

**Golden Triangle Area Service Committee of
Narcotics Anonymous**



Policies & Guidelines

Adopted July 2016

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ARTICLE 1.0 – NAME

- 1.1** The name of this committee shall be The Golden Triangle Area Service Committee of Narcotics Anonymous. (GTASC)

ARTICLE 2.0 – SERVICE AREA

- 2.1** The service area shall be Kitchener-Waterloo, Guelph, Cambridge, and surrounding areas.

ARTICLE 3.0 - PURPOSE

- 3.1** The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous Groups within the boundaries of the Golden Triangle Area. For the purpose of these guidelines, the term "Narcotics Anonymous Group" shall be defined as stated in the approved service manual of Narcotics Anonymous.
- 3.2** To serve as a link between these Groups and the Ontario Regional Service Committee of Narcotics Anonymous, to support the needs of the Groups, and to foster unity by creating and maintaining Sub-Committees to respond to the needs of the fellowship as they arise.
- 3.3** GTASC assists the Groups in carrying the message of recovery, and is to be of service, never of government.

ARTICLE 4.0 – GROUPS & GROUP REPORTS

4.1 The Group

The primary purpose of a Narcotics Anonymous Group is to carry the message of recovery to the addict who still suffers. NA Groups, not NA meetings are the foundation of the service structure; it is the Groups coming together to provide services that create this structure. The second concept states that NA Groups bear the final responsibility and authority for all the services of the extended NA fellowship. Each Group should send stable, active GSRs to participate in the work of the service structure on the Group's behalf. It is recommended that the Group provide their GSR with a copy of the Guide for NA Service, The Group Handbook, and past minutes of GTASC. These should be passed from the out-going to the incoming GSR in order to maintain continuity. Each Group considers how best it will provide the support the NA service structure needs to do its work.

4.2 Group Service Representative (GSR)

- a)** A GSR should have the willingness and desire to serve,
- b)** An active participation in their Home Group,
- c)** Knowledge of the Twelve Steps and Twelve Traditions,
- d)** An understanding of our NA service structure, service literature and the responsibilities of this position,
- e)** Obtain and become familiar with the most recent Policies and Guidelines in effect,
- f)** The GSR keeps the Group informed each month of what happened at the GTASC meeting, the needs of the Area and any activities or Sub-committees that have been started or need support,
- g)** To discuss the progress and needs of their Group with Members and trusted servants of other Groups at GTASC meetings,
- h)** Submit a GSR Report to GTASC Alternate Chair,
- i)** Deliver Group area donation cheque to the GTASC Treasurer at GTASC meetings,
- j)** Deliver payments to and pick-up literature orders from the Literature Chairperson at GTASC meetings,
- k)** Bring matters requiring Group conscience to the Group and return this conscience to GTASC,
- l)** The GSR should take part in the planning and implementation of any functions that affect the Members of their Group,
- m)** Members of a Group should always be able to go their GSR for information regarding activities, other Groups, and our NA service structure,
- n)** It is strongly suggested that a GSR include the GSR alternate in all aspects of these responsibilities,
- o)** To aid the Alternate GSR in learning all aspects of the GSR position.

4.3 GSR Reports:

- a) Reporting of Group business, including the Group's experience that would benefit other Groups or the Area. This could include any problems and solutions,
- b) Report of growth since last GTASC meeting i.e. average attendance and general welfare of the Group,
- c) Include GSR's current and complete address and phone number, last name if willing,
- d) Current Group meeting time and place,
- e) Financial status of the Group and donation to the GTASC if any,
- f) It's suggested that Groups maintain a balance sufficient to cover one month's expenses, known as the "*prudent reserve*" and contribute all other moneys to the next level of service.
- g) State any questions or discussion topics your group might have.

4.4 Group Conscience

In matters concerning Group conscience, only the GSRs carrying Group conscience are allowed to vote (or their Alternates in their absence).

ARTICLE 5.0 – AREA SERVICE COMMITTEE MEMBERS

5.1 Voting Members of the Committee shall be the Group Service Representative (GSR) or their Alternate Group Service Representative (ALT. GSR), in their absence. Any Groups not represented at the Area Service Committee for two consecutive meetings shall be removed from quorum. They will be returned to quorum once they return.

5.2 The Area Service Committee positions are:

Group Service Representative	(GSR)
Alternate Group Service Representative	(Alt. GSR)
Area Chairperson	(Chair)
Area Alternate – Chairperson	(Alt. Chair)
Area Treasurer	(Treasurer)
Area Alternate – Treasurer	(Alt Treasurer)
Area Secretary	(Secretary)
Area Alternate – Secretary	(Alt. Secretary)
Regional Committee Member	(RCM)
Alternate Regional Committee Member	(Alt. RCM)
Hospitals & Institutions Sub-Committee Chairperson	(H&I Chair)
Public Relations/ Help-line/ Outreach Sub-Committee Chairperson	(PR Chair)
Activities Sub-Committee Chairperson	(Activities Chair)
Newsletter Sub-Committee Chairperson	(Newsletter Chair)
Literature Sub-Committee Chairperson	(Literature Chair)
Area Service Convention Representative	(ASCR)

ARTICLE 6.0 – NON-VOTING PARTICIPANTS

6.1 Narcotics Anonymous Members not addressed elsewhere in these guidelines shall be considered non-voting participants. All Narcotics Anonymous Members have the right to request the floor, the Chairperson has the right to grant or deny such requests. The Chairperson's decision is subject to appeal and may be overturned by a simple (50%+1) majority of the Voting Members. **Refer to Appendix 5.**

ARTICLE 7.0 - ELECTION OF OFFICERS

7.1 The Officers of GTASC shall be a Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, a Regional Committee Member, an Alternate Regional Committee Member, Area Service Convention Representative (ASCR), and all Area Sub-Committee Chairpersons.

- 7.2 Chairperson, Alt. Chairperson, Treasurer and Alt. Treasurer shall be elected in the month of January.
- 7.3 R.C.M., Alt. R.C.M., Secretary, Alt. Secretary and ASCR shall be elected in the month of May.
- 7.4 All area Sub-Committee Chairpersons shall be elected in the month of July.
- 7.5 The Area Service Committee encourages that no Officer hold more than one position at a time. It is suggested that upon election to an Area Service Committee position, the NA Member resign from the other service position as soon as practical.
- 7.6 No Officer will serve more than two consecutive terms in the same position.
NOTE: A term shall be defined as 12 consecutive months following annual elections.
- 7.6a) When a Service Officer has been elected to complete a term started by a Service Officer who steps down, the remainder of the vacating officer's term shall not be considered to be part of the new officer's two consecutive terms.
- 7.7 Open positions will be announced by the Secretary at the Area Service Committee Meeting, one month prior to elections.
- 7.8 Recognition and Accountability- Names of newly elected Service Officers will be published in the Minutes of the meeting at which they were elected. At the discretion of the elected member, his/her name and preferred contact information may also be published in the No Use News.
- 7.9 Qualifications for Election include the requirement of being an N.A. Member.

