



# **Esperanza Area of Narcotics Anonymous**

## **Area Service Committee Policy**

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**As of October 18, 2020**

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## THE TWELVE TRADITIONS OF NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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

## **TRADITION NINE**

This tradition states that we ought never be organized, but we may create service boards and committees. This seems to be at first glance almost a contradiction in terms, but somehow we must untangle this mess. We ought never be organized; however, disorganization is killing us. What can we do without violating this tradition? What about mapping it out with charts and descriptions of everything, isn't that organization?

The purpose of laying out these committees in an orderly form, showing what they do and how they relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method by which the services necessary to NA can be provided and performed with the very minimum of confusion. These Area guidelines are in keeping with our Ninth Tradition.

## **CONFLICT OF INTEREST POLICY**

**(Pursuant to 501c3 status)**

In keeping with the Sixth Tradition we do not endorse, directly or indirectly any business or member. We do not finance any business or member. We do not lend our name for personal or business use to any other organization. We do not allow any members financial gain from our fellowship directly or indirectly. Although it is true that recovering addicts can become productive members of society, the ways and means from which they become productive are not from the funds of the fellowship. No transaction will benefit the private interest of an officer or director of Esperanza Area of Narcotics Anonymous. Any violation of this policy would be considered unethical conduct inconsistent with the role of the trusted servant. The violation would be terms for article I subparagraph M-3 of this policy.

# **I. AREA SERVICE COMMITTEE POLICY**

## **A. Purpose**

The purpose of an Area Service Committee (ASC) is to be supportive of its groups and their primary purpose by providing a forum for them within the Area, to help them with their unique situations and needs, and finally, by encouraging the growth of the fellowship.

## **B. Function**

1. An ASC is a committee made up of the Group Service Representatives (GSRs) from all the groups within the Area. This committee is designed to provide service to its member groups. The ASC serves the specific needs of its individual groups.
2. The primary function of the ASC is to unify the groups within its Area.
3. The secondary function of the ASC is to carry the message of recovery through Subcommittee actions.
4. The third function of the ASC is to contribute to the growth of NA, both by initiation of much of the work to be finalized at the Regional Service Committee, and by helping Narcotics Anonymous World Service (NAWS).

## **C. Format**

The ASC will start at 11:00 AM, the third Sunday of every month. Any changes in the starting time or date must be included in the minutes. If the minutes do not go out, it will be the ASC Chairperson's responsibility to notify all ASC members. Furthermore, the ASC is limited to being four (4) hours long. The ASC will meet outside of the San Antonio metropolitan area three (3) times a year. The date and location will be decided by the voting members of the ASC.

1. The Chairperson opens with the Serenity Prayer followed by the reading of the prayer in the Introduction of the Basic Text, substituting "work" for "write".
2. The reading of the Twelve Traditions and the Twelve Concepts.
3. Roll Call: (ASC officers, GSRs or GSR Alternates, and Subcommittee Chairpersons or representatives).
4. Secretary's Report. Secretary will give a summary report of the minutes from the last ASC and move to accept minutes as is or accept minutes as corrected.
5. Treasurer's Report. Treasurer will give their report and move to accept report as is or accept report as corrected.
6. Regional Committee Member's (RCM) Report
7. Group Reports
8. Subcommittee Reports
9. Vice Chairperson's Report
10. Old Business
11. Elections
12. New Business prearranged, admin (20 min. or time permitting)
13. Announcements
14. Seventh Tradition
15. Closing Prayer

## D. Rules of Order

The Parliamentary Procedure to be employed by Esperanza Area will be a Parliamentary Short Form of Robert's Rules of Order. For anything outside the range of the Short Form, Roberts Rules of Order shall apply. A copy of the Parliamentary Short Form is available for review from the ASC Chair or the Policy Subcommittee Chair.

## E. Agenda

1. The Chairperson will arrange and distribute the agenda at least fourteen (14) days in advance of the ASC. All input or ideas or motions with intent and second (2<sup>nd</sup>) shall be given to the Chairperson in writing. Each shall include group or individual second (2<sup>nd</sup>) for each motion.
2. After all the new business on the prearranged agenda is completed there will be 20 minutes for last minute administrative business, time permitting.

## F. Discussion Limits

1. Anyone in attendance at the ASC meeting has a voice on the floor.
2. Making and Seconding Motions
  - a. Any Esperanza Area member, excluding the Chairperson, can make a motion at the ASC.
  - b. Only a recognized voting member of the ASC can second a motion
  - c. Participation On Motions
    - i. Discussion If Needed
    - ii. Main Motion – 2 con, 2 pro
    - iii. Amendment – 2 con, 2 pro
    - iv. Reconsider A Previous Question – If debatable 2 con, 2 pro
  - d. Must be recognized to have the floor, only by raising hand, except:
    - i. Point of Personal Privilege
    - ii. Point of Order
    - iii. Appeal to the Chair
    - iv. Point of Information
    - v. Call for the Order of the Day

## G. Quorum

1. A quorum must be present to do business.
  - a. An official quorum is one more than one half of the voting groups in the Esperanza Area. In the case of a fraction, the number will be rounded up to the next whole number.
  - b. Quorum will be established immediately following the opening roll call at each ACS meeting. This will be considered the quorum for the rest of the day.
  - c. Quorum is met when the number of voting groups represented by a GSR or GSR Alternate, meets or exceeds the official quorum.
2. There are no proxy representatives or self-appointed GSRs or Alternates.
3. In case of a non-existent quorum, no business shall be conducted nor any motions be introduced or brought to the floor.
4. If a group misses three (3) consecutive ASCs, that group will be dropped from quorum.
5. Any group may petition for ASC membership at any ASC. Upon ASC approval, the group will be added as a non-voting member until their second (2<sup>nd</sup>) ASC in a row, at which time they will be allowed to have a vote. This includes any new groups or groups that have been dropped from ASC.
6. A voting member who misses the opening roll call or any subsequent roll call at the ASC shall be considered absent.



