



**THE  
BALTIMORE AREA  
SERVICE  
COMMITTEE**

**ARTICLES/GUIDELINES**

*Approved February 7, 2026*



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## **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 IV: TWELVE TRADITIONS OF NA**

We keep what we have only with vigilance, and just as freedom for the individual come 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 to 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 ever 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.

## **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 VI: MEETINGS**

1. **Location:** Free State Regional Service Center  
217 N. Warwick Avenue  
Baltimore, Maryland 21223
2. **Executive Committee Meetings:** 1<sup>st</sup> Saturday of the month at 9:30 am and the 3<sup>rd</sup> Thursday of the month at 5:30 pm.
3. **ASC meeting:** 1<sup>st</sup> Saturday of the month at 11:00 am.
  - Meeting called to order followed with the NA Service Prayer or the " We" version of Serenity Prayer. (1-050325).
  - Reading of 12 Concepts.
  - Housekeeping rules & information concerning GSR training.
  - Executive Body Roll call and 1st GSR count.
  - Introduction and Welcoming of New Groups, New GSR's and/or New Alternate GSR's
  - Secretary Report {Minutes review/ approval}.
  - Treasury Report.
  - Special Events Reports.
  - Old Business.
  - New Business.
    - Motions / Nominations / Discussions / Concerns.
  - Committee's Reports.
  - Pause for GSRs to review reports. (1-010326)
  - Chair and Vice Chair reports.
  - Freestate Regional Convention/ Freestate Region updates.
  - Open Discussion and Concerns (if time allows).
    - A time of 4 hours will be set for the ASC meeting, but it can be adjusted according to how much new business is added to the agenda.
  - Motion to close

## **ARTICLE VI {continued}-New Meeting GSR Starter Kit**

Public Relations will assist in the communication and distribution of starter kits to new groups. Starter Kits will include: (Amended Policy on 08/04/12. (Motion #2-080412)

- |                         |                            |                             |
|-------------------------|----------------------------|-----------------------------|
| (1) "Basic Text"        | (1) "Treasurer Workbook"   | I.P's: (2)-#2 "The Group"   |
| (2) #7 "Am I an Addict" | (2) #16 "For The Newcomer" | (2) #22 "Welcome to NA"     |
| (3) "NA White booklets" | (5) "Phone books"          | (1) set of "Group Readings" |
|                         | (1) IP#18 "Group booklet"  |                             |

**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.

If a GSR represents multiple home groups they have only (1) vote at the BASC/Area meeting. Amended (2-010425).

**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 1&11, 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

for that of Alt. RCM, as stated in Alt. RCM qualifications. All qualifications shall be stated in these guidelines.

Nominations can be made by any member during new business and elected by eligible voting members; a GSR second is no longer required. All officers are required to be active members of the Executive Committee. Amended (3-110125).

BASC NOMINATIONS TAKE PLACE IN OCTOBER  
BASC ELECTIONS TAKE PLACE IN NOVEMBER  
BASC CHAIR TRANSITIONING TAKES PLACE IN DECEMBER

**BASC SERVICE TERMS FOR OFFICERS:**

Area Chair is a one (1) year term with two (2) year consecutive terms through re-election.

Vice Chair is a one (1) year term with two (2) year consecutive terms through re-election.

Treasurer is a one (1) year term with two (2) year consecutive terms through re-election.

Vice Treasure is a one (1) year term with two (2) year consecutive terms through re-election.

Secretary is a one (1) year term with two (2) year consecutive terms through re-election.

Alternate Secretary is a one (1) year term with two (2) year consecutive terms through re-election.

Sergeant-at-Arms 1 is a one (1) year term with two (2) year consecutive terms through re-election.

Sergeant-at-Arms 2 is a one (1) year term with two (2) year consecutive terms through re-election.

Special Events is a one (1) year term with two (2) year consecutive terms through re-election.

Regional Committee Member (RCM) is a one (1) year term with two (2) year consecutive terms through re-election.

Regional Committee Member Alternate (RCM ALT) is a one (1) year term through re-election as required.