ARTICLE 8.0 - CLEAN TIME REQUIREMENTS

- 8.1 The Chairperson, Secretary, Regional Committee Member and the Treasurer should have a minimum of two years clean time.
- 8.2 The Alt. Chairperson, Alt. Secretary, Alt. Regional Committee Member, the Alt. Treasurer and the ASCR should have a minimum of one year clean time.
- 8.3 All Sub-Committee Chairpersons should have a minimum of one year clean time, with the exception of the Activities Chair which will be 2 Years.
- 8.4 If a nominee does not meet the clean time requirements, they will require 75% of the vote.

ARTICLE 9.0 - ELECTION PROCEDURES

- 9.1 A list of all available positions will be read at the GTASC meeting by the Area Secretary and will be published in the minutes, one month prior to elections.
- 9.2 Trusted servants who have not served two consecutive terms will be automatically re-nominated to the same position.
- 9.3 A Voting Member of the GTASC must second each nomination.
- 9.4 To be elected a vote of 50% + 1 must be accomplished. In the case when a nominee does not meet the clean time requirement, 75% of the vote in favor is necessary.
- 9.5 In the event of more than two Members run for the same position, the one with the least votes will be defeated and a re-vote is then taken.
- 9.6 Each nominee will have the opportunity to state their qualifications, clean time, past service and why they want to serve the fellowship. This must be done in person.
- 9.7 At the close of nominations for each position the GTASC Chair conducts the Nomination Interview, see **Appendix 2**, after which any Member may ask questions.
- 9.8 Nominees will be provided the opportunity to respond to any discussion pertaining to their qualifications.
- 9.9 When a nominee for a position leaves the room no conversation is allowed.
- 9.10 Voting will take place by secret ballot. And if available, two Non-voting Members will count ballots. Actual results of ballots will remain confidential; the results of the vote will be announced. The ballots will be destroyed after they are counted.

ARTICLE 10.0 - DUTIES OF OFFICERS

When taking any service position it is important to carefully consider the responsibilities and accountabilities of that position. It is the duty of all Officers of the GTASC to read the GTASC Policies & Guidelines and to use them as a working guide, as well as any WSC approved material pertinent to their duties. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts for Service of Narcotics Anonymous is helpful in all of the service positions.

A trusted servant will know which service meetings to attend and will attend them in their entirety. It is the duty of all Officers of this committee to report any discrepancies to the GTASC immediately upon discovery of such discrepancies. (i.e., theft of funds, non-performance of duties)

Narcotics Anonymous service is a team effort and the full participation of each Member is of great value, no one Member is more important than any other. Selfless service is our spiritual endeavor.

10.1 – Chairperson

- a) The Chairperson must be capable of conducting a GTASC meeting with a firm, yet understanding hand. The Chair will know and understand the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous, the Policies and Guidelines of GTASC and its Sub-committees, and be familiar with the service literature as applied in our Area and Region, provided by the WSO of NA,
- b) In conducting a meeting with impartiality and fairness, the Chair is responsible for opening on time,
- c) Providing and following an Agenda, as set with the Secretary,
- d) Will ascertain quorum and whether we have quorum,
- e) Maintaining the focus of discussion according to the approved format,
- f) The Chair recognizes or rules as out of order any Motion presented to the committee,
- g) Enforces the rules relating to debate,
- h) States and puts to vote all questions legitimately brought forward, and rules on all such votes following the applicable policy, and announce the result of each vote,
- i) To protect the Committee from frivolous or deliberately obstructive motions, or debates,
- j) Responding appropriately to questions concerning procedural rulings or appeals,
- k) In the instance where no clear guideline exists, the Chair will submit the question to the Committee, drawing on the experience and collective wisdom of the Members when making a decision,
- l) The Chair may refer a Motion to the appropriate Sub-Committee for wisdom,
- m) The Chair has the authority to strike an Ad-Hoc Committee, **subject to Article 15.1**
- n) Declares the meeting adjourned when the Committee so votes, or upon completion of the agenda or in an emergency affecting the safety of those present,
- o) To be a signing Officer on the GTASCNA bank account,
- p) Is authorized to conduct the general correspondence of GTASC, including, when necessary, authenticating all acts, orders, and proceedings of the Committee by signature,
- q) Submit monthly reports to the GTASC in writing,
- r) It is the responsibility of the Chairperson to interview each Nominee for election, **See Appendix 2**
- s) During the Election Meeting in January, or at any time when a Chairperson resigns, a written Annual Report must be presented to GTASC,
- t) The Chairperson will perform an Annual Audit, **as per Article 21.1**
- u) The Chair will include the Alternate Chairperson in all aspects of the Chairperson position.
- v) The Chairperson will prioritize items under New Business during the break so that the most important items are discussed first and the least important items discussed last or tabled for the next meeting.
- w) The Chair must check their email at least once a week and the day before an ASC meeting.
- x) The Chair shall use their assigned email when conducting area business as opposed to using private email accounts.

10.2 - Alternate Chairperson:

- a) In the absence of the Chairperson, to serve as Chairperson,
- b) Submit monthly reports to the GTASC in writing,
- c) To be a signing officer of the GTASCNA bank account,
- d) To assist the Chairperson in making an annual report,
- e) Will keep in regular contact with the Chairperson of each Sub-Committee, to stay informed of their projects and problems,
- f) To brief new GSRs on their duties and responsibilities offer guidance as needed, and distribute welcome packages, see **Appendix 3**, and GSR reports,
- g) To collect GSR reports and review for any inclusions to the New Business portion, before passing them on to the

Secretary.

- h)** When a position without an alternate is vacant the Vice Chair must check their email or delegate someone to do so. (See Section 24).

10.3 - Secretary

- a)** Keep accurate minutes of the GTASC business meetings and distribute as per **Appendix 1**,
- b)** Use the minutes to update the Appendix 4 each month and distribute with minutes.
- c)** To each area meeting the secretary will bring an updated copy of the GTASC Guidelines and Procedures, by referring to **Appendix 4** and the minutes from the previous GTASC meetings,
- d)** The Chairperson and Secretary will set the agenda for the GTASC meeting,
- e)** To keep on file all committee reports, update the Committees Membership and to call the roll as required,
- f)** To make the minutes and records available to any NA Member upon request,
- g)** To maintain area files and archives,
- h)** To be a signing Officer of the GTASCNA bank account,
- i)** Will announce at the GTASC meeting, one month prior to, all elections for the next GTASC meeting,
- j)** Will attend all GTASC business meetings, and send report when unable to attend,
- k)** In the absence of the Chairperson, the Alternate Chairperson, and the Regional Committee Member, to call the meeting to order and preside until the immediate election of a temporary Chairperson,
- l)** To notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the committee,
- m)** To aid the Alternate Secretary in learning all aspects of the secretary's position,
- n)** Collect the GSR reports from the Alternate Chair, and file accordingly.
- o)** **The Area Secretary is not required to read the minutes of the previous meeting but record amendment to the minutes during the discussion prior to voting to accept the Secretary's report.**
- p)** The secretary shall maintain a "Gmail" account for the purpose of online storage of Area's archives. The login and password shall be shared with the Alternate Secretary, the Chair, and the Alternate Chair.
- q)** A backup of all digital archives shall be made to the online ("Gmail") account. Wherever possible additional encryption shall be added to all documents online.
- r)** The Secretary must check their email at least once a week and the day before an ASC meeting.
- s)** The Secretary shall use their assigned email when conducting area business as opposed to using private email accounts..
- t)** The minutes and an updated Appendix 4 are provided electronically to info@gtascna.org and then posted online.

