copy of the meeting list to the ~~Literature Distribution and Website Subcommittee~~ one (1) week prior to monthly ASC meeting;
- Shall provide **an updated and accurate** ~~accurate updated~~ copy of the meeting list to the RSC **Webmaster** ~~Public Information Subcommittee~~ one (1) week prior to monthly ASC meeting;
- ~~Shall coordinate with Literature Distribution to ensure production of meeting list;~~
- ~~Shall submit to the ASC an annual report of plans, no later than October of each year;~~
- ~~Shall submit to the ASC a set of updated Guidelines, no later than October of each year;~~
- Shall submit to the ASC **for approval, a detailed** annual budget **including RSC travel**, no later than **November** ~~October~~ of each year;
- Shall make and second motions at ASC but shall not vote;

XXIV. Standing Subcommittees

1. Administrative

The purpose of the Administrative Subcommittee is to coordinate the services that are offered to the groups through the South Dade ASC. The responsibilities may include but are not limited to: group outreach, research on business, legal or tax issues, finding resolution for controversies, mediating disputes, and conducting periodic audits of South Dade Area finances. The participants who are elected to serve on this subcommittee have usually served their home group and area, and have gained the experience necessary to qualify them for these positions of trust.

The Administrative Subcommittee shall consist of the following; ~~is a committee made of all ASC officers~~

- Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, Regional Committee Member Alternate and Tax Compliance Officer;
- Standing Subcommittee Chairpersons, Coordinators, and Ad-Hoc Chairpersons,
- **A past administrator with at least five (5) years of continuous abstinence from all drugs**
- Four (4) ~~present~~-GSR representative's with at least one (1) year **of continuous** abstinence from all drugs.

All **motions for** procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The **Administrative** Subcommittee shall ~~then~~ recommend a course of action. These motions **with their recommendations** shall then be sent brought to the groups **to vote on.**

Once a year, immediately following the Service Inventory, the Administrative Subcommittee should review the procedural guidelines of the ASC and develop recommended changes if it is found that they would better serve the Area at its present stage of development, maturity and level of services provided.

In the event any Administrative Subcommittee participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, impeachment procedures shall commence automatically.

~~The Administrative Subcommittee shall develop annual (Twelve month) budget projections for all South Dade ASC subcommittees and coordinators, to be presented to the ASC for discussion and approval. In developing a budget, each committee and subcommittee shall list their total anticipated financial needs and obligations for the period in question and come prepared to justify the proposed expenditures before the ASC.~~

The Administrative Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Administrative Subcommittee shall meet directly after **each** the monthly ASC meeting.

QUALIFICATIONS

- ~~▪ Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;~~
- ~~▪ Has four (4) years of continuous abstinence from all drugs;~~
- ~~▪ Has a working knowledge of the Twelve Steps and Twelve Traditions;~~
- ~~▪ Has a working knowledge of ASC Procedural Guidelines;~~

- ~~Has a willingness and desire to serve in this capacity;~~

Chairperson Responsibilities (ASC Vice Chairperson)

- Shall attend all ASC meetings for their full duration;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall arrange and preside over all Administrative Subcommittee meetings.
- **Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year;**
- Shall hold at least one (1) **monthly** meeting ~~monthly~~ of its membership;

2. Entertainment

The Entertainment Subcommittee is a committee made up of Narcotics Anonymous members who coordinate and plan functions, which promote unity and maintain an atmosphere of recovery in the fellowship of Narcotics Anonymous in the South Dade Area.

The purpose of the Entertainment Subcommittee is to provide functions designed to enhance recovery, and build NA unity and a member's sense of belonging. All functions should have integrity. Any function planned by the Entertainment Subcommittee will to be brought to the South Dade ASC for approval. (Example: dances, picnics, sporting events, etc.). No addict seeking the celebration of recovery will be turned away at any South Dade dance, picnic, sporting events, fundraisers, etc. All Entertainment Subcommittee functions (dances, comedy shows, etc.) held indoors shall be non-smoking. In keeping with the spirit of unity, the Entertainment Subcommittee will not plan functions during another South Dade Area function, South Dade ASC meeting, ~~South Florida RSC, or South Florida Regional Activity~~ **a Beach & Bay Area function or North Dade Area function.** For accountability purposes, any participant of the Entertainment Subcommittee that handles funds must have at least **two (2) years of continuous abstinence** ~~one (1) year clean~~ and a steady source of income.

