

6/16/18

Open with Serenity Prayer

12 Steps Read

12 Traditions read

12 Concepts read

Role Call

Chair Present

Vice Chair Present

Treasurer Present

Secretary Present

Literature Present

Specail Activities Present

RCM Absent

RCM Alt Vacant

Hippr Absent

Web Absent

Convention absent

Livin Clean Present

P12 Present

SOH Present

New Life Present

Final Frontier Present

New Beginnings absent

Secretarys Report accepted

Treasurers report accepted

Vice Chair No report

RCM report by Jim

Hippr By Grady

Karen is not sure where the receipts are for reimbursements

PR had a booth at the Jones center and participated in the hope event

Reentry coalition requests NAA do a booth after the summit event at nwacc on aug 25th.

Activities report by Debbie

Karen asks if we were short at the beginning of this year financially, that the chair is saying he will pay for the remaining expenses and be reimbursed after the event.

Debbie says everyone agreed to contribute

Karen states that we should probably look into doing this out of the main account.

Debbie says the reason she gave the numbers out like this is to be transparent.

Debbie says these are all estimates and that she has a spreadsheet to estimate how much will be spent per serving on food.

No web report

Literature by Janis

No Convention Report

Final Frontier By Laurel

Livin Clean By Tiffany

New Life by Daniel

P12 by Grady

SOH By Karen

Open Sharing

Debbie asks Grady about fathers day event starts at 11

Darrick was approached by Brody in regards with a possible new lgbtq meeting in our area.

Kathy asks laurel if there are trusted servants for final frontier . Laurel says we only have 3 home group members that show up.

Closed open sharing

Treasurers requests.

By Laurel to move 500 from main account to activities account. To cover beaver round up costs.

Passed

Break

Old Business

Motion #1 Passed By Janis

“To amend the nwaasc literature subcommittee guidelines section IV.A.2 “All Literature (and merchandise) sold through the nwa as literature subcommittee shall be approved by Narcotics Anonymous World Services. Add. “ or NWAASC”

NEW BUISNESS

Motion #1 By Janis for guidelines “To adopt the nwaasc guidelines as revised and rewritten by the guidelines ad hoc committee”

Recognize new group

Second Chance Group is represented by Brenda

Report given by Brenda

Announcements

Beaver round up needs volunteers to help with anything and everything.

Kathy announces July 21st from 3-7 convention will be having a fund raiser ice cream social

Grady reminds us about the fathers day event tomorrow.

Tiffany announces the chicken cook off on August 18th

July 14th next meeting at Livin Clean

Literature remaining spendable balance \$265.57

HIPR remaining spendable balance \$1297.03

Treasurers Ending Balance

Starting 1837.50

Expenses 500 to area #1138

Subtotal 1137.50

Deposits 243.56

Total 1581.46

- Prudent 708

Working Balance of 873.06

Donation to region was 130.95 #1139

Ending Balance 742.11 (Working balance)

SECRETARY
6-16-18

1. Beaver Round-Up Report
 - a. Food Costs for hospitality area and 180 servings for Saturday Night dinner are estimated to be \$700.00.
 - b. T-Shirts are being delivered this week and will be taken to the screen printers.
 - c. BRU Banner is at the Seamstress for completion. Group Squares looked GREAT!
 - d. Fund-raising efforts for BRU after last year's shortage of \$1500.00 that was erroneously given to the ASC out of the Activities account were helpful but have not completely replaced the funds.
 - e. Breakdown of things that still need paid for BRU are:
 - i. Balance of Tie-Dye costs – approximately \$1300.00
 - ii. Screen Printing – estimates around \$450.00
 - iii. Food Costs - \$700.00
 - iv. Bank account is approximately \$500.00 short of paying for all BRU costs in advance. Activities Sub-Committee members are willing to pay those costs upfront and be reimbursed after the event.
2. Financial Update
 - a. No transactions have occurred since last Activities Meeting on 5/26/2018
 - b. Account Balance is \$1901.43
 - c. Any member reimbursed items for BRU will be made by check, and all checks must be cleared prior to the Final Event Profit/Loss report given after BRU at July ASC.
3. Summary
 - a. Area Activities Events need Help from our Members Participation by:
 - i. Attendance – the ratio of area/out of area attendance directly effects our Area's income and ability to carry our message in the manner that NWAANA ASC is accustomed to having.
 - ii. Home Groups willingness to voluntarily contribute in anticipated serving quantities to our events in specific ways (i.e. – group A brings dessert, etc.),
 - iii. Individual Members willingness to bring Auction/Raffle Items to every event if possible.
 - b. AASC requesting members from each home group to shape our Area Events going forward. The only way to further our Primary Purpose is to have input from all home groups in our area. If nothing changes, then nothing changes.

Thank you for letting me be of Service,

Debbie W., AASC Vice-Chair

Ask what you can do for your area, not what your area can do for you.

**NORTHWEST ARKANSAS AREA
MOTION FORM**

Date: 6-16-2018

Motion No.: 1

Motion Made By: Janis W.

Position: Area Literature Chair

Second By: *Debbie W.*

Motion Reads: To adopt the N.W.A.A.S.C. Guidelines as revised and rewritten by the Guidelines Ad Hoc Committee.