## H. Voting

1. Eligible to vote
  - a. GSR
  - b. GSR Alternate (in absence of their GSR).
  - c. Chairperson (only in the event of a tie vote).
2. Procedure
  - a. Voting will be called in this order: abstentions, nays, ayes.
  - b. If the number of abstentions drops the number of aye or nay votes below quorum, voting will stop and no aye or nay vote will be called for. The motion will instead be immediately renewed.
  - c. To suspend Policy for a specific reason or issue a two-thirds (2/3) majority vote is needed.

## I. Reports

All reports are to be printed or typed and given or emailed to the ASC secretary. Copies of the reports shall be distributed to ASC officers, GSRs, and Subcommittee Chairpersons. Reports should include copies of receipts for any ASC monies used.

1. Monthly Reports
  - a. Secretary – Accurate minutes of ASC business including all motions, their intent, and action.
  - b. Treasurer – A spreadsheet containing detailed income and expenditures for all Esperanza Area accounts.
  - c. Subcommittee Chairperson – Accomplishments, specific problems, financial records and expenses, spreadsheets (where applicable) and forthcoming plans. Keep copies of all subcommittee reports and receipts for the duration of the position for auditing purposes.
  - d. Vice Chairperson – Overview of interaction between subcommittees and the Area as a whole.
  - e. Group – number of meetings, size of meetings, H&I activities or involvement, major accomplishments, specific problems or situations and forthcoming plans.
  - f. RCM Report – Overview of all interactions with home groups within the Esperanza area and with other Areas within the Tejas Bluebonnet Region.
2. RCM Quarterly Report – Copies of the Regional Report shall be distributed to ASC officers, GSRs, and Subcommittee Chairpersons.

## J. Election of Officers

### 1. Elections

- a. Election of all officers and Subcommittee Chairpersons except for the Treasurer and Alternate Treasurer shall take place at the September ASC each year.
  - i. For all positions except for the Treasurer and Alternate Treasurer
    - a) Nominations will be taken from the groups at the August ASC. This will be for nominations only. No discussion will take place at this time.
    - b) At the September ASC, the Chair will ask for further nominations from the floor. All nominees must be present at this time to qualify themselves and answer questions. Proceed to Section II paragraph J-1-b for procedure.
  - ii. For Treasurer and Alternate Treasurer
    - a) Election of the Treasurer and Alternate Treasurer will take place at the January ASC each year.
    - b) Nominations for Treasurer and Alternate Treasurer will be taken from the groups at the December ASC. This will be for nominations only. No discussion will take place at this time.

- c) At the January ASC, the Chair will ask for further nominations from the floor. All nominees must be present at this time to qualify themselves and to answer questions. Proceed to Section II paragraph J-1-b for procedure.
- b. Election Procedure
  - i. Nomination Process
    - a) The position is announced, and nominations taken.
    - b) When election for a new Chairperson is at issue, the Vice Chairperson is automatically nominated.
    - c) Each nomination must be seconded.
    - d) The nominee is then given the opportunity to accept or decline the position. If they accept, they should state their qualifications for serving the Area and the fellowship as a whole (state clean date, past service experience, and why they can and want to serve the fellowship). Any discussion or questions of the nominee shall be held at this time only.
    - e) After accepting nominations from group conscience the Chairperson will ask the floor if there are any further nominations.
    - f) A motion is made to close nominations and must be seconded or, after no further nominations are made, the Chairperson can close nominations.
  - ii. Voting Procedure
    - a) In the case of only one nomination a vote of acclamation is taken. If the vote is not unanimous the issue goes to the floor for further nominations. If there are no other nominations the nominee must be elected by a three fourths ( $\frac{3}{4}$ ) majority vote. If the nominee is not elected by three fourths ( $\frac{3}{4}$ ) majority nominations go back to the groups.
    - b) Voting is done by either paper ballots (by request only) or a show of hands, with the nominees to leave the room. The results are to be recorded in the minutes.
    - c) When the vote is by ballot both the Chairperson and the Secretary will tabulate the votes.

## 2. Post-Election and Other Considerations

- b. In the event that an office cannot expediently be filled the incumbent should remain in a lame duck capacity until such elections can be duly held, unless such office is vacated by resignation, in which case the executive committee may appoint a temporary officer.
- c. Upon election of a new officer or the vacancy of a position either through the end of term, resignation or impeachment, the outgoing officer will turn over all intellectual property, hard copy archives, digital archives, FedEx card or any other property pertaining to their position or subcommittee to either the incoming officer or, in the case of a position being vacant, to the executive committee or its appointed officer.
- d. In the event that any ASC member is entrusted to negotiate contracts with outside enterprises said members will inform the ASC of contract obligations and brief incoming ASC members before relief of duties.

