



**THE
BALTIMORE AREA
SERVICE
COMMITTEE**

ARTICLES / GUIDELINES

Approved April 6, 2024



ARTICLE I: AUTHORITY

This committee shall have no authority whatsoever except for:

1. A loving God as He may express His will in our Group Conscience.
2. The Home Groups through their representatives (GSR(s)).
3. These guidelines and other approved policies are in accordance with the 12 Traditions and 12 Concepts of Narcotics Anonymous.

ARTICLE II: NAME

The name of this committee shall be known as **"The Baltimore Area Service Committee of Narcotics Anonymous"**. For the purpose of these guidelines, The Baltimore Area Service Committee of Narcotics Anonymous shall be referred to as the "Committee", the "ASC" or the "BASC".

ARTICLE III: PURPOSE

The purpose of this Committee is to support and encourage the needs of the Baltimore Area. This Committee serves as a resource of experience for the Area groups with services that they could not or should not provide on their own. The ASC serves as a link between the Area groups and Narcotics Anonymous as a whole by providing information concerning all levels of service.

Housekeeping Rules

It is a privilege for the BASC to use this facility; we ask that you remember there is business being conducted in the front and that all prolonged conversation be taken outside. Only the secretary/ alt. secretary is permitted to use the copy machine during the ASC. Please always keep your children under your supervision. Please put cell phones on vibrate or off so that the meeting will not be disturbed Thanks for being a part of selfless service.

ARTICLE V: Twelve Concepts of NA

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.

ARTICLE VII: MEMBERS

This committee meeting shall have two types of members: Voting and Non- Voting.

Voting Members—the active participation of each home group through a representative is necessary for a successful ASC, both financially and emotionally through a Group Service Representative or Alternate. (GSR)

Each Group by their own group conscience shall place one voting member on this committee. A GSR is a "Trusted Servant". Trust means that the GSR will vote the conscience of their home group. However, in matters of procedure necessary for the ongoing needs of ASC, the voting member is asked to vote responsibly within their best judgment. This will free the group to focus on their primary purpose. It is important, however, that the GSR keeps their Home Group informed of their actions. If a GSR is elected to an elevated position they do not lose their vote for the rest of that area meeting, but it would become effective afterward.

Non-Voting Members—a non-voting member shall be any member of NA who is not a voting GSR or Alternate GSR, including the ASC executive body members.

All Members may enjoy the rights of membership including making motions, nominations, discussing and debating current issues on the ASC floor, but cannot cast a vote. This is to allow the Voting members to vote on specific issues especially those dealing with higher levels of service.

Note: (The Area Chairperson may only vote in case of a tie, they may not make motions or debate.)

There shall be no fees or dues for membership.

ARTICLE VIII: BASC VOTING PROCEDURES

All voting processes are by the majority of eligible voting members present.

Quorum was abolished January 1992

ARTICLE IX: EXECUTIVE BODY OFFICERS

The Officers of the ASC shall be the Chairperson, Vice-Chairperson, Secretary, Alt-Secretary, Treasurer, Vice-Treasurer, Regional Committee Member (RCM), Regional Committee Member Alternate, Policy Chair, Web-Servant, Alt. Web-Servant, BACNA Liaison, Sergeant at Arms I&II, and all standing Subcommittee chairpersons.

Executive Body Officers shall be elected by the ASC. There shall be no "Order of Succession" rule as requisite to qualify for elected service position of the ASC: except

The following are the standing committees of the BASC, along with a statement of purpose of each subcommittee. All subcommittee activities shall be carried out in accordance with BASC Policies, The Twelve Traditions, The Twelve Concepts, and the Narcotics Anonymous World Service (NAWS) handbooks.

Hospitals and Institutions (H&I) Subcommittee

The purpose of this Subcommittee is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. Hospitals and Institutions meetings, except for those in long term facilities, are intended to simply introduce those attending to some basics of the N.A. program.

The H & I subcommittee establishes and maintains an inventory of their literature and submits a monthly inventory report to the ASC.