Intent of Motion: To have an approved set of Guidelines for the Northwest Arkansas Area Service Committee.

Financial Impact on AREA: None

*BACK
TO groups*

1

Northwest Arkansas Area Service Committee
Treasury Request

Date 6/16/18 Check # #1338

Position Name ~~XXXXXXXXXXXX~~ Activities

Person Name _____

Itemized description

1.	<u>Movd \$500 from main account</u>	\$	<u>1000 500</u>
2.	<u>to activities account</u>	\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	

Passed

Failed

Total

\$ 500

**NORTHWEST ARKANSAS AREA OF N.A.
GROUP SERVICE REP. REPORT TO A.S.C.**

Date: <i>6/16/18</i>		
Group name: <i>New Life</i>		
GSR name, Address, phone, e-mail: <i>Daniel K.</i>		
<i>479-36-9826 Daniel.Kelly.gardener@gmail.com</i>		
GSR Alt name, Address, phone, e-mail: <i>—</i>		
Donation to area: <i>100</i> - Check number: <i>1207</i> Date: <i>6/16/18</i>		
Meeting list		
Place	Time	Type
Sunday <i>Alamo</i>	<i>1:00 pm</i>	<i>0</i>
Monday		
Tuesday <i>" "</i>	<i>7:00 pm</i>	<i>0</i>
Wednesday		
Thursday <i>" "</i>	<i>7:00 pm</i>	<i>0</i>
Friday <i>" "</i>	<i>10:00 pm</i>	<i>0</i>
Saturday		
Total Meetings: <i>19</i> Total # of people: <i>337</i> Total # of New People: <i>3-4</i>		
Activities report: <i>Speakers went well 450.00 after exp</i>		
<i>49 activities 20 outdoor 16 song group</i>		
Changes in Group: Trusted servants <i>None</i>		
Adding new group		
Positive experiences your group would like to share: <i>that we are really growing as a group and always find good things from the new member.</i>		
Any Concerns or problems group is experiencing? <i>that we still trying to get a larger space for our meeting and also trying to get more meetings started</i>		

**NORTHWEST ARKANSAS AREA OF N.A.
GROUP SERVICE REP. REPORT TO A.S.C.**

Date: 10-16-18		
Group name: Peaceful Dozen		
GSR name, Address, phone, e-mail:		
Grady Havel 479 8666 1966		
GSR Alt name, Address, phone, e-mail:		
Houston		
Donation to area	50.00	Check number 1388 Date 10-16-18
Meeting list		
	Place St. Andrews	Time
		Type
Sunday		430 .. open discussion
Monday		630 open Book study
Tuesday		
Wednesday		630 DRN J.F.T.
Thursday		
Friday		630 open candle light
Saturday		630 open discussion
Total Meetings.	22	Total # of people 647 Total # of New People 32
Activities report: Father's day event prairie Creek		
Changes in Group - Trusted servants		
None		
Positive experiences your group would like to share:		
steady Attendance		
Positive Feedback from Newcomers		
Any Concerns or problems group is experiencing?		
None		

**NORTHWEST ARKANSAS AREA OF N.A.
GROUP SERVICE REP. REPORT TO A.S.C.**

Date: 6/16/18		
Group name: Livin Clean		
GSR name, Address, phone, e-mail		
GSR Alt name, Address, phone, e-mail		
Donation to area	Check number	Date
Meeting list		
Place	Time	Type
Sunday 1520 W. Huntsville	8pm	
Monday	↓	
Tuesday	↓	
Wednesday	↓	
Thursday	↓	
Friday	↓	
Saturday	↓	
Total Meetings.	Total # of people	Total # of New People
Activities report:		
Chicken cook off August 18 th 10am		
Changes in Group- Trusted servants		
Caleb removed from Alt. GSR		
Special Act. position closed		
Positive experiences your group would like to share:		
Any Concerns or problems group is experiencing?		

**NORTHWEST ARKANSAS AREA OF N.A.
GROUP SERVICE REP. REPORT TO A.S.C.**

Date: 6/16/18		
Group name: Sisters of Hope 808		
GSR name, Address, phone, e-mail: Havenwood 601 N. Main ST Bentonville, AR 72712		
MiKayla E. ellender 4life@gmail.com		
GSR Alt name, Address, phone, e-mail: Karen S. RSSlater6.KS@gmail.com		
Donation to area: \$10.00	Check number:	Date: CASH
Meeting list		
Place	Time	Type
Sunday		
Monday		
Tuesday		
Wednesday	6:30 - 7:30	
Thursday		
Friday		
Saturday		
Total Meetings: 4	Total # of people:	Total # of New People: 15
Activities report: 0		
Changes in Group Trusted servants: none		
Positive experiences your group would like to share: growth SWS / OASIS		
Any Concerns or problems group is experiencing? none		

NORTHWEST ARKANSAS AREA OF N.A.
GROUP SERVICE REP. REPORT TO A.S.C.

