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GUIDELINES

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, Carroll 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 upon registration with NAWS and by request to the ASC.
- 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.
- e. The ASC may remove a Group as a voting member of the ASC if the Group is not represented at ~~four (4)~~ two (2) consecutive ASC meetings.

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 (GSRAs) 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 determined at the end of previous ASC.
 - b. The location of Regular Meetings shall be hosted by NWAA Groups, rotating alphabetically.
 - c. The agenda of the ASC meetings shall be reviewed and amended as needed by the ASC Chair assisted by the Guidance Committee. (SEE POLICY & PROCEDURES)
 - d. The Guidance Committee consists of the ASC Chair, Vice Chair, RCM, RCM Alt, Secretary, Treasurer, and Treasurer in Training.
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
 - a. The ASC shall conduct business using Consensus Based Decision Making (CBDM) except when superseded by these guidelines and not inconsistent with the Twelve Traditions of N.A. and Twelve Concepts for N.A. Service.

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 September.
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. Have a 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:
 - a. ASC Trusted Servants
 - i. R.C.M. 3 yrs
 - ii. R.C.M.-Alt. 2yrs
 - iii. Chairperson 2 yrs
 - iv. Vice-Chairperson 2 yr
 - v. Treasurer 3 yrs
 - vi. Treasurer in Training 2 yrs (non-voting position)
 - vii. Secretary 1 yr
 - viii. Webservant 2 yrs
 - b. ASC Subcommittee Chairs
 - i. Activities 2 yrs
 - ii. HIPPR 2yrs
 - iii. 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. Chair each NWAASC meeting and act as an impartial moderator while conducting the NWAASC business.
 - iii. 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.
 - iv. Be a co-signer on the NWAA bank account.

- v. Open the meeting at the appointed time by taking the chair, calling the meeting to order, and ascertaining that a quorum is present.
 - vi. 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.
 - vii. Put to a vote all motions that come before the NWAASC and announce the results.
 - viii. 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.
 - ix. Be a co-signer on the NWA bank account.
 - x. Responsible for orienting the new elected Trusted Servant to their position for a transitional period of (2) two months.
- b. ASC Vice-Chairperson (Co-Facilitator)
- i. Be in attendance at all NWAASC meetings.
 - ii. In the absence of the Chairperson serves as Chairperson.
 - iii. Be a non-voting member of all subcommittees.
 - iv. Be a co-signer on the NWA bank account.
 - v. 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.
 - vi. Work with the Secretary to update guidelines as guideline changes are approved by the groups/ASC pending review by the Guidance Committee.
 - vii. Responsible for orienting the new elected Trusted Servant to their position for a transitional period of (2) two months.
- 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. Keep the NWAASC's official voting membership roll; and call the roll when required.
 - v. Make the NWAASC minutes and other records available to members upon request.
 - vi. 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.
 - vii. Conduct the correspondence of the NWAASC that is not a function proper of other offices or subcommittees.
 - viii. Copies of the NWAASC minutes shall be available no later than five (5) days following each meeting.
 - ix. Keep on file all NWAASC subcommittee reports, as well as maintain the NWAASC's files and archives.
 - x. Keep the NWAASC E-Mailing list current, i.e., to provide copies to NWAASC service body ONLY.
 - xi. 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).
 - xii. Responsible for orienting the new elected Trusted Servant to their position for a transitional period of (2) two months.
- 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. To have online banking for General Account with Chair and Treasurer having pass codes.
- x. Responsible for orienting the new elected Trusted Servant to their position for a transitional period of (2) two months.
- 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 the same report in writing) covering the business of the RSC.
 - vii. 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.
 - viii. ~~On even number years~~ distribute CAR to each home group upon availability; conduct CAR workshop; return results to RD.
 - ix. Responsible for orienting the new elected Trusted Servant to their position for a transitional period of (2) two months.
- 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. Responsible for orienting the new elected Trusted Servant to their position for a transitional period of (2) two months.
- g. Webservant
 - i. Nominated and elected by the NWAASC.
 - ii. Accountable to NA Fellowship through the NWAASC.
 - iii. Serves as the point of accountability for the website.
 - iv. Respond to all website issues in a timely and effective manner.
 - v. Should have at least one (1) year experience in Internet communications and be proficient in current web technology such as HTML, Wordpress, etc.

