

# NWA ASC Guideline Amended November 2025

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## **NWA ASC Guideline Amended November 2025**

### **DEFINITION OF AN AREA SERVICE COMMITTEE**

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR's) from groups within a designated area, executive committee, and subcommittee chairpersons, which meets regularly for the express purpose of serving the specific needs of its member groups (note "group(s) and "homegroup(s) are used interchangeably in this policy and are understood to have the same meaning). It also serves as a link between these groups and the Arkansas Regional Service Committee of Narcotics Anonymous to foster unity.

The most important service that an ASC provides is that of its groups' needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions that are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups. In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is the group's responsibility to offer this support.

However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

### **INTRODUCTION**

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 and/or Policies of the NWA ASC of Narcotics Anonymous
5. A Guide to Local Services in Narcotics Anonymous

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 groups in particular.

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### **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)

### **NWA SERVICE MEETINGS & SERVICE AREA**

#### **1. The Northwest Arkansas Area**

The NWA Area was formed in June of 1987 and is composed of groups within the boundaries of the NWA Area. The NWA Area shall consist of, but not limited to, Benton, Carroll and Washington Counties in Northwest Arkansas.

#### **2. The Northwest Arkansas Area Service Committee (ASC)**

- a. The ASC coordinates Narcotics Anonymous activities approved by the groups of the NWA Area and serves as a link between these groups and the Arkansas Regional Service Committee (RSC).
- b. The ASC is the service committee of voting and non-voting members of the NWA Area of Narcotics Anonymous.
- c. The regular meeting of the ASC shall be determined at the end of previous ASC.
- d. The location of regular meetings shall be hosted by the ASC groups, rotating alphabetically (unless decided otherwise by the ASC).

#### **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, as defined above, may be included on the Area Meeting List upon request to the area.
- c. 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.
- d. The ASC may remove a group from the roll call/quorum count if the group is not represented at two (2) consecutive ASC meetings.

### **CONDUCTING AREA BUSINESS**

#### **QUORUM**

1. Official quorum is a simple majority of member groups or in the case of an even number of member groups, one half of the member groups is a quorum.
2. If quorum is not reached all business except new business, elections, and treasury requests over \$250.00 may be conducted.
3. Quorum must be reached no later than 30 minutes after the designated starting time of the ASC meeting.
4. GSR or the GSR Alt (in their absence) are eligible for quorum.

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### **REPRESENTATION & VOICE (MEMBERS)**

1. The ASC shall have two (2) classifications of members only: voting members and non voting members.
2. Voting members shall consist of Group Service Representatives (GSR), Group Service Representative Alternates (GSR Alt) in their absences, or any elected group representative.
3. Non-voting members shall consist of ASC Officers, Sub-Committee Chairpersons, and Narcotics Anonymous members of Area groups (observers).
4. Any voting participant, non-voting participant, or observer may introduce discussion topics and participate in discussions if recognized by the Chair.
5. All NA members present can participate in CBDM discussions, including objections.
6. Only voting members can take part in determining consent, removal of officers, and elections.
7. Each participating, voting member will have one vote.

### **MEETING DECISION MAKING**

1. 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.
2. Any NWA 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.
3. 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.

**Consensus Based Decision Making (CBDM)** will be established and used to conduct business at the ASC. Acting within the principles of the Narcotics Anonymous Sixth and Ninth Concepts of Service the business portion of an ASC is usually conducted by consensus rather than voting. With CBDM being established; the use of "parliamentary procedures" or "Robert's Rules of Order" is not necessary and will not be utilized by this ASC.

1. The CBDM process:
  - a. Motion or Proposal is presented.
  - b. Floor open for clarification, discussion and sharing. (see "Decision Making" ADDENDUM)
  - c. After a sharing session, the chair will call for a consensus. Participants may respond in one of three ways:
    - i. Assent: Support of proposal.
    - ii. Abstention: Neither support or non-support signified by remaining silent.
    - iii. Stand Aside or Dissension: Statement of non-support of the proposal signified by a show of hands and verbal declaration of "standing aside" or "descend".
2. Does the motion/proposal receive 80% approval or dissension? If 80% approval, motion passes. If 100% dissension, motion fails. If proposal does not receive 80% approval or dissension, go to #3.
3. The Chair asks the maker to fully express the intent and what is hoped to be accomplished with the idea. The Chair asks if the additional information has changed

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anyone's opinion. If so, is there now 80% approval? If so, motion passes. If motion still does not receive 80% approval, the opposing individuals are asked to express their concerns and what it might take to reach a compromise.