Date: 6/15/18		
Group name: Final Frontier		
GSR name, Address, phone, e-mail		
GSR Alt name, Address, phone, e-mail		
Donation to area	Check number	Date
Meeting list		
Place	Time	Type
VA Hosp.	7:30 WED, Fri	lit study + open
Sunday		
Monday	We closed Monday night meeting	
Tuesday		
Wednesday	7:30	Literature Study - basic
Thursday		
Friday		
Saturday	7:30	open discussion
Total Meetings.	Total # of people	Total # of New People
Activities report:		
Changes in Group - Trusted servants		
Marty stepped down as GSR - We don't currently have one so we will just see who is available when		
Positive experiences your group would like to share:		
Any Concerns or problems group is experiencing?		
We really need some support		

#1336

NW Arkansas Area Financial Worksheet

Date 5/12/18

Expenses

Pending deposits

NWA Literature (Shipping) 38.00

F.F. 50.00

L.C. ~~0~~

N.B. 25.00

P.D. ~~0~~

S.H. 37.00

N.L. 100.00

RCM Return 250.00

Total 38.00

Total 462.00

Starting Balance 1612.82

-Total expenses - 38.00

Subtotal 1574.82

+Total Deposits 462.00

Total 2036.82

Prudent reserve+BRU Earmark - 708.00

Total 1328.82

Diffence X 15 % for Regional Donation - 199.52

1129.50
+ 708.00

Ending Balance

→ next month

#1337

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Guidelines of the Northwest Arkansas Area Service Committee

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I. OUR MISSION STATEMENT

In keeping with the spiritual nature of Narcotics Anonymous, our service structure should be one of service, never of government (12th Concept). “The final responsibility and authority for NA services rest with the NA groups” (2nd Concept).

The primary purpose of any Narcotics Anonymous group is to carry the message to the addict who still suffers. There are no ruling bodies in Narcotics Anonymous, only trusted servants. We should provide a setting for identification and a healthy atmosphere of recovery where addicts can come for help. The only requirement for membership is a desire to stop using. Our goal is to carry our message of experience, strength and hope and in doing so, that all newcomers’ may find recovery (1st Concept).

II. SPIRITUAL GUIDANCE

We rely on a loving Higher Power in our group conscience. (2nd Tradition, 6th Concept) We must constantly be on guard that our decisions are truly an expression of this Power’s will. True spiritual principles never conflict and never contradict any of our Traditions.

As a service committee of Narcotics Anonymous, this body shall always adhere to:

1. The Twelve Steps of Narcotics Anonymous
2. The Twelve Traditions of Narcotics Anonymous
3. The Twelve Concepts for NA Service
4. The Guidelines of the NWAASC of Narcotics Anonymous
5. A Guide to Local Services in Narcotics Anonymous

Subcommittees shall be guided by the World Service Approved Handbook created to address their specific purpose. No action that conflicts with any of these principles or the current NWAASC guidelines shall be taken or entertained by this body.

SERVICE PRAYER: “God, grant us knowledge that we may live 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.” (Basic Text, p. xxvi)

III. ARTICLES OF PROCEDURE

ARTICLE I: The Purpose and Authority of the Area Service Committee (ASC)

STATEMENT OF PURPOSE: “Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason we began this work. We must always remember, as individual members, groups, and service committees, we are not, and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.” (Basic Text, p. xxvi)

The purpose of any service structure or committee in the NWAA is to convey NA services to the Groups, our community, and to help the suffering addict gain recovery through the fellowship of N.A. These guidelines are necessary to support the NWAA. Groups so they can act together for this common good. These guidelines simply consolidate in one place service guidelines and procedures that seem to work, as well as reflect the current working relationships of trusted servants and service committees.

There are no ruling bodies in N.A. - only trusted servants and the committees on which they serve. The NWAASC is directly responsible to those it serves, the recognized Groups in the NWAA. The NWAASC will be ever mindful of the spiritual principles expressed in the Twelve Steps, the Twelve Traditions, and the Twelve Concepts for N.A. Service.

AUTHORITY: These Guidelines reflect the current NWAASC conscience on how best to achieve our primary purpose of carrying the N.A. message of recovery.

1. These Guidelines of the NWAASC supersede and replace all other documents relating to this Area Service Committee.
2. These Guidelines supersede adopted NWAASC motions when there is a conflict between them.
3. These Guidelines shall never conflict with or contradict the Twelve Traditions of Narcotics Anonymous or the Twelve Concept for N.A. Service.
4. The NWAASC is always accountable to the N.A. Fellowship as a whole and to the NWAA Groups in particular.

ARTICLE II: Service Area

1. The Northwest Arkansas Area (NWAA)

The NWAA was formed in June of 1987 and is comprised of recognized Groups within the boundaries of the NWAA. The NWAA shall consist of, but not limited to, Benton and Washington Counties in Northwest Arkansas.

2. The Northwest Arkansas Area Service Committee (NWAASC)

The NWAASC is the service committee of voting and non-voting members of the NWAA of Narcotics Anonymous. The NWAASC administers and coordinates Narcotics Anonymous activities approved by the Groups of the NWAA and serves as a link between these Groups and the Arkansas Regional Service Committee (RSC).