Public Relations is a one (1) year term with two (2) year consecutive terms through re-election.

Policy is a one (1) year term with two (2) year consecutive terms through re-election.

Literature is a one (1) year term with two (2) year consecutive terms through re-election.

BACNA LIASON is a two (2) year term.

Hospital & Institution (H&I) is a one (1) year term with two (2) year consecutive terms through re-election.

Web-Servant is a one (1) year term with two (2) year consecutive terms through re-election.

Alternate Web-Servant is a one (1) year term with two (2) year consecutive terms through re-election.

Phone Line is a one (1) year term with two (2) year consecutive terms through re-election.

If the Chair, Vice-Chair, Secretary or Treasurer of the Area misses two consecutive they will be asked to account for their absence.

The Executive Body Officers shall meet twice a month, 9:30am on the first Saturday of

every month and the 3<sup>rd</sup> Thursday of the Month at 5:30 pm. The purpose of these meetings is to discuss any problems which may be occurring with the Subcommittees and/or the Area, and to make requests for money to be approved by the ASC. The Area Chairperson will report to the BASC on the meetings of the Executive Body Officers.

### **ARTICLES X: BASC SUBCOMMITTEES**

In order to more efficiently serve the Home Groups, a subcommittee system is used by the ASC. All Subcommittees were formed by and are directly responsible to the Baltimore Area Service Committee of Narcotics Anonymous (BASC). Any Narcotics Anonymous member can serve as a subcommittee member. However, Groups should encourage their GSR to become active on a subcommittee.

Each Subcommittee Chair/representative shall report to the ASC regular monthly meeting. Officers of Subcommittees (Chairpersons) who miss two (2) consecutive ASC Executive Committee Meetings will be asked to account for their absence and may be voted out by the GSR's **(1-050110)**.

All subcommittees' projects should be described through their reports.

All Subcommittee Chairpersons must submit a budget proposal **(within 60 days)** of election, submit the proposed budget to the body, and when approved it is added to create the annual overall BASC budget.

All financial expenditures, fundraising, prudent reserve, or budget of all subcommittees must be approved by the eligible voting members of this BASC.

All subcommittee Chairpersons must attend all RSC meetings, particularly the meeting of their respective regional subcommittees. **(03/03/07)**

Subcommittee chairs shall be elected by the ASC, other positions (i.e., vice-chairs, secretaries, or any other position deemed necessary by the subcommittee) shall be elected within the subcommittee.

**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 Articles and Guidelines service manual and references 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)

exists and that it offers recovery from addiction, while also informing the fellowship about Public Relations work. The Public Relations Subcommittee offers information about how and where to find NA. In addition, the PR Subcommittee will also provide guidance for addicts seeking to create home groups and guidance to established groups needing support. PR will direct requests and questions to the appropriate subcommittees and committee members.

This subcommittee also assembles a schedule of meetings in a booklet form.

### **Special Events Subcommittee**

The Special Events Subcommittee plans and creates events and/or functions that provide a clean, safe environment for our members to enhance the enjoyment of their recovery, to fellowship together and to promote unity.

Although Special Events is not designed to make money, it is not inappropriate to deposit money generated by these events in the BASC Area Bank Account.

Flyers for Special Events are to be at Area Service on the month prior/before the event, so that Special Events has adequate flyers for upcoming events for the Groups.

N.A. Home Groups are requested to submit flyers for upcoming events to the BASC. That request is to be put in flyer format to be handed out at each ASC meeting during the ASC announcements.

The following format is to be followed: the name of the group giving the function, the location of the function, the type of event (marathon, etc.), the date and the time of the event. All GSRs will submit flyers to BASC prior to the ASC meeting 30 days in advance, so BASC have for announcements.

GSR's will not make verbal announcements but submit them in the above format to the BASC.

## **ARTICLE XI BASC POSITIONS, QUALIFICATIONS, DUTIES AND RESPONSIBILITIES**

### **CHAIRPERSON Qualifications:**

1. A suggested minimum of 2 years continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
3. Knowledge of Parliamentary Procedure and Sample Rules of Order contained in the Guide to Local Service.
4. A commitment to service.
5. Service experience.