4. The maker is asked if the compromise is acceptable. If so, the Chair asks if there is any further discussion needed. If not, the Chair asks if there is any opposition. If not, motion passes.
5. If a compromise cannot be reached, the Chair asks if those opposing are willing to concede (or stand aside) and allow the decision to move forward. If the opposition agrees to stand aside, the item passes. If the opposition does not stand aside, or the motion is opposed by more than 2 people and does not receive 80% approval of voting members, the motion fails.
6. Proposals for changes to the ASC Guidelines shall be submitted in writing and taken back to the groups after clarification, discussion, and sharing to be voted on at the next ASC for approval using the CBDM process.

Ground rules for presenting proposals:

1. Time limit per discussion will be set by the Chair.
2. The ASC body may decide if more time is needed for further discussion.
3. Individuals will have 2 minutes per discussion periods to share on a proposal.
4. No repetition of shared information or opinions.
5. Respect each others' time for sharing. Only one person at a time shares as recognized by the ASC Chair.
6. The ASC Chair may call for a consensus decision at the conclusion of the sharing session.
7. Once a proposal or issue has been voted on, the issue may not be brought up again for vote for at least two (2) consecutive ASC meetings.

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.

### **MEETING PROCEDURES**

1. All reports by Sub-Committee Chairpersons, Trusted Servants and GSR's (or their Alternates) must be legibly typed and handed in to the Secretary.
2. All RSC motions will be voted on at the ASC prior to the RSC quarterly meeting.
3. Special Meetings may be called by the Chairperson of the ASC or may be called by a written request of 50% of the trusted servants of the ASC.
4. The purpose of the Special Meeting shall be stated in the call. No business other than that mentioned in the call will be conducted.
5. The location of the Special Meeting shall be selected by the ASC.
6. At least 10 days notice of the Special Meeting will be given to GSR's, GSR Alternates, and Area Trusted Servants.

### **GUIDELINE / POLICY AMENDMENTS & UPDATES**

1. Any NA member may propose a guideline amendment by submitting it in writing to the ASC Chair.
2. Proposals will follow the Consensus-Based Decision Making (CBDM) process.
  - a. The motion is clarified and discussed at the ASC.

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- b. It is then sent back to groups for review and input.
- c. Final approval occurs at the next ASC using the CBDM process.
3. Approved amendments take effect immediately unless otherwise stated.
4. Guidelines will be reviewed annually by the ASC Guidance Committee or an appointed ad hoc committee. The review will be completed by the November ASC.
5. Addendums may be updated by the ASC as needed or sent back to groups for review and input at the discretion of the ASC.

## **NWA AREA SERVICE COMMITTEES**

### **STANDING 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: Coordinates and plans activities which promote unity and fellowship in the NA program as well as generate funds. All activities are to be held in accordance with the Twelve Traditions of Narcotics Anonymous.
  - b. Area HIPPR Sub-Committee:
    - i. Hospitals & Institutions: Coordinates all local Narcotics Anonymous hospitals and institutions meetings. Carries the NA message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition.
    - ii. Phoneline: These services maintain and coordinate an effective 24 hour/7 days a week pool of helpline volunteers. Through our volunteers we form a link between Narcotics Anonymous and the general public.
    - iii. Public Relations: To effectively carry the message of recovery to the still sick and suffering addict by increasing the recognition of NA by informing the public that Narcotics Anonymous exists, offer recovery from addiction and provide information about how and where to find it. The area's PR subcommittee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information.
  - c. Website: maintain and update NWA ASC website and meeting list.
3. The Chairperson for each Standing Subcommittee shall be elected by the voting members of the ASC. Trusted Servants of each Sub-Committee will be elected by the Subcommittee members.
4. Each Standing Subcommittee will have a set of Guidelines approved by the ASC describing its purpose, responsibilities, duties, policies, and accountability.
5. Each Standing Subcommittee shall make a report at the regular ASC meetings and submit a report in writing to the ASC Secretary.

### **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 or at the request of the ASC.
2. The Ad Hoc Committee shall exist only as long as its project and/or purpose are viable, or as determined by the ASC.

