# The Baltimore Area Service Committee

# ARTICLES / GUIDELINES

Revised and Submitted by: **The Policy Sub-Committee** 



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#### **ARTICLE I: AUTHORITY**

This committee shall have no authority what so ever except for:

- 1. A loving God as He may express his will in our Group Conscience.
- 2. The Home Groups through their representatives.
- 3. These guidelines and other approved policies are in accordance with the 12 Traditions.
- 4. The 12 Traditions of Narcotics Anonymous
- 5. The 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" or the "ASC".

#### **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 service 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—(suggested for chair to read)

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 copier machine during the ASC. Please keep your children under your supervision at all times. Please put cell phones on vibrate or off to not disturb the meeting. Thanks for being a part of self-less 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 expect 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 broads or committees directly responsible to those they serve.
- 10. Narcotics Anonymous has no opinion on outside issues; hence, the NA name ought never to 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 fellowships 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 Region 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 (A guide for Chair's Agenda)
  - a. Meeting called to order followed with the we version of serenity Prayer
  - b. Reading of the 12 Traditions
  - c. Reading of 12 concepts
  - d. Reading of purpose and housekeeping rules by chair or vice-chair
  - e. Executive committee Roll call and 1st count
  - f. Introduction and Welcoming of New Groups, GSR's, Alternate GSR's
  - g. Past Month's Minutes review, corrections, and approval
  - h. Old Business
    - A. Motions and Nominations
    - B. Business or Issues carried over from last month's meetings
  - i. New Business
    - a. Special Events Chair report
    - b. Group concerns, issues, or reports
    - c. Chair report
    - d. Vice-chair report
    - e. RCM / Alt RCM report
    - f. Policy
    - g. Public Relations
    - h. Hospitals and Institutions
    - i. Literature
    - j. Hotline
    - k. Web-Servant / Alt. Web-servant
    - I. BACNA Liaison
    - m. Treasurer's report and present month's money matters
    - n. Nominations
    - o. Motions
    - p. BACNA
    - g. FSR Convention member
    - r. BASC Announcements
    - s. Adjournment or Motion to close.

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.

- 4. We always use the "we" version at area meeting.
- 5. All pages of reports are numbered from now on. Allows for better organization, easier to reference.

#### **New Meeting GSR Starter Kit**

Public Relations will assist in the communication and distribution of starter kits to new groups. Starter Kits will include: 1 Basic Text, 1 Treasurer Workbook, **I.P's**: 2 group, 2 Am I an Addict, 2 For The Newcomer, 2 Welcome to Na, 3 NA white booklets, 5 Phone books, 1 set of group readings, 1 Group booklet. Amended Policy on 8/4/12. Motion #2-080412

#### **ARTICLE VII: MEMBERS**

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

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. (Region, zonal, world) Note: (The Chairperson of this committee may only vote in case of a tie, they may not make motions or debate.) There shall be no fees or dues for membership.

<u>Voting Members</u>—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 except in matters that affect NA as a whole, at these times or 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 groups to focus on the 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.

#### **ARTICLE VIII: BASC VOTING PROCEDURES**

All financial reports must be VOTED on. (Treasurer/Special Events)

All other VOTING processes are weighed / ruled by GSR Majority (Present GSR Body)

Quorum was abolished January 1992

#### **ARTICLE IX: Executive Body Officers**

The Officers of this Committee shall be the Chairperson, Vice-Chairperson, Secretary, Alt-Secretary, Treasurer, Vice-Treasurer, Regional Committee Member, Regional Committee Member Alternate, Web-Servant, Alt. Web-Servant, BACNA Liaison, Sergeant At Arms I&II and all subcommittee chairpersons.

Executive Body Officers shall be elected by this Committee. 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 but must be 2<sup>nd</sup> by GSR and elected by eligible voting members. All officers are required to be an active member 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 Sat. of every month and the 3<sup>rd</sup> Thursday of the Month at 5:30 pm. The purpose; of discussing any problems which may be occurring with the Subcommittees, and to make request for money to be approved by the Committee. The Chairperson will report to the Committee on the meeting of the Executive Body Officers. The Executive Body Officers will meet at 217 N. Warwick Ave. Baltimore, MD 21223.

