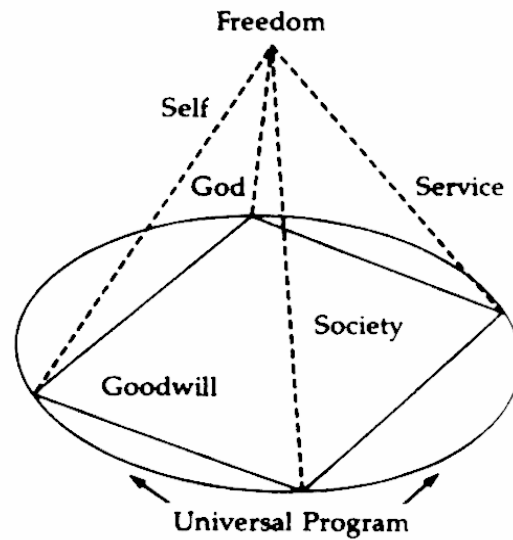
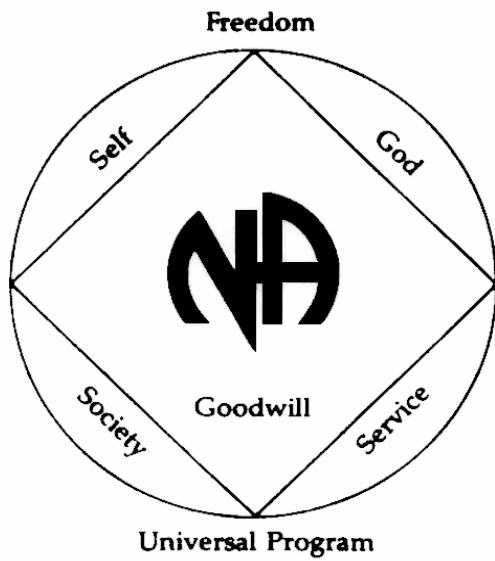


# LASCNA



## POLICIES AND PROCEDURES MANUAL 2023

## Twelve Traditions

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 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 never 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.

## **Twelve Concepts**

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.

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***Page numbers may be affected by changes and updates***

*This Policy & Procedure Manual was compiled with motions from the LASCNA as well as any information from A Guide to Local Services in Narcotics Anonymous. Nowhere is it to be implied that any one individual or group submitted anything (other than clerical and grammatical changes) that have not been approved.*

## **Definition of an Area Service Committee**

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR) from the groups within a designated area, administrative committee and subcommittee chairpersons, which meet monthly for the express purpose of serving the needs of its member's groups.

The most important service that an ASC provides is that of its group's needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups. In order to provide these services, an ASC needs the active participation of its GSR. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support.

However, as an area grows, the financial needs of the community also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

## **Format of Area Service Meeting**

Before ASC begins, GSR and/or subcommittee chairs' need to do the following:

- a. Sign In to receive minutes.
  - b. Turn in Literature Order forms at Literature Table.
  - c. Submit group donations to Treasurer
  - d. If main motions are being submitted during New Business, complete and finalized copies of the main motions need to be turned in to the ASC Chair and to the P&P Subcommittee no later than 15 minutes prior to the start of the ASC meeting (an additional copy should be kept for reading during the new business portion of the meeting)
1. Open meeting with the Serenity Prayer.
  2. (Chairperson) At this time, please ask if there are any inexperienced GSR or anyone who need help understanding their duties and responsibilities and if there is an experienced area member willing to take them under their wing, through the meeting for direction and mentoring.
  3. Read Concepts and Definition of an Area Service Committee (Vice Chairperson)
  4. Roll call by Secretary to include Administrative Committee, Subcommittee Chairpersons, RCM, RCMS, GSR (or GSRA in absence of GSR) to be done in alphabetical order by group). Ask for new groups after roll call.
  5. Establish quorum.
  6. Move to accept last month's minutes.
  7. Chairperson's Report (optional)
  8. Report from Monthly Administrative Meeting and/or Secretary's Report
  9. Treasurer's report. Move to accept Treasurer's report.
  10. RCM report.
  11. Subcommittee reports in alphabetical order.
  - 12 ~Break~
  13. Old business.
  14. Election of new officers, if necessary.
  15. New business (prearranged business has priority).
  16. Establish next meeting time and place.
  17. Review the business of the day (Secretary).
  18. GSR reports as second roll call.
  19. Open forum.
  20. Close meeting with the 12th Tradition.

*In the event that a policy or procedure is not addressed in the area P&P manual, then the ASC will revert to A Guide to Local Service in Narcotics Anonymous (NAWS lit.) until a policy is established for the Louisville Area of NA. Format of the Area Service Meeting is not considered an official area policy per motion 8D in 2005.*

## Glossary of Terms

**Activities:** Coordinates and plans activities which promote unity and fellowship in the NA program, as well as generates funds. All activities are to be held in accordance with the 12 Traditions of NA.

**Ad hoc Committee:** An ad hoc committee is set up for a specific purpose and has a limited life. When the committee has finished its job, it is disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair will appoint a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved. See page 20, item 16.

**Area Service Committee (ASC):** A committee created to provide common services for NA groups in a specific locale. Composed of GSR, ASC officers, and subcommittee chairpersons. Usually part of a region to which it sends RCM

**Group Service Representative (GSR):** Is elected by an NA group to participate on the groups' behalf in the ASC and the Regional (GSR) Assembly.

**GSR Report:** An optional oral and/or written report given by GSR that includes problems, gratitude and calls of unity.

**Public Relations:** An NA telephone contact service providing means by which an addict or general community member can get information about Narcotics Anonymous especially NA meeting schedules. / A field of service devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping profession, and the community at large so that addicts seeking recovery will be referred to Narcotics Anonymous. Produces quarterly meeting schedules as well as also maintaining the upkeep of our Louisville Area Website.

**Hospitals & Institutions (H&I):** Coordinates all local Narcotics Anonymous Hospitals & Institutions Meetings. Carries the message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition. A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

**Literature:** Maintains an accurate inventory and purchases literature for our Area monthly. Distributes this literature as well as any other literature from Region at our monthly ASC meetings. Supplies new groups with starter kits as needed.

**Louisville Area Convention of Narcotics Anonymous (LACNA):** Provides an annual event that brings our membership together in a celebration of recovery and unity.

**New Business:** Motions regarding business that is new to this committee (see Motions & Voting procedures).

**Newsletter:** Serves the purpose for building NA unity through communication by providing a monthly newsletter, which contains NA news regarding our NA/Region/World. To also include

upcoming events, announcements, personal recovery stories, poems, cartoons, and all NA recovery oriented material.

**Old Business:** A tabulation of votes from the previous month's motions.

**Open Forum:** A general discussion of group concerns and issues. Chair establishes the length of time for this.

**Policy Change:** Anything in the P&P Manual that would involve a plan, such as guidelines, motions, etc... This would exclude clerical errors, definitions for our glossary of terms, or any agreed additions that may change page numbers, etc.

**Policy & Procedures (P&P):** Ensures that all business conducted in our monthly ASC meetings are followed in accordance with our Areas Policy & Procedures, Guide to Local Service, 12 Concepts and 12 Traditions.

**Prudent Reserve:** The minimum amount, kept on hand by the Area to ensure monthly expenses are met. This amount is set aside and not used to conduct business except in the case of an emergency.

**Quorum:** The number of present GSR with voting status required to conduct business for the day. This is 1/3 of GSR with voting status.

**Regional Service Committee (RSC):** A body that draws together the combined service experience of a number of adjoining areas or those areas mutual support. Composed of RCMS, the Regional and Alternate delegate, and others as needed.

**Roll Call:** Taken twice (once in the beginning and again after a review of the day's business, or at 5:30PM) to include GSR, Subcommittee Chairs, and Executive Officers. Roll Call establishes the voting status of a GSR for their Home group. GSR must be present for both in order to be counted present for the day and to aid in maintaining their Home group's voting status.

*NA Basic Text, Louisville Area Policies and Procedures Manual, and Guide to Local Services in Narcotics Anonymous © Narcotics Anonymous World Service, Inc. (NAWS), 1989*

### **Responsibilities of Executive/Administrative Committee**

1. Will have a monthly administrative meeting that includes the consistent attendance of all Executive Officers (which includes: Chair, Vice-Chair, Secretary and Treasurer).
2. Will have 4 quarterly audits conducted by the Executive Committee, which requires the attendance of any bank-account-holding subcommittee or trusted servant. This audit includes a report stating in detail all incomes and expenses accrued by that subcommittee or trusted servant from the previous quarter.
3. The Executive/Administrative Committee plans an annual Trusted Servant's Workshop that includes both the area and the group level in scope.



4. To have available a monthly budget to include the following expenditures: P.O. Box, rent, storage facility (\$85.00), as well as a floating budget of \$200.00 to include any supplies, copies (especially of P&P manuals).
5. All Executive Officers will submit the following financial reporting to the Area EACH month:
  - a. Cash receipts summary (receipts or initialed records must be attached)
  - b. Check Disbursement Journal (receipts must be attached)
  - c. Daily Balance Journal or Income/Expense Journal
  - d. Monthly Bank Statement (Area Treasurer)
6. Before the Louisville Area takes an addict to court, it must come from group conscience.
7. For simplicity, wherever clean time is mentioned in these guidelines, it refers to continuous clean time. Also, prior involvement refers to continuous prior involvement unless otherwise noted.
8. Will acquaint self with Louisville Area Service Policy and Procedure Manual.
9. Area service is to be a NON-SMOKING meeting no matter where it is held.
10. When a member of the Administrative Committee misses two (2) consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. Relapse may fall under the heading of "failure to perform duties". It takes a 2/3 vote of the quorum of the day to impeach. The vote is done by closed ballot.
11. If an officer deems it necessary to resign, a letter needs to be submitted to the ASC Chairperson prior to the ASC Meeting, stating the resignation.
12. Our Area is required to keep a prudent reserve of \$6,520.00 for year 2023, and adjusted yearly as budgets are submitted and approved.
13. The Louisville Area will donate 30% of funds or \$1000.00 whichever is less after prudent reserve and monthly expenses have been met, to the Kentuckiana Region of Narcotics Anonymous. This donation will be deducted on a quarterly basis.
14. The Louisville Area of NA will donate \$50.00 a month to Narcotics Anonymous World Service (NAWS) after prudent reserve and monthly expenses have been met.