- vi. An understanding of the Twelve Traditions is vitally important in this service position as it involves communications and public relations with non-addicts as well as the still suffering addict.
 - vii. Submit a written report to the NW Arkansas Area at each scheduled meeting. This report communicates all financial, technical, and correspondence related to the operation of the website.
 - viii. Distribute email and website feedback communications to Area and Service Committees' point(s) of responsibility.
 - ix. Personal e-mail addresses are not to be used on the NWAANA web site so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications.
 - x. Ensure that the web software is operating accurately, designing the NWAANA website, generating and revising web pages, replying to user communications, and examining traffic through the site.
 - xi. Overseeing website construction and maintenance but also management of content, including placement and creation.
 - xii. To make and keep the NWAANA website compliant.
 - xiii. Responsible for orienting the new Webmaster for a transitional period of (2) two months.
- h. ASC Subcommittee 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. Responsible for orienting the new elected Trusted Servant to their position for a transitional period of (2) two months.
 - ~~ix. Ensure that the Area secretary has updated copy of each subcommittee's guidelines and changes of officers of that subcommittee.~~

ARTICLE VIII: Standing Subcommittees

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. 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.
3. Each Standing Sub-Committee will have a set of Guidelines approved by the ASC describing its purpose, responsibilities, duties, policies, and accountability.
4. Standing Sub-Committees include, but are not limited to:
 - a. Area Activities Sub-Committee
 - b. Area HIPPR Sub-Committee
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.

Area Activities Subcommittee 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 HIPPR Subcommittee Guidelines

I. Purpose

The stated purpose of the Northwest Arkansas Area HIPPR Sub-Committee is “*to carry the message to the addict who still suffers.*” (Tradition 5)

II. Structure

- A. The HIPPR Chairperson shall act as a “*...point of decision and accountability...*” (Concept 5)
 - B. The Sub-Committee shall be led by a “steering committee” comprised of Chair, Vice-chair, Secretary, and Treasurer/Literature. If sufficient trusted servants are unavailable, steering committee members may fulfill multiple duties.
 - C. HIPPR responsibilities can be further delegated among an H&I Coordinator, Phonenumber Coordinator, and PR Coordinator. If sufficient trusted servants are unavailable, steering committee members may fulfill multiple duties. For example, Chair may serve as H&I Coordinator, Secretary may serve as Phonenumber Coordinator, and Treasurer may serve as PR Coordinator. Chair and Vice-chair should be prepared to manage all facets as needed.
 - D. Further division of labor shall be dependent upon necessity and availability of “*effective leadership...*” (Concept 4)
 - E. Each position shall be empowered to fulfill functions of any vacant positions under guidance of committee conscience. (Concept 6)
 - F. H&I, Phonenumber, and PR activities shall follow basic NAWS Guidelines with structural variations inherent to consolidation of trusted servant positions.
- III. Further refinement of this framework shall be made through committee conscience, based on the Twelve Steps, Traditions, and Concepts for NA Service. For example: clean time requirements, length of service terms, scope of responsibility, etcetera shall evolve based upon need and availability of trusted servants. NWAANA ASC shall have final approval and cooperate in facilitating this process.

Area Website Guidelines

I. Purpose and Name

The Northwest Arkansas Area of Narcotics Anonymous (NWAANA) Website is a function of the fellowship of Narcotics Anonymous. The primary purpose of the website is to further the NA groups' primary purpose of carrying the message to the addict that still suffer by providing easily accessible information and communicating the activities of the Northwest Arkansas Area. The Uniform Resource Locator (URL) for this website is <http://www.naofnwa.org>

II. Finance and Site Ownership

Cost of the web hosting and domain registration are the responsibility of the NWAANA. The Northwest Arkansas Area is the owner of the domain name <http://www.naonwa.org> and is responsible for maintaining ownership.

III. Website Content and Management

A. General Site Layout

- a. Only information concerning Group, Area, and Regional events held within the Arkansas Region and neighboring Areas will be considered for posting on the Area website.
- b. Contact Info/Web Links for the Area Service Committees, Arkansas Regional Service Committee, and NA World Services.
- c. Downloadable Documents – Area/Regional Meeting List, Area Minutes, Area Forms, Service Committee Communications, Area Guidelines, NA approved Service Resources, etc.
- d. Welcome/Home Screen
- e. NWAANA Group, Subcommittee, and Service Meeting Schedules
- f. NA Activities, Events, Conventions, Workshops
- g. NA Event Flyers – all flyers should include:
 - i. Event Name
 - ii. Event Date including “Doors Open/Start Time” and End Time if applicable
 - iii. Event Location including city and street address. If event location doesn't have a street address (ex: campouts), a location name that can be found on a map.
 - iv. Contact Person and Phone Number.
 - v. Graphics clearly indicating this is a Narcotics Anonymous event, e.g. “Narcotics Anonymous” text or the “N.A.” symbol.
 - vi. A prominent statement that no affiliation or endorsement exists.
 - vii. Area/Region web link.
- h. Contact Form
- i. Current Hotline/Helpline Number(s)
- j. NA Announcements or Current Service/Literature Projects

