

## **NANB\* Guidelines**

\*As a fellowship in New Brunswick, Canada's only officially bilingual province, we wish to acknowledge the bilingual character of the province within which we function and, additionally to acknowledge that addiction does not confine itself to one linguistic community. As such, the acronym "NANB" is meant to suggest either "Narcotiques Anonymes Nouveau-Brunswick" or "Narcotics Anonymous New Brunswick". Anglophone or francophone, we share a common disease and a common program. At the same time, for practical reasons, for the time being, NANB shall conduct business exclusively in English because of the predominantly English composition of the fellowship at the present time.

### **SERVICE AREA:**

The designated service area of this ASC shall be determined by, but not limited to, the geographical location of the ASC Groups that are seated with the Area Service Committee.

Requests for services from any other groups and/or committees outside of this service Area shall be considered by the ASC as a whole.

### **PURPOSE:**

The purpose of this ASC shall be to serve its member groups by encouraging unity, cooperation, and communication among them. Also, ASC meetings will provide an opportunity for those groups to express their conscience through the NA service structure.

### **FUNCTIONS:**

The general function of the ASC, beyond its fundamental purpose of serving the groups, is to conduct business and co-ordinate activities common to the member groups and sub-committees in accordance with the Twelve Traditions of NA. The ASC will attempt to provide services within the community that inform the public about the presence of NA.

### **MEMBERS:**

Definition: for the purpose of these guidelines, the designation "member" is used in two ways.

- 1) Those who have voting privileges as representatives of their groups (**Group Service Representatives** or alt GSRs) are the VOTING members of the ASC. No group shall be represented by more than one GSR or Alt-GSR at one time.
- 2) All NA members in attendance who are members of participating home groups at the ASC meeting shall have the right to participate in discussions. When consensus is evident and a vote deemed unnecessary, all NA members shall be considered participants in the decision-making process.

### **ASC Officers:**

1. ASC Chairperson 2. Vice-Chairperson 3. Secretary 4. Treasurer 5. Regional Committee Member (RCM) 6. Alternate –RCM 7. Web Coordinator 8. Literature Coordinator 8. Sub-committee Chairpersons

- Hospitals and Institutions
- Public Information
- Activities Committee
- Other Sub-committees deemed necessary by the ASC.

## **GENERAL PROCEDURES:**

This committee shall comply in all its actions with the following documents:

- a. The Twelve Traditions of Narcotics Anonymous,
- b. A Guide to Local Services in NA
- c. The current editions of all NA Handbooks
- d. The 12 Concepts for NA Service.

## **DECISION MAKING:**

1. Decisions on all ASC proposals shall, ideally, be reached on a consensus-based system. Consensus based decision making is a method by which an entire group of people can come to an agreement. In the event that a consensus cannot be reached, there may be a vote on the issue. Only GSR's or their elected alternate may vote. One (1) vote per group.
2. A vote on a proposal shall be called if, after the chairperson repeats what they believe to be the consensus reached, there is significant dissent on the matter. As a rule of thumb 85% or greater in agreeance would demonstrate consensus
3. Voting during elections will be one (1) vote per group in a blind ballot process.

## **Proposals:**

- 1) Members of the ASC alone may make a proposal for consideration by the ASC.
- 2) All proposals may be submitted in writing with the intent clearly stated. Verbal proposals will be accepted assuming they are clearly understood and reflected in the minutes as captured by the secretary
- 3) All NA members in attendance that are members of home groups participating at the ASC meeting shall have the right to participate in the discussion of all motions submitted.
- 4) Should consensus prove impossible and a vote be deemed necessary, only voting members are allowed to cast a vote.