### **Qualifications and Responsibilities of ASC Officers**

#### **Area Chairperson Qualifications:**

1. Two (2) years clean time required.
2. One (1) year prior involvement in Area as a subcommittee Chairperson or GSR.
3. Must have a working knowledge of our Twelve Steps, Twelve Traditions and Twelve Concepts of NA, as well as the knowledge of our Area Service Policies and Procedures

#### **Area Chairperson Responsibilities:**

1. Will attend all ASC meetings.
2. Presides over the ASC meeting.

3. Formulates the ASC agenda. Reviews the Secretary's minutes prior to their distribution.
4. Must be able to provide organizational skills.
5. Will refrain from expressing opinions during discussion of a motion.
6. Keeps discussion focused on the topic and within reasonable time frame
7. Serves as an available resource for the GSR between ASC meetings
8. Is registered as one of the signatures on the ASC bank account.
9. Will maintain a P.O. Box and separate money to be appropriated for such a box.
10. Will maintain a Storage facility (a monthly unit) for our ASC possession's and archives.
11. Will give an inventory report at the beginning and end of his/her term reporting all inventory, archives and belongings being stored in above stated facility.
12. Will be the sole keeper of one of the keys to the storage unit and the holder of the second key, which can only be issued out to subcommittee chairs and/or Executive Officers for the storing of archives, etc.
13. In the case of a tie, the ASC Chairperson acts as the tiebreaker. If the ASC Chairperson abstains from breaking the tie, those nominations or motions become void.
14. Will be responsible for a backup key for literature cabinet. (floor vote 2018)

**Area Vice-chairperson Qualifications:**

1. Two (2) years clean time.
2. One (1) year prior involvement as Subcommittee Chairperson or GSR.
3. Must have a working knowledge of our Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, as well as the knowledge of our Area Service Policies and Procedures.

**Area Vice-chairperson Responsibilities:**

1. Presides over the ASC meeting in the absence of the Chairperson.
2. Is responsible for coordinating the subcommittees while communicating with each of the Subcommittee Chairpersons and acts as a resource to the subcommittees in an effort to facilitate the continuation of their duties.
3. Is responsible for assisting the subcommittees to carry on with business in the event of an absence or resignation of a Subcommittee Chairperson.
4. Will be one of the cosigners on the ASC bank account.
5. Assists in the ASC Secretary in the tabulating of votes.

**Area Secretary Qualifications:**

1. One (1) year clean time.
2. General office or secretarial experience and some organizational ability.
3. Six (6) months prior involvement in Area and/or subcommittee work.

4. Must have a working knowledge of our Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, as well as the knowledge of our Area Service Policies and Procedures

**Area Secretary Responsibilities:**

1. It is essential that the secretary possess a good sense of order about what transpires at the ASC meetings.
2. Takes roll at the ASC meetings.
3. Maintains a file system for all information generated by the ASC, including certain materials created by the subcommittees or groups, as well as a record of motions, reports, and correspondence for the ASC archives.
4. Prepares letters and communications for the Executive Officers.
5. Drafts concise minutes to reflect what business is conducted at the ASC meetings. This will include:
  - a. Representation at the monthly ASC meeting.
  - b. All reports turned in by Home groups, Subcommittee Chairs and Executive Officers.
  - c. Tallies from Old Business.
  - d. New Nominations and New Business, including additional submissions accompanying these (i.e., Resume, etc.).
  - e. Ballot sheet (with New Business being voted on repeated on this sheet).
  - f. Group Information Sheet
  - g. Motion Submission Form
  - h. Literature Order Form
  - i. Blank Resume
  - j. Anything else that the Secretary may deem prudent to the business that took place.
6. If the minutes are not ready or will not be ready to send 14 days after the Area Service meeting, the Area Secretary will not send the minutes and will cease spending budgeted Area funds to prepare, copy or send the minutes.
7. Types and delivers minutes (including postal mail, e-mail, or hand-delivery) of the ASC minutes (after the Chairperson has reviewed them), along with an agenda of the next meeting, to all participants within 14 days of ASC meeting.
8. The minutes from the monthly Area meeting will be posted on the Area website, except for financial statements, flyers and items not formatted to a Word document. Any home group with voting status that misses (1) ASC meeting shall receive that month's minutes-to be mailed to the address given at the prior month's ASC meeting.
9. The Secretary is allotted a \$300.00 floating seed amount for compiling, printing and mailing of our monthly minutes and is responsible for utilizing the most cost effective method of this

preparation and distribution (i.e., hand-copying, collating, stapling, etc.). Only ASC Trusted Servants will be mailed ASC minutes. All others must absorb printing and postage costs.

10. The Motions Submission Form is used as a more accurate means of submitting motions to the ASC and Home groups are encouraged to utilize this form.
11. The secretary will update Area Home group Roster bi-annually (January and July). Any home group that fails to make any ASC meetings within 6 months will be removed from the roster.

### **Secretary's Budget**

Printing, copies, labels, envelopes and stapling (done by print shop).

Monthly	\$303.00
<b>Yearly</b>	<b>\$3636.00</b>

### **Area Treasurer Qualifications:**

1. Five (5) years clean time,
2. Bookkeeping or accounting experience,
3. One year prior experience as a Home group treasurer and prior participation in the ASC,
4. Must have a working knowledge of our Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, as well as the knowledge of our Area Service Policies and Procedures.

### **Area Treasurer Responsibilities:**

1. Is mainly responsible for the management of ASC funds.
  - a. Cash receipts summary (receipts or initialed records must be attached)
  - b. Check Disbursement Journal (receipts must be attached)
  - c. Daily Balance Journal or Income/Expense Journal
  - d. Monthly Bank Statement
2. Is usually the primary signature on the ASC bank account and maintains the Area's checkbook, including the monthly reconciliation of this account.
3. All checks are required to have two signatures of executive committee members, or subcommittee chairs that have also signed the signature card where the LASCNA bank account is held, and are not to be signed by any member until the check is completely filled out (who it is written to, date, amount, etc.).
4. The ASC bank account will contain all funds for the ASC, including the subcommittees.
5. Keeps separate balances for the ASC general fund, prudent reserve, each subcommittee, and any other recurring funding or finance the ASC feels is appropriate.
6. All funds are under one set of books, and the treasurer can make disbursements upon direction from the ASC.

7. No money is to be given to any subcommittee until that subcommittee has submitted a complete financial report/budget for that month.
8. Deposits all funds collected within 24 hours of their receipt.
9. Is responsible for complete accounting of all funds received through donations from members and groups, as well as money generated by activities.
10. All money goes to Area Treasurer in the form of a check or money order, not cash. If a Home Group submits a check that bounces or is returned NSF that Home Group will need to submit all future money through a money order for a period of 1 year; the Home Group will be required to reimburse the Area for any charges associated with the returned check.
11. Presents a detailed report of finance at each ASC meeting with the monthly bank statement included in the Treasurer's report given at Area. Submit Area Treasurer's report on the group area contribution form and/or the Area's check register form.
12. Submits an annual report at the end of the term, and whenever else requested by the ASC or its members. As part of this report, the treasurer will encourage the GSR to remind their groups of the importance of the Seventh Tradition at every level of service, beginning with the member and then the group and will explain briefly what this money provides. The attraction that these services provide (when the members are informed) helps our seventh tradition become a reality.

#### **Treasurer's Budget**

Rental fee for LASCNA monthly meeting (\$60.00 per month)	\$720.00
Rental fee for LASCNA monthly storage (\$50.00 per month)	\$600.00
Annual post office box fee	\$94.00
Postage	\$30.00
Zoom Subscription (\$18/mo.)	\$216.00
Check printing fee (new checkbook)	\$200.00
Receipt books (5)	\$50.00
Deposit Slips	\$85.00
Quarterly Donation to Region (KRSCNA- \$1000.00)	\$4000.00
Monthly World Services Donation (\$50.00)	\$600.00
<b>TOTAL</b>	<b>\$6,595.00</b>

Our Area is required to keep a prudent reserve of \$6520.00 for year 2017 and adjust yearly as budgets are submitted and approved.

### **Group Service Representative (GSR) Qualifications and Responsibilities**

1. Will acquaint themselves with Louisville Area Service Policy.
2. May be a member of a subcommittee, but not as Chairperson.
3. An understanding of the service structure our area utilizes.
4. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
5. In addition to this, the GSR participates in specific functions the ASC may need to achieve such as: attracting new members, the aid given to groups with specific situations and services that require more effort than a monthly meeting.

### **RCM Qualifications:**

1. Two (2) years clean time
2. An example of living recovery through the application of the 12 Steps and Twelve Traditions of Narcotics Anonymous
3. Six (6) months prior experience in the ASC as a GSR or Subcommittee Chairperson
4. Time and resources to perform the responsibilities of the position
5. Six (6) months prior involvement at the Regional Level.

### **RCM Responsibilities:**

1. As the representative of the Area, the RCM will speak for the members and groups within their Area Service Committee. The primary responsibility is to work for the good of NA and act as a liaison between their Area and the rest of NA, particularly with neighboring ASC. They represent the group conscience of the ASC at the Regional level; therefore, the RCM should address concerns with Home groups in the area before it is taken to the region.
2. In order to accomplish this, the RCM and the RCM alternate (RCMA) must become informed of issues from Area, Regional, and World levels of NA service. Therefore, it is essential for both the RCM and RCMA to attend all meetings of the RCM and the RSC, including regional conferences.
3. The RCM should prepare a written report to the RSC on the ASC progress, projects and dilemmas. In addition, the RCM should prepare a written report to the ASC of the RSC meetings.
4. May serve on one or more of its ASC and RSC subcommittees, but not as a Chairperson. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM will need to well-informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCMA; they present the WSC Conference Agenda items to the groups in a workshop form where group members may ask questions pertaining to these items.
5. When the group conscience of the Area is to be carried to the

Regional Level, the Area needs to know the outcome of the vote before Regional meeting.

6. The RCM will make enough copies of the regional event flyers so that each home group in our area will receive 3 flyers at area service meeting. RCM will be reimbursed the cost after submitting a receipt at area service.
7. The RCM will be reimbursed for gas expense for travel to and from regional meeting upon receipt.
8. That the RCM obtain a copy of Regional Policies and Procedures for the Louisville Area P&P subcommittee to have on hand.

### RCM Budget

\$75.00 per month for copies X 12	\$900.00
Gas per year	\$600.00
C.A.R. Workshop (bi-annually on even years)	\$300.00
<b>Total</b>	<b>\$1500.00</b>
With C.A.R. Workshop	\$1800.00

### **RCM Alternate (RCMA):**

1. One (1) year clean time.
2. An example of living recovery through the application of the 12 Steps and Twelve Traditions of Narcotics Anonymous.
3. Six (6) months prior experience in the ASC as a GSR or Subcommittee Chairperson.
4. Time and resources to perform the responsibilities of the position.

### **RCMA Responsibilities:**

1. Assists the RCM.
2. There is a two (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings, and filling in for the RCM, if absent for any reason, or unable to complete his/her term in office. The second year he/she becomes the RCM.