Hotline (Phoneline) Subcommittee

The purpose of the Hotline Subcommittee is to set up a connection between the addict and Narcotics Anonymous. It helps the still suffering addict reach the rooms of Narcotics Anonymous by carrying the message.

Literature Subcommittee

The Literature Subcommittee keeps the Area informed of World and Regional literature news, and holds workshops, when needed, to review and input literature.

Members of the Literature subcommittee can also choice to participate in the "Together We Can" newsletter committee.

Policy Subcommittee

The Policy Subcommittee serves to provide research and guidance in better understanding the Narcotics Anonymous service manual and The Guide to Local Service.

This Subcommittee is also responsible for compiling and maintaining guidelines for the ASC. These guidelines will define the purpose of the ASC and its subcommittees, the duties, and responsibilities of the ASC Officers, and will include procedures of the ASC. The committee will have on hand those listed motions made policies in our Articles & Guidelines.

Public Relations Subcommittee

This service committee was formed by and is directly responsible to the Baltimore Area Service Committee of Narcotics Anonymous (BASC). The purpose of the Public Relations (PR) Subcommittee is to inform the public that Narcotics Anonymous (NA)

Duties and Responsibilities: (Please reference Bulletin #30 - Bullet Points on the Protection of Fellowship Funds Process)

1. Presides over the ASC meeting.
2. Arranges the agenda.
3. Co-signer for the bank account.
4. Responsible for referring motions to appropriate Subcommittee as necessary for review, input and recommendation before being voted on.
5. Reads off a list of matters to be taken back to the Home Groups at the end of the ASC meeting.
6. Maintain his/her duties according to Roberts Rules of Order, Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
7. Refrains from discussing or expressing a personal opinion when presiding.
8. Maintains (along with Policy Chair), archives of the ASC.
9. Makes monthly and yearly written reports to the ASC; including Executive Committee meetings.
10. Responsible for insuring that all duties and responsibilities of ASC Officers are carried out to completion, especially in any officer's absence.
11. Votes in case of a tie.
12. Signs Statement of Accountability.

VICE-CHAIRPERSON Qualifications:

1. A suggested minimum of 2 years continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Tradition and the Twelve Concepts.
3. A commitment to serve.
4. Service experience.

Duties and Responsibilities: (Please reference Bulletin #30 - Bullet Points on the Protection of Fellowship Funds Process)

1. In the absence of the Chairperson, shall perform all of the duties and responsibilities of the Chairperson.
2. Oversees all subcommittees, attending subcommittee meetings as much as possible.
3. Makes monthly/yearly written reports to the ASC.
4. Co-signer of bank account.
5. Acts as parliamentarian at ASC meetings.
6. Signs Statement of Accountability.

TREASURER Qualifications:

1. Suggested minimum of three (3) years of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts.
3. A commitment to service.
4. The willingness to give the time and resources necessary to do the job.

3. Types and distributes copies of the minutes to all GSR's and the Executive body, keeping a minimum of 75 copies.
4. That a directory be created listing the Executive Body and Subcommittee Chairs.
5. That a list be kept of all GSR's in attendance to the ASC meeting.
6. To receive and electronically file all BASC Executive Body Officers' reports for the ASC Archives.
7. Signs Statement of Accountability.

ALTERNATE SECRETARY Qualifications:

1. Suggested minimum of one year of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA.
3. A commitment to serve.
4. The willingness to give the time and resources necessary to do the job.

Duties and Responsibilities: *(Please reference Bulletin #30 - Bullet Points on the Protection of Fellowship Funds Process, pgs. 20-21)*

1. To assist the Secretary in carrying out the duties and responsibilities of the office of a secretary.
2. To perform all duties and responsibilities of the Secretary in the absence of the Secretary.
3. Sign Statement of Accountability.

REGIONAL COMMITTEE MEMBER (RCM) Qualifications

1. Suggested minimum of three years of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA.
3. A commitment to serve.
4. The willingness to give the time and resources necessary to do the job.