3. The Groups

- a. A "Narcotics Anonymous Group" is defined in the *A Guide to Local Services in Narcotics Anonymous*, p. 25, The NA Group.
- b. New Groups may be included in the Area meeting list after attending two (2) consecutive ASC meetings and upon registration with the ASC and NAWS.
- c. To have voting privileges, Groups must have a GSR or GSR-Alt. present.
- d. The ASC may remove a Group from the Area meeting list or not include a new Group if it's determined the Group is not following the Traditions of NA e.g.: a Group is using non-NA literature, speakers, announcements, or has reworded the NA Steps or Traditions.

ARTICLE III: Members

1. The ASC shall have two classifications of members only: voting members and non voting members. Only voting members shall have voting rights. The ASC Chairperson shall vote only in case of a tie.
2. Voting Members shall consist of Group Service Representatives (GSRs), or Group Service Representative Alternates (GRAs) in their absences, of each Narcotics Anonymous group within the NWAA, or any elected group representative.
3. Non-voting Members shall consist of ASC Officers, Sub-Committee Chairpersons, and Narcotics Anonymous members of Area Groups.
4. In "Removal From Office" vote, the voting members shall be all ASC Trusted Servants and GSR's or Alt. GSR's.

ARTICLE IV: Meetings

1. Regular Meetings

- a. The Regular Meeting of the ASC shall be held as scheduled by the ASC at 1:00 pm.
- b. The location of Regular Meetings shall be hosted by NWAA Groups, rotating alphabetically.
- c. The agenda of the ASC meetings shall be prepared by the ASC Chair assisted by the Guidance Committee.

2. Quorum

- a. Official quorum is a simple majority of member groups or in a case of even number of member groups, one half of the member groups is quorum.
- b. If quorum is not reached all business except new business, elections, and treasury requests over \$250.00 may be conducted.
- c. Quorum must be reached no later than 30 minutes after the designated starting time of the NWAASC meeting.
- d. Alternative representatives for group are eligible for quorum ONLY if the ASC is notified by GSR or ALT GSR prior to ASC.

3. Meeting Procedures

- e. The ASC shall conduct business using the modified Robert's Rules of Order contained in "A Guide to Local Services in Narcotics Anonymous" except when superseded by these guidelines and not inconsistent with the Twelve Traditions of N.A. and Twelve Concepts for N.A. Service.
- f. Any Narcotics Anonymous member may make motions, make nominations, and participate in discussions. All motions must be in writing, seconded by a voting ASC member, and submitted to the ASC Secretary to insure accuracy.
- g. Motions should be concise and worded carefully. Once a motion has been made and seconded, the floor will be open for discussion. All new main motions will be handled in the "new business" section of the ASC general business meeting.
- h. All reports by Sub-Committee Chairpersons, Trusted Servants and GSR's (or their Alternates) must be legibly typed and handed in to the Secretary.

4. Special Meetings

- i. Special Meetings may be called by the Chairperson of the ASC and may be called by a written request of 50% of the trusted servants of the ASC
- j. The purpose of the Special Meeting shall be stated in the call. No business other than that mentioned in the call will be conducted.
- k. The location of the Special Meeting shall be selected by the ASC.

- l. At least 10 days notice of the Special Meeting will be given to GSR's, GSR Alternates, and Area Trusted Servants.

ARTICLE V: Elections

1. Election of the ASC Trusted Servants

- a. Nominations for ALL ASC positions shall be open at the May ASC and returned to groups. Voting for ALL positions shall be conducted at the July ASC and the next term starts in August.
- b. NWAASC trusted servants shall be elected to serve a term of one year. Their term of office shall begin at the end of the regular meeting at which they are elected.
- c. It is suggested that no NWAASC trusted servant hold more than one office in the NWAASC at one time. It is also suggested that trusted servants while holding an office at the NWAASC not hold an office at the Regional or World Level.
- d. If elected to an Area position, it is suggested that a GSR resign their position at the Group level.
- e. If an NWAASC trusted servant holds more than one position (Group, Area, Region, World) and is not fulfilling their Area responsibilities it is suggested that they resign one of their positions.
- f. No NWAASC trusted servant shall be eligible to serve more than two consecutive terms in the same office.
- g. To be nominated or elected to any trusted servant position, the nominee must be present at the NWAASC meeting to respond to any questions regarding qualifications, willingness to serve, etc.
- h. If there is no one who has the qualifications, clean time or willingness to serve, a position may be left vacant until such time as there is a willing and qualified nominee.
- i. The NWAASC Vice Chairperson is an office unto itself, and therefore the Vice Chairperson does not automatically succeed the NWAASC Chairperson at the expiration of the Chairperson's term.
- j. The RCM-Alt will not assume the position of RCM but will be up for automatic nomination. It is suggested that the RCM-Alt has served at least one year as alternate prior to automatic nomination for the position of RCM.
- k. It is suggested that the Area Trusted Servants represent the various Groups of the NWAA.

2. Election of Subcommittee Chairs

- a. Chairpersons of each NWAASC Standing Subcommittees will be elected by the NWAASC, as outlined in these guidelines.
- b. The Subcommittee shall select other officers of the Standing Subcommittee.