The Entertainment Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Entertainment and Activities Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Entertainment Subcommittee;
- Has two (2) years of continuous abstinence from all drugs;
- Has a steady source of income;
- Has a working knowledge of the Twelve Steps ~~and Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;

- Shall fulfill all of the Administrative Subcommittee duties;
- Shall hold at least one (1) **monthly** meeting ~~monthly~~ of its membership;
- **Shall maintain an updated and accurate binder consisting of yearly budget, calendar of events, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts;**
- Shall distribute flyers for all functions two (2) months prior to function;
- ~~Shall obtain deposit slips from the Treasurer and deposit all funds into the South Dade ASC banking account within seventy-two (72) hours of receipt. A telephone call shall then be made to the Treasurer to report the amount of the deposit and the actual deposit slip shall be handed to the Treasurer at the next ASC.~~
- ~~Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;~~
- Shall submit to the ASC **for approval, a detailed** annual budget including RSC travel, **Subcommittee plans, special events, workshops, etc.**, no later than **November** October of each year;
- Shall submit to the ASC **for approval** a set of updated Guidelines, no later than **December** October of each year;
- Shall make and second motions at ASC but shall not vote;

3. Helpline

The Helpline Subcommittee is a committee made up of Narcotics Anonymous members **with at least one (1) year of continuous abstinence** who establish, coordinate, and maintain an effective phonline service where the general public seeking help and/or information can call and have a one on one conversation with a recovering addict via the telephone.

The purpose of the Helpline Subcommittee is to provide a phonline service where the general public can call and talk anonymously with a recovering addict 24 hours a day, 7 days a week. The Helpline Subcommittee shall provide meeting times and places with brief directions. Any referral given by the Helpline Subcommittee shall be without endorsement.

The Helpline Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Helpline Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Helpline Subcommittee;
- Has two (2) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;

- Shall hold at least one (1) **monthly** meeting ~~monthly~~ of its membership;
- Shall own, read and understand the World Services Helpline Handbook;
- **Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, subcommittee minutes, subcommittee shift workers schedule, subcommittee flyers, and subcommittee expense reports with copies of receipts;**
- Shall coordinate with Treasurer to ensure all bills are paid;
- Shall ~~coordinate~~ **communicate** with answering service **to ensure proper function;**
- Shall provide subcommittee with updated meeting list monthly;
- Shall be the 24 hour back up for all shifts;
- ~~Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;~~
- Shall submit to the ASC **for approval, a detailed** annual budget including RSC travel, **subcommittee plans, special events, workshops, etc.,** no later than **November** ~~October~~ of each year;
- Shall submit to the ASC **for approval,** a set of updated Guidelines, no later than **December** ~~October~~ of each year;
- Shall make and second motions at ASC but shall not vote;

4. Hospitals and Institutions

The Hospitals and Institutions Subcommittee is a committee made up of Narcotics Anonymous members who initiate, coordinate and conduct all local NA H&I presentations within the South Dade Area of Narcotics Anonymous.

The purpose of the Hospitals and Institutions Subcommittee is to conduct H&I presentations that carry the NA message of recovery to any addict in jails, hospitals and institutions whose attendance at regular NA meetings is restricted. Any presentation initiated by the Hospitals and Institutions Subcommittee shall be in cooperation with the Public Information Subcommittee.

The Hospitals and Institutions Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Hospitals and Institutions Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the H & I Subcommittee;
- Has two (2) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions;~~
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall hold at least one (1) meeting monthly of its membership;

- Shall own, read and understand the World Services H & I Handbook;
- **Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, subcommittee minutes, subcommittee presentation roster, subcommittee flyers, subcommittee literature orders, and subcommittee expense reports with copies of receipts;**
- Shall ensure the Subcommittee has literature and updated meeting list monthly;
- Shall be accountable for all distributed literature;
- ~~Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;~~
- Shall submit to the ASC **for approval, a detailed** annual budget including RSC travel, **subcommittee plans, special events, workshops, etc.,** no later than **November** ~~October~~ of each year;
- Shall submit to the ASC **for approval,** a set of updated guidelines, no later than **December** ~~October~~ of each year;
- Shall make and second motions at ASC but shall not vote;

5. Local Translations

The Local Translations Subcommittee is a committee made up of Narcotics Anonymous participants who ensure local linguistic minorities in the South Dade Area and the fellowship at large are effectively informed about recovery, the service structure of our Area, Region and World Services, and to have access to recovery-oriented and service-related materials in their native language.