10.4 - Alternate Secretary

- a)** In the absence of the Secretary, to serve as Secretary,
- b)** To assist the Secretary in the performance of the duties described in Appendix 1 section 3,
- c)** Will attend all GTASC business meetings, and send report when unable to attend.

10.5 - Treasurer

- a)** To be a signing Officer of the GTASCNA bank account,
- b)** To create and present the Monthly Treasurer's Report as per **Article 19.1**
- c)** To make a full financial report annually up to and including the current month in September,
- d)** To prepare and present at the October meeting, a budget for the following fiscal period, as per **Article 20.0**
- e)** Will attend all GTASC business meetings, and send report when unable to attend,
- f)** To be the custodian of the committee's funds and distribute funds in accordance with GTASC Policies & Guidelines or GTASC conscience, when funds are available, see **Article 18.0**
- g)** To perform and present an Audit, as per **Article 21.1**
- h)** To include the Alternate Treasurer in the preparation of all reports, and in learning all aspects of the Treasurers position.
- i)** The Treasurer must check their email at least once a week and the day before an ASC meeting.
- j)** The Treasurer shall use their assigned email when conducting area business as opposed to using private email accounts. .

10.6 - Alternate Treasurer

- a) In the absence of the Treasurer, to serve as Treasurer,
- b) To assist the Treasurer in the performance of the duties described in Section 5,
- c) Aid in performing the annual audit and reports,
- d) To be signing Officer of the GTASCNA bank account,
- e) Will attend all GTASC business meetings, and send a report when unable to attend.

10.7 - Regional Committee Member (RCM)

- a) To represent the GTASC at each Ontario Regional Service Committee (ORSC) meeting, and provide communication between the ORSC and GTASC,
- b) To submit a written report to GTASC covering business of the previous ORSC meeting,
- c) In the absence of the Chairperson and Alt. Chairperson will serve as Chairperson,
- d) Provide the ORSC Chairperson with additional agenda items for the next ORSC meeting seven days prior to that meeting,
- e) To inform the Secretary of any items requiring Group conscience to be included on the agenda of the upcoming GTASC meeting,
- f) Will attend all GTASC business meetings, and send report when unable to attend,
- g) To aid in performing the annual audit, as per **Article 21.1**
- h) To aid the Alternate RCM in learning all aspects of the RCM position,
- i) To be a signing Officer of the GTASCNA bank account.
- j) To remit an expense request to GTASC following all travel on GTASC business. Mileage request should be based on a destination to destination calculation from a trip routing system (e.g. MapQuest, GPS, etc.).
- k) The RCM must check their email at least once a week and the day before an ASC meeting.
- l) The RCM shall use their assigned email when conducting area business as opposed to using private email accounts. .

10.8 - Alternate Regional Committee Member (Alternate RCM)

- a) In the absence of the RCM to serve as RCM and perform their duties,
- b) To assist the RCM in the performance of the duties described in Section 7,
- c) To attend all GTASC business meetings and send report when unable to attend,
- d) To attend each ORSC meeting.
- e) To remit an expense request to GTASC following all travel on GTASC business. Mileage request should be based on a destination to destination calculation from a trip routing system (e.g. MapQuest, GPS, etc.).

10.9 – Area Service Convention Representative (ASCR)

- a) To attend all ORCNA Core meetings, unless otherwise directed by the GTASC,
- b) To communicate information from that meeting to this service body,
- c) To organize an ORCNA awareness event in the Golden Triangle Area with the aid of members.
- d) To remit an expense request to GTASC following all travel on GTASC business. Mileage request should be based on a destination to destination calculation from a trip routing system (e.g. MapQuest, GPS, etc.).
- e) The ASCR must check their email at least once a week and the day before an ASC meeting.
- f) The ASCR shall use their assigned email when conducting area business . as opposed to using private email accounts.

10.10 - Sub-Committee Chairpersons

- a) All Voting Members of GTASC will elect the Chairperson. It is suggested and desired by GTASC that standing Sub-Committees submit a Letter of Nomination in support of any candidate,
- b) To co-ordinate and guide the Sub-Committee meetings and activities,
- c) Shall comply with duties and responsibilities outlined in all Sections of **Article 14.0**,
- d) Act as liaison between the Sub-Committee and the GTASC,
- e) Provide a written monthly report as per **Article 14.3**,
- f) Attend in its entirety each of the Sub-Committee and GTASC meetings,
- g) Prepare and present an annual budget to the GTASCNA Treasurer at the September GTASCNA meeting annually.
- h) To submit to the Treasurer a disbursement record indicating the following information: date, subcommittee name, total literature purchase, budget amount, and remaining budget.
- i) Subcommittees must check their email at least once a week and the day before an ASC meeting.
- j) Subcommittees shall use their assigned email when conducting area and subcommittee business as opposed to using private email accounts.

ARTICLE 11.0 – REMOVAL and RESIGNATION OF OFFICERS

- 11.1** If there is violence, threat of violence or intimidation by any Member of the GTASC; at any Area Service Committee meeting (including Sub-Committee meetings) then that individual will be removed from their position automatically by the GTASC Service Officers. The GTASC chairperson shall follow the following guidelines in dealing with these issues:
- a)** The GTASC Chairperson will inform the member who made the threat or intimidation that they are temporarily removed from their position pending further investigation.
 - b)** The GTASC chairperson will endeavor to obtain written reports from as many witnesses to the event as possible. These reports will be read aloud at the next GTASCNA meeting during discussion of the Motion for Dismissal as per 11.2.
 - c)** The officer will be afforded an opportunity to speak on their behalf and a vote taken, as per the removal of process stated in GTASC Policies and Guidelines, Article 11.2, under “Note.”
 - a.** If the GTASC chairperson is the person who has committed the threatening or intimidating behavior, the Alternate Chairperson (or in their absence, a designate) will undertake the processes stated above.
- 11.2 Dismissal**
Officers may be dismissed from their positions at any time for relapse, gross neglect of responsibilities, continuous absenteeism (missing two consecutive GTASC meetings except for humanitarian and compassionate reasons, inability to perform responsibilities, or if an officer misses three or more meetings in their term), theft of NA funds.
NOTE: A written motion for dismissal, with due cause stated, must be entered, seconded and filed with the GTASC. The Officer will be duly notified in writing, which will be sent to the last known address. The Officer will then be afforded the opportunity to speak on their own behalf before any vote is taken. Two-thirds majority will be required for dismissal. Voting for dismissal shall be conducted by secret ballot.
- 11.3 Resignation**
Voluntary resignations are to be submitted to the GTASC Chairperson and *will take effect according to a schedule outlined by the resigning officer in his/her resignation.*