Duties and Responsibilities: *(Please reference Bulletin #30 - Bullet Points on the Protection of Fellowship Funds Process, pgs. 20-21)*

1. Work for the good of NA proving two-way communication between the Area and the rest of NA (particularly with neighboring Areas).
2. Speaks as the voice of the ASC Group conscience at the regional level.
3. May serve on one or more of the RCM subcommittees, but not as Chairperson.
4. Must become informed of issues from Area, Regional, and World Service level NA, keeping the ASC informed of these issues.
5. Attends all ASC meetings (including meeting of Executive Committee)
6. Attends all RSC meetings.
7. Gives a written report to the RSC on the Area's progress, projects.
8. Gives a written report to the ASC of the RSC meetings.

1. Responsible for designing, updating, maintaining, and improving the quality of the Baltimore Area website.
2. Responsible for area emails inquiries and relaying of messages to appropriate BASC.
3. Deals with preparation of illustrative materials, style and approach design elements, comps, templates and finished solutions for websites and calendars.
4. Ensures that all design elements, templates and finished solutions work within a variety of browser types and screen setting along with constraints set by development and design.
5. Make changes and technical information available for web display and download as needed.
6. Sets up on-line surveys and data gathering resources.
7. Ensures the website is managed and updated in accordance with the Public Relations Handbook, the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
8. Only the BASC Chairperson, Vice Chairperson and two web servants are allowed access to all website/email and hosting information.
9. Sign Statement of Accountability.
10. Responsible for upkeep of WIX account, site registration and domain name, web servants must request money from BASC treasurer when needed to pay for site fees and domain registration of the Baltimore area website (www.baltoareana.org).

BACNA LIAISON Qualification

1. Suggested minimum of five (5) years continuous abstinence from all drugs.
2. At least one (1) year prior convention planning and/or executive experience, ASC executive/subcommittee chair or similar RSC experience.
3. Having served in their prior position for the full term of the committee.

Duties and Responsibilities: *(Please reference Bulletin #30 - Bullet Points on the Protection of Fellowship Funds Process, pgs. 20-21)*

1. The term of this position is two (2) years.
2. Speaks as the voice of the ASC group conscience to the BACNA board and subcommittee chair meetings.
3. Must become knowledgeable of events of BACNA and the ASC.
4. Attends all BACNA board and suggested BACNA subcommittee meetings.
5. Gives written or typed reports to BACNA if (necessary)
6. Becomes well informed on all BACNA items.
7. Places principles before personalities at all times.
8. Sign Statement of Accountability.

POLICY CHAIR Qualifications

1. A suggested minimum of 2 years continuous abstinence from all drugs.

7. Maintain a literature stockpile and mailing supplies and submit receipts for said supplies.

SPECIAL EVENTS CHAIR Qualifications

1. Requires three (3) years clean time. One (1) year of service on Area level.
2. Will meet BASC requirements for Subcommittee Chairperson, per policy and be an active member of the Special Events Subcommittee for at least six (6) months, whenever possible. BASC Policy requires all Subcommittee Chairpersons to attend Regional Committee Meetings.
3. Has and/or is working the 12 Steps, 12 Traditions, and 12 Concepts of NA.

Duties and Responsibilities: *(Please reference Bulletin #30 - Bullet Points on the Protection of Fellowship Funds Process, pgs. 20-21)*

1. Attends and facilitates all Subcommittee meetings. If unable to facilitate, the Vice Chairperson will be contacted to facilitate the meeting.
2. Attends all BASC meetings or sends the Vice Chairperson. If neither is available, another designee will be sent.
3. Presents a monthly written report, including all Subcommittee financial activity and copies of Event Flyers to BASC for approval and distribution.
4. Submits financial contracts from vendors to the BASC one month prior to scheduled event. Chairperson will only accept checks from BASC made out directly to the vendors for their fee, however, monies for food and drink are received in cash.
5. Plans and supplies copies of an agenda for each Subcommittee meeting; works with other active members to create, plan, coordinate and execute activities.
6. At the end of each event, count all monies in collaboration with Vice Chairperson or other active member. The Chairperson or Vice Chairperson is responsible for turning all monies over to the Area Treasurer or Alternate Treasurer within 24 hours of the event, unless otherwise specified by all parties for deposit the next business day.