**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.

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

1. Provide approved disbursement of funds to officers.
2. Provide monthly reports on Special Events financial status.
3. Review fiscal year budgets for approval of GSR's for all officers and subcommittee.
4. Collect and give receipts for all Home Group donations at Service Center or every ASC meeting.
5. Shall make a report of all donations and expenditures at every ASC meeting.
6. Maintains the ASC bank account.
7. Co-signer *bf* the ASC bank account.
8. Shall make an annual report at the end of a calendar year.
9. Provides a listing of Home Groups who donated to the Area (not the amount donated) attached to the treasurer report of the ASC meeting.
10. Signs a Statement of Accountability.

**VICE-TREASURER Qualifications:**

1. Suggested minimum of two (2) 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 service.
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 Treasurer in carrying out the duties and responsibilities of the office of the Treasurer.
2. To perform all duties and responsibilities of the office of Treasurer in the absence of the Treasurer.
3. Co-signer of the ASC bank account.
4. Signs a Statement of Accountability.

**SECRETARY Qualifications:**

1. Suggested minimum of one (1) 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. Keep accurate minutes at each ASC meeting.
2. That all reports are clear and neatly prepared.

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.

9. Becomes well informed on all WSC Conference Agenda items (MARLCNA). That the RCM and Alternate RCM are to attend MARLCNA in Pennsylvania at the expense of the Baltimore Area.
10. Places principles before personalities at all times.
11. Prepares and distributes a Group tally sheet for WSC Conference Agenda Report (CAR).
12. Signs Statement of Accountability.

### **REGIONAL COMMITTEE MEMBER ALTERNATE (Alt. 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. To work with the RCM as a team, sharing many responsibilities.
2. Attend all ASC and RSC meetings.
3. To perform all duties and responsibilities of the RCM in the absence of the RCM.
4. Ascends to RCM position as required.
5. Sign Statement of Accountability.

### **SERGEANT AT ARMS I & II Qualifications**

1. Suggested minimum of one-year continuous abstinence from all drugs.
2. Maintains order in a business meeting with a firm yet understanding hand.

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

1. To work with the Executive Body as a team sharing the many responsibilities.
2. Maintains order during the ASC meeting.
3. Counts all votes.
4. Must place principles before personalities at all times.
5. Cannot hold office of GSR once elected to this position.

### **WEB SERVANT & ALTERNATE WEB SERVANT Qualifications**

1. Suggested minimum of two years of continuous abstinence from all drugs.
2. Knowledge of Microsoft office, photoshop, uploading and downloading process of documents and pictures including word doc, pdf, and Jpeg.
3. Experience with Web based graphic design or Web interface design.
4. Ability to communicate using emails.

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

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](http://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.

2. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A,
3. Knowledge of Parliamentary Procedure and Sample Rules of Order contained in the Guide to Local Service.
4. A commitment to service.
5. Service experience.

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

1. Presides over the Policy sub-committee meeting.
2. Arranges the agenda for referring motions to appropriate Sub-Committee as necessary for review, input and recommendation before being voted on.
3. Reads off a list of matters to be taken back to the ASC at the end of the Policy sub-committee.
4. Maintain his/her duties according to Sample Rules of Order. Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA.
5. Maintains (along with Area Chair and Area Secretary) archives of the BASC.
6. Makes monthly and yearly written reports to the BASC; including Executive committee meetings.
7. Signs Statement of Accountability.

**PUBLIC RELATIONS CHAIR Qualification**

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 PR 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 PR sub-committee.
7. Suggested to have an 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 PR Subcommittee business and generate enthusiasm for PR involvement.
2. Prepare monthly subcommittee agenda.
3. Provide written reports to BASC on the status of the Area PR business.
4. Establish and maintain contact between the subcommittee and other PR 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.

### **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 an 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 H & I Subcommittee business and generate enthusiasm for H & I involvement.
2. Prepare monthly subcommittee agenda.
3. Provide written reports to BASC on the status of the Area H & I business.
4. Establish and maintain contact between the subcommittee and other H & I 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.