3. Vacancies

- a. Notice of intent to fill a vacancy shall be provided at a regularly scheduled NWAASC meeting.
- b. Elections to fill a vacancy of an office shall occur within two regular NWAASC meetings after the vacancy arises. When an office is vacant, and there is no one willing or able to serve, the duties of the vacant position shall be assigned to another trusted servant as recommended by the NWAASC Chairperson when the vacant position is an officer and as recommended by the NWAASC Vice Chairperson when the vacant position is a standing subcommittee Chairperson.
- c. In the case of a vacancy in the office of Chairperson/RCM, the Vice Chairperson/RCM Alt shall assume the duties of that position until the end of the regular meeting at which the Chairperson/RCM is elected.
- d. Nomination and election may simultaneously proceed for a vacancy when it has existed past two regular NWAANA meetings.

ARTICLE VI: Removal from a Position

1. Reasons for removal from office may include but are not limited to: mismanagement of N.A. funds; not fulfilling the duties of the office; lack of attendance; and/or jeopardizing the N.A. fellowship. RELAPSE CONSTITUTES AUTOMATIC RESIGNATION.
2. NWAASC cannot remove a GSR from the office of Group GSR.
3. Any NWAASC trusted servant may be removed from office by a 2/3 majority vote of the NWAASC trusted servant's & GSR's or GSR-Alt's.
4. The discussion of such action may be discreetly handled by an NWAASC Ad Hoc committee consisting of the NWAASC trusted servants and GSR's or their GSR-Alt.

ARTICLE VII: Qualifications and Duties of Area Trusted Servants

1. Qualifications:

- a. All NWAASC trusted servants should have the personal time to devote to their assignments and resources necessary to carry out their functions; be accessible to other members of the N.A. fellowship; have the interest to do a timely and thorough job; willing to accept some personal inconveniences; willing to train other members to replace them.
- b. Working knowledge of the 12 steps, traditions, and concepts. Has a complete understanding of Area guidelines.
- c. Should have the ability to organize and plan administrative actions; have good communication and correspondence skills; ability to handle business with a firm but understanding hand; have good leadership abilities; objective, tolerant, and impartial.
- d. It is suggested that NWAASC trusted servants have previous service experience as an officer, subcommittee officer, or a representative at Group level.

2. Clean Time Requirements:

e. Trusted Servants

- i. R.C.M. 3 yrs
- ii. R.C.M.-Alt. 2yrs
- iii. Chairperson 2 yrs
- iv. Vice-Chairperson 1 yr
- v. Treasurer 3 yrs
- vi. Treasurer in Training 2 yrs (non-voting position)
- vii. Secretary 1 yr

f. Subcommittee Chairs

- i. Activities 2 yrs
- ii. HIPPR 2yrs
- iii. Literature 2 yrs
- iv. Web 2 yrs
- v. Ad Hoc 2 yrs

3. Duties

a. ASC Chairperson

- i. Be in attendance at all NWAASC meetings or make arrangements to have the NWAASC Vice Chair carry out the responsibilities of the office.

- ii. Arrange the agenda for each NWAASC meeting, with assistance of the NWAASC Guidance Committee.
- iii. Chair each NWAASC meeting and act as an impartial moderator while conducting the NWAASC business.
- iv. Open the meeting at the appointed time by taking the chair, calling the meeting to order, and ascertaining that a quorum is present.
- v. Conduct business, using a meeting format; recognize members who are entitled to the floor; expedite business in; enforce the rules relating to debate, order and etiquette; decide all questions of order, unless, when in doubt, the Chairperson prefers to submit such a question to the NWAASC for decision.
- vi. Put to a vote all motions that come before the NWAASC and announce the results.
- vii. Declare the meeting adjourned when the NWAASC so votes or, when applicable, at the time prescribed in the agenda, or in case of a sudden emergency affecting the safety of those present.
- viii. Be a co-signer on the NWAA bank account.
- ix. Make a report of the year's work at the end of their term. A written report (of same) shall also be submitted to the NWAASC Secretary.

b. ASC Vice-Chairperson

- i. Be in attendance at all NWAASC meetings.
- ii. In the absence of the Chairperson serves as Chairperson.
- iii. Coordinate and assist the standing subcommittees, e.g., acting as a communication link between standing subcommittee Chairpersons; conveying subcommittee interests, concerns, etc., to the NWAASC Guidance Committee; communicating with each standing subcommittee Chairperson regularly regarding projects, problems, questions, etc. prior to all NWAASC meetings.
- iv. Be a non-voting member of all subcommittees.
- v. Make a report of the year's work at the end of their term. A written report (of same) shall be submitted to the NWAASC Secretary.

c. ASC Secretary

- i. Be in attendance at all NWAASC meetings or make arrangements to have a temporary, qualified replacement carry out the responsibilities of the office.
- ii. In the absence of the Chairperson, the Vice-Chairperson, and the RCM, to call the meeting to order and to preside until the immediate election of a Chairperson pro tem.
- iii. Keep impartial records (minutes) of all the proceedings in general and special meetings of the NWAASC. The NWAASC minutes shall reflect the opening (place, date, attendance, etc.) all reports, unfinished business, treasury requests,

and new business; all motions made and their disposition and, all important discussions whether there was a motion or not to take action.