HOSPITALS & INSTITUTIONS CHAIR Qualifications

1. A required minimum of two (2) years continuous abstinence from all drugs.
2. Suggested to have previous relevant home group, area or regional service experience.
3. Suggested to have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
4. Suggested to have a working knowledge of BASC guidelines and policies.
5. Suggested to have the ability to organize and serve the H & I sub-committee.
6. Suggested to have a willingness to lead, organize and serve as well as give the time and resources necessary to conduct the business of the H & I sub-committee.
7. Suggested to have a NA sponsor and an NA home group.

HOTLINE (PHONELINE) CHAIR Qualifications

1. A required minimum of two (2) years continuous abstinence from all drugs.
2. Suggested to have previous relevant home group, area or regional service experience.
3. Suggested to have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
4. Suggested to have a working knowledge of BASC guidelines and policies.
5. Suggested to have the ability to organize and serve the Hotline sub-committee.
6. Suggested to have a willingness to lead, organize and serve as well as give the time and resources necessary to conduct the business of the Hotline sub-committee.
7. Suggested to have a NA sponsor and an NA home group.

Duties and Responsibilities: *(Please reference Bulletin #30 - Bullet Points on the Protection of Fellowship Funds Process, pgs. 20-21)*

1. Coordinate all BASC Hotline Subcommittee business and generate enthusiasm for Hotline involvement.
2. Prepare monthly subcommittee agenda.
3. Provide written reports to BASC on the status of the Area Hotline business.
4. Establish and maintain contact between the subcommittee and other Hotline subcommittees at the area, regional, and world levels of NA service.
5. Attend all BASC business meetings.
6. Work closely with the subcommittee to uphold the integrity of NA in all correspondence within the NA fellowship and the general public.
7. Maintain a literature stockpile and mailing supplies and submit receipts for said supplies.

ARTICLE XII: PARLIAMENTARY PROCEDURE

The rules contained in "A Guide To Local Services" shall be used by this Committee in all cases to which they are applicable, except where they are inconsistent with these guidelines that this Committee has adopted. These guidelines and policies take precedent over "Guide To Local Services". Attached is an abbreviated version of Roberts Rules of Order (Sample Rules of Order) to be used when applied. (1-090702)

Procedure for a Motion:

Motions are to be presented to the floor in the order in which they were presented to the Chairperson and be read during New Business. Motions not dealt with automatically should be revisited the following month and presented during Old Business.

That the important and pertinent motions that have to be settled immediately be voted on at that meeting. When a motion is submitted, the person who submits the motion and the one who seconded it should both be present. If either is not present, the motion should not be addressed.

Disbursing funds:

- Every check must have two signatures.
- The check number, payee, date and amount are logged into the checkbook and the new checkbook balance is updated.
- Each check issued should have a support document for the amount being disbursed. This is filed in the Treasurer's report file.

Monthly Treasurer's Report includes:

- The beginning Treasurer's report balance should always be the ending balance from the previous Treasurer's report.
- Cash App Activity report
- The report should include all the activity for the month (checks issued, deposits made, bank fees charged, etc.) and the resulting ending balance.
- The report should include the most recent monthly bank reconciliation and a copy of the bank statement as well as a current activity report showing the current balance in the account. This can be a screen shot.