**LITERATURE 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 a willingness to lead, organize and serve as well as give the time and resources necessary to conduct the business of the Literature sub-committee.
6. Suggested to have an 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 Literature Subcommittee business and generate enthusiasm for literature involvement.
2. Prepare monthly subcommittee agenda.
3. Provide written reports to BASC on the status of the Area Literature business.
4. Establish and maintain contact between the subcommittee and other Literature 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.

## **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 an 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.

If there is a clear majority when voting on a motion, then an exact status count should be waived. However, at any time a GSR may request an exact count. (1-020307)

### **ARTICLE XIII: FREE STATE REGIONAL SERVICE CENTER, INC.**

The Free State Regional Service Center is a non-profit, tax-exempt corporation that is separate from the Baltimore Area Service Committee, but responsive to the wishes and instruction of this Committee.

- Ten full Board member seats filled by the Baltimore area.
- Five Alternate Board members filled by the Baltimore Area.
- Five full Regional Board members' seats filled by Area other than the Baltimore Area but within the Free State Region.
- One Alternate Regional Board Member seat filled by Areas other than the Baltimore Area but within the Free State Region.
- Two full Board Members from Chesapeake/Potomac Region.
- One Alternate Board member from the Chesapeake/Potomac Region.

The Free State Regional Service Center handles the sale of Narcotics Anonymous Literature to our Groups and to other Groups outside of the Baltimore Area. The Free State Regional Service Center has the financial responsibility and distribution responsibility of the Regional Schedules. The Service Center Committee Officers or members of the Executive Board of the Free State Regional Service Center must sign all contracts and financial obligations.

### **ARTICLE XIV: FINANCIAL MATTERS**

#### **Bulletin #30**

#### **Bullet Points on the Protection of Fellowship Funds Process**

##### **Incoming Payments:**

- All cash/checks received are counted by two individuals.
- Amounts are cross verified using the Group Donations/Other Collections Reports.
- Both Counters sign the deposit slip amount which matches the Group Donations/Other Collections report amount.
- The original signed Deposit slip and the funds are placed into the locked bag.
- If only one person is making the deposit they cannot have the key to the bag. The key would be held by the other person.
- The deposit is made within 24 hours of the receipt of the funds
- The duplicate deposit slip is filed in the Treasurer's report file
- The amount on the deposit slip is logged into the checkbook and the balance updated

**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 is set at \$2,000.00 {1-040415} amended {2-030218} amended (1-010624).
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)/ 2<sup>nd</sup> 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 \$250.00 per month. (2-110610) amended (2-100524) 2<sup>nd</sup> amendment (2-050325).
8. All Subcommittees, including Special Events, submit any fundraising expenditures to the ASC for approval in advance.

9. That no Subcommittee has its own Prudent Reserve with the exception of Special Events.
10. All participating members of Special Events Subcommittee attending Special Events affairs do not have to pay admission fees costing under \$25 but must pay for refreshments and food with the exception of the boat ride. (6-070508) amended (1-100122).
11. That under no circumstances should any of the Group or Committees of the Baltimore Area borrow money from any outside entity or individual member to fund any NA events. (0-110307).
12. At no time are ASC checks made out to any ASC officer be co-signed by that same officer on the front.
13. That each Treasurer's report be completed in detail, noting each time money is dispensed by any committee. (2-060708)
14. To record and show donations by home groups on the Treasurer's report. (3-070508)
15. Each subcommittee should submit monthly a record of any monies spent from their committee with their reports. (3-080412)
16. To allow the Baltimore Area Treasurer to submit \$100.00 to our Region when our Area is below its prudent reserve. (4-080412)
17. That any funds from the Area must be accounted for by next Area meeting to be included in the subcommittee and Treasurer's report.
18. That all funds be collected at the end of the event and deposited in the bank by the next available business day. (2-040213)
19. No checks should be dispersed without producing a receipt for the previous month's expenses. **(1-060113)** Amendment to Article 15 #5.
20. All receipts of monies spent should be attached to monthly reports. **(1-060113)** Amendment to Article 15 #5.
21. Starter Kits will include (amended policy 08/04/12, motion #2-080412) "Basic Text"  
(1) Treasurer Workbook, IPs (2) -#2 The Group, #7 Am I an Addict, #16 For The Newcomer, #22 Welcome to NA, (3) NA White booklet.
22. Treasurer to include Special Events \$2000 as a monthly line item on the treasurer report. **(1-220903) amended (1-01062024)**