ARTICLE 12.0 - MEETINGS

- 12.1** The regular meeting of the GTASC shall be held on the 2nd Saturday of each month at 10:00 am unless otherwise decided by the committee.
- 12.2** The regular meetings in the months of January, May and July shall include time for election of Sub-Committee Chairpersons and Officers.
- 12.3** The regular meeting in the month of October shall include time for presenting the annual budget to be approved at the November meeting.
- 12.4** Special meetings may be called by the Chairperson or by written request of Members of the GTASC. The purpose of the meeting will be stated. No business other than that which is stated will be conducted.
- 12.5** Quorum: Two-thirds of the Voting Members from the previous two months meetings will constitute quorum. If quorum is not achieved then all business conducted during that meeting will be ratified with the acceptance of Secretary’s report read at the next Area Service Committee meeting.

12.6 Meeting format:

Moment of silence followed by the Service Prayer (**See Appendix 6**) Twelve Concepts of NA Service
Attendance Sheet (voting member count) New Business Sheet
Review and approval of the minutes
Q&A
G.S.R. Reports
Q&A
Sub-committee Reports
Q&A
Service Officers Reports
Q&A
Coffee Break (Chairperson & Secretary set agenda)
Refocus with Serenity Prayer
Review Agenda
Old Business
New Business
Closing Prayer (Serenity or Third Step Prayer - Chair's decision)

12.7 Parliamentary Authority: The rules contained in **Appendix 5** shall be used in the business of the GTASC where applicable and are not inconsistent with the Twelve Concepts, the Twelve Traditions and the Golden Triangle Area Policies & Guidelines.

12.8 The GTASC shall adopt all WSC approved handbooks and/or guides in conjunction with the Twelve Traditions and the Twelve Concepts.

ARTICLE 13.0 - AMENDMENT OF GUIDELINES

13.1 These Guidelines may be amended by a two thirds vote at the regular meetings provided the exact wording of the amendment is submitted in writing. If any changes directly affect the Groups or the budget, the amended shall be sent back to the Groups for Group Conscience. The following month only GSRs carrying Group conscience may vote.

13.2 If a Group offers an amendment to the original motion, then all GSRs present will vote on the amendment. It will only be returned to the Groups when a clear departure in intent has been made from the original motion (that the Groups voted on) through the amendment process. The Group conscience vote will then be tallied.

13.3 The Secretary shall update **Appendix 4** (Amendments to the Guidelines and Policies) whenever amendments are made (on a monthly basis if necessary).

13.4 Copies of dated and updated **Appendix 4** shall be available at all area meetings.

13.5 The Guidelines and Policies shall be updated and reprinted in the month of November of every even year by the GTASC Secretary. At that time, **Appendix 4** shall be wiped clean and restarted.

13.6 If a change to a Policy is approved and subsequently contradicts, affects, or changes the intent of another Guideline or Policy, then the Executive Members of the GTASCNA can make changes to the Guideline and Policy to reflect the new will and conscience of the GTASCNA. Further, if a policy is found to not be in line with newer changes to the Guidelines and Policies, then the Chairperson may rule an older Guideline or Policy invalid and apply the will of the committee as reflected by the changes. The Chairperson shall announce these changes in the monthly Chairperson's report. These changes will be reflected monthly in **Appendix 4**.

ARTICLE 14.0 - STANDING SUB-COMMITTEES

14.1 - Formation

The GTASC may establish Sub-Committees such as Hospitals & Institutions, Literature, Activities, Public Relations, etc. necessary to perform certain duties and carry out the work of the GTASC. These Sub-Committees shall be formed upon the election of a Chairperson. Other Sub-Committee Officers will be elected by the Sub-Committee membership unless otherwise directed by the GTASC. Accountability, participation and honest, open communication are the central features of the Narcotics Anonymous service structure.

The purpose of all standing Sub-Committees of the GTASC are to carry out the duties assigned to them by the Golden Triangle Area Service Committee. (**Refer to Article 3.1 and 3.2. and any relevant Section of Article 14.0**)

14.2 - Sub-Committee Policies & Guidelines

All Sub-Committees shall create and adopt guidelines that are consistent with the GTASC Policies and Guidelines, the Current Working Guide to the Service Structure, the Twelve Steps, The Twelve Concepts and the Twelve Traditions of Narcotics Anonymous. The WSC approved Treasurer's Handbook as well as any form of WSC approved handbooks and guidelines.

The Sub-Committee Guidelines must be presented to the GTASC for review and approval. Once approved by the GTASC, they will be incorporated in the GTASC Policies and Guidelines.

Therefore any recommended changes are subject to procedure outlined in **Article 13.0**

14.3 - Monthly Reports

Every Sub-Committee or any other Committee of GTASC will submit a written monthly report must include the following:

- k)** General reporting of Sub-Committee progress during previous month
- l)** Current activities of Sub-Committee
- m)** General reporting of communication with ORSC Sub-Committee chair
- n)** Reporting of day and time of regularly scheduled Sub-Committee meetings
- o)** Any budget requests, financial expenditures where area re-reimbursement is required
- p)** Sub-Committee Chairperson's name and current phone number.

14.4 - Handling of Funds

All sub-committees handling N.A funds shall consist of two or more Members. In the absence of two Members, an Area Service Officer will be appointed by the GTASC Chairperson to fill the term on an interim basis. Refer to **Article 17.1 and 17.2.**

14.5 - Sub-Committee Mandates (Sub-Committees Defined)

This is a brief account of the responsibilities of currently standing GTASC Sub-Committees.

14.5.1 - Activities

- a)** This Sub-Committee arranges activities and various other social events.
- b)** The purpose of these activities is to encourage a greater sense of unity among the Members of the area. Revenue generating/fundraising is a secondary function of the Activities Sub-Committee
- c)** This Sub-Committee will hold regularly scheduled meetings
- d)** Income generated by this Sub-Committee is managed by the GTASC. And will be forwarded accordingly
- e)** When scheduling events and activities all other Sub-Committees will co-ordinate with the Activities Sub-Committee

14.5.2 - No Use News

- a)** The Golden Triangle Area newsletter reports information concerning the Areas Groups, services, and events.
- b)** The No Use News will only print the names and numbers of trusted servants who wish to have their name published in electronic and hardcopy formats of the No Use News. Sub-committee meeting times and places are listed in the announcements section of the NUN.
- c)** Submissions are accepted 1 week prior to the next area service committee meeting.
- d)** No Use News does not hold a bank account, and is provided a monthly budget by GTASC.
- e)** The No Use News is provided electronically to **info@gtascna.on.ca** where it is posted online.
- f)** The NUN subcommittee meeting is held prior to the final submission dates each month to discuss layout and review articles.
- g)** Each group in our area receives 7 newsletter copies.
- h)** Expense items include but are not limited to printing, printing supplies and rent.