1. Only ASC officers allowed to serve as co-signers on the ASC bank account are the Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, and Policy Chair in the absence of a Vice Chairperson. (01/09).
2. The BASC prudent reserve is set at \$1,000, operating expense is set at \$2,600. Special events reserve will stay at \$1,500.00 (1-040415) amended (2-030218)
3. That Baltimore Area Executive Body approves the purchase of the "Guide to Local Service" for New incoming Executive Chairpersons (Chair, Vice-Chair, Treasures, Secretary) as reference material for Region/Area. To be turned over upon the next election. Financial Impact \$21.00. (1-010301)
4. The Executive Committee pays regular monthly bills that are approved each month. (Copies, etc.)
5. That RCM/RCM Alternate and Chairperson are reimbursed .58 cents per mile and any tolls upon receipt when traveling to and from MARCLNA. approved (12/03/05) amended (2-010309)/ 2nd amended (2-020822)
6. The Baltimore ASC will purchase \$700.00 per month of literature for the H & I Subcommittee. (04/04/04)
7. That all snacks provided for ASC meetings will be paid for by Area monies not to exceed \$100.00 per month.
8. All Subcommittees, including Special Events, submit any fundraising expenditures to the ASC for approval in advance.

ARTICLE XV: Current Procedural Motions

1. Only ASC officers allowed to serve as co-signers on the ASC bank account are the Chairperson, Vice Chairperson, Treasurer and Vice Treasurer. (6-090702)
2. At no times are ASC check(s) written out to any ASC officer be co-signed by that same officer (on the front).
3. All cash prizes raffles at all Baltimore Area special Events cease. (08/06/05)
4. The Baltimore Area of NA no longer has events that have no donation fee and free food and drinks are given away. (09/03/05)
5. Area Chair designates an Ad-Hoc Committee to outline the process that will be followed if a theft occurs in the Area. (10/01/05)
6. When any member of the Executive Committee or any Subcommittee is given any NA funds, a receipt must be given for the funds and if a receipt is not given it must be reported at the next Area Business meeting by the treasurer. (11/05/05)
7. Any meeting that meets at a facility that requires the use of electronic media or requires ID to enter that facility to access an NA meeting be stricken from the Regional Schedule. (12/01/07)
8. To allow the Policy Committee to make needed amendments to Articles and Guidelines for clarity. (3-070712)
9. Whenever the Baltimore Area Special Events rents or subleases the kitchen, there shall be a 3 or more bidding process. If there are not 3 bids, there shall be a plausible explanation given. (2013/01/05)
10. No checks shall be dispersed without producing a receipt for the previous month's expenses. (2013/06/01) Amendment to Article 15 #5.
11. That all subcommittee Chairpersons attend all Regional off month meetings. (1-03/03/07)
12. All receipts of monies spent should be attached to monthly reports. (2-060112)
13. Any funds disbursed from Area must be accounted for by next Area meeting to be included in subcommittee and treasury reports. (1-040213)
14. Motions voted and passed into effect will be entered into the current approved copy of Articles and Guidelines to be used operationally until that motion is amended and or approved. (4-060613)



#30 theft of NA funds

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

SAFEGUARDING FUNDS

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable—we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

SELECTING TRUSTED SERVANTS

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time *and* financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

RESPONSIBLE MANAGEMENT

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

RESOLUTION AND RECOVERY

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects—conflict between members, disunity, disillusioned members—on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

Letter of Intent

I _____ agree to pay \$ _____ in full to the Baltimore Area Service Committee of NA. Payments will be made over a six month period. My first Installment (Check, Cash, or Money order) is expected by _____ for the misappropriated funds. If for any reason funds are not paid in full by _____, the next appropriate action will be taken. Failure to abide by said agreement in the agreed timeframe, will lead to the defendants prosecution.

Defendant _____

B.A.S.C.N.A. Rep. _____

Witness _____

Date _____

Attachment: NA SERVICE STRUCTURE

Baltimore Area Service Committee of Narcotics Anonymous
217 N. Warwick Avenue
Free State Regional Service Center



Baltimore, MD 21223
Hotline 1-800-317-3222

Statement of Accountability

I _____ as a trusted servant of Narcotics Anonymous, I hereby accept responsibility for the handling and disbursement of specified funds pursuant to my position of _____ as of this date _____.