- iv. At each regular NWAASC meeting, the minutes of the last regular NWAASC meeting shall be read and approved as read or approved with corrections. Only the opening, unfinished business, treasury requests, and new business shall be read (the reports are not read).
- v. Keep the NWAASC's official voting membership roll; and call the roll when required.
- vi. Make the NWAASC minutes and other records available to members upon request.
- vii. Maintain records in which the NWAASC guidelines and minutes are entered, with any amendments of these documents properly recorded, and to have the current records on hand at every NWAASC meeting.
- viii. Conduct the correspondence of the NWAASC that is not a function proper of other offices or subcommittees.
- ix. Make a report of the year's activities at the end of their term. A written report (of same) shall be submitted.
- x. Copies of the NWAASC minutes shall be available no later than five (5) days following each meeting.
- xi. Keep on file all NWAASC subcommittee reports, as well as maintain the NWAASC's files and archives.
- xii. Keep the NWAASC E-Mailing list current, i.e., to provide copies to NWAASC service body ONLY.
- xiii. Be a co-signer of the NWAA bank account.

d. ASC Treasurer

- i. Be in attendance at all NWAASC meetings or make arrangements with the Guidance Committee to carry out the Treasurer's responsibilities.
- ii. Be custodian of the NWAASC funds not entrusted to other officers or subcommittees.
- iii. Disburse funds as approved by the NWAASC.
- iv. Be a co-signer of the NWAA bank account.
- v. Make a written report of all receipts and disbursements at each regular NWAASC meeting.
- vi. All cash donations are to be counted by the Treasurer & one (1) other trusted servant & noted in the NWAASC minutes.
- vii. All money received by the Area Treasurer is to be deposited in the Area account within five (5) working days after receiving those monies.
- viii. For every ASC meeting do a budget summary, actual versus projected budget.
- ix. Make a full financial report at the end of their term to be audited by a special subcommittee. A written report shall be submitted to the NWAASC Secretary.

- x. To have online banking for General Account with Chair and Treasurer having pass codes.
- e. Regional Committee Member
- i. Be in attendance at all NWAASC meetings or make arrangements to have their alternate carry out the responsibilities of the office.
 - ii. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson at the NWAASC.
 - iii. To represent the NWAA at the meetings of the RSC.
 - iv. Service on one RSC subcommittee is recommended.
 - v. Be a co-signer on the NWAA bank account.
 - vi. Makes a report to the NWAASC at each regular meeting (submit same report in writing) covering the business of the RSC.
 - vii. Make a report of the year's activities at the end of their term. A written report (of same) shall be submitted to the NWAASC Secretary.
 - viii. To assure that the meeting place for the RSC will be open, they are responsible and accountable for contacting the individuals who will open and prepare the meeting place for the Regional meeting when it is held in our Area.
 - ix. On even number years distribute CAR to each home group upon availability; conduct CAR workshop; return results to RD.
 - x. Submit written report of year's activities to NWAANA.
- f. Alternate Regional Committee Member
- i. Be in attendance at all NWAASC meetings.
 - ii. In the absence of the RCM, to serve as RCM.
 - iii. Attend the scheduled meeting of the RSC.
 - iv. Assist the RCM as necessary and as requested either by the RCM or the NWAASC.
 - v. Make a report of the year's activities at the end of their term. A written report (of same) shall be submitted to the NWAASC Secretary.
- g. ASC Sub-Committee Chairpersons
- i. Attend all NWAASC meetings or make arrangements to have their Vice Chair or other qualified temporary replacement carry out the responsibilities of the office.
 - ii. Preside over each meeting, coordinate the efforts, and serve as general administrator by setting agendas, scheduling work to be done, and arranging workshops as needed.
 - iii. Assure that the subcommittee has the necessary information and material to accomplish its goals.

- iv. Communicate with the NWAASC Vice Chair and other trusted servants as necessary and as outlined in these guidelines.
- v. Provide, or arrange to provide, reports as outlined in these guidelines.
- vi. Participate, as feasible, in RSC meetings and workshops.
- vii. Annually review sub-committee guidelines and submit motions for guideline changes at NWAASC.
- viii. Ensure that the Area secretary has updated copy of each subcommittee's guidelines and changes of officers of that subcommittee.

ARTICLE VIII: Standing Sub-Committees

1. The ASC may establish Sub-Committees as needed to perform certain duties. Standing Sub-Committees shall be formed upon approval of the voting members of the ASC and are directly responsible to the ASC.
2. Standing Sub-Committees include, but are not limited to:
 - a. Area Activities Sub-Committee
 - b. Area Literature Sub-Committee
 - c. Area HIPPR Sub-Committee
 - d. Area Webmaster
3. The Chairperson for each Standing Sub-Committee shall be elected by the voting members of the ASC. Trusted Servants of each Sub-Committee will be elected by the Sub-Committee members.
4. Each Standing Sub-Committee will have a set of Guidelines approved by the ASC describing its purpose, responsibilities, duties, policies, and accountability.
5. Each Standing Sub-Committee shall make a report at the regular ASC meetings and submit a report in writing to the ASC Secretary.
6. Each Standing Sub-Committee Chairperson is encouraged to attend the Regional Service Committee Meeting and participate in the corresponding Regional Sub-Committee.