## **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. (0-080605)  
However, non-cash prizes, including Narcotics Anonymous literature, merchandise, admission passes to NA conventions and events are approved. (1-01042025)
4. The Baltimore Area of NA no longer has events that have no donation fee and free food and drinks are given away. (0-090305)
5. Area Chair designates an Ad-Hoc Committee to outline the process that will be followed if a theft occurs in the Area. (0-100105)
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. (0-110505)
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. (0-120107)
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. (0-010513)
10. No checks shall be dispersed without producing a receipt for the previous month's expenses. (0-060113) Amendment to Article 15 #5.
11. That all subcommittee Chairpersons attend all Regional off month meetings. (1-03/03/07)
12. Any funds disbursed from Area must be accounted for by next Area meeting to be included in subcommittee and treasury reports. (1-040213)
13. 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)

14. To make an official website with email for Baltimore Area. (3-020307)
15. To lower current count of 100 copies to 75 copies to be printed for ASC meeting by Executive Body Committee members. (0-010309)
16. Motion that policy change from sending 3 committee members to MARLCNA to paying for only the RCM and Area Chair (2-110307) Motion made to pay RCM and RCM Alt. attends MARLCNA in PA at the expense of the Baltimore Area. (Amended 8-010309)
17. Special Events subcommittee is to hold Area events only on the first Saturday of each month. Motion to be changed only for a one-time event if agreed upon by GSR at Area meeting. (2-040213)
18. That any GSR be allowed to serve in any capacity on the BACNA subcommittee and keep their GSR commitment, with exception as Chairperson. (1-070304)
19. For GSR announcements, the following format is to be followed. Person should state their name, the name of the group giving the function, the location, the name of the event (marathon, ex.) the date of the event and time. (Amended: GSR will not make verbal announcements but will submit announcements in the above format to the Special Events committee prior to the Area Service meeting two (2) months in advance.
20. That any literature to be distributed after the meeting starts be given out by the Sergeant at Arms or volunteer and signed receipts, if necessary. (2-010403)
21. To preserve original motion numbering system. (1-030318)
22. After the Executive Body completes roll call, GSRs or their alternates will be allowed to introduce themselves by name and home group. The initial GSR count may also be taken at this time. (1-100425)
23. The Executive Body shall develop a procedural policy outlining the duties and responsibilities of each committee, including monthly reporting requirements, budget submission deadlines, and the explicit scope of each committee's overall responsibilities. (4-100425)



## **#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 painful/y 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.

The *Treasurer's Handbook* is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines to require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

### **WHEN SAFEGUARDS FAIL**

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual. Taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

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.

## **ARTICLE XVII: BALTIMORE AREA POLICY ON THEFT**

We suggest everyone dealing with monies at the Area level, Subcommittee level and home group level should read and sign a Statement of Accountability. This is done so that we have an additional way of keeping track of our funds. We hope that a trusted servant will think twice before committing a crime. They will also be aware of the consequences they face if money is misappropriated.

These are the options we have:

- Restitution of funds
- File the case in Civil Court
- File the case in Criminal Court.

The Area Chair should be the first and only contact person. This is to protect the suspected person from unjustified gossip.

The Area Chair will form a committee comprised of RCM, RCM Alt., and all Subcommittee Chairs. If no Chairs are available, and then the Vice-Chairs must attend the committee meeting called. An Ad-Hoc committee should convene within 48 hours to investigate the claim of theft or misappropriation of Narcotics Anonymous funds.