**General Louisville Area Service Committee of Narcotics Anonymous**  
**(LASCNA) Subcommittee Policy**

1. All matters affecting this Area as a whole must be taken back to Home groups for approval.
2. For simplicity purposes, wherever clean time is mentioned in these guidelines, it refers to continuous clean time. Also for prior involvement refers to continuous prior involvement unless otherwise noted.
3. All Subcommittee Chairperson must have two (2) years clean time.
4. All Subcommittee Guidelines be accepted as part of the P&P Manual.
5. Each subcommittee must submit an itemized budget in the form of a motion to the ASC annually.
6. An addict can be taken to court only by Area group conscious.
7. All Subcommittee Chairperson submit a monthly financial statement, which includes:
  - a. LASCNA funds request form
  - b. Subcommittee Money/Report Return Form
  - c. Monthly bank statement.
  - d. LACNA seed money is \$4000.00
8. All subcommittees that have their own checking account have a federal tax identification number assigned by the Internal Revenue Service.
9. An audit of any money held by any member or area can be requested any time by a majority of voting members.
10. The executive and all other subcommittees must have guidelines, which will be included in the P&P Manual.
11. All guidelines are to be submitted and approved by the Area as a whole, 60 days before the election of the new officers, each year.
12. New guidelines, revisions, and updates must be submitted to the area as a whole, for approval. Each Subcommittee Chairperson will be accountable for this action.
13. Will acquaint self with the LASCNA policy.
14. When a Subcommittee Chairperson misses two (2) consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. Relapse may fall under the heading of "failure to perform duties". It takes a 2/3 vote of the quorum of the day to impeach. The vote is done by closed ballot.
15. If a Subcommittee Chairperson deems it necessary to resign, a letter needs to be submitted to the ASC Chairperson prior to the ASC stating the resignation.
16. The Ad Hoc Subcommittee is to be sponsored by a minimum of 2 members of the home group or subcommittee that brought forth the motion.
17. Weapons are prohibited at all LASCNA, LACNA subcommittee meetings or events. This



includes the monthly Area Service Committee meeting, the Louisville Area Convention of Narcotics Anonymous, all LASCNA, LACNA subcommittee meetings and events.

This policy applies regardless of whether a person has a concealed carry permit. A person possessing a firearm will be asked to leave, secure their firearm, and come back. We need them.

18. If a city or county declares a State of Emergency due to natural disaster, area service will be postponed until next Sunday.
19. The LASCNA Executive Committee will purchase an account on ZOOM, a social media platform, to be used in addition to in-person monthly ASC meetings to offer maximum participation and inclusiveness at the area level. The Area Treasurer will be responsible to pay the monthly service fee to the platform vendor. This fee will be included in the Treasurer's annual budget.
20. In order for a home group to be listed on the Louisville area printed schedule, website meeting schedule or helpline schedule, the meeting must be in place and be meeting regularly for 90 days.
21. In order to remain on the Louisville Area printed schedule, website meeting schedule, or helpline schedule, all home groups must have a representative stay in contact with the subcommittee. This can be done by attending ASC at least every two months or by calling or emailing the PR Subcommittee at least every two months. An NA group must adhere to the 12 Traditions as well as the "Six Points Describing an NA group", found on page 26 in A Guide to Local Services in Narcotics Anonymous.
22. The ASC or PR Subcommittee must be contacted in the ASC meeting by the GSR, GSRA or any home group member to announce when the meeting will be closing.
23. A trusted servant from the PR Subcommittee will communicate regularly with the trusted servants from OVANA Area who do PR and the trusted servants from 502 Area who do PR to discuss PR issues and collaborate on PR projects.

### **Nominations of ASC Officers**

1. Nominations are solicited in October to be brought back to the ASC in November. The elected officials will train for 2 months with predecessor.
2. Nominations of ASC officers and Subcommittee Chairpersons should be solicited from Home groups and/or Subcommittee Chairpersons from within the area.
3. It is recommended that no officer should serve more than two (2) consecutive terms in the same position.
4. A member of Narcotics Anonymous may hold only one office of Chairperson at a time.
5. After each nomination has been seconded, the ASC Chairperson reads the qualifications and responsibilities for that office/position.
6. Each nominee must be present to accept his or her nomination. Written qualifications in the form of a service resume are read aloud and then turned in to the ASC Secretary on the form provided.
7. After accepting nominations, the ASC Chairperson will ask if there are any other nominations. If not, a motion to close nominations is then solicited.

### **Elections of ASC Officers:**

1. When an individual is running unopposed, a 2/3 majority is required for election.
2. When two (2) or more individuals are running for the same position, simple majority rules for this election.
3. In the case of a tie, the ASC Chairperson acts as the tiebreaker. If the ASC Chairperson abstains from breaking the tie, those nominations become null and void (moot).
4. An individual must be present to accept the position to which they have been elected at the ASC meeting when votes are counted. If the individual is not present to accept the appointment, the position will then be re-opened for nominations.
5. Upon election, members shall resign from all other Area service positions except as a member of a subcommittee, Home group Secretary or Home group Treasurer.
6. After elections occur, the term of that position (or those positions) begins at the close of business at January ASC meeting.
7. Should an office be vacated in the middle of the term, the ASC Chairperson shall appoint a temporary until standard nomination and election procedures can be followed to fill the vacated position. Temporary appointments by the chairperson are subject to 2/3 majorities of the GSR present at the time of the appointment. Appointees must meet requirements of positions to which they are being appointed. Acceptance of any nomination must be accompanied by written qualifications in the form of a service resume.
8. In the event that LASCNA has no ASC Chairperson and/or two or more Executive Committee positions are unfilled, (no person has been elected to these positions), the ASC shall appoint a temporary Chairperson until the close of business for that day. Temporary appointments by the ASC are subject to 2/3 majorities of the GSRs present with voting status at the time of the appointment(s). If the ASC chairperson position remains unfilled after three business meetings, business for the ASC will be

suspended until nominations are made and the position filled through standard election procedures

### **Motions & Voting Procedures**

***When GSR or Subcommittee Chair is stated, this will also refer to 'and/or GSRA (alternate) or Subcommittee Vice-Chairperson***

1. ASC business meetings are open to all NA members. Only trusted servants of the LASCNA can participate in the business part of the meeting. Trusted Servants of the LASCNA are as follows: All the Administrative Committee, GSR, or GSRA, RCM or RCMA, ALL Subcommittee Chairs or their Vice-Chairs. All are welcome to attend and listen. There will be an open forum at the end of the meeting to address questions, concerns, comments, and ideas from anyone attending.
2. The use of the Motion Submission Form is required for submitting any main motions.
3. Before a motion can be presented on the floor at ASC, a complete and finalized copy must be given to the ASC Chairperson as well as to the P&P Chairperson no later than 15 minutes prior to start of meeting.
4. To be recognized on the floor of ASC, a raising hands is necessary.
5. Only the GSR, RCM, and Subcommittee Chairpersons can make, second or amend motions. No proxy representatives will be allowed.
6. Quorum is determined by the following:
  - a. Official quorum of the day shall be 1/3 of eligible groups with voting status based upon groups that cast ballots by 30 minutes after the start of the business meeting.
  - b. Official quorum must be reached by 30 minutes after scheduled starting time.
  - c. Quorum is not based on roll call.
  - d. An accurate quorum is based upon representation of groups at two consecutive ASC meetings.
7. For purposes of voting status, attendance means being present at both roll calls for the day. A group loses voting status after missing either the opening or closing roll call in two consecutive ASC meetings. (being absent for one ASC meeting does not affect voting status). A group regains voting status by attending 2 consecutive ASC meetings (meaning 4 consecutive roll calls).
8. After a motion is made, the Chairperson asks for a second. A second is necessary to move on with any business.
9. Depending upon what type of motion is being presented on the floor of ASC the Chairperson will determine what type of vote would be needed for that motion (see Voting Procedures)
10. Voting Procedures:
  - a. Only eligible GSR can vote on any motion. Only one vote is allowed from each group.
  - b. ASC shall utilize a written ballot method of voting which will be included in the minutes.

- c. Abstentions shall be deemed as refraining from the voting process.
- d. In the case of a tie, the ASC Chairperson acts as the tiebreaker. If the ASC Chairperson abstains from breaking the tie, those motions become void.
- e. A 2/3 majority of members with voting status that cast ballots is required to pass all policy changes, amendments to policy, new policies and subcommittee guidelines.
- f. Clerical errors require simple majority of GSR with voting status present at ASC.
- g. All matters affecting NA, as a whole will be taken back to groups for group conscious, including all sub-committee budgets.
- h. Matters that do not affect NA, as a whole will be voted that day by following the Louisville Area Service Rules of Order.

## **LOUISVILLE AREA SERVICE PARLIAMENTARY PROCEDURES**

**MAIN MOTION:** A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending. Since main motions might become part of the Area's policy, they should be worded in a concise, unambiguous, and complete form in order to communicate a clear understanding. A motion may be ruled out of order clearly contradicts one of the twelve traditions or concepts of NA Service, or is inappropriate at that particular point in the meeting.

**AMENDMENTS:** An amendment modifies the original main motion being presented at the floor of ASC. An amendment must in some way involve the same issue that is raised by the motion to which it is applied. An amendment does not bring in an independent motion. There are two forms of an Amendment:

**Amendment:** During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion as amended. When debate is exhausted on the merits of the main motion, a vote is taken and the body moves on to the next item of business.

**Friendly Amendment:** If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment. Debate proceeds as if the main motion had been formally amended.

**MOTION TO TABLE:** A motion to table may be applied only to a pending main motion. At the time a motion to table is made, intent is to be given. The motion to table is presented in order to:

- a) Obtain further information, or
- b) To deal with more pressing business.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

**MOTION TO REFER TO COMMITTEE:** When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the committee will bring up the issue at the next ASC meeting. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion, so as to obtain information to give direction to the committee.

**MOTION TO REFER TO GROUPS:** When a motion to refer to groups is made it is to send an item of business (that is usually dealt with and voted on right then and there) to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and cons on the original motion so as to give information to bring back to the groups.

**MOTION TO RECONSIDER:** A motion to reconsider is meant to bring an item that has already been dealt with back on the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take in account new information or situations not considered when taking the original vote.

Since this motion is not to be used for rehashing motions that an individual or minority were not pleased over the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

**UNANIMOUS CONSENT:** That is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

**MOTION TO WITHDRAW OR MODIFY:** A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to the ASC, as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection the Chairperson automatically puts the request to a vote, which is not debatable.

**MOTION TO CALL THE VOTE:** A motion to call the vote can be made if a member feels that debate has gone too long on a motion. The ASC Chairperson asks for any opposition. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

**POINT OF INFORMATION:** A point of information is a question directed to the ASC Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question. This is not an invitation to make a statement, give information or offer opinion.