The purpose of the Local Translations Subcommittee is to promote NA unity by ensuring that the written NA message is available in the language spoken by local members, and to translate and/or proofread recovery and service-related materials from NA bodies or individuals so that NA members not fluent in English can feel a sense of belonging and take a fuller part in the life of our NA community at the group and Area levels.

The Local Translations Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Local Translations Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- **Has been active for at least six (6) months in the Local Translations Subcommittee;**
- **Has two (2) years of continuous abstinence from all drugs;**
- **Has a working knowledge of the Twelve Steps;**
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- **Has access to a computer and printer, and is computer literate;**
- **Has a fluent command of both the English and local language (reading, writing, speaking, listening);**
- **Has a working knowledge of NA recovery and service literature, as well as other publications, in English and local language;**
- **Has the time and resources necessary to complete these duties;**
- **Has a willingness and desire to serve in this capacity;**

Chairperson Responsibilities

- **Shall attend all ASC meetings for their full duration;**
- **Shall attend all Administrative Subcommittee meetings;**
- **Shall fulfill all of the Administrative Subcommittee duties;**
- **Shall hold at least one (1) monthly meeting of its membership;**
- **Shall own, read and understand the World Services Translation Basics Manual;**
- **Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, translated material, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts;**
- **Shall provide all material to be translated or proofread;**
- **Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year;**
- **Shall submit to the ASC for approval, a set of updated guidelines, no later than December of each year;**
- **Shall make and second motions at ASC but shall not vote;**

6. Newsletter

The Newsletter Subcommittee is a committee made up of Narcotics Anonymous members who coordinate, produce, and distribute an effective newsletter to the fellowship of Narcotics Anonymous in the South Dade Area. In keeping with our First Tradition, personal recovery is made more available.

The purpose of the Newsletter Subcommittee is to provide written communication designed to enhance recovery, and build NA unity. The information in the Newsletter shall contain NA news, upcoming events and personal experiences with recovery **in NA** ~~from addiction~~. The Newsletter Subcommittee will not use articles or quotes from non-NA sources.

The Newsletter Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Newsletter Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Newsletter Subcommittee;
- Has two (2) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps and Twelve Traditions;
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- **Has access to a computer and printer, and is computer literate;**
- **Has access to the internet;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;

- Shall hold at least one (1) **monthly** meeting ~~monthly~~ of its membership;
- Shall own, read and understand the World Services Newsletter Handbook;
- **Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly newsletter, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts;**
- Shall coordinate with Treasurer to ensure all bills are paid;
- Shall coordinate with printer to ensure production of newsletter;
- Shall distribute monthly Newsletter in a timely manner;
- Shall request volunteers to submit articles, poems, clean dates, etc.;
- ~~Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;~~
- Shall submit to the ASC **for approval, a detailed** annual budget including RSC travel, **subcommittee plans, special events, workshops, etc.,** no later than **November** ~~October~~ of each year;
- Shall submit to the ASC **for approval,** a set of updated guidelines, no later than **December** ~~October~~ of each year;
- Shall make and second motions at ASC but shall not vote;

7. **Public Information**

The South Dade Area Public Information Subcommittee is a committee made up of Narcotics Anonymous members who help to create awareness of Narcotics Anonymous in the community.

The purpose of the South Dade Area Public Information Subcommittee is to open and maintain communication between the fellowship of Narcotics Anonymous in the South Dade Area and the general public, and between the ASC, RSC and WSC levels of service. The Public Information Subcommittee shall respond to all requests for health fair and public presentations in a timely and effective manner. The Public Information Subcommittee provides informational packet mailings, media PSA's, posters, and basic text donations to local libraries.

The South Dade Area Public Information Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Public Information Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Public Information Subcommittee;
- Has two (2) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps ~~and Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;

- Shall fulfill all of the Administrative Subcommittee duties;
- Shall hold at least one (1) **monthly** meeting ~~monthly~~ of its membership;
- **Shall own, read and understand the World Services Public Relations Handbook;**
- **Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, correspondence letters, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts;**
- Shall coordinate with Treasurer to ensure all bills are paid;
- ~~Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;~~
- Shall submit to the ASC **for approval, a detailed** annual budget including RSC travel, **subcommittee plans, special events, workshops, etc.**, no later than **November** ~~October~~ of each year;
- Shall submit to the ASC **for approval,** a set of updated guidelines, no later than **December** ~~October~~ of each year;
- Shall make and second motions at ASC but shall not vote;

8. Website

The Website Subcommittee is a committee made up of Narcotics Anonymous participants who oversee and maintain an **update and accurate** ~~accurate~~ ~~updated~~ website in the South Dade Area **for** the fellowship of Narcotics Anonymous and the general public.