#### **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 each regular monthly meeting. Officers of Subcommittee (Chairperson) who miss two (2) consecutive ASC Executive Committee Meetings will be asked to account for their absence, and be **Voted Out by the GSR's** (05/01/2010). All subcommittee projects should be described through these reports. All financial expenditures, fundraising, prudent reserve, or budget of all subcommittees must be approved by the eligible voting members of this Committee. All subcommittee Chairpersons must attend all RSC meetings, particularly the meeting of their respective regional subcommittee. 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. Following are the standing committees of the BASC, along with a statement of purpose of each subcommittee.

#### **Hospitals and Institutions 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 to those attending to some of the basics of the NA program. The H & I subcommittee establishes and maintains an inventory of their literature and submits a monthly inventory report to the ASC.

#### **Hotline Subcommittee**

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

#### **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. This subcommittee also assembles a monthly "**Together We Can**" newsletter and a schedule of meetingd in a booklet form.

#### **Policy Subcommittee**

The Policy Subcommittee serves to provide research and guidance in better understanding the Narcotics Anonymous Traditions.

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. Will have on hand listed motions made policy.

#### **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 educating 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 or guidance to

established groups needing support. PR will direct requests and/or questions to the appropriate subcommittees or committee members. All BASC PR activities will be carried out in accordance with BASC Policies, The Twelve Traditions, The Twelve Concepts, and the Narcotics Anonymous World Service (NAWS) handbooks.

#### **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. Flyers for Special Events are to be at Area Service on the month before the event. That Special Event has adequate flyers for upcoming Narcotic Anonymous events for the Groups. That NA Home Groups submit upcoming events to Special Events Subcommittee. That request is put in flyers format to be handed out at each ASC meeting (Ad-Hoc Committee created). For GSR's announcement, the following format is to be followed. State the Name of the Group giving the function, the location of the Group, the name of the event (marathon, ect.), the date of the event and the time for the event. GSR's will not make verbal announcements but will submit announcement in the above format to Special Events Committee prior to the ASC meeting two months in advance

#### **ARTICLE XI: BASC Positions Qualifications and Requirements**

#### **BASC Executive Body Officers**

#### **General Qualifications/ Requirements:**

Any of these qualifications can be waived upon area's approval with the willingness of the nominee to learn the suggested requirement(s).

- 1. Have a good working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2. Meet the suggested amount of clean time for the position which the nominee has been elected.
- 3. Be committed to service.
- 4. Be able to attend all Area meetings as well as executive body meetings on 3<sup>rd</sup> Thursday of every month and 1<sup>st</sup> Saturday of each month before area.
- 5. Prepares A yearly Budget of projected expenses for the Area approval by Area Meeting in March unless elected outside of regular elections. In which case, they will be allowed 60 days to prepare and submit a projected budget for the remainder of their term.
- 6. Be able to read and write the English language clearly.
- 7. Be willing to give of time and resources necessary to fulfill the commitment.
- 8. Resigns all conflicting service positions upon election and during the term of office such as GSR/ ALT. GSR.
- 9. Be willing to always place principles over personalities
- 10. Be willing to communicate with all necessary members/ bodies of the group(s), area(s), and region.

- 11. Be active in Home group and practicing the basics of NA. (For example: have a sponsor and attend meetings regularly.)
- 12. Be willing to serve a one-year commitment unless elected outside of the regular term with the exception of the following positions: ALT. RCM, Bacna Liaison
- 13. Be willing to study the reports of the AS Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 14. Have an understanding of BASC ART& Guidelines, and all service pamphlets that are used for the BASC.

#### **General Duties/ Responsibilities:**

- 1. Be willing to attend all required meetings and given proper notification when unable to attend.
  - a. Area Service (1<sup>st</sup> Saturday of each month 11a-3p)
  - b. Executive body meetings(3<sup>rd</sup> Thursday of every month 5:30p-7p and 1<sup>st</sup> Saturday of each month 9:30a- 10:30a)
  - c. \*\*\*Regional Meetings. \*\*\*
  - d. \*\*\*Regional Assemblies (4 times per year)\*\*\*
  - e. \*\*\*All subcommittee meetings that require your attention or communication. \*\*\*
- Prepares an annual budget of projected expenses to be submitted by March's ASC unless elected outside regular term. In which case, they will be allowed 60 days to prepare and submit a projected budget for the remainder of their term.
- 3. Submits a monthly financial report on monies spent from their approved budgets. (See motion 3-080412.)
- 4. Prepares a written or typed report for submission for all required meetings of the ASC.
  - a. Area Service (75 or more copies should be ready before the start of Area.)
  - b. Executive body Meetings (15-20 copies should be ready prior to scheduled meetings.)
  - c. Regional Meeting (30 copies for RCM when you will not be in attendance.)
- 5. Submits a report electronically monthly to the ASC secretary to be archived for the ASC records. (Policy needs to submit motion for this requirement)
- 6. Prepares a typed report annually for the ASC on their activities.
- 7. Signs a Statement of Accountability Form for the BASC.