**POINT OF ORDER:** A call for a Point or Order can be taken at any time and does not need approval of the Chairperson. It is simply a question asking the Chairperson to determine if proper procedure is being followed. If the Chairperson feels that proper procedure is not being followed, they should recognize and adhere to that fact. If the Chairperson feels that there is no impropriety, it is overruled. It is not made to dispute accuracy or validity of another members remarks, it is instead brought to the attention of the Chairperson that proper procedure needs to be recognized and enforced. The decision of the Chairperson may be appealed.

**SUSPEND THE RULES:** A motion to suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority. A rule that cannot be suspended is anything that goes against our Twelve (12) Traditions and Twelve (12) Concepts or violates any Federal, State or Local Laws.

**APPEAL THE DECISION OF THE CHAIR:** By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. Any member has the right to appeal the Chairpersons decision, however, a second is required. The member then states the reasons for the appeal (pro). The Chairperson then defends their intent for the ruling being appealed (con). Both are given one (1) minute each for their remarks. A vote is taken requiring a simple majority to overrule the decision of the Chairperson.

**LASCNA RULES OF ORDER**

<b><u>Motion</u></b>	<b><u>2nd Needed</u></b>	<b><u>Debatable</u></b>	<b><u>Amend</u></b>	<b><u>Vote</u></b>
Main Motion	Yes	2Pro/2Con	Yes	Majority
Amendment	Yes	2Pro/2Con	No	Majority
Motion to Table	Yes	1Pro/1Con	No	Majority
Refer To Committee	Yes	1Pro/1Con	Yes	Majority
Refer To Groups	Yes	1Pro/1Con	Yes	Majority
Reconsider	Yes	2Pro/2Con	No	Majority
Withdraw or Modify	No	No	No	Majority
Call the Vote	Yes	1Pro/1Con	No	2/3
Point of Information	No	No	No	None
Point Of Order	No	No	No	None
Suspend the Rules	Yes	No	Yes	2/3
Appeal the Decision of the Chair	Yes	1Pro/1Con	No	Majority
Motion to Close	Yes	No	No	Majority



## Policy and Procedures Motion Log

Date changed: \_\_\_\_\_ Motion #: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Policy Change? YES or NO Pass\_\_ Fail\_\_ Where inserted in P&P? \_\_\_\_\_  
Re: \_\_\_\_\_

Date changed: \_\_\_\_\_ Motion #: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Policy Change? YES or NO Pass\_\_ Fail\_\_ Where inserted in P&P? \_\_\_\_\_  
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Policy Change? YES or NO Pass\_\_ Fail\_\_ Where inserted in P&P? \_\_\_\_\_  
Re: \_\_\_\_\_

**Louisville Area Service Committee of NA  
Hospitals & Institutions (H & I)  
Subcommittee Guidelines**

**Purpose of the H & I Subcommittee:** The H&I Subcommittee exists to carry the Narcotics Anonymous message of recovery from addiction to residents of facilities who do not have full access to regular NA meetings. H&I meetings are intended to introduce the basics of the Narcotics Anonymous program to those attending.

**Functions of the H & I Subcommittee:** This subcommittee functions as per the area request. The subcommittee holds a monthly business meeting to distribute literature and discuss issues of concern. The subcommittee communicates and disburses all information from its H&I meeting through its Panel Leaders. The subcommittee, through the consent of the Area, conducts workshops orientations and learning days on H&I topics to ensure unity and to make available information to those that request it within the area. The subcommittee also provides a representative to Area Service and to the Regional H&I Subcommittee. We coordinate the development of new meetings and with PI, make presentations to facilities. The Panel Leaders and Panel Coordinator maintain communication between the facility and H&I. The subcommittee is responsible for holding subcommittee members accountable for their responsibilities.

**H & I General Information:** Any recovering addict with a clear and consistent NA message who is willing to share is well suited for H&I service work. Any member of the H&I Subcommittee is automatically disqualified from further H&I activity upon relapse, but may become eligible when he or she can conform to the requirements in these guidelines.

Being clean, for the purpose of this subcommittee, shall be defined as abstinence from all drugs. A subcommittee member attains voting status upon attending (2) consecutive business meetings. Loss of voting status occurs after missing (2) consecutive business meetings. H&I business meetings are open to all NA members and participation is encouraged. H&I facility meetings are closed to outside participation. NA members from the outside should attend an H&I meeting only when invited by the Panel Leader. Any change in policy, or addition to policy, will require a 2/3 vote of the subcommittee. The H&I literature distribution person furnishes these guidelines to each subcommittee member so they will be aware of their responsibilities. Dismissal of any H&I Subcommittee member or any H&I Subcommittee commitment requires a 2/3 vote. Quorum shall be 2/3 of members with voting status.

### **H&I Annual Budget**

Receipts for copies, etc. shall be turned in monthly to the Area along with subcommittee report. Checks for rent, supplies, etc. shall be picked up monthly at the ASC meeting.

Literature \$10.11 per meeting X 12 months x 15 meetings	\$ 1820.00
Rent \$15.00 per month x 12 months	\$ 180.00
H&I Learning Day	\$ 250.00
H&I Ongoing Expenditures room rental, literature, sound equipment, postage, copies, facilities correspondences, presentations, etc.	\$ 250.00
<b>Total</b>	<b>\$ 2500.00</b>

#### **Agenda for H & I Subcommittee Meeting:**

1. Open the meeting with the “we” version of the Serenity Prayer.
2. Read the 12 Traditions.
3. Take attendance (to establish voting status and quorum).
4. Read and approve the minutes from the previous meeting.
5. Report of budget expenditures including literature disbursement.
6. H&I Panel Coordinator’s report.
7. H&I Panel Leader’s reports. (if necessary)
8. Old Business.
9. Elect Officers (if necessary)
10. New Business.
11. Schedule next subcommittee meeting.
12. Close meeting

**H & I Trusted Servants' Responsibilities & Qualifications:** A service board of trusted servants shall consist of Chairperson, Vice Chairperson, Literature Disbursement Person, Secretary, and a Panel Coordinator. Any subcommittee trusted servant or member who relapses will automatically be removed from the service position they hold. Any trusted servant is subject to removal after missing two consecutive H&I Subcommittee business meetings. The responsibilities of the subcommittee officers are shown below, but the list is only a summary. Within the stated guidelines of this subcommittee, trusted servants will often do more than this outline describes. The success of the subcommittee depends on the dedication of good trusted servants. (For the purpose of simplicity, wherever clean time is mentioned in these guidelines, it refers to continuous clean time. Also, prior involvement, refers to continuous prior involvement unless otherwise noted.)

**H & I Chairperson:** The Chairperson is elected through the ASC. (This is a one year Commitment.)

1. A minimum of 2 years clean time. 6 months prior involvement with H&I.

Definition of involvement:

- a. Past experience as a Panel Member in a responsible manner.
  - b. Attendance at past 6 business meetings.
2. Working knowledge of the 12 steps 12 traditions and H&I guidelines to insure that they are upheld in all matters.
  3. Keep order in the subcommittee meetings.
  4. Keeps discussion on the topic during the Subcommittee meetings.
  5. Prepares the agenda for the subcommittee meetings.
  6. Maintains a line of communication between H&I and the ASC, including a written report and also attends or sends a representative to quarterly audit conducted by Area.
  7. Ensures that H&I representative attends the regional service meeting if the chair cannot attend. A suitable substitute is the Vice Chair or any other H&I trusted servant.
  8. Works with the Panel Coordinator to draft all correspondence to facilities served by the H&I Subcommittee.
  9. H&I chair is responsible to get an annual signed agreement with the facility where the business meeting will be conducted. All other trusted servants are elected through the H&I Subcommittee.

**H & I Vice Chairperson:** (This is a 1 year commitment)

1. A minimum of 2 years clean time. 6 months prior involvement with H&I.

Definition of involvement:

- a. Past experience as a Panel Member in a responsible manner.
  - b. Attendance a past 6 business meetings.
2. Working knowledge of the 12 steps and 12 traditions and H&I guidelines.
  3. Helps Chairperson keep proceedings orderly.
  4. Acts as Chairperson in the case of Chairperson's absence in any and all cases.
  5. Acts as Chairperson of any AD-HOC Subcommittee formed by the H&I Subcommittee.
  6. In the event of the absence or resignation of a trusted servant, the Vice Chair sits in.
  7. Within the guidelines of the subcommittee, may have other responsibilities.

**H & I Secretary:** (This is a 1 year commitment.)

1. A minimum of 1 year clean time. 3 months prior involvement with H&I.

Definition of Involvement:

- a. Attendance at past 3 business meetings.
2. Working knowledge of the 12 steps, 12 traditions and H&I guidelines.
  3. Takes an accurate set of minutes at each monthly meeting, and distributes them to the Chairperson at each meeting.
  4. Keeps records of all subcommittee members and their phone numbers as well as an updated H&I meeting list.
  5. Maintains an ongoing file on all correspondence and minutes that is accessible to any H&I member.
  6. Within the guidelines of this subcommittee may have other responsibilities and may enlist the help of other members.
  7. Takes roll at subcommittee meetings and establishes voting status and quorum.

**H & I Literature Distribution Person:** (This is a 1 year commitment.)

1. A minimum of 1 year clean time. 3 months prior involvement with H&I.

Definition of involvement:

- a. Attendance at past 3 business meetings.
2. Working knowledge of the 12 steps, 12 traditions and H&I guidelines.
  3. Keeps a continuing record of literature distributed to all H&I meetings.
  4. Gives a written and verbal report at the regular H&I Subcommittee meetings on the literature distributed.
  5. Works with the Chairperson to insure that necessary literature is obtained from the ASC as

per the H&I Subcommittee budget.

6. Ensures that the requests for literature from Panel Leaders does not exceed \$15 per month.
7. Within the guidelines of the subcommittee, may enlist the help of other members as needed.

**H & I Panel Coordinator:** (This is a 1 year commitment.)

1. A minimum of 1 year clean time. 6 months prior involvement with H&I.

Definition of involvement:

- a. Attendance at past 6 business meetings.
  - b. 6 months experience as Panel Leader in a responsible manner.
2. Instructs Panel Leaders of the facilities requirements, regulations, and general rules covering H&I meetings.
  3. Maintains regular contact with Panel Leaders.
  4. Keeps an open line of communication within the facility.
  5. Call upon the trusted servants and general membership for any necessary assistance.
  6. Ensures that monthly report is obtained from each Panel Leader.

**Panel Leader:** (This is a 6 month commitment.)

1. A minimum of 1 year clean time. Establishes and maintains voting status.
  - a. Suggested attendance at all of the area's H&I meetings to become better acquainted.
  - b. Previous experience as Panel Member.
2. Working knowledge of the 12 steps, 12 traditions and H&I guidelines.
3. Leaders will be elected by the H&I Subcommittee at its regular business meeting.
4. Decides the format of the meeting.
5. Selects members of the fellowship to be Panel Members, usually from the Panel Members list.
6. Responsible for the meeting starting and ending on time.
7. Any problems should be reported to the Panel Coordinator and then included in their regular report to the H&I Subcommittee.
8. May resign by giving notice to the H&I Subcommittee.
9. Will be subject to removal from the panel assignment because of absence without prior notice and for not making adequate arrangements for replacements to conduct a meeting, upon group conscience of subcommittee.
10. Whenever possible, will inform the Panel Coordinator well in advance when unable to conduct a regularly scheduled meeting.