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3. Chairpersons may be recommended by the ASC, from active qualified members of the N.A. Fellowship in NWA. Other members of the Ad Hoc committee will consist of those appointed and persons 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 upon completion of the assigned duties.

### **FINANCIAL (GENERAL GUIDELINES)**

1. 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.
2. The ASC depends on a steady reliable flow of funds from the groups to meet its responsibilities.
3. At each regular ASC meeting, out of surplus funds, after a prudent reserve is maintained, 15% shall be passed along the service structure. Any additional amount above 15% will require a majority vote of the ASC.
4. All ASC spending shall be approved by the ASC.
5. All ASC spending in excess of \$500.00 must be sent to the groups for approval.
6. Any expenses of an ASC Trusted Servant, to be reimbursed, must give evidence of expenditure with a category and submitted to the ASC Treasurer and approved by the ASC.
7. All requests for money must include a dollar amount.
8. NWA ASC Activities Subcommittee bank account should only have signers on the account to include:
  - a. Any trusted servants on the main account
  - b. Activities Chair
9. The ASC will conduct an annual audit by those listed on the ASC bank account and at least one other ASC trusted servant not on the bank account. The audit will be completed by the January ASC and a report made to the ASC by the Guidance Committee (see "Guidance Committee").
10. Budgets and Prudent Reserve
  - 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 NWA ASC 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. 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 per meeting.
  - e. Sinking fund/accrued expenses: (Annual cost increases for these existing services may be approved by the ASC without returning to groups, provided the increase is based on documented market rate changes and the service remains the same. Any proposed change in service provider or the type of service being

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offered that results in a new increased rate must be brought back to the groups for a vote.):

- i. Web budget is \$200.00 annually for hosting fee and domain registration.
  - ii. Additional costs of \$80.00 annually for a Post Office box and \$685.00 annually for a storage building has been authorized.
- f. Prudent reserve includes:
- i. Two (2) consecutive ASC 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.)

### **ROLES, QUALIFICATIONS & CLEAN TIME REQUIREMENTS**

#### Qualifications:

1. All ASC Trusted servants must have the time, resources, and willingness to fulfill their duties thoroughly and responsibly.
2. Be in attendance at all ASC meetings.
3. Have a working knowledge of the 12 Steps, Traditions, and Concepts, ASC Guidelines, and Consensus Based Decision Making (CBDM).
4. Should have the ability to organize and plan administrative actions; have good communication and correspondence skills; have good leadership abilities; objective, tolerant, and impartial.
5. It is suggested that ASC trusted servants have previous service experience as an officer, subcommittee member or officer, or a representative at group level.
6. Provide orientation to their successor for two (2) ASC meetings.

#### Clean Time Requirements:

1. ASC Trusted Servants
  - a. RCM 3 yrs (money handling)
  - b. RCM Alt. 2 yrs
  - c. Chairperson 2 yrs (money handling)
  - d. Vice-Chairperson 2 yrs (money handling)
  - e. Treasurer 3 yrs (money handling)
  - f. Treasurer in Training 2 yrs
  - g. Secretary 1 yr
2. ASC Subcommittee Chairs
  - a. Activities 2 yrs (money handling - Subcommittee ONLY)
  - b. HIPPR 2 yrs
  - c. Ad Hoc 2 yrs
  - d. Webservant Special worker (as of Sept 2025)

### **DUTIES & RESPONSIBILITIES**

#### **GUIDANCE COMMITTEE**

1. The agenda of the ASC meetings shall be reviewed and amended as needed by the ASC Chair assisted by the Guidance Committee. (SEE ADDENDUMS)
2. The Guidance Committee consists of the ASC Chair, Vice Chair, RCM, RCM Alt, Secretary, Treasurer, and Treasurer in Training.

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3. The ASC will conduct an annual audit by those listed on the ASC bank account and at least one other ASC trusted servant not on the bank account. The audit will be completed by the January ASC and a report made to the ASC by the Guidance Committee (see "Financial").
4. Responsible for conducting an annual review of the ASC Guidelines to ensure they remain relevant, consistent, and aligned with the needs of the area; this review may also be delegated to an appointed ad hoc committee at the discretion of the ASC. The review will be completed by the November ASC.

### **ASC Chairperson**

1. Presides over the ASC meeting as an impartial moderator.
2. Review and finalize meeting agendas with the Guidance Committee.
3. Facilitate orderly business using a structured format, recognizing speakers and enforcing rules of order.
4. Make arrangements to have the ASC Vice Chair carry out the responsibilities of the office if not available.
5. Be a co-signer on the ASC bank account.