## **ELECTION OF ASC OFFICERS**

### **Requirements for Election:**

The minimum required clean time required for ASC officers shall be:

- a. Chairperson - 3 years
- b. Vice-chairperson - 1 year
- c. Treasurer - 3 years
- d. Secretary - 1 year
- e. Sub-committee Chairpersons - 1 year
- f. Regional Committee Member (RCM.) - 3 years
- g. Alternate RCM - 2 years
- b. Web Coordinator – 1 year
- c. Literature Coordinator – 3 years

ASC officers need a willingness and desire to serve, the time and resources necessary to do the job, previously fulfilled service experience in Narcotics Anonymous, and a good working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

Elections shall take place every two years at the 6th Bi-Monthly meeting Area Service Committee meeting. Notice of elections shall go out to the Fellowship to be announced at

Group meetings at least one month in advance. Elections for vacant positions shall be held as the last order of old business at the ASC.

### **Assumption of Duties**

1. Newly elected officers shall assume their duties immediately following the ASC at which they are elected.

### **Term of Office**

No ASC officer shall be elected to more than one (1) ASC office at one time except as a Subcommittee Chair.

All ASC officers shall be elected to serve for a term of no more than two (2) years.

No ASC officer shall serve more than two (2) consecutive terms in the same position, unless otherwise determined by the ASC.

### **Dismissal:**

1. An ASC officer may be dismissed from their position for non-compliance. Non-compliance includes but is not limited to:

- a. Loss of abstinence.
- b. Non-fulfillment of the duties of their position.

2. A decision by the ASC body is required for dismissal.

3. Any ASC officer dismissed before the term is completed shall not be eligible for nomination to any ASC position for a period of one (1) year unless the ASC decides otherwise.

### **Resignations:**

A. An ASC officer may resign at any time.

B. In order to maintain continuity of service and reasonable transition, it is suggested that the resignation be submitted to the ASC at least one regular ASC meeting in advance.

C. Any ASC officer resigning their position before the term is completed, without providing an adequate explanation, shall not be eligible for nomination to any ASC position for a period of one (1) year unless the ASC decides otherwise.

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:**

### **Group Service Representatives (GSR):**

1. To provide information to their home group members about the decisions and actions of the ASC, the NA service structure in general, and becoming involved in NA service.

2. To attend all regularly scheduled ASC meetings.

3. To carry group contributions and literature orders to the ASC Treasurer and Literature Chairperson.

4. To represent their group's conscience when proposing, discussing and deciding on proposals or brought to the ASC.

### **Alternate GSR:**

1. To work closely with their GSR and help with all duties and responsibilities of the position.

2. To attend all regular meetings of the ASC.

3. To be their group's GSR at the ASC meeting, in the absence of the GSR.

### **ASC Chairperson**

1. To preside over all meetings of the ASC, and maintain order during committee procedures.
2. To be absolutely fair and impartial as the mediator of ASC business.
3. To serve as one of the signing officers of the ASC bank account.
4. To formulate an agenda for each ASC meeting.
5. To refrain from discussing a proposal while presiding. Should the chairperson wish to participate, he/she should allow the Vice-Chairperson or RCM to preside over the meeting until after the proposal is dealt with.

### **Vice-Chairperson**

1. To coordinate all sub-committee functions.
2. To perform the duties of the Chairperson if the Chairperson is absent or when the Chairperson is requested by a member of the ASC to take part in the discussion of a proposal.
3. To serve as one of the signing officers of the ASC bank account.
4. To serve as parliamentarian of ASC meetings.
5. To state and restate all proposals before they are decided.
6. To submit reports from the administrative committee.

### **Secretary**

1. To draft and distribute minutes of all ASC meetings via email to the following within 14 days of each meeting:
  - a. All members of the ASC as defined in these Guidelines.
  - b. Regional Committee Member (RCM and the Alternate RCM)
  - c. Neighboring ASC's upon request.
2. To assume responsibility for documenting all changes in the minutes.
3. To maintain a current list of email addresses and phone numbers of all ASC members.
4. To be responsible for files and archives of the Committee.
5. To maintain current registrations with the WSO and the RSC.
6. To serve as one of the signing officers of the ASC bank account.
7. To update and distribute the Committee mailing list as needed.