11. Shall inform the panel members of rules of the facility and this subcommittee.
12. Shall be present at each subcommittee meeting and shall submit a written report regarding the meeting they lead, In the event of an excused absence (achieved through contacting the Chairperson) the Panel Leader is responsible for submitting a written report to the secretary.
13. Shall be responsible for submitting a literature request form for their meeting.

**H & I Panel Members:**

1. 6 months clean time.
2. Willingness to share experience, strength and hope.
3. Familiar with 12 steps and 12 traditions, H&I guidelines and the H&I handbook.
4. Will always keep in mind that they are representatives of NA and will conduct themselves responsibly.

**H & I Silent Panel Members:**

1. 30 days to 6 months clean time and willingness to learn and listen.
2. Will become familiar with the 12 steps and 12 traditions of NA, the H&I guidelines and the H&I handbook.
3. Will always keep in mind that he or she may be seen as a representative of NA and should conduct themselves responsibly.

**Other H & I Requirements: ALL MUST BE REVIEWED WITH ANY GUEST BEING TAKEN INTO ANY H&I MEETING**

\*This is only a partial list of the requirements -- please consult H&I handbook for specifics.\*

All panel members must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility H&I to enter a facility. It is the responsibility of the Panel Leader to insure that all people attending any H&I meeting fulfill the necessary requirements and that all are familiar with these—guidelines and procedures. Any H&I members carrying the message through H&I must keep in mind at all times the following general rules which govern ALL meetings in ALL facilities:

- a. It is unacceptable to bring any drugs or weapons onto the grounds of any facility
- b. It is unacceptable to give or take any money to/or from a resident
- c. You are not to bring gifts or money in exchange for articles made by residents
- d. If offered gifts, we always thankfully decline
- e. You are also not to accept articles made by residents to be sold on the outside
- f. It is unacceptable to give or take any correspondence of any type from a resident while visiting the facility
- g. It is acceptable to make Narcotics Anonymous literature available, at the facilities' discretion

- h. Guest and visitors will not discuss employment, lodging, etc. (either the promise of, looking for, or the searching of
- i. Obscene or vulgar language and off-color jokes are deeply frowned upon by the facility and many of the residents

These GUIDELINES and PROCEDURES exist so that a smooth and consistent program can be maintained for the benefit of the addicts being served in the hospitals and institutions. Any unusual situations that might arise should be discussed with the elected trusted servants of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting with the personnel of the facility in question. This is the responsibility and duty of the Panel Leader and Coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself and with other facilities we serve. Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting scheduled in the facility. Most regulations, covering facilities, are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in bad light.

REMEMBER YOUR ACTIONS REFLECT NOT ONLY ON YOURSELF, BUT ALSO ON NA AS A WHOLE. MOST IMPORTANTLY: ADVERSE BEHAVIOR COULD DEPRIVE AN ADDICT OF THE HELP THEY ARE SEEKING FROM YOU AND OTHER FACILITIES WE SERVE.



## **Louisville Area Convention Committee (LACNA) Guidelines**

The Louisville Area Convention is an ongoing, annual event held in any weekend in January. This convention is sponsored by the Louisville Area Service Committee to foster unity and the celebration of recovery. The Louisville Area Convention Committee is a subcommittee of the Louisville Area Service Committee and is responsible to the same.

### **General Purpose**

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. Because conventions are sponsored by the service committees of Narcotics Anonymous, they should always conform to Narcotics Anonymous principles and reflect our primary purpose.

The LACNA Convention is managed in such a manner as to accomplish three goals:

1. Provide a suitable celebration of recovery
2. Be financially responsible
3. Minimize the expense to those attending

Effort should be exerted to balance these objectives in planning this convention.

### **LACNA Committee:**

Hosting a convention is a tremendous responsibility that requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors. Therefore, effort should be made to select people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

### **LACNA Committee Meeting:**

All Convention Committee Meetings should take place at a regularly scheduled time and location. They should also follow the current edition of the Louisville Area Convention Committee Guidelines. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised to involve as many groups and individuals as possible.

The LACNA Convention Chairperson is an eighteen (18) month commitment. The Chairperson is elected in May by LASCNA. This allows him/her to attend the Convention Committee Meetings of the prior convention for six (6) months. This helps the Chairperson to gain an understanding of how a Convention Committee should work. This chairperson will preside over Convention Committee Meetings and business for the convention he/she was elected to chair.

Election of officers should be based upon qualifications and experience and be done after two (2) consecutive business meetings. A description of Executive Committee Members duties is presented in these guidelines.

Voting privileges are extended to all addicts and members of the Convention Committee,

(excluding the Chairperson), who participate on a regular basis. A regular basis constitutes attendance at two consecutive meetings. All subcommittees hold separate meetings prior to Convention Committee Meetings. The Subcommittee Chairpersons submit written reports, recommendations and other details about their areas of responsibility.

Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. It is only until two months prior to the convention that the committee schedules meetings weekly. It is advisable to schedule two or three hours to conduct business.

### **LACNA Subcommittee Meeting:**

1. Open meeting with the Serenity Prayer, Service Workers' Prayer, 12 Traditions and 12 Concepts.
2. Read and approve the minutes from the last meeting. Chairperson move to make a motion that the minutes from the last meeting be approved (if amendments need to be made add "approved with amendments).
3. Chairperson's report.
4. Old Business – business carried over from last meeting.
5. Treasurer's report (update on expenses and new balance)
6. Open Forum (15 minutes).
7. Optional Break (5 minutes).
8. New Business.
9. 7th Tradition.
10. Discuss any other concerns and establish the next meeting time.
11. Closing Prayer

### **LACNA Committee Requirements and Qualifications**

The Convention Committee is generally made up of those who were involved in the preliminary planning process, however membership is open to all of the fellowship. The Convention Committee consists of an Executive Committee, Subcommittee Chairpersons and attending members. The Executive Committee and Subcommittee Chairpersons are identified as follows:

1. Executive Committee
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary
  - d. Treasurer
2. Subcommittee Chairpersons:
  - a. Hotels & Hospitality
  - b. Functions & Fundraisers

- c. Serenity Team
- d. Registration
- e. Arts, Graphics & Merchandising
- f. Programming

Requirements and qualifications for the Executive Committee and Subcommittee Chairpersons of the Louisville Area Convention Committee are as follows:

1. Clean time requirements

Chairperson:	5 years
Vice-Chairperson:	5 years
Secretary:	1 year
Treasurer	5 years
Subcommittee Chairs	2 years

- 2. Working knowledge of the Twelve Steps and Twelve Traditions of NA
- 3. Willingness to give the time and resources necessary
- 4. Willingness to exercise spiritual principles
- 5. Active participation in Narcotics Anonymous
- 6. Missing two consecutive meetings or failure to perform duties, as outlined under the guidelines of specific positions, constitutes grounds for impeachment
- 7. Willingness to implement Louisville Area Convention Committee Guidelines
- 8. Must attend all business meetings until ALL current Convention Committee’s business is concluded
- 9. All subcommittee flyers must be approved by LACNA Committee prior to distribution
- 10. No Trusted Servant can hold more than two (2) consecutive terms in the same position of the LACNA Committee.
- 11. A receipt book will be used by the convention Treasurer and any other committee member where any money are exchanged. The money will be counted by both members who are exchanging money with the total amount put down on the receipt and both committee members signing the receipt.

**LACNA Executive Committee**

The Executive Committee carries out the conscience of the overall committee. It functions as the Administrative Committee of the convention and holds separate, periodic and special Subcommittee Meetings. Its function is to ensure that the various subcommittees work together; and to assist subcommittees that may need extra help. The members of the Executive Committee discuss the performance of the subcommittee as well as the budget and other matters that affect the convention. The results of these discussions are included in the reports at the Convention Committee Meetings. As soon as possible, the Executive Committee

drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular day on which meetings are held and schedule all meetings on that day throughout the duration of the planning period. The Executive Committee also makes regular reports to the Louisville Area Service Committee. Comments and suggestions are included in the Chairperson's report at the beginning of each Convention Committee meeting.

**LACNA Chairperson:**

Demonstrates stability in local community, and administrative abilities

1. Organizes subcommittees and delegates major tasks to specific subcommittees.
2. Stays informed of the activities of each subcommittee.
3. Helps resolve personality conflicts.
4. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the Convention.
5. Monitors the fund flow and overall Convention cost, and helps to organize subcommittee budgets.
6. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
7. Allows the subcommittees to do their job while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
8. Votes only to break a tie.
9. Chairs the Convention Committee Meetings.
10. Makes a report to the Louisville Area Service Committee on the progress of the Convention planning.
11. Carries a second term in an advisory capacity, for the following convention committee.
12. Stays informed of the activities and procedures that go along with the Louisville Area and Kentuckiana Region to avoid conflicts in scheduling or procedures.
13. Visits every subcommittee meeting at least twice.

**LACNA Vice-Chairperson:**

Personable and familiar with all committee members, demonstrates stability in local community and administrative abilities.

1. Acts as the Chairperson if Chairperson is unavailable.
2. Attends subcommittee meetings, if asked, in order to ensure that they get the necessary support to do a good job.
3. Works closely with the Chairperson to help delegate responsibility to subcommittee chairpersons.
4. Visits every subcommittee meeting at least twice.
5. Is responsible for assisting the subcommittees to carry on with business in the event of an absence or resignation of a subcommittee chairperson.

### **LACNA Secretary:**

Demonstrates good communication skills and proficiency to assure accurate minutes.

1. Keeps minutes for all committee meetings and subcommittee reports.
2. Makes copies for executive committee and subcommittee chairs.
3. Maintains a list of names, addresses and phone numbers of committee members for committee use.
4. Keeps extra set of minutes, updated after each committee meeting, for members who request a complete set.

### **LACNA Treasurer:**

Demonstrates stability in local community, accounting skills, service experience with convention or other large-scale fellowship activities, accessibility to other committee members, especially the Registration Committee.

