

**The
Baltimore Area
Service
Committee**

ARTICLES / GUIDELINES

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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:** 1st Saturday of the month at 9:30 am and the 3rd Thursday of the month at 5:30 pm.
3. **ASC meeting:** 1st Saturday of the month at 11:00 am.
 - Meeting called to order followed with the” We” version of Serenity Prayer.
 - 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.
 - Chair/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.

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: BASIC 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

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 but must be seconded by a GSR and elected by eligible voting members. All officers are required to be active members of the Executive Committee.

If the Chair, Vice-Chair, Secretary or Treasurer of the Area misses two consecutive ACS's 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 3rd 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 maybe voted out by the GSR's (05/01/2010).

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 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)

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

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:

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:

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 of 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

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 committee to serve.
4. The willingness to give the time and resources necessary to do the job.

Duties and Responsibilities

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

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

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

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:

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:

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

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

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 a NA sponsor and an NA home group.

Duties and Responsibilities

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

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.

Duties and Responsibilities

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 a NA sponsor and an NA home group.

Duties and Responsibilities

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 a NA sponsor and an NA home group.

Duties and Responsibilities

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.

That all policy and procedural motions be read to the body, however tabled motion to the following month's Area service meeting for the homegroups to discuss the motion and changes. (5-120410)

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

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.
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. (11/03/07)
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 \$1,500 as a monthly line item on the treasurer report. (1-220903)

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)
15. That all policy and procedural motions be read to the body, however tabled to the following month's Area Service meeting for groups to discuss the motion and changes. (5-120410)
16. To make an official website with email for Baltimore Area. (3-020307)
17. To lower current count of 100 copies to 75 copies to be printed for ASC meeting by Executive Body Committee members. (01/03/09)
18. 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 01/03/09)
19. 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)
20. 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)
21. 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.
22. 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)

23. To preserve original motion numbering system. (1-030318)

ARTICLE XVI: 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 AdHoc 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 then 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 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 _____.

I understand that any mishandling or misrepresentation of these funds could result in prosecution should