### **Treasurer**

1. To serve as the custodian of the ASC bank account.
2. To collect all contributions and literature monies from individuals, groups or sub-committees.
3. To ensure that rent is paid for the ASC meeting facility.
4. To dispense funds as per the conscience of the ASC.
5. To sign all ASC bank account cheques along with one other designated co-signer when possible and practical.
6. To keep an accurate record of all transactions.
7. To prepare and present a monthly financial report of all transactions occurring during ASC business, to be submitted in writing at the end of each ASC meeting. This shall include the balance forward, amount of group contributions, sub-committee expenses and/or revenue, and all other ASC expenses and/or revenues, as well as bank charges

incurred since the previous meeting.

8. To formulate an operating budget for approval at the first ASC meeting following election.
9. To prepare and present an annual financial statement at the December ASC meeting.

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

1. To work for the common good of Narcotics Anonymous, by providing two-way communication between the ASC, the RSC and the rest of NA.
2. To attend all ASC and RSC meetings, and provide reports from both.
3. To provide guidance and information to the ASC and/or its member groups.
4. To attend as many ASC sub-committee meetings and activities as possible.
5. To act as Chairperson in the absence of the Chairperson and the Vice-Chairperson.
6. To represent the ASC's conscience when proposing, discussing and deciding on proposals brought to the RSC.
7. To carry ASC contributions to the RSC Treasurer.
8. To be of service on one of the RSC sub-committees.
9. To comply with all duties and responsibilities of this position as outlined in the Guide to Local Services in NA.

### **Alternate RCM**

1. To work closely with the RCM and help with all duties and responsibilities of the position.
2. To attend as many ASC sub-committee meetings and activities as possible.
3. To serve as RCM in the absence of the RCM
4. To attend all ASC. and RSC meetings.
5. To be of service on one of the RSC sub-committees.

### **Web Coordinator**

1. To ensure that the Area website is maintained
2. To ensure the Basic Meeting List Tool (BMLT) is updated
3. To update the website using Simple CMS software (to update anniversaries, meeting minutes, documents, etc)
4. To update region for meeting changes
5. To update NAWs for meeting changes
6. To ensure ASC Guidelines and 12 Traditions of NA are always adhered to at all times on the website
7. To renew hosting and domain names as required
8. To prevent the posting of the personal information of any member
9. To make regular reports to the ASC including a list of changes to the website
10. Any other website/web dependent activities as required from time to time
11. Other duties as required

### **Literature Coordinator**

1. Prepares and maintains the literature budget
2. attends all ASC meetings
3. Coordinates with WSO for Literature purchases

4. maintains and adjusts literature stockpile levels as required
5. Ensures groups get the literature they need
6. has knowledge of the 12 steps/traditions
7. administrative talent
8. completion of other service positions
9. Coordinates with the Treasurer for payment and to make sure there is money before purchasing

#### **SUB-COMMITTEES:**

##### **Sub-committee Chairperson Responsibilities**

- a. To preside over all sub-committee meetings.
- b. Coordinates and is responsible for all work done by the sub-committee.
- c. Maintains communication with neighboring parallel sub-committees.
- d. To be impartial as mediator of committee business.
- e. To formulate an agenda for each committee meeting
- f. To represent the sub-committee at all ASC meetings.
- g. To supply reports as needed.
- h. Prepares a budget with the sub-committee to be submitted for the approval of the ASC for the upcoming cycle.
- i. To maintain the archives of the sub-committee.

##### ***Dismissal***

The Sub-committee Chairperson is an officer of the ASC and may be dismissed only by the ASC as per the ASC guidelines.

##### **Standing Sub-committees**

1. The ASC shall establish standing sub-committees to carry out specific tasks necessary to achieve its functions only after such needs are identified by an ad hoc sub-committee.
2. Standing sub-committees may include, but are not limited to, Administration, Public Information, Hospitals and Institutions, Policy, Conventions, Activities, Public Relations, etc.
3. Chairpersons for these sub-committees are considered ASC officers and shall be elected in the manner prescribed in these Guidelines.
4. Nominations for Chairperson of a standing sub-committee shall be open to any qualified NA member from within our service area.
5. Subsequent officers of each standing sub-committee shall be elected by the sub-committee membership.
6. Each standing sub-committees of this ASC shall create and adopt guidelines; which are consistent with these Guidelines and A Guide to Local Services in N.A..
7. The guidelines of each standing sub-committee shall be subject to review and approval by the ASC as a whole.