- k. External Hyperlinks will only direct the user to official NA websites. These links will be evaluated monthly for integrity and upholding the 12 Traditions and 12 Concepts of Service before being made available on the Area Website.
- B. Accessibility
- a. We recognize that online information is accessible to only persons with Internet access. To make information available to the widest possible audience, the address of our site and phonenumber should be printed on our meeting lists and other flyers throughout the Area.
 - b. Internet browser compatibility will be as universal as possible when considering design elements of the website.
 - c. The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.
 - d. The size of files for downloading should be kept low to reduce the time needed for downloading and slow connection speeds, whenever possible.
 - e. Files for downloading should be scanned for viruses before posting to the website.
 - f. Accessibility of the website through search engines should be reviewed periodically.
 - g. Text font size will be chosen for easier reading for all platforms.
 - h. Information included on flyers and images shall be provided in text-based format to accommodate screen reader technology.
 - i. All videos/audio posted on the website shall include captions and/or a transcript.
- C. Non-Affiliation (or Endorsement) – In keeping with our Traditions, at no time shall any link, icon, graphic or statement be placed on the website that implies or communicates an endorsement or affiliation to any outside enterprise or organization. The only exception to this requirement shall be links to maps for directions to events or meetings.
- D. Copyright Law & Intellectual Property – No material or literature that is protected by Copyright Law or Intellectual Property will be used on the website without specific permission from the owner of the material.

IV. General Guidelines and Policies

- A. The username and user password to publish the website will be held by the Webservant, Area Chair, Area Vice Chair, and outgoing Webservant.
- B. Passwords shall be changed annually to coincide with the election of new trusted servants, if the password is compromised, or if there is any suspected breach to the website. The updated password will be distributed immediately to the trusted servants responsible above.
- C. A single point of contact for each Area Service Committee is established for the purpose of communications to the Webservant. This communications liaison is utilized for the purpose of updating information on the website.
- D. Each homegroup may request to post information concerning local Area activities, meetings or other Narcotics Anonymous related information, excluding personal recovery

communications. In the event of questionable content, the Webservant shall contact two trusted servants of the Area Service Committee for review and input. If the three of them feel the flyer is inappropriate, the Webservant shall not post the flyer; but will contact the sender for revised content.

- E. Photos of any identifiable person, whether an NA member or not, are never used.
- F. Site Changes will be done at the direction and on behalf of the groups in the NW Arkansas Area.
- G. Website Maintenance and Backup of Content will be done regularly.
- H. Technology evolves quickly and these guidelines shall not ever be so restrictive that the Area is not able to fulfill its primary purpose.

V. Anonymity and Privacy

- A. Since information made accessible on the internet can be accessed all over the world, we will not include names or phone numbers of any individual members. No personal contact information, including last names, e-mails, addresses, and phone numbers will be posted directly on the website. However, any information found on flyers, newsletters and other such material is included at the discretion of the posting party.
- B. Privacy policy on communications with the NA service structure is an important aspect of our Twelfth Tradition of anonymity.
- C. The Web Subcommittee will apply all of the Traditions and the Twelve Concepts of Service in developing and implementing a Privacy Policy for the Area website.
- D. This privacy policy will evolve as needed and be approved by the Area Service Committee before posting on the website.
- E. The following is the current Privacy Policy (to be posted) as posted on the Northwest Arkansas Area website:

Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."

Communications: Any communication submitted to the Northwest Arkansas of Narcotics Anonymous will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feedback take their own precautions if they desire to remain anonymous. All communications considered to be official Narcotics Anonymous business requires some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.

Personal Requests: Under no circumstances will we forward mail of a personal nature to any Narcotics Anonymous member here in the Northwest Arkansas Area. This is an official website of the Northwest Arkansas Area and we do not acknowledge anyone's membership in Narcotics Anonymous. Thank you for respecting this policy.