1. The \$4000.00 per year seed money is provided from the Louisville Area. The Treasurer is responsible for opening a new bank account for the current LACNA committee. The signatures required for the account are any two of the three signatures, which are the convention committee Chair or Vice-Chair and the Treasurer.
2. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
3. Responsible for all money, including revenues from registrations, pays all bills and advises the Executive Committee on cash supply, income flow and rate of expenditures.
4. Reviews subcommittee budgets and keeps them on track after receiving subcommittee budgets.
5. Each check will require two signatures. Additionally, a complete Treasurer's report should be submitted to the Louisville Area Service Committee within three months of the convention, along with fund distribution and a final statement of closed account.
6. The Convention Committee Treasurer is the only one who handles the checks.
7. Saves all receipts in case of an IRS audit.
8. Keeps a receipt book on all cash received transactions, with signatures from both parties.
9. Responsible for making frequent deposits in the checking account prior to the convention and nightly deposits during the convention to avoid large amounts of cash and/or checks being mishandled.
10. Each year after the conclusion of the convention and prior to the submission of the final report, the LACNA treasurer shall pay the storage unit cost for one year, for the time period from February 1<sup>st</sup> through February 1<sup>st</sup> of the following year.
11. Is responsible for providing a financial report to the Chairperson prior to the ASC meeting to be turned in with the normal report.
12. A statement from the bank will be attached to the written financial statements to be turned in by the Treasurer on a monthly basis.

## **LACNA Subcommittees**

Nominated or appointed from Convention Committee members, the Subcommittee Chair should have general qualification as outlined in the qualification section. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that each Subcommittee Chair has service responsibilities to perform until ALL Convention Committee business is dissolved. This is not the last day of the convention!!

Subcommittees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement. This is because we are as concerned for the member, as we are for the service responsibility. Each Subcommittee has only one chairperson who then recruits committee members. A list of subcommittees is provided in this manual, although other committees can be established if needed. Experience has shown, however, that most other responsibilities can be incorporated in the framework provided.

Subcommittee meetings operate according to the Louisville Area Convention Guidelines. This ensures that meetings are run smoothly and that business is conducted in an orderly fashion. Each Subcommittee Chairperson should be aware of what responsibility each member has assumed and make sure that every task that is assigned is carried out.

Subcommittees will maintain accurate records of activities of the activities of their committees as well as all correspondence. Financial reports, including needs, expenditures, and receipts are included in each subcommittee report. Receipts are copied in triplicate, with original going to recipient, second going to the Treasurer and the third remaining in the books for subcommittee records. All original reports MUST be turned in after the closure of committee business after the convention. It is the responsibility of subcommittee Chairpersons to bring all contracts before the LACNA committee for finalization and signature by the LACNA Treasurer. Amendments to contracts will be submitted to the LACNA committee before the final approval.

The subcommittees of the convention work together. It is suggested to search first within the fellowship for any goods or services for the convention. At the onset, each subcommittee should decide whether or not it will use the services of another committee or address that particular issue itself. Although either way is effective, remember that cooperation and consideration are the keys that will make it work.

A summarization from each subcommittee and all Executive Committee Members will be turned in at the final convention committee meeting, to assist the incoming Convention Committee.

### **LACNA Hotels and Hospitality:**

**This subcommittee should consist of:**

1. **Chairperson:** Will conduct business meetings, make sure that the duties of the committee are carried out, and make progress reports to the convention committee in writing.
2. **Vice-Chairperson:** To act as chairperson if necessary and assist the Chairperson throughout the planning of the convention including the convention itself.
3. **Secretary:** To record the minutes of the subcommittee.

The workload of each committee member will probably be determined by the committee itself.

There is probably no set formula for determining the size of this subcommittee. What worked for one convention may not work for the next. However, there is a set of objectives that need to be accomplished. Perhaps it would be best to weigh these out, and then determine who on this committee will be able to perform what tasks.

The first objective is to project an attendance figure in order to help determine the amount of meeting space that will be needed. The projected figure need not be exact, although using criteria from previous conventions should help committee members to project a reasonable figure with which to work. These figures can be obtained by working with the Registration Subcommittee. Questions to be considered are how many people were registered at the previous year's convention: also how many rooms were sold by the hotel.

Once comfortable with the projected attendance figure, they can plan how much meeting space will be needed, how the space can be utilized most effectively, and what would be the lowest possible expense. It would be wise to have alternative plans of action in case the actual attendance is higher or lower than the projected figure. Keep in mind the possible need for unscheduled meeting rooms.

The next task that needs to be completed is the selection of a convention site. Work should be started on this as soon as a chairperson is selected. Contacting the Louisville Area's Convention Bureau should be taken into consideration in order to insure the maximum number of bids possible. Please be aware that not all hotels in this area utilize the services of the Convention Bureau. Therefore, extra calls should be made. Once this task is completed, this subcommittee can begin the planning of the convention. To assist in this planning, it will be necessary to adopt and implement the procedures as they are outlined in this section.

Care should be exercised in the development of this committee to assure that the tasks assigned to it are properly accomplished. The responsibilities of this committee rely solely on the practice of good communication skills with individuals outside of the fellowship. Care should also be taken in remembering that your position is a reflection, not only of this committee, but of Narcotics Anonymous as a whole. A minimum of three (3) bids should be presented to the LACNA Committee as a whole, no later than five (5) months prior to the convention. Additional responsibilities may be added if the Convention Committee deems necessary.

Establish an arrangement so that at least two Executive Committee members and the Hotels and Hospitality Subcommittee Chairperson will negotiate contracts with the hotel. This should be the Chair and the Treasurer. Make it clear that the Convention will only honor contracts with specific signatures. These signatures will be the Hotels & Hospitality Chair, The Chairperson and the Convention Committee Treasurer.

Please utilize any meeting space offered from the hotel as a meeting place for the LACNA Committee as a whole and of other subcommittees that could benefit (before and during and after the convention).

This committee will submit any catering proposals such as: coffee, banquets, and brunches for approval. Special attention should be given to the wording of any proposal. Beware of open ended or additional charges. Inform the hotel, as well as any other contractors that might be involved, that the Convention Committee is unable to pay for any unexpected costs. Also, make sure that they do not extend services that might be left unpaid. All agreements should be in writing with copies given to the LACNA Chair, Secretary, Treasurer and a copy for the subcommittee.

Keep in mind that the majority of problems arise from poor communication. Good communication between this committee and all other committees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotels & Hospitality performs and communicates. Try not to lose sight of the reason why your committee is doing all their work. Stay in tune with the spirit of recovery. As the convention draws near, there will be a number of tasks available for newcomers to perform. Try to enlist the help of as many members as possible.

Although a great deal of work is done prior to the Convention itself, the majority of work is done at the convention. It is imperative to utilize ALL your sub-committee members as efficiently as possible. Do not assume that the work can be done by any one individual. Arrival at the convention on its first day should be as early as possible, for you are the ones responsible for making sure that all “set-ups” are completed and communications are maintained with the staff of the hotel through the duration of the weekend. Please keep in mind that after the convention, a great deal of time needs to be exerted toward the finalizing of any bills, attendance figures, additional charges, and closure with the hotel. Sometimes hotels take time in preparing their final bills. It is the responsibility of this subcommittee to present all final bills, statements, and numbers to the treasurer and committee as a whole, not only in a written final format, but for use of the next LACNA Committee.

The hospitality suite is also your responsibility. Care should be exercised in monitoring activity within this room. Points to consider are things such as:

1. Food
2. Beverages
3. Coffee
4. Water setups
5. Ashtrays (if applicable)
6. Overall atmosphere of recovery

Special consideration should be given to ensure telephones and/or cable features have been disconnected to prevent unnecessary charges from the hotel.

It is most important that all communications between the hotel staff and the convention committee be conducted by **only the chair of this committee and his/her co-chair**. This is done to help eliminate confusion and unnecessary charges from the hotel.

### **LACNA Functions and Fundraisers:**

#### **Members of this subcommittee should include:**

**Chairperson:** When selecting a Chairperson for the Function and Fundraising Subcommittee (F&F), the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful Chairperson will have:

1. A good working knowledge of the Twelve Steps and Twelve Traditions of NA.
2. The willingness to work hard and the ability to motivate others.
3. The ability to deal effectively with people outside the fellowship.



4. Demonstrates trustworthiness, especially where funds are concerned.
5. Attends all meetings and functions.
6. Has knowledge of members outside the local area and the ability to plan and promote activities that encourage attendance and participation within the area as well as outside the area.

**Vice-Chairperson:** to act as chairperson if necessary and assist the chairperson throughout the planning of each fund-raiser or event related to the convention including all activities at the convention itself.

**Secretary:** To record the minutes of the subcommittee

**Treasurer:** Care should be taken in electing a member for the subcommittee.

1. Needs to be financially responsible, trustworthy and good at accurate record keeping.
2. Maintains all records of finances and transactions within this subcommittee, regarding all income and expenses from the functions and events.
3. Works closely with the Chair of this subcommittee to ensure that budgets are submitted properly and all money are accounted for.
4. Two years continuous clean time.
5. New members not familiar with the Twelve Traditions may be confused with the concept of “fundraising” in Narcotics Anonymous, because it is so unlike the fundraising done in other organizations even non-profit organizations. We never, under any circumstances, accept any money from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we do need to “raise funds,” we fundraise from within our own fellowship. All fundraising held in support of the convention should include an explanation as to why money is needed. Finally, all of our events, be they occurring to raise money or simply provide entertainment for our fellowship, would always be in good taste, consistent with our spiritual principles and set a tone which emphasizes caring and sharing the Narcotics Anonymous way.

### **Purpose of LACNA fundraisers:**

We must remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers. We are not a business nor should we be affiliated as one. Our purpose is not to make a profit but to ensure that all needs get met, all bills and expenses are taken care of and an atmosphere of recovery is well provided.

The experience of many regions and areas is that fundraising for conventions is extremely important as it generates interest and support from the local NA community, in addition to raising money. We would, however, caution against the unreasonable financial drain on local resources for funds in support of the convention, while at the same time welcoming activities which motivate attendance by increasing awareness of how conventions like meetings help us as members in our personal recovery. The Louisville Area Convention will continue to have a need for a Functions and Fundraising Committee. This committee will plan and carry out

activities, such as dances and picnics and will need to interface with the other subcommittees as well as the Executive Committee in order to successfully complete its projects.

This subcommittee carries the responsibility for ALL the entertainment provided for activities and functions, including those at the convention. Care should be given when selecting a band or DJ to be used at all fundraising and convention dances. Arrangement for all other entertainment is provided in conjunction with the convention by this subcommittee. This includes the meetings that are held before our functions. It is advisable to first search outside of this Area for speakers. This will bring more outside area attendance. It is important when selecting speakers from outside the Louisville Area to inform the person chosen that unless they are the main speaker of the event, they will not be reimbursed for any travel expenses incurred. The F&F committee does have the option of reimbursing the main speakers if deemed necessary, always remembering that sharing should be more of an honor than a job. It has been proven helpful to have a wide variety of speakers at our functions to avoid repetition and personal preferences.