##### **Ad hoc Sub-committees**

1. Ad hoc sub-committees shall be formed when deemed necessary by the ASC.
2. Proposals and decisions to form ad hoc sub-committees shall take place in accordance with these Guidelines.
3. A consensus decision is required to form an ad hoc sub-committee.

4. The ASC Chairperson shall appoint a qualified NA member as Chairperson of an ad hoc sub-committee.
5. Subsequent officers of each ad hoc sub-committee shall be elected by the ad hoc sub-committee membership, if needed.

## **ASC FINANCES**

### **General**

1. The Committee shall be self-supporting through contributions made by NA Groups and members, revenue from literature sales, conventions and other fund-raising activities.
2. All revenues accumulated from these sources will be maintained in a general fund bank account, with separate bookkeeping of individual sub-committee funds.
3. The ASC Treasurer shall deposit all revenues upon receipt.
4. All non-budgeted expenditures must be approved by a consensus decision of the Committee.
5. No reimbursement for expenditures shall be made without receipt or proof of payment.
6. Normally, all expenditures shall be paid by cheque.
7. All cheques must be signed by the treasurer when practical and possible; and at least one authorized co-signer, as defined in these guidelines.
8. After the completion of a term in office, the former officer shall have their name removed from all ASC accounts expeditiously (ideally within the month).
9. All money remaining after the completion of monthly business that is in excess of the prudent reserve shall be forwarded to the RSC.

### **Prudent Reserve and Fund Flow**

1. In order to be financially prudent the ASC shall have a clear understanding of the reserves currently in place and regularly review them to ensure prudence.
2. Any funds in excess of this reserve, after the completion of new business, shall be forwarded to the next level of service - the RSC.
3. The amount of the prudent reserve shall be reviewed at the 6th Bi-Monthly ASC meeting of each year, and when deemed necessary by the Administrative committee.

### **Budgets**

1. Budget estimates for recurring expenses will be developed by the Treasurer with the assistance of the Administrative officers, with Sub-committee Chairpersons and submitted to the ASC for approval in the Fall of each year.
2. Funds for these expenses shall not require repeated approval by the Committee, unless they exceed the amounts approved in the budget.
3. These expenditures shall be reflected in the regular Treasurer's report.
4. FD and PR will have an amount deemed prudent in reserve each year to run events. Any proceeds above the reserve will return to the ASC and the original amount will return to reserve until the following year.
5. Literature Reserve will be an amount determined prudent by the Area via consensus
6. Prudent Reserve will be reflected in the budget.
7. If no budget is submitted, funds will be allocated on a "first come first serve" basis, after budgetary requirements are met.

### **Dissolution**

1. The assets of the ASC, upon dissolution, shall be dispensed to the next level of service - the RSC.

### **Audits and Reviews**

1. An annual audit shall be conducted each Fall by the Administrative officers of the Committee, under the direction of the ASC Treasurer.
2. Periodic financial reviews will be called and conducted at any time by the Administrative officers of the Committee. Such reviews will exclude the ASC Treasurer and will be conducted as outlined in the "Treasurer's Handbook" and its successors.

### **Consensus**

Voting is a means by which we choose one alternative from several. Consensus, on the other hand, is a process of synthesizing many diverse elements together.

Voting is a win or lose model, in which people are more often concerned with the numbers it takes to "win" than with the issue itself. Voting does not take into account individual feelings or needs. In essence, it is a quantitative, rather than qualitative, method of decision-making.

With consensus people can and should work through differences and reach a mutually satisfactory position. It is possible for one person's insights or strongly held beliefs to sway the whole group. No ideas are lost, each member's input is valued as part of the solution.

A group committed to consensus may utilize other forms of decision making (individual, compromise, majority rules) when appropriate; however, a group that has adopted a consensus model will use that process for any item that brings up a lot of emotions, is something that concerns people's ethics, politics, morals or other areas where there is much investment.