14.5.3 - Public Relations (PR) /Helpline/Outreach

- a)** The general mission of the Public Relations Sub-Committee is to inform addicts and others in the community about Narcotics Anonymous.
- b)** PR holds regularly scheduled Sub-Committee meetings.
- c)** PR responds to media inquiries and conducts public meetings within the community.
- d)** Public Relations is not required to hold a bank account, and is provided a monthly budget by GTASC.
- e)** PR co-ordinates the schedules of any activities with the Activities Sub-Committee.

- f) PR administers and maintains the GTASC website.
- g) PR administers and is responsible for the printing of the Golden Triangle Area NA Meeting Lists.
- h) The Helpline is an information telephone service that provides addicts and others in the community with meeting information, both closed and opened.
- i) Outreach ensures any Group, meeting or addict who wishes, can be linked to the service structure supporting Groups in need, aiding growth, carrying the message.
- j) Helps Groups to overcome isolation, encouraging contact with the GTASC, other Groups and N.A as a whole. Providing materials, meeting lists, GTASC information etc.
- k) PR administers and maintains the ASC's email accounts.
- l) PR maintains the main password sheet for all ASC accounts. (See Article 24.3)

14.5.4 - Hospitals and Institutions (H&I)

- a) The Hospitals and Institutions Sub-Committee conducts meetings that carry the NA message to addicts who often have no other way of hearing our message. These meetings are held in addiction treatment and detoxification centres, mental hospitals, halfway houses, jails, and prisons, introducing residents to NA.
- b) The H&I Sub-Committee will hold regularly scheduled Sub-Committee meetings
- c) The H&I Sub-Committee is not required to hold a bank account, and is provided a monthly budget by GTASC.
- d) H&I will co-ordinate the schedules of any activities with the Activities Sub-Committee.

14.5.5 - Literature

- a) The GTASC Literature Sub-Committee does not hold a bank account and funds are managed by the GTASC Treasurer.
- b) The Literature Sub-Committee Chairperson will verify all orders and Cheque amounts before forwarding to the GTASC Treasurer.
- c) Revenue generating/fundraising is a secondary function of the Literature committee.
- d) The Literature Chairperson will only accept payment in the form of cheque or money order.

ARTICLE 15.0 - AD-HOC COMMITTEES

- 15.1 The Chairperson of the GTASC shall have the authority to appoint ADHOC Committees for special purposes as may be deemed necessary to fulfill special functions: the purpose and duration shall be designated by the Chairperson at the time of the appointment. All selections are subject to approval by the GTASC.
- 15.2 All Ad-Hoc Chairs are required to attend GTASC business meetings, and send report when unable to attend.

ARTICLE 16.0 - SUGGESTED PROCEDURES FOR GTASC

- 16.1 The GTASC will meet monthly.
- 16.2 The GTASC will be financially supported by contributions from its Member Groups and proceeds from fundraising activities.
- 16.3 The GTASC will maintain a six-signature account. All cheques will require two of the six signatures. The designated Officers are the GTASC Treasurer and five of the following Officers: Chairperson, Alt. Chairperson, Alt. Treasurer, Secretary, and/or Regional Committee Member (RCM).
- 16.4 All expenditures must be approved by the Voting Members of the GTASC
- 16.5 Chairperson's decision may be subject to appeal. Refer to **Appendix 5, "Point of Appeal."**

ARTICLE 17.0 - NA FUNDS

- 17.1 Anyone handling NA funds is to adopt the WSC approved Treasurer's handbook as a working guide.
- 17.2 No one handling NA funds have in access of \$100.00 in their possession without depositing the NA funds into the Area's bank account by the next open banking day. After money has been deposited a copy of the receipt will be stored in archives and another copy of deposit will be given to the Area Treasurer.
- 17.3 All committees handling NA funds shall consist of two or more Members.
- 17.4 The GTASC shall have 1 Bank Account for Area business. **As per Article 18.0.**
- 17.5 The GTASC shall maintain a prudent reserve as outlined in article 18.1 a).
- 17.6 The GTASCNA shall contribute all money above the prudent reserve to the next levels of service on a quarterly basis. Before the January, April, July and October ASC meeting, the treasurer shall determine the amount above the prudent reserve to be disbursed. Unless otherwise motioned, the contribution shall be sent to the Ontario Region. A motion may be

presented to specify which levels of service it can be contributed. "Levels of service" can be one or more of the following: Ontario Region and/or Narcotics Anonymous World Services

- 17.7** The GTASC shall include in this area's prudent reserve \$200 for a Group financial aid package. Groups needing financial aid must meet certain requirements; they must be an active Member of the GTASC for a least one year. They will be limited to \$50.00 aid once every two years.
- 17.8** To reimburse expenses incurred for GTASC travel on GTASC business.
- a)** Transportation expense to be set at \$0.40/km to cover gas and vehicle maintenance, as well as wear and tear.
 - b)** For travel requiring away time of greater than six hours lunch will be capped at a *per diem* of \$10. No receipt is required.
 - c)** For overnight travel:
 - a. Accommodation will be reimbursed at the amount of the submitted receipt.
 - b. In addition to the lunch *per diem*, a supper *per diem* will be reimbursed at a cap of \$20. No receipt is required.
 - c. Breakfast will also be reimbursed, capped at a *per diem* of \$10. No receipt is required.

ARTICLE 18.0 - PRUDENT RESERVE

18.1 - General

- a)** The Golden Triangle Area Service committee has established a Prudent Reserve as follows: the highest quarterly budgeted expenses, \$200 for a Group Financial Aid package as per 17.7 plus \$1000.00 for Literature Reserve
- b)** In the monthly report to GTASC, the Treasurer shall report on the status of this prudent reserve.
- c)** The term financially sound shall be defined as having a prudent reserve, and where the previous 3 month's income is greater than expenses. It will be done quarterly (January, April, July, October) and reported as Green light (fiscally sound), Yellow light (income less than expenses for the last three months), Red light (Prudent reserve is not met).

18.2 – Below Prudent Reserve - Financial Disbursements Procedure

In the event that GTASC finds itself below the amounts established in Section 18.1 a) moneys distributed to committees for their activities shall be decreased proportionally to meet the GTASC Prudent Reserve as defined below. (**Section 18.3 a**)

18.3 - Fixed Operating Costs - Defined

- a)** The items identified as "GTASC Fixed Operating Costs" are: GTASC Mailbox Rental Fee, GTASC Website Hosting Charge, Golden Triangle Area Meeting Lists, GTASCNA Rent (Allan Reuter Centre), Photocopying and postage for 30 sets of minutes.