#### **Chairperson Qualifications**

- 1. A suggested minimum of 2 years continuous abstinence from all drugs.
- 2. Knowledge of Parliamentary Procedure and Robert's Rule of Order.
  - 3. Always us the "WE" version at all meetings.

#### **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 recommendations before being voted on. Read off a list of matters to be taken back to the Home Groups at the end of the ASC meeting.
- 5. Maintain his/her duties according to Roberts Rule's of Order, Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
- 6. Refrains from discussing or expressing a personal opinion when presiding.
- 7. Maintain (along with Policy Chair), archives of the ASC.
- 8. Responsible to insuring all duties and responsibilities of ASC Officers are carried out to completion, especially in any Officers absence.
- 9. Votes in case of a tie.

#### **Vice-Chairperson Qualifications:**

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

#### **Duties and Responsibilities:**

- 1. One year service commitment.
- 2. In the absence of the Chairperson, shall perform all of the duties and responsibilities of the Chairperson.
- 3. Co-signer of bank count.
- 4. Acts a parliamentarian at ASC meetings
- 5. Member of all subcommittees, attending subcommittee meetings as much as possible.

# **Treasurer's 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 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. Provide approved disbursement of funds to officers.
- 2 Provide monthly reports on Special Events financial status.
- 3. Prepare fiscal year budgets for approval of GSR's for all officers and subcommittee.
- 4. Collects and give receipt 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. That a listing of Home Groups who donated to the Area (not the amount donated) be attached to the treasurer report of the ASC meeting.

#### **Vice-Treasurer Qualifications:**

#### **Duties and Responsibilities**

- 1. To assist the Treasurer in carrying out the duties and responsibilities of the office of the Treasure.
- 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.

# **Secretary**

1. Suggested minimum of one year of continuous abstinence from all drugs.

# **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 Executive Body and Subcommittee Chairs.
- 5. That a list be kept of all GSR's in attendance to the ASC meeting.

#### **Alternate Secretary**

1. Suggested minimum of one year of continuous abstinence from all drugs.

#### **Duties and Responsibilities**

- 1. To assist the Secretary in carrying out the duties and responsibilities of the office of Secretary.
- 2. To perform all duties and responsibilities of the Secretary in the absence of the Secretary.

#### **Regional Committee Member**

 Suggested minimum of three years of continuous abstinence from all drugs.

#### **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 meeting (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).
- 10. Places principles before personalities at all time.
- 11. Prepares/distributes a Group tally sheet for WSC Conference Agenda.

#### **Regional Committee Member Alternate**

1. Suggested minimum of three years of continuous abstinence from all drugs.

# **Duties and Responsibilities**

- 1. To work with the RCM as a team, sharing the many responsibilities.
- 2. Attend all ASC/RSC meeting.
- 3. To perform all duties and responsibilities of the RCM in the absence of the RCM.

#### Sergeant at Arms I & II

- 1. Suggested minimum of one year continuous abstinence from all drugs.
- 2. Sergeant At Arms must maintain 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. Maintain order during the ASC meeting.
- 3. Counts all votes.
- 4. Must Place Principles before Personalities at All Time.
- 5. Cannot hold officer of GSR once elected to this position.

#### **Web servant& Alternate Position**

- 1. Suggested minimum of two years of continuous abstinence from all drugs.
- 2. Knowledge of HTML/Java Script web technologies and applications...
- 3. Experience with Web based graphic design or Web interface design.
- 4. Knowledge of audio files technologies and applications.
- 5. Ability to communicate thru the use of internal and external internet emails.

# **Duties and Responsibilities:**

- 1. Responsible for design, updating, maintenance and improving the quality of the Baltimore Area website, Baltimore Area Convention website and the Baltimore Area Calendar.
- 2. Responsible for area emails inquiries and relaying messages to appropriate BASC and BACNA Committee Members.
- 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 constrains 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 web-site is managed and updated in accordance with the Public Relations Handbook, the Twelve Steps, Twelve Traditions and Twelve

Concepts of NA.