### **What does consensus mean?**

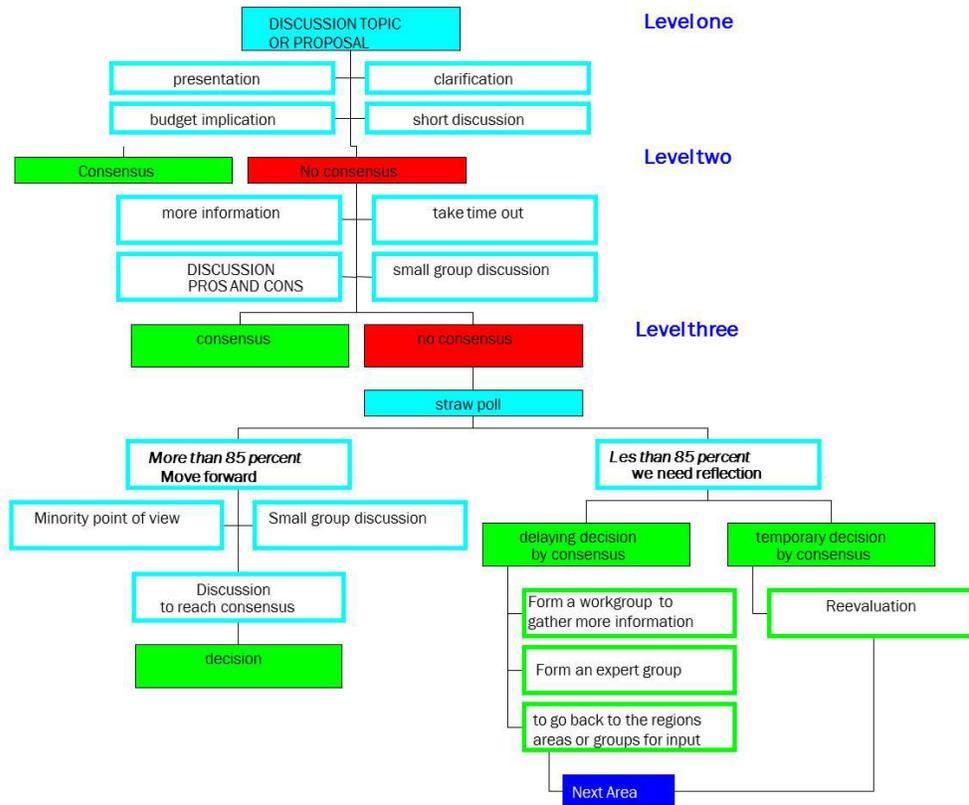
Consensus does not mean that everyone thinks that the decision made is necessarily the best one possible, or even that they are sure it will work. What it does mean is that in coming to that decision, no one felt that her/his position on the matter was misunderstood or that it wasn't given a proper hearing. Hopefully, everyone will think it is the best decision; this often happens because, when it works, collective intelligence does come up with better solutions than could individuals.

Consensus takes more time and member skill but uses lots of resources before a decision is made, creates commitment to the decision and often facilitates creative decisions. It gives everyone some experience with new processes of interaction and conflict resolution, which is basic but important skill-building.

For consensus to be a positive experience, it is best if the group has  
1) common values

- 2) some skill in group process and conflict resolution, or a commitment to let these be facilitated
- 3) commitment and responsibility to the group by its members
- 4) sufficient time for everyone to participate in the process.

## Consensus Process



## Revision Sheet

July 2018 v1.4 Amended to reflect appropriate name(NANB)

July 2018 v1.4 Revised to v1.5 to combined secretary and treasurer position

Sept 2018 v1.5 Revised to v1.6 to remove verbiage associated with NNB event reserve

July 2019 V1.6 Revised to V1.7 to remove verbiage around money for convention in reserve

June 2020 V1.7 Revised to V1.8 to split the secretary and treasurer role

Dec 2022 V1.8 Revised to V1.9 to more accurately reflect any changes since June 2020

Dec 2023 V1.9 Revised to V2.0 to more accurately reflect any changes since December 2022 and the addition of two ASC officers, the Web Coordinator and Literature Coordinator