ARTICLE 19.0 - TREASURER'S REPORT

19.1 - Creation of the Monthly Treasurer's Report

- a)** Throughout the course of the fiscal year, which will run from January to December, the Treasurer will report to the area on a monthly basis,
- b)** The monthly report will be in the form of an income and expense report,
- c)** The monthly report will also compare current expenses and income to the budgeted amounts from the annual budget and will report the variance (if any),
- d)** The monthly report will also include "actual" year to date columns for both income and expenses and will report the variance (if any) from the annual budget,
- e)** The monthly report will also include an up to date bank balance.
- f)** The Treasurer shall report on the status of this prudent reserve.
- g)** The Treasurer shall report quarterly whether the area is financial sound

ARTICLE 20.0 - BUDGETS

20.1 - Creation of the Annual Budget

- a)** The Treasurer will create an Annual Budget that reflects the past two to three year's experience of income and expenses in the Golden Triangle Area. The Budget is presented in October and voted on in November.
- b)** This budget will include all Sub-Committees budgets, when a Sub-Committee does not have a budget prepared the Treasurer will use the previous year's amount. The Activities sub-committee budget shall be set at \$1200 per year with the understanding that this will allow at least 4 events per year. Any income generated by an event, up to and including the total cost of that event is returned to the Activities budget. Income over and above expenditures for each event is seen as profit and thus as general income for the Area.
- c)** Within this guideline, the Treasurer will use the assistance of other experienced NA Members and his or her own

- d) best experience and wisdom to put forth one budget for review and approval by the Golden Triangle Area Groups. The proposed budget and the final approved version will contain a projected income and expense statement for the upcoming fiscal year, which will run from January to December.
- e) In the event of an amendment, GSRs present will vote on the amendment and then decide if it must go back to the Groups. If it must, then the process to approve starts all over again, if it is not required then the vote is taken to accept or reject.
- f) It is recommended that a budget only be returned to the Groups when any departure in intent has been made from the original budget (that the Groups voted on) through the amendment process.
- g) Any administrative change such as a change in a "fixed cost" (i.e. an annual rent increase) would not require a re-vote by the Groups.
- h) A minor fluctuation in the allocated amounts of one category or another also may not be enough to require the Groups to re-vote on the whole budget.
- i) Once approved this budget becomes policy for that fiscal period and amendments are subject to **Article 13.0**

ARTICLE 21.0 - AUDITS

21.1 - Area Funds

An annual audit will be performed, as outlined in the WSC approved Treasurer's Handbook, in the month of January. This audit will be done by the Treasurer, Alt. Treasurer, Area Chairperson and the Area RCM, and is to be presented at the February GTASC meeting.

ARTICLE 22.0 - NEW GROUP START-UP KIT

- 22.1** The GTASC will support any new Group starting in this area by means of a Start-up Kit. A Group Member of the new Group will show up at the area meeting with a day, time, meeting place and name of the new Group. The Member can then make a motion asking to be recognized as a new Group, once accepted the new Group will receive if requested a Group Start-up Kit and at the next area meeting, they will receive the following:

- 1 - Group Treasurer's Workbook
- 1 - Treasurer's Handbook
- 1 - G.T.A.S.C. Guidelines & Procedures
- 1 - Twelve Concepts booklet
- 1 - Set of Group Readings
- 1 - Group Booklet
- 1 - Basic Text
- 100 - Random mixed I.P.'s
- 30 - Keytags,
 - 10 White
 - 5 Orange
 - 4 Green
 - 3 Red
 - 3 Blue
 - 2 Yellow
 - 1 Moonglow
 - 1 Gray
 - 1 Black

ARTICLE 23.0 - MOTIONS

- 23.1 Motions coming directly from a Member Group will not require a second in order to be recognized.
- 23.2 Motions brought by committee Members or non-voting participants must be seconded by a Voting Member of the GTASC in order to be recognized.
- 23.3 If any GSR needs time to review a motion with their group, then the motion is automatically tabled for one month unless it is a "time-sensitive" motion. (see 23.4). The tabling of this motion is NOT considered a "Group Conscience" motion and all voting members will vote the following month. (Absenteeism when the motion was tabled will not be considered a reason for tabling the motion for another month.)
- 23.4 "Time-sensitive" motions should be addressed early in New Business to give all GSR's time to pray, meditate, discuss and seek wisdom. In setting the order of the day, the Chairperson and executive shall consider placing time-sensitive motions early in the agenda.
- 23.5 The sample Rules of Order contained in **Appendix 5** shall be used as this Area's Parliamentary Rules of Order. (Sample Rules of Order taken from; A Guide To Local Service in Narcotics Anonymous)

ARTICLE 24.0 – GTASCNA Electronic Communications Policy

- 1. The ASC owns the domain name gtasna.org
- 2. The ASC owns the email addresses assigned to its service officers.
- 3. The following emails have been created to serve the GTASCNA:

Public Information	pi@gtasna.org
Hospitals and Institutions	hi@gtasna.org
Activities	activities@gtasna.org
No Use News	nun@gtasna.org
GTASC Chairperson	chairperson@gtasna.org
GTASC Alternate Chairperson	altchairperson@gtasna.org
GTASC Treasurer	treasurer@gtasna.org
Regional Committee Member (RCM)	rcm@gtasna.org
Area Service Convention Rep (ASCR)	ascr@gtasna.org
GTASC Secretary	secretary@gtasna.org
GTASC Literature Chairperson	literature@gtasna.org
GTASC Web-servant	webservant@gtasna.org
Information (website email intake)	info@gtasna.org

- 4. The GTASCNA PR Subcommittee shall maintain a main login and password information file that will be shared with the GTASCNA area secretary
- 5. GTASCNA Service officers and their alternates may obtain information on login credentials to fulfil their duties from the GTASCNA Secretary or the GTASCNA PR subcommittee.
- 6. GTASCNA Service officers and their alternates may not change the password on their email accounts.
- 7. The GTASCNA Secretary shall maintain an electronic address book of all ASC members to conduct ASC business.
- 8. When a position without an alternate is vacant, the GTASCNA Alternate Chair shall check the emails or delegate this responsibility.

APPENDIX 1 TAKING THE AREA MINUTES

Section 1 - Minutes

It is the responsibility of the Secretary and the Alternate Secretary to take notes on the discussion at the GTASC meeting. These notes are used to produce the “minutes” document. The minutes are the official record of proceedings of each GTASC meeting. The purpose of this record is to provide a detailed summary of the discussion as accurately as possible.

Section 2 – Distribution

Typed minutes shall be sent out by email using the BCC field to all area members. Anyone may request a "hard copy" mailed to them. Hard copies (at least 5) shall be made available at area meetings. The GTASC minutes shall be distributed by the GTASC secretary within 14 days after the GTASC meeting.

Section 3 – What is Included in The GTASC Minutes

All of the following items should be included in the GTASC Minutes every month.