ARTICLE IX: Ad-Hoc Committees

1. The ASC Chairperson shall have the authority to appoint an Ad Hoc Committee for such special purposes as may be necessary to carry out the ASC's purpose and responsibilities.
2. The Ad Hoc Committee shall exist only as long as its project and/or purpose are viable, or as determined by the ASC.
3. Chairpersons may be recommended by the ASC Guidance Committee as appropriate, from active qualified members of the N.A. Fellowship in the NWAA. Other members of the Ad Hoc committee will consist of those appointed and person's expressing willingness to serve.
4. Shall have enough latitude to handle their routine affairs, but all recommendations, actions, and/or results will be submitted for approval by the ASC.
5. A final written report of the findings, recommendations, etc., shall be submitted to the ASC at the end of the Ad Hoc subcommittee's term.

ARTICLE X: Financial

1. General Financial Guidelines
 - a. Current NA Policy suggests that money flow from member to Group, Group to Area, Area to Region, and Region to World. One of the benefits of a working service structure is that financial support can flow where it is most needed.
 - b. The ASC depends on a steady reliable flow of funds from the Groups to meet its responsibilities.
 - c. At each regular NWAASC meeting, out of surplus funds, after a prudent reserve is maintained (two consecutive ASC meetings expenses), 15% shall be passed along the service structure. Any additional amount above 15% will require a majority vote of the ASC.
 - d. All NWAASC spending shall be approved by the NWAASC.
 - e. Any expenses of a NWAASC Trusted Servant, to be reimbursed, must give evidence of expenditure with a category and submitted to the ASC Treasurer and approved by the ASC.
2. Budgets
 - a. Area Activities budget is \$4,000.00 annually. The primary purpose of this budget is to conduct the Beaver Roundup Campout (BRU), however the funds may be used to hold functions throughout the year as deemed necessary by the Area Activities Subcommittee. All monies in excess of \$4,000.00 at the end of BRU is to be deposited in the NWAANA main bank account.

- b. Area Literature Subcommittee is to have a \$2,000.00 working budget. The money is to be used to purchase literature and supplies to be sold to the Home Groups or members at cost. Reimbursement for shipping expenses are set at \$300.00 annually.
- c. Area HIPPR budget is \$2,000.00 annually for operating supplies, (IP's, key tags, etc.).
- d. RCM budget is \$1,000.00 annually for travel expenses.
- e. Web budget is \$200.00 annually for hosting fee and domain registration.
- f. Additional costs of \$64.00 annually for a Post Office box and \$685.00 annually for a storage building has been authorized.

ARTICLE XI: Parliamentary Authority

The NWAASC shall apply the principles of the Twelve Steps, Twelve Traditions, Twelve Concepts, the ASC Guidelines, and Robert's Rules of Order (adapted) to expedite the affairs of the ASC.

ARTICLE XII: Amendments of the Guidelines

1. Any participant may propose an amendment to these Guidelines providing that the proposed amendment is submitted in writing to the NWAASC Chairperson.
2. The proposed motion to amend the Guidelines must be sent to the member Groups for consideration and approval.
3. These Guidelines are subject to amendment by a 2/3 majority of the GSR's present at a regularly scheduled meeting of the NWAASC.
4. An amendment to these Guidelines goes into effect immediately upon approval, unless otherwise stated in the motion to adopt.
5. A review of these Guidelines will occur when deemed necessary by the NWAASC.

ARTICLE XIII: Standing Rules and Parliamentary Procedure

Section 1: Standing Rules

1. Majority is one vote more than half of the votes cast.
2. Abstentions do not count as a vote.
3. A 2/3 majority vote is met when at least 2/3 of the votes cast are in favor.

Section 2: Robert's Rules of Order Adaptation

Decorum Statement

Meetings of the NWAASC shall be conducted according to the *Roberts Rules of Order* (short form as described in “*A Guide to Local Services in Narcotics Anonymous*”).

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 for NA Service. These rules are meant to help, not hinder, in the flow of business - they are an AID, not a weapon.

ARTICLE XIV: Addendum

Abbreviations used in these Guidelines:

AASC: Area Activities Sub-Committee

ASC: Area Service Committee

BRU: Beaver Round-Up Camp-out

CAR: Conference Agenda Report

GSR: Group Service Representative

HIPPR: Hospitals and Institutions, Phonenumber, and Public Relations

N.A.: Narcotics Anonymous

NAWS: Narcotics Anonymous World Services

NWAA: Northwest Arkansas Area

NWAANA: Northwest Arkansas Area of Narcotics Anonymous

NWAASC: Northwest Arkansas Area Service Committee

RCM: Regional Service Committee Member

RD: Regional Delegate

RSC: Regional Service Committee

WSC: World Service Conference

WSO: NA World Service Office

Area Activities Sub Committee Guidelines (AASC)

Section I. Purpose

Our primary purpose is to carry the message to the still suffering addict.