8. Only BASC Chairperson, Vice Chairperson and two web servants are allowed access to all website/email and hosting information.

#### **BACNA LIAISON**

#### Qualifications

- 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 commitment.

#### **Duties**

- 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.

### **Subcommittee Chairpersons**

- 1. Suggested to have previous relevant home group, area or regional service experience.
- 2. Suggested to have a working knowledge of BASC Guidelines and policies.
- 3. Suggested to have the ability to organize and serve the subcommittee.
- 4. Suggested to have a willingness to lead, organize and serve as well as give the time and resources necessary to conduct the business of this subcommittee.
- 5. A suggested minimum of two years continuous abstinence from all drugs.
- 6. Service experience.
- 7. A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand.
- 8. Cannot hold the office of GSR one elected to this position.

#### **Duties and Responsibilities:**

- 1. Coordinate all BASC Subcommittee business, and generate enthusiasm for involvement.
- 2. Prepare monthly subcommittee agenda.
- 3. Establish and maintain contact between the subcommittee and other subcommittees at the area, regional, and world levels of NA service.
- 4. Work closely with the ASC to uphold the integrity of NA in all correspondence within the NA fellowship and the general public.
- 5. 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 to be used when applied.

#### **Procedure for a Motion:**

Motions are to be presented to the floor in the order in which they were presented to the Chairperson, and that they be read before New Business. Motions not dealt with automatically come back the following month as 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 submit's the motion is brought up for business. If either is not present, the motion should not be addressed.

#### 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.

- 1. Ten full Board member seats filled by the Baltimore area.
- 2. Five Alternate Board members filled by the Baltimore Area.
- 3. Five full Regional Board members' seats filled by Area other than the Baltimore Area but within the Free State Region.
- 4. One Alternate Regional Board Member seat filled by Areas other than the Baltimore Area but within the Free State Region.
- 5. Two full Board Members from Chesapeake/Potomac Region.
- 6. 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, Free State Regional Service Center must sign all contracts and financial obligations.

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

- 1. The ASC have a \$3,000.00 prudent in its treasury, and that it may only be used in case of emergency. (Emergency: is insufficient income for a given month to meet the current expenses.) amended **(01/15/2011)**
- 2. That the Baltimore Area fund annually five (5) week courses in Beginning Level Deaf Addictions. Five (5) people of the BASC include Member, Executive, H & I, (1) Hotline, and BACNA The approximate Financial Impact: \$1,000.00, approximate \$37.50 pp x 5 = \$187.50. To provide Sign Language to the addict who are Deaf/Hearing Impaired. Five (5) new members from each above identified committee would train upon entering new position.
- 3. That ASR/Alternate, Subcommittee Chairperson, and Vice-Chairperson are reimbursed .58 cents per mile and any tolls upon receipt when traveling to and from an RSC meeting outside of the Baltimore Area.

  Rate reimbursement approved (12/03/05) amended (01/03/09).
- 4. That the Baltimore Area pays \$65.00 per month as their share towards the 1-800-telephone line.
- 5. The Executive Committee instead of coming before the Area pays regular monthly bills that is approved each month. (Copies, phone line, ECT.)
- 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 meeting will be paid for by Area monies not to exceed \$100.00 per month.
- 8. That the ASC purchase from the Free State Regional Service Center 200 current "**Together We Can**" newsletter and be distributed equally to the Home Groups by the ASC secretary at the monthly ASC meeting. Financial impact \$74.00 per month payable to the Free State Regional Service Center.
- 9. All Subcommittees, including Special Events, submit any fundraising to expenditures to the ASC for approval in advance.
- 10. That no Subcommittee has its own Prudent Reserve with the exception of Special Events.
- 11. The BASC Subcommittee is allowed to have a Prudent Reserve of \$1200.00
- 12. That all members of Special Events pay their way to enter scheduled events.(05/06/06) amended (07/05/08)- All participating members of Special Events don't have to pay to attend the affairs with the exception