Section 3.1 - Introduction

- a) The title “Golden Triangle Area Service Committee of Narcotics Anonymous Meeting Minutes”, and the “Date”
- b) The names of the secretary/acting secretary and those who prepared the final document shall appear on the front page, as well as the name of the person who chaired the meeting,
- c) Establishing Quorum and Voting Member count,
- d) a record as to whether a Secretary’s report was given and whether it was either accepted or not accepted, plus a record of that vote.
- e) The Treasurer’s Report, (This report must be attached)
- f) a record of the GSRs that were in attendance and gave reports.
- g) a record of the Sub-Committee chairpersons that were in attendance and gave reports, and whether the reports were either accepted or not accepted, plus a record of that vote.
- h) a record of the Service Officers that were in attendance and gave reports, and whether the reports were either accepted or not accepted, plus a record of that vote.
- i) Old Business
- j) New Business
- k) Time of adjournment.
- l) PDF copies of all Sub-Committee Reports and Executive Committee reports to be included with all GTASC Minutes (does not include GSR Reports).

Section 3.2 - Motions

- a) The exact wording of each motion presented, along with the maker’s intent.
- b) The name and Group, committee or individual of the maker of the motion.
- c) The name of Voting Member that seconds, if required
- d) Discussion for and/or against the motion
- e) The current status of a motion will appear beside it, as one of: Carried, Defeated, Tabled, or Referred (identify committee), with the vote tally.

Section 3.3 – Vote Results

- a) All vote counts on all motions are to be reproduced in this manner: For (number of votes), Against (number), Abstentions (number), Carried/Defeated.
- b) Election votes are not reproduced in the minutes, apart from “elected/ not elected.”

Section 3.4

- a) The date of the Next GTASC meeting.
- b) Positions up for elections and their clean time requirement.
- c) The gtascna.org email addresses of all elected GTASC trusted servants are to appear in each edition of the minutes.

APPENDIX 2 NOMINEE QUESTIONNAIRE

To be read by Chairperson prior to discussion:

The purpose of this interview is to provide the Voting Members with the information necessary to select effective leaders. We depend on those who serve us to report on their activities completely and truthfully. Our leaders must have the integrity needed to hear others well, yet still be able to stand fast on sound principle; to compromise, and to disagree without being disagreeable; to demonstrate the courage of their convictions, and to surrender. We seek trusted servants who are willing to expend their time and energy in the diligent service of others, studying available resource materials, consulting those with greater experience in their field of responsibility, and carefully fulfilling the tasks we've given them as completely as possible. Honesty, open-mindedness, and willingness, are also essential to leadership.

Some sample questions for each Nominee:

1. What is your clean date?
2. Do you have a sponsor? Have you done all Twelve Steps with a Sponsor?
3. Do you have a Home Group? How long have you been a Member of this Group?
4. What is your service record?
5. Have you completed the term of each of your service positions and if you have not completed the term, why not?
6. Why do you want this position?
7. Are you able to attend each regular GTASC meeting from open to close, even where the meeting time is extended?
8. Do you have service or personal experience relevant to the position sought?
9. Are you able to provide a monthly written and financial report to this Committee?
10. Do you have the support of the Sub-Committee Members?
11. Do you know and understand the Twelve Steps and The Twelve Traditions of Narcotics Anonymous?
12. The Twelve Concepts for NA Service?
13. Are you familiar with the GTASC Policies and Procedures?
14. With the Sub-Committee's Guidelines and WSO Service Manual?
15. What is the primary purpose of the Group? What is the primary purpose of the ASC?
16. Are you secure with your finances?
17. Do you have bookkeeping or accounting skills?
18. Do you have a computer or access to a computer?
19. Do you have a vehicle or access to a vehicle?
20. Do you foresee any potential reasons or circumstances, which might affect your ability to fulfil the responsibilities of this service position?

NOTE:

- a) These questions are not meant to be invasive, nor are they a test with pre-determined right or wrong answers. They are meant only to address the legitimate concerns of GTASC, whose duty it is to serve the Groups and NA as a whole.
- b) In NA service we share with one another so that we may combine our strength, the better to fulfil our Fellowship's primary purpose.
- c) To maintain our accountability to those we serve, we are bound to inform them in a complete, accurate, and concise fashion of our activities.
- d) The non-governing nature of our service structure dictates that we seek the advice of others in our own decisions, their consent in decisions affecting them, and their co-operation in decisions affecting us all.
- e) Open, honest, and straightforward communication nurtures the spirit of service in our Fellowship, and poisons the impulse to govern.
- f) We should remember that the fulfilment of many service responsibilities requires nothing more than the willingness to serve, while other duties, though they may need specific skills, depend for their fulfilment far more heavily on the trusted servants spiritual maturity and personal integrity.

APPENDIX 3 GTASC INFORMATION HANDOUTS

Section 1 – Orientation for New Group Service Representatives

The Alternate Chair will provide a copy of this document to each new GSR, as well as a GSR Report form. Additionally, the Alternate Chair will provide a copy of the “Reminder to Groups” letter, regarding the appropriate use of NA literature and outside announcements, with this document.

Welcome to your Golden Triangle Area Service Committee Meeting. As a Group Service Representative you are the vital link between your Home Group and NA as a whole, bringing information about activities, service positions, Sub-Committees, and issues that require Group conscience. As one addict helping another, we offer this brief guide to some of the literature and committees with which you will be in contact. It is strongly suggested that you read all the available literature. If you have any questions after this, feel free to ask our Alternate Chairperson or related Committee Members.

Policies & Guidelines / P&G

This is an outline created by GTASC to help clarify and guide our service meetings and trusted servant positions. Read its description of the GSR position (**Article 4.2**), GSR Reports (**Article 4.3**), and get comfortable with where to find information. Bring it with you to all GTASC meetings.

Local Guide to Service

This book is available through Literature (and may have to be ordered.) It is a broader view of our Narcotics Anonymous structure published by our World Service Office and has been approved by NA as a whole.

Twelve Concepts for NA Service

This booklet is offered as spiritual guidance and wisdom that can be used at any level of service. The Twelve Concepts can be used to help direct or review our decisions, and find solutions to service-related problems. (Available through Literature; can also be found in the Local Guide to Service.)

No Use News

This is the Golden Triangle Area monthly newsletter. It lists upcoming medallion celebrations, the time and location of Committee and Sub-Committee meetings, as well as the names and numbers of contact persons, and announces upcoming NA activities and events. To submit birthdays or announcements see the Newsletter Chairperson.

Literature Sub-Committee

This Sub-Committee supplies your Group with the key tags, pamphlets and books used in meetings. Your literature order must be on the GTASCNA literature order form, be handed in to the Literature Chair at the GTASC meeting with payment in full. Payment must be made by cheque only and is to be made out to GTASCNA. Orders are to be picked up at the next GTASCNA meeting only.

Public Information

This Sub-Committee informs the public about recovery from addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

Part of this service includes the production of the Area meeting lists, maintaining the Helpline and Web site, which provides meeting times and location. If there are any changes at your meeting this Sub-Committee needs to be informed. It is also important to announce such changes in your GSR Report as well.