## **K. Executive Committee Responsibilities and Qualifications**

**During elections, the following shall be read to establish each Executive Committee position's responsibilities and requirements for office:**

### **1. Chairperson**

#### **a. Chairperson Responsibilities**

A Chairperson arranges an agenda for and presides over the monthly meetings. The chairperson should be present at all EANA ASC meetings from opening thru closing roll call. They are also responsible for correspondence and maintaining Area files and archives. The Chairperson should be one of the co-signers of the ASC's bank account. At ASC meetings they can vote only in case of a tie. A Chairperson must be capable of conducting a meeting with a firm, yet understanding hand. For this reason, it is suggested that they have a minimum of two (2) years continuous abstinence from all drugs.

#### **b. Chairperson Qualifications**

- i. Willingness and desire to serve. One (1) year commitment.
- ii. Minimum of two (2) years clean time.
- iii. Minimum of one (1) year active NA involvement
- iv. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
- v. Time and resources necessary to be an active participant.
- vi. Upon election officers shall resign as GSR or GSR Alternate if applicable.

### **2. Vice Chairperson**

#### **a. Vice Chairperson Responsibilities**

ASC Vice Chairperson coordinates all subcommittee functions. In the absence of the ASC Chairperson, the ASC Vice Chairperson shall perform the duties of the ASC Chairperson. The Vice Chairperson should be present at all EANA ASC meetings from opening thru closing roll call. The ASC Vice Chairperson should be one of the co-signers of the ASC's bank account. The ASC Vice Chairperson will be in charge of doing new/reinstated GSR orientations and will provide them with a list of suggested Area reference material. It is suggested that an ASC Vice Chairperson have a minimum of one (1) year continuous abstinence from all drugs.

#### **b. Vice Chairperson Qualifications**

- i. Willingness and desire to serve.
- ii. One (1) year commitment.
- iii. Minimum of one (1) year clean time.
- iv. Minimum of one (1) year active NA involvement
- v. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
- vi. Time and resources necessary to be an active participant.
- vii. Upon election officers shall resign as GSR or GSR Alternate if applicable.

### **3. Secretary**

#### **a. Secretary Responsibilities**

The Secretary should be present at all EANA ASC meetings from opening thru closing roll call. A Secretary keeps accurate minutes of each ASC business meeting, types and distributes copies of the minutes to each GSR, ASC Officer, and Subcommittee Chairpersons who request them no later than two (2) weeks following each ASC meeting. These minutes should be verified by the Chairperson before copies are made. In the process of keeping the minutes of each meeting the Secretary should regularly update a log of Area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions

should be listed chronologically under a heading for the officer or subcommittee they affect. The Secretary should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all Area Committee participants. Secretary should have copies of all passwords, codes and keys that any Subcommittee is required to have. The Secretary is not a co-signer on the Esperanza Area bank account.

- b. Secretary Qualifications
  - i. Willingness and desire to serve.
  - ii. One (1) year commitment.
  - iii. Minimum of one (1) year clean time.
  - iv. Minimum of one (1) year active NA involvement
  - v. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
  - vi. Time and resources necessary to be an active participant.
  - vii. Upon election officers shall resign as GSR or GSR Alternate if applicable.

#### **4. Alternate Secretary**

The Alternate Secretary works closely with the Secretary, learning the duties of the office and taking over in case the Secretary is unable to attend the ASC. The Alternate Secretary should be present at all EANA ASC meetings from opening thru closing roll call. The requirements for the office of Alternate Secretary are the same as for the ASC Secretary. The Alternate Secretary is not a co-signer on the Esperanza Area bank account. The Alternate Secretary is a member of the Executive Committee.

#### **5. Treasurer**

- a. Treasurer Responsibilities

A Treasurer shall report monthly contributions, outstanding debts and expenditures on a spreadsheet at every regular ASC meeting, as well as an annual report at the end of a calendar year. Keep Digital and hard copies of records for a minimum of 7 years. The Treasurer should be present at all EANA ASC meetings from opening thru closing roll call. The Treasurer shall be a co-signer of the ASC's bank account. The Treasurer will maintain the checkbook and the debit card for the Esperanza Area of Narcotics Anonymous (EANA) bank account. The Treasurer can also be made responsible for bulk purchases of literature for the groups. Upon election of a new Treasurer, an audit will be taken of Esperanza Area books and holdings. An audit will be taken every six (6) months thereafter.
- b. Treasurer Qualifications
  - i. Willingness and desire to serve.
  - ii. One (1) year commitment.
  - iii. Minimum of two (2) years clean time.
  - iv. Minimum of one (1) year active NA involvement
  - v. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
  - vi. Time and resources necessary to be an active participant.
  - vii. Upon election officers shall resign as GSR or GSR Alternate if applicable.

#### **6. Alternate Treasurer**

The Alternate Treasurer works closely with the Treasurer, learning the duties of the office and taking over in case the Treasurer is unable to attend the ASC. The Alternate Treasurer should be present at all EANA ASC meetings from opening thru closing roll call. The requirements for the Alternate Treasurer are the same as for the ASC Treasurer. The Alternate Treasurer is not a co-signer on the Esperanza Area bank account. The Alternate Treasurer is a member of the Executive Committee.