**Other points to consider at LACNA meetings and functions are:**

1. Choosing a chairperson to conduct the meeting prior to the event.
2. Literature and key tag distribution.
3. 7th tradition collection.\*
4. Set-up of any tape sales and/or convention merchandise.\*
5. Food & beverage set up (in accordance with previously passed budgets).\*
6. Auction and 50/50 raffles.\*
7. Admissions/Donations into the events.\*

\* Each one (income/expense) should be accounted for separately and turned in with other incomes after a function. Please save all receipts. All financial data is to be included in the Chairperson's subcommittee Report to the LACNA Committee.

Activities can be held throughout the year, however, we suggest that events be scheduled at least a couple of months prior to the date of each event. Communication about your event is extremely important. Regular communication should be kept with the Area and regional Activities Chairpersons regarding conflicting fundraisers. It is also very helpful to keep in close contact with our Area Helpline Chair so that he/she can keep updated events listed on our Helpline automated meeting schedule. A list of planned functions should be prepared and distributed throughout the Area and Regional service structures to the groups you serve to spark interest, encourage participation and support. Functions that are successful are well-planned and publicized. Poor turnout and unsuccessful fundraising can generally be traced back to a lack of planning and/or exposure within the local NA community.

**Ways to achieve effective communication and participation of upcoming events are:**

1. Make sure that your events are in tune with the spirit of recovery and are in accordance with our Policy and Procedures of the Louisville Area and the Twelve Traditions of NA.
2. Distribution of flyers for upcoming events should be mailed and equally hand delivered throughout this area and region at least one (1) month prior to the event.

3. Encouraging members of the Executive Committee and other Subcommittees and members of Narcotics Anonymous to announce upcoming events at regular meetings.

Working closely with the Serenity Team will ensure safety and cooperation for each event. Special arrangements need to be made with the Serenity Team in regard to financial and security matters. It is advisable that one member of the Serenity Team accompany the Functions and Fundraisers Treasurer throughout the duration of the event. Payment for each item (food, drinks, 50/50 raffle, dance, etc. should be purchased at 1 uniform location, with tickets provided to the purchaser that are turned in for specific items.

During the convention, tickets for events should be purchased at the registration area then turned in for admission at each individual event. (dance, comedy show, fashion show, etc.)

### **LACNA Serenity Team:**

#### **Members of this subcommittee should include:**

**Serenity Team Chairperson:** Ability to maintain order during meetings. Maintain safety and direction for the team members and attendees during functions and all hours of the Convention. Also helps to promote enthusiasm within his/her subcommittee to spark interest and maintain support. Must be present with Treasurer during all money transactions during the convention.

**Serenity Team Vice-Chairperson:** Helps support the Chairperson's needs and stands in for the Chair when necessary. Works closely with the Chair and the LACNA Treasurer during the convention in order to maintain security and accuracy for all money.

**Serenity Team Secretary:** Responsible for keeping minutes during the meetings, maintaining a phone list of all members of the subcommittee and notifies all members of upcoming meetings and events. It is suggested that the person filling this position have at least 6 months clean time.

**Serenity Team Treasurer:** Minimum two years clean time. Care should be exercised when electing someone for this position due to the following responsibilities:

1. Works closely with the chairperson of this subcommittee in conjunction with all funds collected by 7th tradition (this subcommittee raises funds through their 7th tradition in order to cover expenses for the purchase and screen printing of T-shirts to be worn at the convention.
2. Collects at least 3 outside bids for the production of these shirts
3. Works closely with the Functions and Fundraising Treasurer during each function in order to maintain accuracy of all money collected.

The Serenity Team forms a shift or work team to ensure safety and direction towards attendees at all LACNA functions and events prior to and including the convention. It is imperative to remember that the number one responsibility of each member is to promote an attitude and atmosphere of recovery. Especially at the convention, these individuals will be called upon numerous not only by all subcommittee members, but by convention attendees as well. Care and consideration needs to be stressed when dealing with such individuals. All members should be willing to serve at all security positions during the fund-raisers and at the convention. This subcommittee is not to be viewed or conducted as a police force for Narcotics Anonymous, but as responsible members carrying out the duties of this subcommittee.

At functions and events it is advisable to have many members stationed not only at the front door but throughout the facility. This will help keep down disorder not only during the meetings but during the functions as well. Members should be stationed near the door to watch over money collected and to act as greeters. Other members should be stationed near the Food & Beverages set-up and may help the Functions & Fundraising member who conducts the auctions and/or raffles.

During the convention it is mandatory to have at least one member present at each station that is conducting money transactions (i.e., Registration, Merchandise, and events held by the Functions & Fundraising Subcommittees). Those chosen to staff these particular stations must do so in accordance with times and agendas set prior to the convention. To minimize the workload, maximum participation is needed from as many members as possible for rotation purposes. T-shirts must be worn during the convention to make the team more visible to the convention attendees and other members of LACNA. The Serenity Team will staff the doors at any and all dances/events, banquet and brunch. Serenity Team members help watch over money and/or tickets being collected, maintain security and order, and help generate a sense of hospitality.

This particular subcommittee tends to attract many newcomers. Please make them feel welcome and have more knowledgeable members share their experience with them in order to maintain a sense of order and efficiency. Many times members will attend a convention without the necessary funds needed to register. At this time, it is usually suggested by the members of the Registration Subcommittee that these attendees volunteer their time in exchange for registration (NATA package). Usually, these attendees are referred to the Serenity Team Chairperson to see where their service and help is most needed. As much as it is appreciated, care should be given by the Chair as to what services are expected from these attendees.

### **LACNA Registration:**

**The members of this subcommittee should include:**

**Registration Chairperson:** Oversees and coordinates all aspects of accuracy and communication within this subcommittee.

**Registration Vice-Chairperson:** Stands in for Chair when necessary.

**Registration Secretary:** Keeps minutes of meetings.

This committee is one of the busiest. Although it's most intensive work is completed in the weeks just prior to and during the convention, its responsibility begins with the advanced planning and well-kept records prior to the convention. Members of this subcommittee should attend other events in and outside the region in order to distribute flyers and to solicit registrations. (NOTE: Most conventions would welcome this committee setting up a table on Sunday morning as do those that sell alternative merchandise.)

This subcommittee should set a goal of the number of registrations based on previous years' attendances and the size of the hotel. Also, they should track the number of registrations throughout the course of the year.

Members of this subcommittee should work closely with the F&F and Programming subcommittees to gather names, numbers addresses and other contact information of members asked to participate in activities prior to the convention.

The first objective of this subcommittee is to draft a flyer at least 5-6 months prior to the convention. Sometimes, due to unforeseen struggles, it is impossible to gather all information needed for this flyer (i.e., logo, theme, hotel info, etc.).

If this is the case, an Informational flyer can be drafted with as much information as available. When the final information is available the Registration subcommittee prepares a finalized flyer. The flyer should be made as soon as the dates are established, and a contract and agreement are made with the hotel. This way the participants have the opportunity to make arrangements to attend the convention. The development of the Convention flyer should be a cooperative effort between the Registration and the Arts, Graphics & Merchandising Subcommittees. The Registration Subcommittee should develop the lower part; the registration form (the business part) while the Art, Graphics & Merchandising Subcommittee constructs the upper part of the flyer (logo & theme). It is also helpful to review either last LACNA's flyer or the flyers of other conventions to help get ideas on how all the information should be constructed onto the flyer. You will need to rely on several other subcommittees for information needed for this flyer (i.e., Hotels & Hospitality, Functions & Fundraisers).

Care should be taken in the production of flyers and registration forms. They should be clear, informative, and simple. Flyers should be attractive but not ornate or expensive.

The second task is the mailing and distribution of these flyers. The committee should do a direct mailing to members listed on the attendance rosters of previous conventions as well as to all the Areas within this Region and other nearby Regions. Narcotics Anonymous World Services (NAWS) offers a compiled directory of various addresses of regions. Consideration should be taken in obtaining one of these directories if one is not already available. The first set of copies are sent out ASAP. Utilizing the NAWS is an excellent way of circulating information about the convention in ways of announcements in the NA Way magazine, web sites, and through their monthly newsletter. The finalized flyer should be sent at least four months prior to the convention date and again forty-five days prior to the convention date. Sometimes convention planning committees generate additional activities that were not on the original flyer. The final mailing, at forty-five days prior, will provide announcements about those changes or new activities.

A clear understanding should be reached between the Registration Chairperson, the full Committee, and the Convention Committee Treasurer on the procedure for handling registrations and money. The Registration Committee Chairperson or Vice-Chairperson will be assigned the responsibility of picking up registrations from the committee's P.O. Box or business address at least two to three times a week. Registration form records will be maintained on a weekly basis and all money received will be turned in to the Committee Treasurer prior to the full Convention Committee Meeting.

As each registration is received by mail or direct sale, a record will be made indicating information about the registrant and all money received. If free registrations are given out, the committee must keep careful records of what is provided to whom. When registrations are made at fundraising activities, numbered cash receipts are used as confirmation of convention registration. This is done by the use of a triplicate form receipt book!! The Registration Subcommittee Chairperson and Treasurer will establish a good working system for handling cash registrations received at these activities. Each member of the Registration Subcommittee who is authorized to accept registration money will work out of one cash receipt book with carbon copies. All entries must be noted in a ledger for ALL transactions (this is how you will compile your numbers for knowledge of attendance, banquet & brunch registrations and any other

entertainment registrants). It is of utmost importance that only the Chair and Vice-Chair have use of this ledger, which will be turned over as part of the final report.

This record system developed by the committee should be simple and clearly understood by all members. The records of all registrations, banquet and brunch sales will be updated at least once a week. This way the full committee can be advised of the financial status.

This record system can be used to verify Convention Committee Treasurer's records, and to provide an indication of the solvency of the convention. A duplicate records system will be maintained in a ledger for all Registration Committee Activities. An entry is made for each registration, including all functions that have been paid and the receipt number. The committee conducts its activities within the scope of the budget authorized by the full Committee. When funds are needed they are obtained from the Convention Committee Treasurer. Un-deposited cash received by the Registration Committee will not be used for committee expenses, as it could result in confusion and possible misuse of funds.

Usually, the first people that convention attendees meet are those members staffing the registration tables. How well they are greeted, in many ways, sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by this committee are very important.

The number of members needed for this committee will depend on the anticipated attendance and the length of registration hours. It is not advisable to have the same members work five to eight hours without a break or a few members handling registration for a large rush of people. The creation of shift or work teams is crucially important and care should be taken in choosing those who will perform on these teams.

#### **Shift or Work Team:**

Writes receipts, collects registration money, and gives out registration packages at the Convention. The number of teams needed to work a shift will be determined by the anticipated attendance and the length of registration hours. A team of three members seems to work best, two members write receipts and issue packages, the third person is a deposit person who sits between them and collects money and receipts. During registration hours, the Convention Committee Treasurer collects the registration money from the deposit person at regular intervals. The Treasurer is escorted by a member of the Serenity Team at all times while handling money. It is crucial that all receipts are saved so as to balance with all money being turned over to the Convention Treasurer.