Having the committee meet quickly will guarantee nothing is lost or forgotten over time. The committee should have a say in who they think is qualified to Chair them committee. This is in accordance to the 12 Concepts of NA. If the theft or misappropriation occurred within a subcommittee, we do not think that the person who committed the offense should vote due to a conflict of interest.

Having a police report filled out immediately by witnesses is so that details are not forgotten. This is only used if the Area decides to pursue the case in criminal court.

Having only one person from the Ad Hoc committee contact the suspect, cuts out the misinterpretation. If more than one person is talking to them, they may say different things which can confuse the situation and stall the investigation. All records are to be handed over to the Area Chair who will in turn file them into the Archives.

Under the guidelines of the WSO Bulletin #30 and keeping with the spirit of NA, the person(s) must be given an opportunity to pay restitution. Payments shall be given to the Area treasurer and included in their monthly report to the Area Service Committee WSO Bulletin #30 may be used for further guidance.

# 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 defendant's prosecution.

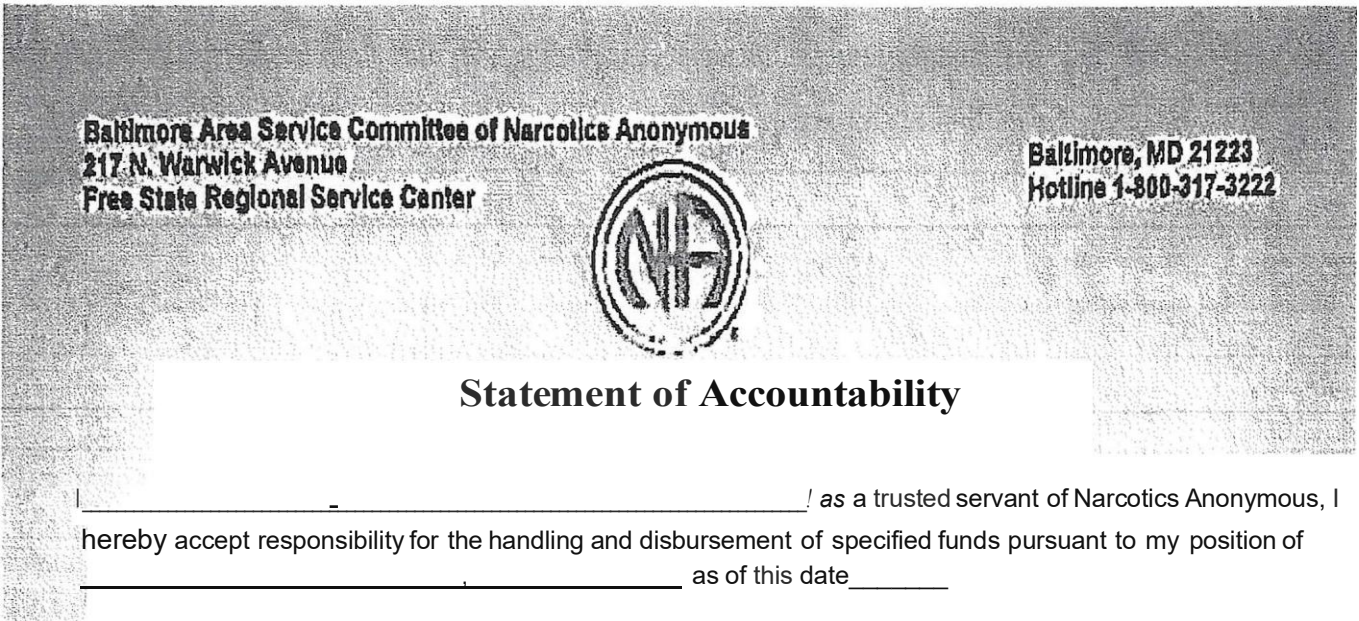
Defendant \_\_\_\_\_

B.A.S.C.N.A. Rep \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Attachment: NA SERVICE STRUCTURE



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

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

**Statement of Accountability**

\_\_\_\_\_ / 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 \_\_\_\_\_