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

- a. Regional Committee Member (RCM) Responsibilities

An RCM is to an ASC what a GSR is to a group. As the representative of the Area, the RCM speaks for the members and groups within the Esperanza Area. The RCM should be present at all EANA ASC meetings from opening thru closing roll call. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between Esperanza Area and the rest of NA, particularly with neighboring ASC's. The RCM represents the group conscience of the Esperanza Area at a regional level and provides Esperanza Area with the agenda for the RSC at least ten (10) days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions which affect the Region, speaking as the voice of their ASC's group conscience. An RCM may serve on one or more of the ASC subcommittees, but not as a Chairperson.

The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that nominees to the post of RCM also have:

- i. Service experience.
- ii. The willingness to give the time and resources necessary for the job.
- iii. A suggested minimum of three (3) years continuous abstinence from all drugs.

Both the region and its areas depend on RCMs to be well versed in NA serving practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, and the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips.

Regional Committee Members serve two (2) year terms. The Esperanza ASC will elect one RCM in odd numbered years and the other RCM in even years. This helps regional committees maintain a balance between experienced members and those just learning the ropes.

The RCM also needs to keep in touch with home groups and areas within our region. Within EANA, the RCM will routinely follow up with any group that misses two (2) ASCs to ensure that they are still in existence.

The RCM is to alert the Public Information Chairperson and the Fellowship why this meeting is no longer attending. The RCM's follow up is not linked in any way to the way that Esperanza Area calculates eligibility for voting or quorum.

b. Regional Committee Member (RCM) Qualifications

- i. Willingness and desire to serve.
- ii. Two (2) year commitment.
- iii. Minimum of three (3) years clean time
- iv. Minimum of two (2) years active NA service work involvement.
- v. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
- vi. Time and resources necessary to be an active participant.
- vii. Upon election, resignation as GSR or GSR Alternate, if applicable.
- viii. For subcommittee qualifications, see section II (Page: 12).

## **L. Board of Directors**

### **1. Purpose**

The purpose of the Board is to represent the members and to ensure the general welfare of the members.

### **2. Function**

- a. The Board is made up of a Chairperson, a Secretary and a Treasurer.
- b. The Board is to be supportive of ASC Groups and their primary purpose and in making sound decision-making processes and to ensure it is performing to the best of its ability.
- c. The Board will monitor the Esperanza Area business and ensure proper record keeping.
- d. To maintain and enhance the value of the membership and ensuring its growth.
- e. The Board is not a part of the Esperanza Area decision-making process.

### **3. Elections**

- a. Nominations for Board of Directors (BOD) chair position will be taken every four (4) years or whenever the BOD chair steps down. The nominations are from the groups at the December ASC. No Discussion will take place.
- b. At the January ASC, the chair will ask for further nominations from the floor. All nominees must be present at this time to qualify themselves and answer questions. Proceed to Section I-J-1-b-ii for election procedure.
- c. Elections are to be held whenever a board member's tenure is up or steps down.
- d. Chairperson must have five (5) years clean and be willing to serve a four (4) year term.
- e. Secretary must have five (5) years clean and be willing to serve a four (4) year term.
- f. Treasurer must have five (5) years clean and be willing to serve a four (4) year term.

### **4. Meetings**

Meetings and format will be decided by the Board and shall meet at least four (4) times a year unless a Special Board Meeting is necessary.

## **M. Resignations**

### **1. Voluntary**

- a. Voluntary resignation shall be given in writing or by telephone to the ASC Chairperson prior to the next ASC meeting.
- b. An executive Committee member or Subcommittee Chair missing two (2) consecutive ASCs is a voluntary resignation.

### **2. Involuntary**

- a. Relapse during term of office constitutes immediate involuntary resignation.
- b. Any misappropriation of funds by an ASC elected or appointed servant will be considered an involuntary resignation and disqualifies that individual from any Area elected or appointed trusted servant position for two (2) years from the completion of total restitution.

### **3. Impeachment**

- a. Reasons for Impeachment

The following are grounds that represent the prerequisite for impeachment. They are not meant to imply that impeachment is necessary in every case these grounds exist. They are simply intended as a guide to the group conscience when impeachment proceedings are instigated.

- i. Failure to perform responsibilities and duties.
- ii. A breach of the Traditions.
- iii. Malicious use of Terms and Conditions.
- iv. Unethical conduct inconsistent with the role of the trusted servant.

b. Impeachment Procedure

- i. Present the motion in writing to the ASC Chairperson, stating due cause, at least seven (7) days prior to the next ASC meeting.
- ii. The respondent is given a rebuttal (if so desired) not to exceed ten (10) minutes.
- iii. A closed ballot is taken if the respondent is present.
- iv. Two-thirds majority is necessary to impeach.

#### 4. Upon Resignation

Upon a resignation, refer to Section I part J on Page 5 for election procedure for replacing the trusted servant.

## II. ASC SUBCOMMITTEE POLICY

### A. Subcommittee Guidelines

In order to minimize the time spent debating in ASC meetings, a subcommittee system is used by Esperanza Area. The subcommittees do the actual work to implement ASC directives.