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 (see Policy & Procedures) is maintained, ~~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. All NWAASC spending in excess of \$500.00 must be sent to the Groups for approval.
 - f. 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.
 - g. All requests for money must include a dollar amount.
 - h. NWA ASC Activities Subcommittee bank account should only have signers on the account to include:
 - i. Any trusted servants on the main account
 - ii. Activities Chair

ARTICLE XII: Amendments of the Guidelines and Procedures

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 $\frac{2}{3}$ 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 shall occur annually by the NWAASC Guidelines Ad-hoc subcommittee.
6. **Add how to update procedures**

POLICY & PROCEDURES

ARTICLE IV: Meetings

Regular Meetings

ASC SERVICE MEETING - AGENDA

1. OPEN MEETING
2. READ TRADITIONS, CONCEPTS, PURPOSE OF THE ASC
3. ROLL CALL - ESTABLISH VOTING QUORUM
4. SECRETARY'S REPORT
5. TREASURER'S REPORT - OPENING BALANCE
6. GROUP REPORTS
7. RCM REPORT
8. SUBCOMMITTEE REPORTS
 - ___ ACTIVITIES
 - ___ HIPPR
 - ___ WEB
 - ___ AD HOC
9. OLD BUSINESS
10. OPEN SHARE
11. MONEY MOTIONS/TREASURER REQUESTS
12. NEW BUSINESS
13. A. ELECTION OF NEW OFFICERS (IF NECESSARY)
 - B. NOMINATIONS (ELECT INTERIM, IF NECESSARY)
14. REVIEW THE BUSINESS OF THE DAY
15. ESTABLISH NEXT MEETING TIME AND PLACE
16. ANNOUNCEMENTS
17. FINAL TREASURER'S REPORT
18. MEETING CLOSSES

Meeting Procedures

- a. 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.

- b. 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.
- c. All reports by Sub-Committee Chairpersons, Trusted Servants and GSR's (or their Alternates) must be legibly typed and handed in to the Secretary.
- d. All RSC motions will be voted on at the ASC prior to the RSC quarterly meeting.
- e. 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.
- f. The purpose of the Special Meeting shall be stated in the call. No business other than that mentioned in the call will be conducted.
- g. The location of the Special Meeting shall be selected by the ASC.
- h. 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. 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.
 - b. 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.
 - c. If elected to an Area position, it is suggested that a GSR resign their position at the Group level.
 - d. 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.
 - e. No NWAASC trusted servant shall be eligible to serve more than two consecutive terms in the same office.
 - f. 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.
 - g. 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.
 - h. 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.
 - i. 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.

- j. It is suggested that the Area Trusted Servants represent the various Groups of the NWAA.
2. Vacancies
- k. 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.
 - l. Nomination and election may simultaneously proceed for a vacancy when it has existed past two regular NWAANA meetings.

ARTICLE X: Financial

2. **Prudent reserve includes:**

- i. Two consecutive ASC ~~monthly~~ meeting budget expenses; and
- ii. Any funds set aside for an ASC approved ad-hoc or service projects; and
- iii. A sinking fund/accrual for all ASC budget expenses that are paid annually (ie: web hosting, storage, post office).

3. Budgets

- a. Area Activities budget is \$6,250.00 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 \$6,250.00 at the end of BRU is to be deposited in the NWAANA main bank account.
- b. Area HIPPR budget is \$2,000.00 annually (of which \$330.00 is to be held as Prudent Reserve) for operating supplies, (IP's, key tags, etc.).
- c. RCM budget is \$350.00 quarterly (Feb., May, Aug., Nov.) for travel expenses.
- d. Web budget is \$200.00 annually for hosting fee and domain registration.
- e. Additional costs of \$80.00 annually for a Post Office box and \$685.00 annually for a storage building has been authorized.
- f. If there is a rental fee for the home group to host the ASC meeting, the ASC shall pay the rental fee up to \$50.00 ~~monthly~~ per meeting.

ARTICLE XI: Grievance Procedure ??

ADDENDUMS

ARTICLE XIII: Addendum

Calendar / Timeline (tasks, duties, etc) ??