What is our message? “The message is that an addict, any addict, can stop using, lose the desire to use, and find a new way to live.” Basic Text, page 65

The purpose of the NWAANA AASC is to help further our primary purpose by providing activities and events for NWAANA and to be a source of donation income to help further our primary purpose in our Area and around the world.

Section II. AASC Participants

- A. AASC is composed of NWAANA members and trusted servants. It is suggested that committee members have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
- B. Regular/consistent meeting attendance is suggested/requested of AASC members.
- C. The AASC Chairperson is nominated and elected by NWAANA every year after Beaver Round Up.
- D. It is suggested/requested that all AASC members attend all NWAANA activities and events.

Section III AASC Elections and Officer Duties

1. AASC Chairperson

The AASC Chairperson is nominated at the first NWAANA business meeting after Beaver Round Up. AASC Chairperson shall have at least 2 years of continuous clean time. The AASC Chairperson will lead the service committee meetings, and only vote in order to break tie. The AASC Chairperson should help rally service and support for Area events and activities and take an active part in the planning, organizing, and implementation of Area activities and events. The AASC Chairperson is ultimately responsible for co-counting all donations from any event with another trusted servant.

2. AASC Vice Chair

AASC Vice Chairperson shall have 1 year of continuous clean time. The AASC Vice Chairperson is nominated and elected by the AASC. The AASC Vice Chairperson shall lead the AASC meetings, activities and events if the Chairperson is not there or as needed or requested.

3. Secretary

AASC Secretary shall have 1 year of continuous clean time. AASC Secretary is responsible for having a written record (minutes) of each AASC meeting and submit a copy of the minutes to the AASC Chairperson prior to Area business meetings.

Area Literature Subcommittee Guidelines

I. Definition and Purpose:

The Northwest Arkansas Area of Narcotics Anonymous (NWAANA) Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to assist in carrying the message of recovery by maintaining an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the NWAANA Area Service Committee (ASC) meeting.

The Subcommittee facilitates the evaluation process for any NA literature from the fellowship. In all its proceedings the Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA, and A Guide to Local Services in NA.

II. Functions of the Subcommittee:

- A. Stocks and maintains an adequate supply of NA World Service Committee (WSC) approved literature and merchandise to meet the needs of the NWAANA Groups.
- B. Distributes literature and merchandise to all Groups and Subcommittees of the NWAASC.
- C. Provides representation and participation to the NWAASC.
- D. Maintains and reports accurate and timely inventory records to the NWAASC.
- E. Serves as a communication link in all matters of literature between the groups, NWAASC, Arkansas Region, and the World Service Committee.

III. Qualifications and Duties of Elected Committee Members:

- A. Chairperson:
 - a. Elected by the NWAASC and shall fulfill the NWAASC requirements of a Subcommittee Chairperson. These responsibilities include:
 - b. Attends and provides written reports of all monthly activities and inventories at each NWAASC meeting.
 - c. Announces and holds scheduled Subcommittee meetings.
 - d. Prepares an agenda for and maintains order at each meeting.
 - e. Submit a budget for approval to the NWAASC.
 - f. Elects or appoints other committee members as necessary.
 - g. Maintains a bank account for Literature Subcommittee funds with monthly statements reviewed by the Treasurer of the NWAASC.

IV. Procedure for Inventory Management

- A. All literature and merchandise sold through the NWAASC Literature Subcommittee shall be approved by Narcotics Anonymous World Services (NAWS) or NWAASC.
- B. Literature and merchandise distributed to Home Groups and subcommittees shall be distributed at costs.
- C. Shipping cost incurred by the NWAASC Literature Subcommittee shall be reimbursed by the NWAASC Treasurer at the ASC meeting.

- D. Literature pricing adjustments must be reported to and approved by the NWAASC prior to taking effect.
- E. The Subcommittee shall maintain a literature inventory of no less than \$1500.00 and no more than \$2000.00.
- F. The total of funds and inventory shall not exceed \$2000.00. If the value of the inventory and funds exceeds this amount, the excess funds will be available to NWAASC for general expenses.
- G. An accurate continuous inventory shall be kept at all times.
- H. Physical inventory shall be taken before every NWAASC meeting and upon the election of the new Subcommittee Chairperson.

V. Procedures for Accepting and Filling Orders

- A. Literature orders are placed by email to literature@naofnwa.org
- B. Written literature orders may also be made at the NWAASC business meeting. Orders that are placed at the ASC are fulfilled after the business meeting, if inventory is available. All information on the order form must be complete to process the order.
- C. Payment for literature is due upon receipt by check, money order or cash.
- D. Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed directly to the NWAASC Literature Subcommittee Chairperson.
- E. Special orders placed requires a prepayment.

VI. Procedures for Review of NA Literature

- A. The Literature Subcommittee facilitates the evaluation process for any NA literature from the WSO.
- B. The Literature Subcommittee also evaluates any local fellowship NA literature such as newsletters.

Area HIPPR Sub-Committee Guidelines

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 group 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 matter 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 may create service boards or committees directly responsible to those they serve.
10. NA 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 FOR NA 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.