We ask that the attached GSR report be completed and given to the Alternate Chair each month. Also check the mailing information on the mailing sheet. This will insure receiving of the Area Minutes.

We hope this helps you feel better informed and gives you some direction. Please arrive on time so that we can close on time. Bring paper and pens so that you can take notes, and share this information during your announcements period and at your business meeting. Thank you for helping to fulfill our primary purpose.

Monthly Group (GSR) Report

Monthly GSR Report to the Golden Triangle Area Service Committee of Narcotics Anonymous. It is very important to submit this update each month to the GTASC. Please submit this completed form to the GTASC Secretary after you give your verbal report. Please print clearly.

Group Name:

Date:

GSR or Alternate (First name and last initial only):

Phone:

Mailing address or email address:

Financial Status

Prudent Reserve:		A
Opening Balance:		B (Closing Balance from last month)
Total Income:		C
Subtotal:	\$ 0.00 <i>(autocalculate: Highlight \$0.00 & F9)</i>	D (add B & C)
Total Expenses:		E
GTASC Contribution:		F
Closing Balance:	\$ 0.00 <i>(autocalculate: Highlight \$0.00 & F9)</i>	(Subtract E&F from D)

Groups are encouraged to seek their own solutions to the challenges they face, but sometimes a Group encounters a problem that is beyond any of its member's experience. When this occurs, GSRs can share their concern with the GTASC in this report, facilitating discussion and hopefully providing some wisdom and experience to bring back to the group. This report is also a forum to let other groups and the Area know what has been happening at your Group. How many newcomers? How are you carrying the message? Are you getting good support? Have you tried a new meeting format? What's New? How can we help or serve you better?

APPENDIX 4 AMENDMENTS TO GUIDELINES AND POLICIES

The purpose of this Appendix is to keep an ongoing record of motions that change the standing or most current revision of the Golden Triangle Area Service Committee of Narcotics Anonymous Policies and Guidelines document.

APPENDIX 5 RULES OF ORDER

Decorum Statement

Meetings will be conducted according to these Rules of Order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these Rules of Order, and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the Committee at any one time, and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

Debate Limits

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

Motions

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are Main motions and Parliamentary motions.

Main Motions

A motion is a statement of an idea a Committee Member wants the Committee to put into practice. After being recognized by the Chairperson, the Member says, "I move that such and such be done by (this committee, one of its Sub-Committees, or a particular individual) under these terms." The person making the motion then speaks briefly about why they feel the idea is important; this is called speaking to the intent of the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion will write it out. This is especially important for complicated or long motions.

Every motion requires a second – the backing of another person who either wants the idea put into practice, or simply wants to see further discussion of the idea take place. After one person makes a motion, the Chairperson will ask whether the motion has a second. The Member seconding simply raises a hand and, when recognized by the Chairperson, says, "I second that." If nobody seconds a motion, the Chairperson will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

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 committee's standing policy, 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. Robert's Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time.

Any Member of the committee who wishes to challenge a ruling made by the Chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the Chairperson is upheld, the committee moves on to other business.

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. The most practical and commonly used sub-motions are discussed below.

1. Motion to AMEND (Simple majority required – is DEBATABLE)

This is perhaps the most commonly used Parliamentary motion. During debate on a motion, if a Member feels that the motion would benefit from a change in its language, that Member can say “I move to amend the motion...” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the Main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the Main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the Main motion has been formally amended. This is called making a friendly amendment.

2. Motion to call the 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 Member saying, “I call for the question,” or “I move the previous question.” It is another way of saying; “I move that debate stops 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 body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand, or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the Chairperson to be heavy-handed in stopping discussion, because the Chairperson knows you will stop it soon enough.

3. 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. This is done by saying, “I move we table this motion until such and such a date/meeting.” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the Committee moves on to its next item of business. The tabled motion will be included in the Committee agenda on the date specified.

4. 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. This is done by saying, “I move to remove from the table the motion to such and such.” If this motion passes, the motion that had been tabled becomes the main motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER (Simple majority – is DEBATABLE)

Sometimes the Committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to either a standing Sub-Committee or an Ad-Hoc Committee for further study. This can be done by a Member saying, “I move to refer the motion to the such and such Sub-Committee.” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the Committee moves on to its next item of business. If the motion to refer does not pass, the Committee either continues debating the main motion or votes on it.

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

**6. Motions to RECONSIDER or RESCIND
(Majority required varies – is DEBATABLE)**

Sometimes a Member feels that a motion the Committee has passed will prove harmful. The Member can then 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

1. The motion must have been passed in either the last month's meeting or the current meeting.
2. The Member (or Group) making the motion must have information on the issue that was not available in the original debate on the motion.
3. The Member (or Group) must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes, while still allowing it to examine potentially 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 simple majority

The motion to rescind requires a simple majority, provided that Committee Members were informed prior to the meeting that such a motion would be made. This may be done by contacting the Secretary. The Secretary can then inform the rest of the committee members. If prior notice is not given, the motion to rescind requires a two-thirds majority

**7. 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 objection, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

**8. Offering a SUBSTITUTE MOTION
(Simple majority required – is DEBATABLE)**

A substitute motion is the same thing as an amendment to a Main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

**9. Motion to ADJOURN
(simple majority required – is NOT DEBATABLE)**

Any Voting Member 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.

Other Procedures

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

Order of the day

If a Committee Member feels business is going too far astray from the original agenda, that Member can help get things back on track. The Member says: "*I call for the order of the day.*" This means, "I move that the Chairperson 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 tells the Chairperson otherwise.

Point of information

If a Committee Member needs certain information before making a decision about a motion at hand, that Member 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." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the Chairperson or another Member of the body

Point of Order

If it appears to a committee Member that something is happening in violation of the rules of order, and if the Chairperson has not yet done anything about it, the Member can ask the Chairperson for clarification of the rules at any time. The Member may simply say out loud, "Point of order." The Chairperson then says, "What is your point of order?" The Member 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 Chairperson does not agree, the Chairperson says, "Overruled." This decision, as all others, can be appealed.

Point of Appeal

Any time the Chair makes a decision, that decision may be appealed Any Voting Member 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 Member states the reasons. The Chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken with a simple majority to overrule the original decision of the Chairperson.

Parliamentary Inquiry

If a Member wants to do something, but doesn't know how it fits in with the Rules of Order, all that Member has to do is ask. At any time, a Member may simply say out loud, "Point of parliamentary inquiry." The Chairperson must immediately recognize the Member so that person may ask how to do such-and-such. The chair will answer the question, 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.

Point of Personal Privilege

If the smoke is getting too heavy for you, 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 generally 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.

APPENDIX 6 SERVICE PRAYER

GOD, grant us knowledge that we may write according to Your Divine precepts, instill in us a sense of Your purpose, make us servants of Your will and grant us a bond of selflessness that this may truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.