### **ASC Vice-Chairperson**

1. In the absence of the Chairperson serves as Chairperson.
2. Act as liaison between subcommittees and the Guidance Committee; assist subcommittee chairs with communication and coordination.
3. Be a non-voting member of all subcommittees.
4. Work with the Secretary to update guidelines as guideline changes are approved by the groups/ASC pending review by the Guidance Committee.
5. Be a co-signer on the ASC bank account.

### **ASC Secretary**

1. Make arrangements to have a temporary, qualified replacement carry out the responsibilities of the office if not able to attend ASC.
2. 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.
3. Keep impartial records (minutes) of all the proceedings in general and special meetings of the ASC. The ASC 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.
4. At each regular ASC meeting, the minutes of the last regular ASC 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).
5. Keep the ASC's official voting membership roll; and call the roll when required.
6. Make the ASC minutes and other records available to members upon request.
7. Maintain records in which the ASC guidelines and minutes are entered, with any amendments of these documents properly recorded, and to have the current records on hand at every ASC meeting.
8. Conduct the correspondence of the ASC that is not a function proper of other offices or subcommittees.
9. Distribute minutes within two (2) weeks of each meeting.

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10. Keep on file all ASC subcommittee reports, as well as maintain the NWA ASC's files and archives.
11. Keep the ASC E-Mailing list current, i.e., to provide copies to ASC service body ONLY.

### **ASC Treasurer**

1. Make arrangements with the Guidance Committee to carry out the Treasurer's responsibilities if not able to attend ASC.
2. Be custodian of the ASC funds not entrusted to other officers or subcommittees.
3. Disburse funds as approved by the NWA ASC.
4. Be a co-signer on the ASC bank account.
5. Make a written report of all receipts and disbursements at each regular ASC meeting.
6. All cash donations are to be counted by the Treasurer & one (1) other trusted servant & noted in the ASC minutes.
7. All money received by the Area Treasurer is to be deposited in the Area account within five (5) working days after receiving those monies.
8. For every ASC meeting do a budget summary, actual versus projected budget.
9. To have online banking for general account with Chair and Treasurer having pass codes.

### **Regional Committee Member (RCM)**

1. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson at the NWA ASC.
2. To represent the ASC at the meetings of the RSC.
3. Be a co-signer on the ASC bank account.
4. Make a report to the ASC at each regular meeting (submit the same report in writing) covering the business of the RSC.
5. Ensure the RSC meeting location is open and prepared by coordinating with the site contact.
6. Distribute CAR to each home group upon availability; conduct CAR workshop; return results to RD.

### **Alternate Regional Committee Member (RCM Alt)**

1. In the absence of the RCM, to serve as RCM.
2. Attend the scheduled meeting of the RSC.
3. Assist the RCM as necessary and as requested either by the RCM or the ASC.

### **Webservant**

1. Appointed as a special worker by the NWA ASC.
2. Accountable to NA Fellowship through the NWA ASC.
3. Serves as the point of accountability to the ASC for the website.
4. Respond to all website issues in a timely and effective manner.
5. Should have at least one (1) year experience in Internet communications and be proficient in current web technology such as HTML, Wordpress, etc.
6. 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.
7. 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.

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8. Forward email and website feedback to the appropriate trusted servants or subcommittees.
9. Personal e-mail addresses are not to be used on the NWA Area 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.
10. Ensure that the web software is operating accurately, designing the NWA Area website, generating and revising web pages, replying to user communications, and examining traffic through the site.
11. Overseeing website construction and maintenance but also management of content, including placement and creation.
12. To make and keep the NWA Area website compliant.
13. Responsible for orienting the new Webmaster for a transitional period of two (2) ASC meetings.

### **ASC Subcommittee Chairpersons**

1. Attend all ASC meetings or make arrangements to have their Vice Chair or other qualified temporary replacement carry out the responsibilities of the office.
2. 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.
3. Assure that the subcommittee has the necessary information and material to accomplish its goals.
4. Communicate with the ASC Vice Chair and other trusted servants as necessary and as outlined in these guidelines.
5. Provide, or arrange to provide, reports as outlined in these guidelines.
6. Participate, as feasible, in RSC meetings and workshops.
7. Annually review subcommittee guidelines and submit motions for guideline changes at NWA ASC.
8. Responsible for submitting any proposed updates to their subcommittee's guidelines to the ASC annually or as changes arise.