The purpose of the Website Subcommittee is to provide communication designed to enhance recovery and build NA unity. A notice will be placed at the beginning of the website that signifies that it is the official website of the South Dade ASC of Narcotics Anonymous, Inc. The website account and domain name shall be owned by the South Dade Area Service of Narcotics Anonymous, Inc., not an individual. The Website Subcommittee will not use information from non-NA sources. Access to the website shall be by user name and password provided by the Website Subcommittee.

The information in the Website shall contain links and references to NA related information only. Since information on the website is accessed from around the world, only helpline phone numbers, and NA service offices shall be included on these web pages. Anonymous e-mail addresses will be provided for contact information and technical maintenance.

The Website Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Website Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Website Subcommittee;
- Has two (2) years of continuous abstinence from all drugs;
- Has regular access to a computer;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- **Has access to a computer and printer, and is computer literate;**
- **Has access to the internet;**

- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee duties;
- Shall attend all Public Information Subcommittee meetings;
- Shall hold at least one (1) **monthly** meeting ~~monthly~~ of its membership;
- Shall own, read and understand the World Services Website Handbook;
- **Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts;**
- Shall coordinate with Treasurer to ensure all bills are paid;
- Shall maintain passwords for account and administration of message boards;
- Shall maintain disk with a history of all files and incoming messages;
- ~~Shall maintain the size of graphic files to ensure integrity of images;~~
- ~~Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;~~
- Shall submit to the ASC **for approval, a detailed** annual budget including RSC travel, **subcommittee plans, special events, workshops, etc.,** no later than **November** ~~October~~ of each year;
- Shall submit to the ASC **for approval,** a set of updated guidelines, no later than **December** ~~October~~ of each year;
- Shall make and second motions at ASC but shall not vote;

XXV. Ad-hoc Subcommittees

Ad-hoc Subcommittee shall be defined as a temporary committee created to serve a single purpose, and by doing so, after the objective is fulfilled its existence is no longer needed. The ASC Chairperson shall name the Ad-Hoc Subcommittee and appoint a Chairperson. ~~An Ad-Hoc Chairperson shall not have any other position on the Administrative Subcommittee.~~

Chairperson Qualifications

- Has two (2) years of continuous abstinence from all drugs;
- Has a working knowledge of the Twelve Steps and ~~Twelve Traditions~~;
- ~~Has a working knowledge of ASC Procedural Guidelines;~~
- **Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application;**
- Has the time and resources necessary to complete these duties;
- Has a willingness and desire to serve in this capacity;

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration;
- Shall attend all Administrative Subcommittee meetings;
- Shall fulfill all of the Administrative Subcommittee participants' duties;
- Shall hold at least one (1) **monthly** meeting ~~monthly~~ of its membership;

- **Shall maintain an updated and accurate binder consisting of budget, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts;**
- Shall coordinate with Treasurer to ensure all bills are paid;
- Shall submit to the ASC a report of the Subcommittee's plans;
- Shall submit to the ASC **for approval, within at least two (2) months** a set of Guidelines;
- Shall submit to the ASC **for approval, within at least two (2) months** a budget;

XXVI. Group Service Representative (GSR)

One of the first things a GSR does at the ASC Meeting, after giving the group's contribution to the ASC Treasurer -and getting a cup of coffee- is to fill out a Group Report Form. You will find these blank forms on the flyer table, or ask the Assistant Secretary. GSR's, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day South Dade ASC business. Listen carefully and be sure to write down any announcements that you need to make your group aware of. If any issues come up where you need to vote, be sure you understand what is going on; if not, ASK. Don't base your vote on what everyone else does.

Pick up a sufficient number of copies of the RSC Activities Calendar of Events, together with any flyers, newsletters, etc. that you will find on the flyer table, and make them accessible to the members of your group, (~~placing them in your group's literature table~~) to make sure that your group is fully informed of the fellowship's on-going events.

Check the latest edition of the Dade County Meeting List. See to it that all information is correct. If not, please make sure to indicate the correct data in the "Meeting List Changes" form.

When a GSR is not present for **two (2)** ~~three (3)~~ consecutive ASC meetings, his or her group will no longer be on the Roll Call or part of quorum. When a GSR returns to an ASC meeting, the group will be included once again. The GSR of any group that has been removed from the Roll Call will not receive a copy of the monthly ASC minutes until said GSR returns to the ASC meeting.

XXVII. Service Inventory

Our 9th Tradition states: "N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve."