1. A subcommittee normally deals with a single service such as Public Information, Hospitals & Institutions, etc.
2. Subcommittees meet during the month as their work requires.
3. Subcommittees are formed to assume responsibility for fulfilling our primary purpose in specific ways. Finalization of these projects occurs at the ASC meetings by the voting body.
4. Each Area subcommittee shall establish lines of communication with the corresponding Regional Service Committee (RSC) Chairperson.
5. Each subcommittee is trusted but responsible to the ASC. In order to better serve, a subcommittee may choose to elect officers, create policies, and hold business meetings specifically for that subcommittee's work. This also includes the responsible management and accountability of all NA funds.
6. All subcommittee positions entail a one (1) year commitment.
7. Refer to policy for each subcommittee for additional guidelines.
8. Active Subcommittees are:
  - a. Hospitals & Institutions (H&I)
  - b. Policy
  - c. Activities
  - d. Literature Bank
  - e. Public Information (PI)
  - f. Literature Review (LR)
  - g. Phone Line
  - h. Outreach
  - i. Newsletter
  - j. Internet Technology (IT)
  - k. Frolic in the Woods (FITW)
  - l. Esperanza Area Convention (EACNA)

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**During elections, the following shall be read to establish each Subcommittee chairperson's responsibilities and requirements for office:**

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### B. Hospitals & Institutions Subcommittee

#### 1. Purpose

This subcommittee acts as a resource to groups and individual members in their efforts to carry the message into institutions such as jails, hospitals, detoxification centers, and recovery houses. Its goal is to avoid tradition violations while carrying our message to those who cannot freely come to us.



## 1. Policy

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- d. A treasury report shall be announced at the ASC.
- e. The H&I report shall include disbursement of key tags and supplies.
- f. The Chairperson or a representative shall attend all Tejas Bluebonnet Regional Service Committee meetings when there is a Regional H&I Subcommittee meeting scheduled. Their purposes are (1) to gather information for guidelines for various committees and (2) to stay in contact with the Tejas Bluebonnet Regional Service Committee (TBRSC) and NAWS.
- g. H&I meetings shall not be recognized as having GSRs, and their report shall be included in the H&I Subcommittee report.
- h. Refer to the H&I pamphlet for additional policy which has been approved by Esperanza Area.

## 2. H&I Chairperson Qualifications

- a. Willingness and desire to serve.
- b. One year (1) clean time.
- c. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts for NA Service.
- d. Time and resources necessary to be an active participant.
- e. Active NA involvement.
- f. Active H&I involvement would be beneficial, but is not a requirement.

## C. Policy Subcommittee

### 1. Purpose

This subcommittee deals with issues which represent the policy of Esperanza Area. The general policies of NA are expressly stated in the Traditions. However, the application of these Traditions is the concern of this subcommittee. The subcommittee shall suggest new policy or modifications to existing policy for ASC to consider.

### 2. Policy

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- d. The Chairperson or a representative shall attend all Tejas Bluebonnet Regional Service Committee meetings when there is a Regional Policy Subcommittee meeting scheduled. Their purposes are (1) to gather information for guidelines for various committees and (2) to stay in contact with the Tejas Bluebonnet Regional Service Committee (TBRSC) and NAWS.
- e. Within three (3) days of an ASC meeting at which a Policy change, addition or deletion was approved by the Body the Policy Chairperson or an authorized representative shall distribute an electronic copy of the updated Policy document to the ASC Chairperson, ASC Vice-Chairperson, ASC Secretary, IT Chairperson and members of the Policy subcommittee.

### 3. Policy Chairperson Qualifications

- a. Willingness and desire to serve.
- b. One-year (1) clean time.
- c. Working knowledge of the Twelve 12 Steps, 12 Traditions, and the 12 Concepts for NA Service.
- d. Time and resources necessary to be an active participant.
- e. Active NA involvement.

## D. Activities Subcommittee

### 1. Purpose

The purpose of this subcommittee is to promote unity within Esperanza Area through workshops, dances, picnics, etc. The secondary function of this subcommittee is to raise funds for Area, Region, and World.

### 2. Policy

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. A spreadsheet detailing all financial transactions and account statuses shall be presented at every ASC meeting.
- d. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- e. The following five (5) events should be held annually:
  - i. Holiday Event Marathon Meetings- Christmas Eve/Day.
  - ii. New Year's Eve Dance.
  - iii. Valentine's Event in February.
  - iv. Taste of NA Event in May.
  - v. Halloween's Event in October.
  - vi. All funds generated should be used to help fund EANA ASC, to exclude events for annual donation below.
- f. One (1) of the above five (5) events should be designated annually with all funds over seed to be sent from the Activities checking account to the EANA Treasurer, discussed at the ASC, then sent directly to the Tejas Bluebonnet Regional Service Committee (TBRSC) as a donation.
- g. One (1) of the above five (5) events should be designated annually with all funds over seed to be sent from the Activities checking account to the EANA Treasurer, discussed at the ASC, then sent directly to NAWS as a donation.
- h. All workshops will be held on an expenses only basis.
- i. All funds collected at any activity shall be deposited into the Activities bank account within forty eight (48) hours or two (2) business days.
- j. The Activities Subcommittee will keep a calendar that is three (3) months in advance.
- k. The Chairperson or a representative shall attend all Tejas Bluebonnet Regional Service Committee meetings when there is a Regional Activities Subcommittee meeting scheduled. Their purposes are (1) to gather information for guidelines for various committees and (2) to stay in contact with the Tejas Bluebonnet Regional Service Committee (TBRSC) and NAWS.
- l. Activities will supply coffee for each ASC.