### **NOMINATIONS & ELECTIONS**

ASC 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. It is suggested that the Area Trusted Servants represent the various groups of the ASC.

1. Nominations for all ASC positions open at the close of the March ASC.
2. Nominations are accepted at the May ASC and sent to groups for consideration.
3. Voting takes place at the July ASC.
4. Outgoing trusted servants shall pass on all materials to their replacements by the next ASC, or sooner if specified.

### **NOMINATIONS**

1. Nominees must be present at the ASC to answer questions about qualifications and confirm willingness to serve.
2. No ASC trusted servant shall be eligible to serve more than two (2) consecutive terms in the same position.
3. A position may remain vacant until a qualified and willing nominee is available.

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4. It is suggested that no individual hold more than one ASC level position at a time. Trusted servants are also encouraged not to hold simultaneous positions at Regional or World levels while serving at Area.
5. If elected to an Area position, it is suggested that a GSR resign their position at the group level.
6. If an ASC 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.
7. The ASC Vice Chairperson is an office unto itself, and therefore the Vice Chairperson does not automatically succeed the ASC Chairperson at the expiration of the Chairperson's term.
8. 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 (1) year as alternate prior to automatic nomination for the position of RCM.

### **ELECTIONS**

1. Subcommittee Chairpersons will be elected by the ASC, as outlined in these guidelines.
2. Each Subcommittee shall select its own officers beyond the Chair.

### **VACANCIES**

1. Notice of intent to fill a vacancy shall be provided at a regularly scheduled ASC meeting.
2. Elections to fill a vacancy of an office shall occur within two (2) regular ASC meetings after the vacancy is announced.
3. If no one is available, duties may be temporarily reassigned:
  - a. Officer vacancies: reassigned by the Chair.
  - b. Subcommittee Chair vacancies: reassigned by the Vice Chair.
4. If the Chair or RCM position becomes vacant, the Vice Chair or RCM Alt will assume duties until a new election.
5. If a vacancy has lasted more than two (2) meetings, nominations and elections may occur simultaneously.

### **REMOVAL FROM A POSITION**

1. Trusted servants may be removed from office through the CBDM process by participating voting members (see "Representation"). Grounds for removal include, but are not limited to:
  - a. Mismanagement of NA funds
  - b. Failure to fulfill responsibilities
  - c. Consistent absence from ASC meetings
  - d. Actions that jeopardize the fellowship
  - e. Note: Relapse constitutes automatic resignation
2. The removal process may include a discreet discussion facilitated by an Ad Hoc Committee composed of ASC trusted servants and voting members.
3. The ASC does not have the authority to remove a GSR from their group level position.

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### **Area Activities Subcommittee Guidelines**

#### **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 Activities Subcommittee is to help further our primary purpose by coordinating and planning activities which promote unity and fellowship in the NA program as well as generate funds. All activities are to be held in accordance with the Twelve Traditions of Narcotics Anonymous.

#### **Section II. Participants**

- A. Composed of NA 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 subcommittee members.
- C. The Subcommittee Chairperson is nominated and elected by the ASC.
- D. It is suggested/requested that all subcommittee members attend all ASC activities and events.

#### **Section III Activities Subcommittee Elections and Officer Duties**

##### **1. Activities Subcommittee Chairperson**

The Chairperson is nominated by the ASC in accordance with the ASC guidelines. The Chairperson will lead the service committee meetings, and only vote in order to break tie. The 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 Chairperson is ultimately responsible for co-counting all donations from any event with another trusted servant.

##### **2. Activities Subcommittee Vice Chair**

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

##### **3. Activities Subcommittee Secretary**

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

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**Area HIPPR Subcommittee Guidelines**

**I. Purpose**

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

- A. Hospitals & Institutions: Coordinates all local Narcotics Anonymous hospitals and institutions meetings. Carries the NA message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition.
- B. Phoneline: These services maintain and coordinate an effective 24 hour/7 days a week pool of helpline volunteers. Through our volunteers we form a link between Narcotics Anonymous and the general public.
- C. Public Relations: To effectively carry the message of recovery to the still sick and suffering addict by increasing the recognition of NA by informing the public that Narcotics Anonymous exists, offer recovery from addiction and provide information about how and where to find it. The area’s PR subcommittee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information.