The South Dade Area Service Committee exists to carry the message of recovery in accordance with the principles of this tradition. As such, the South Dade Area Service Committee should always review itself periodically. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and some even fail. A service inventory will help the South Dade Area keep things on track.

A service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its services and participants, its growing pains, suggestions for improvement and its adherence to the Twelve Traditions of NA.

Emphasis should be given overall to how the South Dade Area is performing its responsibilities to the participants it serves. This inventory shall be done at least once a year in the June, but may be scheduled at other times if it is desirable to re-focus the Area on its mission.

Each participant of the ASC shall answer the questions contained in this format prior to arriving at the service inventory meeting in June. Other topics may be included that address current issues or concerns that the groups, the Area, the Region, or NA as a whole is facing at the discretion of the ASC. The service inventory shall include the following questions:

Generally, the inventory can be broken into 2 parts:

How did I do in the performance of my duties?

- Do I show up?
- Do I know what I am supposed to do? If not, have I consulted the South Dade ASC Guidelines, the Guide to Local Services, or the person who held this position before me?
- Do I do what I am supposed to do?
- Represent my group's conscience?
- Do I keep my Group, Subcommittee or Area, informed about the Area, Region and World Services.

How did the South Dade Area do in performance of its functions?

- As a representative of a meeting or subcommittee, do I feel confident that the South Dade Area will help my meeting or subcommittee resolve any problems it may face?
- Do the South Dade Area subcommittees serve the needs of my meeting or NA as a whole?
- Is my group's conscience being sought and heard when matters arise, which affected my meeting or NA as a whole?

Our 12th Tradition states: "Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities".

Does the South Dade Area remember our 12th Tradition and do we "place principles before personalities"? We are a spiritual fellowship. The function of the South Dade Area is to allow the message of recovery to be carried through the services we provide. When we respect each other, even though we might disagree, and adhere to the principles stated in each of our Traditions, we are a unified entity serving the fellowship of NA within the South Dade Area.

XXVIII. Flyers and Printed Material

All flyers concerning announcements of NA functions at facilities not affiliated with N.A. must state so; i.e.: "NA is not affiliated with this facility" This facility is not affiliated with N.A. We are simply holding this function at this location."

When designing flyers or printed material, remember that they are released in Hospitals and Institutions as well as other facilities, which relate to NA. Appropriate use of language and artwork is crucial because these items, in a sense, represent NA to the public.

Any participant of the ASC may distribute flyers and other forms of printed material regarding announcements of N.A. functions. However, in an effort to avoid duplication of material, fees, annual effort, postage or other costs, all printed material will be made available during the ASC meeting.

All flyers and other printed material will be placed on display at a specific location and may be picked up before or after the ASC meeting or, one at a time, after an oral presentation to the ASC is made. All left over flyers and printed materials will be picked up by Literature Distribution Coordinator and made available during the posted hours and days set aside for Literature sales at the Area Service Office. In the Absence of the Literature Distribution Coordinator, any participant of the Administrative Subcommittee can do it.

XXIX. Rules of Order

Motion	Interrupt	2nd	Debatable	Amendable	Vote
Main Motion	NO	YES	2 PRO, 2 CON	YES	MAJORITY
Amend	NO	YES	2 PRO, 2 CON	NO	MAJORITY
Table	NO	YES	NO	NO	MAJORITY
Remove from Table	NO	YES	NO	NO	MAJORITY
Refer to Subcommittee	NO	YES	1 PRO, 1 CON	YES	MAJORITY
Refer to Groups	NO	YES	1 PRO, 1 CON	YES	MAJORITY
Reconsider	NO	YES	2 PRO, 2 CON	NO	MAJORITY
Rescind	NO	YES	2 PRO, 2 CON	NO	2/3
Withdraw or Modify	YES	NO	NO	NO	UNANIMOUS
Call to Vote	YES	YES	1 PRO, 1 CON	NO	2/3
Suspend the Rules	YES	YES	NO	YES	2/3
Adjourn	NO	YES	NO	NO	MAJORITY
Order of the Day	YES	NO	NO	NO	2/3
Point of Information	YES	NO	NO	NO	NONE
Point of Order	YES	NO	NO	NO	NONE
Point of Clarity	NO	NO	NO	NO	NONE
Appeal Chair's Decision	YES	YES	1 PRO, 1 CON	NO	MAJORITY
Point of Inquiry	YES	NO	NO	NO	NONE
Personal Privilege	IF URGENT	NO	NO	NO	NONE