- m. An inventory shall be performed on all Activities supplies within 2 months after the election of a new Activities Chair by the Vice Chair of EANA, incoming Activities Chair and Ad-Hoc committee.

### **3. Activities Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. Two (2) years clean time.
- c. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts for NA Service.
- d. Time and resources necessary to be an active participant.
- e. Active NA involvement.

## **E. Literature Bank Subcommittee**

### **1. Purpose**

This subcommittee maintains a stockpile of literature and supplies for sale to Area members and groups with said stockpile and cash on hand not to exceed the amount of the Area Literature Bank.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- d. All literature requirements to supply the needs of Esperanza ASC shall be purchased from the Lone Star Regional Service Office (LSRSO).
- e. Start-up Packets for new groups to be recognized by the ASC are to be set at \$30.00 in Literature, and to be used as each group sees fit.

### **3. Literature Bank Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. Two (2) years clean time.
- c. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts for NA Service.
- d. Time and resources necessary to be an active participant.
- e. Active NA involvement.
- f. Upon election of a new Literature Bank Subcommittee Chair, an audit will be taken of the subcommittee's books and holdings. An audit will be taken every six (6) months thereafter.

### **4. Literature Bank Chairperson Responsibilities**

- a. The Chairperson shall make all of the literature in the Literature Bank Inventory available for purchase by the groups at the monthly ASC and upon special request throughout the month.
- b. The Chairperson shall provide written receipts for all purchases including date and amount, and retain copies of all receipts.
- c. All monies collected at Area shall be totaled and checked against the written receipts. A copy of the receipts shall be attached to the deposit slip for auditing purposes. The Chairperson shall be responsible for ensuring that the total money collected exactly equals the total written receipts.
  - i. Any money collected in excess of the receipt total shall be returned to the Area.

- ii. At the discretion of the Area, any shortage of money in excess of 1% of the Declared Literature Bank Value shall be paid back to the Area by the Chairperson.
- iii. The literature bank value is set at \$4,500 which does not include sales tax collected. This amount can be increased prior to EACNA for additional available literature for the convention.
- d. All literature shall be inventoried before and after the ASC. It is the responsibility of the Chairperson to account for all literature disbursed at the ASC.
- e. The Chairperson shall provide a detailed monthly report and spreadsheet including the following information:
  - i. Monthly cash receipts
  - ii. Money collected
  - iii. Back orders owed
  - iv. Inventories
  - v. Cash on hand
  - vi. Bank account balance
  - vii. Purchases fromLSRSO
  - viii. Actual Literature Bank Value
  - ix. Donations to Area in excess of the Declared Bank Value
  - x. Literature sales tax is paid on an annual basis.
- f. All monies collected shall be deposited into the Literature bank account within forty eight (48) hours or tow (2) business days.

## **F. Public Information Subcommittee**

### **1. Purpose**

This subcommittee deals with how NA interfaces with society (media, etc.), the NA image, and how we can get those outside of the fellowship to carry our message to addicts we cannot reach. This subcommittee deals with the information necessary to instigate public information campaigns. Refer to the P.I. Handbook for further guidelines.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- d. The Chairperson or a representative shall attend all Tejas Bluebonnet Regional Service Committee meetings when there is a Regional P.I. Subcommittee meeting scheduled. Their purposes are (1) to gather information for guidelines for various committees and (2) to stay in contact with the Tejas Bluebonnet Regional Service Committee (TBRSC) and NAWS.

### **3. Public Information Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. Two (2) years clean time.
- c. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
- d. Time and resources necessary to be an active participant.
- e. One (1) year active NA service involvement.

## **G. Literature Review Subcommittee**

### **1. Purpose**

This subcommittee deals with NA related printed materials. It seeks the input of the fellowship for review of any unapproved literature, compiles this input and presents it to the ASC. It also brings forward for Area review and input literature in the review stage by the World Literature Committee.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- d. The Chairperson or a representative shall attend all Tejas Bluebonnet Regional Service Committee meetings when there is a Regional Literature Review Subcommittee meeting scheduled. Their purposes are (1) to gather information for guidelines for various committees and (2) to stay in contact with the Tejas Bluebonnet Regional Service Committee (TBRSC) and NAWS.

### **3. Literature Review Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. One (1) year clean time.
- c. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
- d. Time and resources necessary to be an active participant.
- e. Active NA involvement.

## **H. Phone Line Subcommittee**

### **1. Purpose**

This Subcommittee's primary purpose is to carry the message of recovery to the addict who still suffers. The Phone Line Subcommittee will provide service in accordance with the 12 Traditions of NA.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- d. The Subcommittee is charged with keeping a 24-hour helpline operational.

### **3. Phone Line Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. Two (2) years clean time.
- c. One (1) year previous Phone Line experience.
- d. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
- e. Time and resources necessary to be an active participant.
- f. Active NA involvement.
- g. Must have a working phone number (home or cell phone).