**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” composed 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, Phoneline 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 Phoneline 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 the 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, Phonelines, 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, guided by the Twelve Steps, Traditions, and Concepts for NA Service. Suggestions to change guidelines shall be submitted to the ASC for review and approval.

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## Area Website Guidelines

### I. Purpose and Name

The Northwest Arkansas Area of Narcotics Anonymous (NWA ASC) 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 suffers 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 NWA ASC. 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. NWA ASC 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 regularly 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.

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- 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 (2) 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

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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.*

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**ADDENDUMS**

**MEETING AGENDA**

**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 CLOSES

**ABBREVIATION LIST**

- 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  
NWA: Northwest Arkansas  
RCM: Regional Service Committee Member  
RD: Regional Delegate  
RSC: Regional Service Committee  
WSC: World Service Conference  
WSO: NA World Service Office

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**CALENDAR / TIMELINE**

<p align="center"><b><u>JAN</u></b>  <b>ASC</b> - 2nd Saturday          (ASC audit report due)          —  <b>SZF</b> - last weekend</p>	<p align="center"><b><u>FEB</u></b>  <b>RSC</b> - 1st weekend          (RSC nominations open)          —  <b>WSC</b> - CAR votes</p>	<p align="center"><b><u>MARCH</u></b>  <b>ASC</b> - 2nd Saturday          (ASC nominations open)          —  <b>WSC</b> - CAR votes (if not          completed at FEB RSC)</p>
<p align="center"><b><u>APRIL</u></b></p>	<p align="center"><b><u>MAY</u></b>  <b>RSC</b> - 1st weekend          (RSC nominations close)          —  <b>ASC</b> - 2nd Saturday          (ASC nominations closed)          —  <b>WSC</b> - meets 2026 &amp; 2029</p>	<p align="center"><b><u>JUNE</u></b></p>
<p align="center"><b><u>JULY</u></b>  <b>ASC</b> - 2nd Saturday          (ASC elections)          —  <b>SZF</b> - last weekend</p>	<p align="center"><b><u>AUG</u></b>  <b>RSC</b> - 1st weekend          (RSC elections)</p>	<p align="center"><b><u>SEPT</u></b>  <b>ASC</b> - 2nd Saturday          (ASC elections)</p>
<p align="center"><b><u>OCT</u></b>  <b>SZF</b> - last weekend          —  <b>MZSSNA</b> - follows WSC          cycle</p>	<p align="center"><b><u>NOV</u></b>  <b>RSC</b> - 1st weekend          (RSC budget revised)          —  <b>ASC</b> - 2nd Saturday          (ASC audit)</p>	<p align="center"><b><u>DEC</u></b></p>

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**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:	

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### **CONSENSUS BASED DECISION MAKING (CBDM) & FLOWCHART (attached)**

As pertaining to decision making, The Seventh Concept is one way of putting the principle of group conscience to work in the service environment. This concept suggests that each service body should encourage all its members to participate in its decision-making process. By bringing their different perspectives together, we give our service bodies the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.