- of the boat ride.
- 13. 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)
- 14. At no time are ASC check(s) made out to any ASC Officer be co-signed by that same Office (on the front).
  - 15. That all members of Special Events pay their way to enter scheduled events. (05/06/06) Amended 07/05/08 All participating members of Special Events don't have to pay to attend the affairs with the exception of the boat ride.
  - 16. To make new literature from the world (4 pamphlets) a part of the starter package. Financial impact .26¢ per pamphlet \$1.04. The present cost is \$32.00. (10/6/07)
  - 17. That under no circumstances should any of the groups or committees of the Baltimore Area borrow money from any outside entity or individual member to fund any NA events. (11/3/07)

#### **ARTICLE XV: Current Procedural Motions**

- 1. The only ASC officers allowed to serve as co-signers on the ASC bank account are the ASC Chairperson, Vice-Chairperson, Treasurer and Vice-Treasurer.
- 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. That Public Relations Subcommittee changes the amount of schedules allotted form 1,500 to 2,000 per month (these schedules are to be utilized at the discretion of the P.R. Subcommittee)
- 4. That a listing of Home Groups whom donated to the Area (not the amount) be attached to the treasury report given at the ASC meeting.
- 5. All cash prizes raffles at all Baltimore Area special Events cease. (08/06/05)
- 6. Subcommittee make a budget proposal, submit to body, when approved it is added to create the annual overall BASC budget.
- 7. All Officers must prepare and submit a budget within two months after elections for the fiscal year to the ASC for approval.
- 8. 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)
- 9. 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)
- 10. 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)

- 11. That all Subcommittee Chairs attend all Regional off month meetings. (03/03/07)
- 12. To make official website with email for the Baltimore Area. (02/03/07)
- 13. We would like to make a motion that Executive Body to develop a plan to have Area minutes a week before scheduled area meeting. (06/02/07)
- 14. 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)
- 15. To lower current count of 100 copies to 75 copies to be printed for ASC meeting by Executive Body Committee members. (01/03/09)
- 16. That the RCM and RCM Alternate to attend MARLCNA in Pennsylvania at the expense of the Baltimore Area. (01/03/09)

GOD GRANT US THE SERENITY
TO ACCEPT THE THINGS WE CANNOT CHANGE
THE COURAGE TO CHANGE THE THINGS WE CAN
AND THE WISDOM TO KNOW THE DIFFERENCE.

# ARTICLE XVI: BALTIMORE AREA POLICY ON THEFT MISAPPROPRIATION OF NARCOTICS ANONYMUS FUNDS

WE suggest everyone dealing with monies at the Area level, Sub committee level, and Home group level should read and sign a Statement of Accountability; this is done so that we have a way of keeping track. We hope that a trusted servant will think before committing a crime. They will also be aware of the consequences they face if money is misappropriated.

These are the options we have: 1) Restitution of funds, 2) File the case in Civil Court and, 3) 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 that may not even be true.

The Area Chair will form a committee comprised of RCM, RCM2, all committee Chairs and Sub committee Chairs. If no Chairs are available, and then the Co-Chairs must attend the committee meeting called. An Ad-Hoc committee should convene within 48 hours to investigate the claim of theft/misappropriated NA 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 the committee. This is in accordance to the 12 Concepts of NA. If the theft/misappropriation occurred with a Sub committee, we do not think that person, who committed the offence is given the opportunity to vote: due to a conflict of interest.

Having a police report filled out immediately by the person whom witnessed the theft/misappropriated funds is just, 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 and she/he in turn will file them into the Archives, to keep the records together if anyone needs to view them in the future.

Under the Guidelines of the WSO Bulletin #30 and keeping with the spirit of NA, the person/persons must be given a chance to pay restitution. Having the restitution paid to the treasurer of the Area, is a great way to keep track of payments and to include that in their report every month, so in turn the GSR's can keep track of what's going on. Having the Ad-Hoc committee use the WSO Bulletin #30 can give further guidance.

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## **Letter of Intent**

I	agree to pay \$	in full to the Baltimore
Area Service Committee of	NA Payments will be ma	de over a six month period. My first
Installment (Check, Cash, or	Money order) is expected	by for the misappropriated
funds. If for any reason fund	ds are not paid in full by	, the next appropriate action
will be taken. Failure to a	bide by said agreement in	the agreed timeframe, will lead to the
defendants prosecution.		
Defendant	B.A.S.C.N.A	A. Rep
Witness	Date	

Attachment: NA SERVICE STRUCTURE

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