## **I. Outreach Subcommittee**

### **1. Purpose**

The primary purpose of this subcommittee is to actively seek and encourage the growth of NA within the Esperanza Area by providing support to new groups and existing groups that are having problems.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- d. The Chairperson or a representative shall attend all Tejas Bluebonnet Regional Service Committee meetings when there is a Regional Outreach Subcommittee meeting scheduled. Their purposes are (1) to gather information for guidelines for various committees and (2) to stay in contact with the Tejas Bluebonnet Regional Service Committee (TBRSC) and NAWS.
- e. All Outreach trips are to be scheduled to visit groups outside Loop 1604 unless a new group or existing groups that are having problems specifically request Outreach support.

### **3. Outreach Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. One (1) year clean time.
- c. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
- d. Time and resources necessary to be an active participant.
- e. Active NA involvement.

## **J. Newsletter Subcommittee**

### **1. Purpose**

This subcommittee is responsible for publishing & delivering 40 black and white copies to the groups at ASC a newsletter quarterly, as well as sending it to the web servant for posting on line.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.

### **3. Newsletter Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. Two (2) years clean time.
- c. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts for NA Service.
- d. Time and resources necessary to be an active participant.
- e. Active NA involvement.

## **K. Internet Technology Subcommittee**

### **1. Purpose**

This subcommittee is entrusted to create, manage, maintain and review any and all internet information technologies related to the Area. This will include, but is not limited to, the Area websites, email accounts, meeting database servers, file archives and network communications.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. Any subcommittee position, office, or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.

### **3. Internet Technology Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. Two (2) years clean time.
- c. One (1) year previous Internet Technology experience, including web page design.
- d. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts for NA Service.
- e. Time and resources necessary to be an active participant.
- f. Active NA involvement.

## **L. Frolic in the Woods Subcommittee**

### **1. Purpose**

This subcommittee promotes unity by coordinating the Annual Frolic in the Woods campout.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or a representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. A spreadsheet detailing all financial transactions and account statuses shall be presented at every ASC meeting.
- d. Any subcommittee position, office or branch (excluding chairperson) that needs to be appointed or elected should be done within the subcommittee.
- e. This event shall be held annually with all funds over seed to be turned over to the ASC.
- f. This Subcommittee will provide coffee for this event and use the Coffee Pots from the Activities subcommittee
- g. A complete audit shall be done no later than two (2) months after Frolic in the Woods.
- h. The new Frolic in the woods chair will take office after the current Frolic in the woods is over.
- i. The committee will begin with a seed of \$1,200 and will also utilize funds generated by Early Bird Registrations as additional seed.

### **3. Frolic in the Woods Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. Two (2) years clean time.
- c. Working Knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts for NA Service.

- d. Time and resources necessary to be an active participant.
- e. Active NA involvement.

## **M. EANA Convention Subcommittee**

### **1. Purpose**

The function of this subcommittee is to hold an annual convention to bring our Fellowship together in the spirit of recovery and promote unity.

### **2. Policy**

- a. The Chairperson will be elected by the ASC.
- b. The Chairperson or representative should attend all EANA ASC meetings from opening thru closing roll call.
- c. A spreadsheet detailing all financial transactions and account statuses shall be presented at every ASC meeting.
- d. Any subcommittee position, office or branch (excluding Chairperson) that needs to be appointed or elected should be done within the subcommittee.
- e. The Seed amount shall be set at \$7,500.00, which is to be withheld from the post-convention contribution to the ASC in order to fund the next convention. The committee will also utilize funds generated by Early Bird Registrations as additional seed.
- f. A complete audit shall be done no later than two (2) months after the EACNA. Refer to subcommittee policy for additional guidelines.
- g. No multi-year contracts with hotels should be entered into.

### **3. Convention Chairperson Qualifications**

- a. Willingness and desire to serve.
- b. Three (3) years clean time.
- c. Prior convention service experience.
- d. Working knowledge of the Twelve 12 Steps, 12 Traditions, and the 12 Concepts for NA Service.
- e. Active participation in local NA fellowship.



### III. ESPERANZA FINANCIAL POLICY AND RESPONSIBILITIES

Esperanza Area Service Committee will maintain a prudent reserve equal to two (2) month's average of fixed expenses. The Esperanza Area Service Committee financial policy is as follows:

- A. That the fiscal period for the Esperanza Area be in line with the calendar year (January to December).
- B. That every year an Ad hoc Budget Committee be formed at the November ASC in order to form a yearly budget proposal by the January Area for the upcoming fiscal period. This committee will be composed of the following people: The Vice-Chair of the ASC will oversee and chair this committee, the Treasurer and a neutral NA member. The proposal will then be discussed with all subcommittee chairs.
  1. The Treasurer will provide the committee with a proposed budget from his/her calculations (see below). The committee will then determine if any adjustments need to be made (i.e.: ceilings raised or lowered, cutbacks on fixed expenses, etc.)
    - a. The proposed budget will be presented at the December ASC and voted on at the January ASC.
  2. Should the proposed budget fail to pass at the January ASC, the previous fiscal year's budget will be effective until a new budget is approved by the Body. Subcommittees will be funded at the levels specified in that budget.
  3. This committee will terminate once the budget for that year has been approved by the ASC as a whole.
- C. The calculation of the yearly budget will be formulated and followed in the following manner:
  1. Calculate an average monthly dollar amount of total income over the last three years
  2. Calculate a monthly dollar amount for all current fixed expenses and travel expenses.
  3. Calculate an average monthly dollar amount of total expenses for all the subcommittees.
  4. Calculate the percentage of the average monthly income minus total monthly expenses the subcommittees spent.
  5. In budget form, list:
    - a. the average monthly amount of income expected
    - b. the monthly amount of fixed expenses
    - c. projected monthly travel expenses
    - d. a monthly cushion amount
    - e. the monthly subcommittee percentage expense in dollar form of the estimated monthly income minus fixed costs, projected travel expenses and the cushion; and percentage figure
  6. After analyzing the subcommittee expenses, devise a ceiling level and recalculate the subcommittee expense percentage figure (recalculations may be necessary in order to maintain a 100% distribution). This may be due to whether there was an increase or decrease in average income.
  7. The budget will be used with the following guidelines:
    - a. Fixed expenses will be distributed by their dollar amounts.
    - b. Subcommittees will be allowed up to their ceiling amount for expenses. If after fixed expenses are paid the remaining balance falls below the amount necessary to cover the subcommittees' ceiling levels, then the percentage calculation will be used to determine the amount of money a subcommittee receives for that month.
    - c. For expenses that occur periodically (i.e.: travel expenses, P.O. Box) the percentage amount will be set aside monthly in order to prepare for that expense.
    - d. When money is needed, and the monthly income does not cover all expenses then money is pulled from any available funds starting from the bottom of the assigned priority list and moving upward.

- D. On a quarterly basis, funds are analyzed for any unnecessary accumulation and if found may be disbursed among subcommittees (either by lump sum or in a rising of a subcommittee's ceiling), devised projects, or Regional donations etc. The decision for this disbursement will be approved by the ASC. If at any time the Area incurs any unexpected expense and a decision about handling needs to be made before the following ASC, the Treasurer may call an emergency executive board meeting. If a board meeting cannot be held for any reason (i.e. time limitations) then the Treasurer may contact the Chairperson by phone and ask for advisement. If this is impossible, then the ASC gives the Treasurer the "right of decision" to act on any problem.
- E. The two Regional Committee Members, H&I Chairperson, P.I. Chairperson, Literature Review Chairperson, Outreach Chairperson, and Activities Chairperson will be reimbursed or advanced up to \$100 per RSC for each RSC attended. The Policy Chairperson will be reimbursed or advanced up to \$100 for each RSC up to two times a year.
- F. The Area officers will verify the previous month's deposit at each ASC.
- G. Expenditures Order of Distribution
  1. All standing regularly incurred Esperanza Area expenses.
    - a. Esperanza Area's bills (i.e. phone, answering service).
    - b. Prepay expenses (i.e. P.O. Box rent).
    - c. Esperanza Area's operating expense (i.e. postage for mailing minutes).
  2. Executive Committee budgets (excluding RSC attendance reimbursement or advances).
  3. Subcommittee budgets (excluding RSC attendance reimbursement or advances).
  4. RCM's RSC attendance reimbursement or advancements.
  5. Subcommittee's RSC attendance reimbursement or advancements.
  6. Unbudgeted expenses.
  7. RSC contribution, if available (5 percent of Area's actual funds available from the Treasurer's Report on the month before the Regional Service Committee meets).
- H. Required Audits
  1. Upon election of a new Treasurer, an audit will be taken of Area books and holdings. An audit will be taken every six (6) months thereafter. (From Section I, Subparagraph K-5-a on Page 8).
  2. Upon election of a new Literature Bank Subcommittee Chair, an audit will be taken of the subcommittee's books and holdings. An audit will be taken every six months thereafter. (From Section II, Subparagraph E-3-f on Page 15.)
  3. A complete audit shall be done no later than two (2) months after the EACNA.

## **IV. EXECUTIVE COMMITTEE RESPONSIBILITIES**

- A. The Executive Committee shall have responsibility for arranging ASC meeting time and place, subject to approval by ASC voting members.
- B. The Executive Committee is responsible for coordinating the subcommittees' meeting place, time, the financial responsibilities for these meetings and cooperating with the subcommittees for the time of these meetings.

## **V. POLICY AMENDMENT PROCEDURE**

- A. Any proposed change to the EANA Policy is to be submitted in the form of a Policy Amendment Motion as New Business at an ASC.
- B. The Policy Amendment Motion shall include, but is not limited to:
  - i. The subject of the proposed change (ex.: section I, Subparagraph "H").
  - ii. The exact placement of the proposed change (ex.: subparagraph 1-c etc.).
  - iii. The exact language of the proposed change
- C. Questions asking for clarity of any Policy Amendment Motion presented at an ASC should be allowed at that ASC but not resolved at that ASC and will be included in the minutes as Old Business at the next ASC. This will provide all groups and the Policy Subcommittee an opportunity to review the proposed Policy change before voting at the next ASC.
- D. A two thirds (2/3) vote of the existing quorum shall be required to change, add to or delete from existing policy.

## 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.