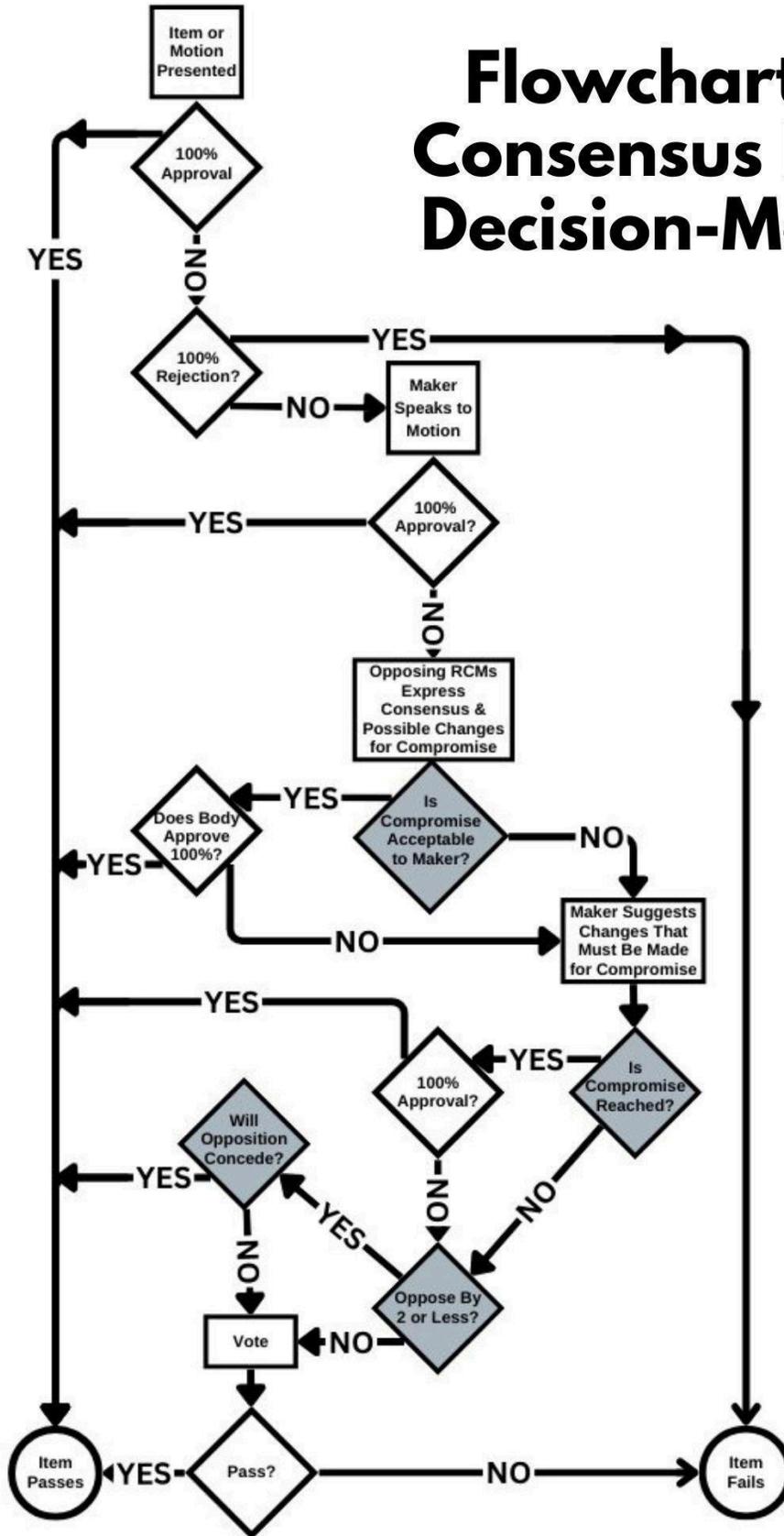
NA service is a team effort. Our service representatives are responsible to the EANA Groups. The full participation of each member of EANA is of great value to the collective conscience of the whole.

It's easy to discuss things with those who agree with us. But in recovery we've learned that our own best thinking may not necessarily offer us the best possible guidance. We have been taught that, before making significant decisions, we should check our judgment and motives against the ideas of others. Our experience has shown us that the ideas of those who disagree with us are often the ones we need most to hear. The Ninth Concept puts this aspect of our recovery experience to work in the service environment. When making a decision, our groups, service boards, and committees should actively seek out all available viewpoints.

An effective group conscience is a fully informed group conscience. The Ninth Concept is one tool we use to help ensure that our group conscience is as well-informed as it can possibly be. In any discussion, it is tempting to ignore dissenting members, especially if the vast majority of members think alike. Yet it is often the lone voice, offering new information or a unique perspective on things that saves us from hasty or misinformed decisions. In Narcotics Anonymous, we are encouraged to respect that lone voice, to protect it, even to seek it out, for without it our service decisions would undoubtedly suffer.

Concept Nine also encourages us, individually, to frankly speak our minds in discussions of service issues, even when most other members think differently. This concept is not telling us to become perpetual naysayers, objecting to anything agreed to by the majority. It does say, however, that we are responsible to share our thoughts and our conscience with our fellow members, carefully explaining our position and listening with equal care to the positions of others. When we show the courage necessary to speak our mind, while also showing respect for one another, we can be confident that we act in the best interests of the EANA Groups. By insisting on thorough discussion of important issues, the worst we can do is take a little of each other's time; at best, we protect the fellowship from the consequences of a hasty or misinformed decision. - Excerpts from Concept 7 and Concept 9 (Amended)

# Flowchart For Consensus Based Decision-Making



**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 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.

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### **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.