ASC Motion Form

NWAANA SERVICE COMMITTEE - MOTION TO ASC					
DATE: _____				MOTION # _____	
MAKER OF MOTION: _____				POLICY CHANGE: YES / NO	
MOTION 2ND: _____					
MOTION: _____					

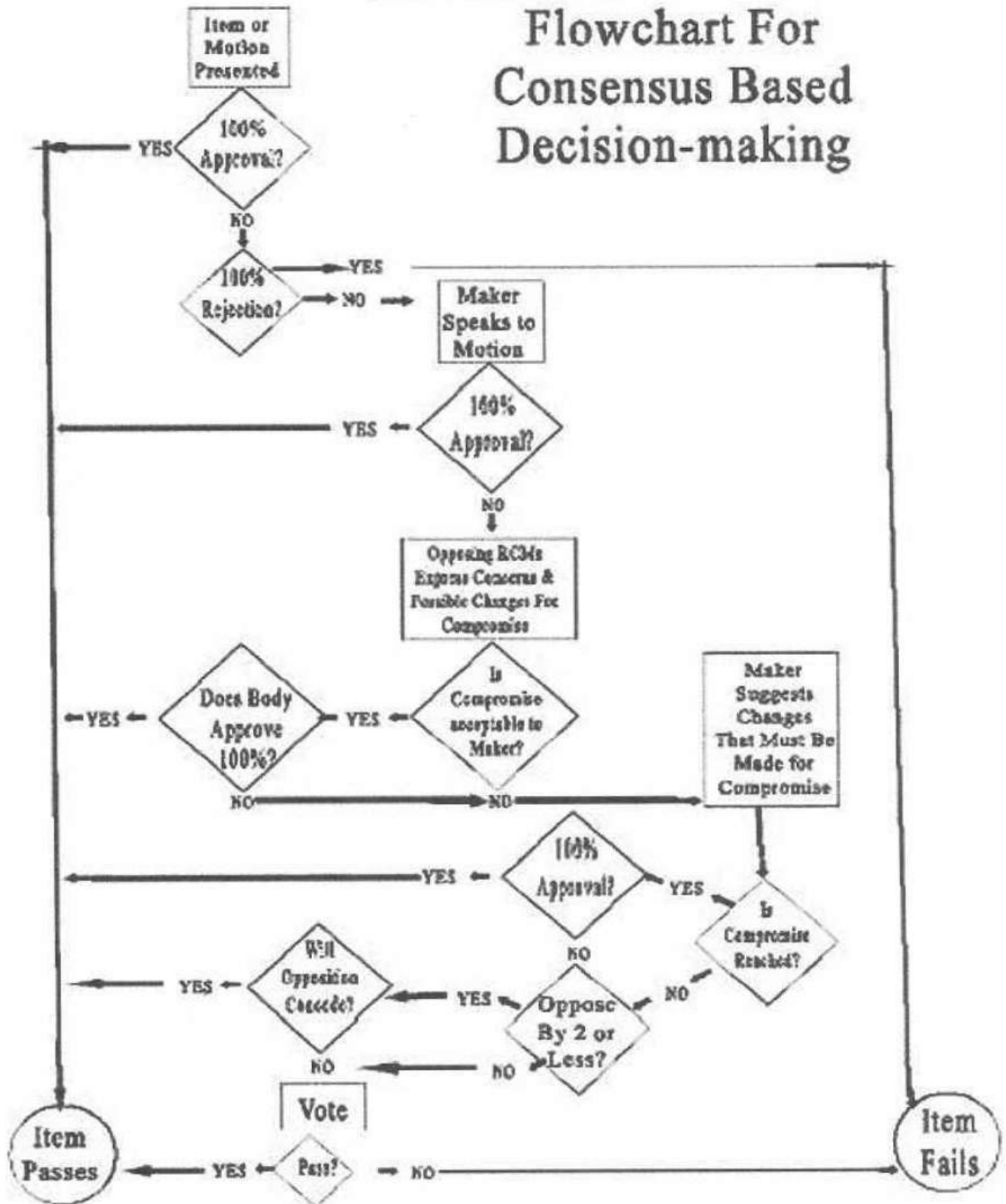
INTENT: _____					

POLICY AFFECTED: _____					
FINANCIAL IMPACT: _____					

OUTCOME:	PASSED	FAILED	TABLED	REFERRED TO:	

Consensus Flowchart

Flowchart For Consensus Based Decision-making



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, Phoneline, 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

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)

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 TWELVE STEPS OF NARCOTICS ANONYMOUS

If you want what we have to offer, and are willing to make the effort to get it, then you are ready to take certain steps. These are the principles that made our recovery possible.

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly ask Him to remove our shortcomings.
8. We made a list of all persons we had harmed and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

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 matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but 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.