One last note for the registration subcommittee members: At times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in the spirit of unity and purpose.

#### **LACNA Arts, Graphics & Merchandising:**

##### **Members of this subcommittee should include:**

**Chairperson:** Develops a budget which includes all printing and other expenses and consists of the items to be sold and the expenses to be incurred. Oversees the production and distribution of all material regarding the theme and logo (i.e., signs, posters, merchandise, banners, etc.).

**Vice-Chairperson:** Stands in for Chair when necessary.

**Secretary:** Keeps minutes of meetings.

This committee is comprised of members who are artistic and energetic. One of the first tasks of this subcommittee is to produce the top half of the Convention Flyer. This subcommittee is also responsible for designing and/or printing banners and tickets, convention posters and directional posters. Some conventions also produce coffee cups, T-shirts, or other merchandise. This subcommittee also helps design these materials and should present a variety of designs for each item to the full Convention Committee in order to provide a choice of selections. **Design for theme and logo should be completed and approved by June or earlier if possible.**

This subcommittee's work and level of productivity will rely on the help and input of other subcommittees. It is here that communication is highly important in order to maintain consistency in their work.

### **Helpful Suggestions:**

1. Develop a set of priorities and adhere to them
2. Encourage members with artistic talents to get involved
3. Solicit the help of as many members as possible (especially newcomers)
4. Find a large room in which to work (banner and poster work and workers will need to use quite a bit of space)
5. Utilize any and all resources available (i.e., members who work in hobby/craft stores, printing offices, copy shops, etc. may be able to provide services and supplies at a discount rate)
6. Always present ideas and suggestions to the entire Convention Committee for feedback
7. Always adhere to the group conscience of the Convention Committee, remembering that our only authority is a loving God expressed through or group conscience

The Narcotics Anonymous logo, which will be used on flyers, T-shirts, mugs, etc. is the property of the fellowship of Narcotics Anonymous. NAWS holds the trademark on our logo and symbol. Special and serious care needs to be maintained in order to ensure that the use of the logo is always in good taste in keeping with our Twelve Traditions. Any Narcotics Anonymous service board or committee created through our Ninth Tradition may use the logo as well as any Narcotics Anonymous group. Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions and other facilities.

Appropriate use of the language and graphics is crucial, these flyers may represent Narcotics Anonymous to the public. Use of the convention "theme" for fundraisers, merchandising, and entertainment events is more likely to increase the local members involved in the upcoming convention.

The merchandise effort at any convention should be based strictly on the need to generate funds to ensure the success of the event. Too often merchandising efforts distract from the primary focus, the celebration of recovery. Our efforts to generate funds should be based solely on what is necessary to ensure success. If a convention committee finds that it is not

necessary to generate considerable amounts of money to cover expenses, then the merchandising effort should be kept to a minimum.

Every convention committee wants to provide commemorative items for the convention attendees. However, a department store atmosphere should not be created. Careful consideration is necessary in the pricing of each item for sale.

### **Things to consider when pricing merchandise:**

1. Projected attendance of the convention.
2. Costs to the convention for the creation of each item individually.
3. Amounts of all items offered to convention attendees.
4. Average cost of items in comparison to other conventions.

Make sure to schedule deliveries of merchandise to arrive no later than **30 days (four weeks)** before the convention. This will ensure that any merchandise to other subcommittees gets delivered in a prompt manner as to not put them behind their schedules.

The Arts, Graphics and Merchandising Subcommittee should have an understanding of the Twelve Traditions, especially regarding the sale of Narcotics Anonymous related items. It is crucially imperative that consideration be made in the selection of particular items to be sold at the convention. Any funds generated from a Narcotics Anonymous convention should be used to further enhance our fellowship either locally or worldwide.

The practice of allowing commercial vendors (other than NAWS approved vendors) to sell their products at any NA convention violates our 6th tradition and should be strongly discouraged. It is possible to check/reference if any vendor is NAWS approved by calling NAWS. Anytime there is a person or group of people selling merchandise other than the Merchandise Subcommittee, we are in fact sanctioning the idea that it is permissible for individuals to generate personal profit in our fellowship. Careful consideration should be made in negotiating the purchase price of items for sale.

On occasion, there will be representatives from other NA conventions or other NA activities at the convention. Many times these members would like to sell items from a previous or upcoming event. This will be allowed during the last day of the convention. During store hours this committee makes arrangements to provide space for this type of merchandising to take place. It is customary for the sponsoring sub-committee to receive advance notice from any outside area/region/group. This allows the host committee ample time to allow space and the scheduling of the sale of their own merchandise so as not to interfere with this sub-committee's purpose. It is important that the host committee be sure that such sales will benefit the fellowship and are responsible for the sale of all merchandise. This opportunity will not be provided for commercial vendors (Sunday only).

This subcommittee is responsible for the acquisition and sale of Narcotics Anonymous conference approved literature and other items selected for sale at the convention.

Although these steps may seem a bit excessive, they are necessary to ensure that proper accountability is always maintained. Additionally, using a set of established guidelines makes Merchandising much easier to handle. Finally, we all have a responsibility to ensure that our fellowship, and not individuals, is the beneficiary of funds generated at a Narcotics Anonymous Convention.

Three different bids will be submitted for consideration on all items by the Arts, Graphics and



Merchandising Subcommittee. These bids should be purchased outright by the Convention Committee. In cases where funds are not available to purchase these items, then the possibility of a consignment agreement should be investigated. This will ensure that all merchandising at the convention is done in accordance to these guidelines.

The subcommittee is responsible for communicating with the Hotels & Hospitality Subcommittee for the provision of space for a store at the convention. Store hours will be coordinated with the Hotels & Hospitality Subcommittee to ensure proper scheduling. Communication with Programming Subcommittee is also necessary to ensure that all locations, times and information is included for the final design and printing of the program.

This committee is responsible for the storage of all items in a secure place leading up to and including the convention (this includes delivery). A complete inventory of all items should be consistently maintained and aligned with actual "on-hand" merchandise. This inventory sheet MUST be turned in with the final report. If there is merchandise left over after the convention a copy of this "left-over" inventory should accompany it. All remaining merchandise will be forwarded to the incoming Convention Committee immediately.

In addition, a complete set of records showing all subcommittee's orders for merchandise, expenditures, and sales will be given to the Treasurer to assure accountability.

### **LACNA Programming:**

#### **Members of this subcommittee should include:**

**Chairperson:** Is responsible for all business pertaining to workshops, speaker meetings and marathon meetings during the convention. Works in cooperation with the rest of the Convention Committee to ensure that all aspects of the programming for the convention are completed in accordance with these guidelines. Also, is responsible for the production of the program used.

**Programming Vice Chairperson:** Stands in for Chairperson when necessary. Assists Chairperson before, during and after the convention.

**Programming Secretary:** Keeps minutes of meetings. Keeps accurate records of all correspondence with anyone chosen to chair or speak at any of the meetings and workshops at the convention. Also, responsible for making sure that tapes submitted are documents in such a way that they can be promptly returned to their original owners once speakers have been chosen (complete mailing address is REQUIRED with each tape submitted in order to simplify the returning process).

Any individual or group sitting on the LACNA committee or subcommittee is excluded from submitting a bid as a participating vendor for the LACNA convention or LACNA convention functions and fundraisers.

This subcommittee will endure quite a bit of detailed workmanship. An atmosphere of good communication, cooperation and good time management is essential in order to fulfill its responsibilities.

This subcommittee plans all the workshops and meetings at the convention, including the Saturday Night Main Meeting. Members of this subcommittee select the speakers, chairs and others to help with the format of the convention.

The first task is to set a deadline for submitting speaker tapes to be reviewed. It is suggested

that ample time be allowed for the selection of each speaker. The process and time of reviewing each tape submitted to this subcommittee, the purchasing of any transportation requirements by the speaker and/or the committee and to allow any arrangements to be made prior to their arrival all needs to be taken into consideration.

Potential speakers and program participants are people who have based their recovery on powerlessness over addiction, identifying themselves as an addict and attending "only" Narcotics Anonymous meetings to sustain their recovery.

A speaker at a convention shares his/her personal experience of recovery in Narcotics Anonymous. The recommended procedure for choosing speakers, chairperson or anyone else involved with the meetings and workshops is to first establish clean time requirements for these addicts:

1. To chair a meeting/workshop members need to have one (1) year clean.
2. To share in a workshop, members need to have three (3) years clean.
3. When choosing main speakers, one will be from the state of KY; the number of main speakers will be limited to four (4).
4. To share in a Main Speaker Meeting, members need to have five (5) years clean.
5. If a chairperson/monitor is needed for the Marathon Meetings, clean time requirement is ninety (90) days.

It is crucially important to be open-minded when selecting main speakers for this convention. This is done to ensure that a wide variety of members are welcomed to share the message of recovery. This also prevents repetitious selection of speakers. The diversity in the selection of speakers should always reflect the diversity of our membership.

This subcommittee should have a qualified list of alternative speakers for workshops and Main Speaker Meetings in the event of cancellations. It is important to keep in touch with speakers as the convention draws near and assist them in where possible to assure their attendance. **Concerning the main speakers, a full registration package, hotel accommodations and travel expenses will be offered.** Please make sure that this information gets turned over to the proper subcommittees for their planning and records. Those chosen as Main Speakers will need to pick up their registration and check-in upon arrival to our convention.

Workshops are held to satisfy the needs of our members for information or discussion on specific topic and services related to Narcotics Anonymous. These workshops allow attending members to participate and learn about various aspects of the program and recovery. When choosing someone to speak for these workshops, consideration should be given regarding the addict's experience with the particular topic. It is important to schedule similar workshops consecutively, rather than at the same time. This prevents attendees from having to choose between two or more workshops that they would like to attend. Care should be taken in considering topics from our literature, service areas and diversity within our fellowship, so as to provide the attendees with real-life experiences.

All workshop Chairpersons and those sharing should be instructed to check in upon their arrival to the convention to ensure their attendance. Always make sure that there is a selection of back-up chairpersons and/or speakers.

The responsibility of choosing a taping company for all workshops and Speaker Meetings at the convention is done by this subcommittee. It is first necessary to search out these companies and have no less than three (3) bids submitted for consideration (past LACNA taping companies or contacting NAWS can be helpful).

**To be considered when selecting a taping company:**

1. The quality of the tapes
2. The price charged to the attendee per tape
3. The percentage of each sale given to the committee
4. Prior convention vending experience
5. A written contract/statement and a sample of their merchandise

The final contract for the selected taping company should be submitted to the Convention committee for final approval.

The second must of this subcommittee is the design and production of the program that attendees will use for information and navigation at the convention. In order to ensure an accurate program listing all that is taking place at this convention, cooperation with ALL subcommittees is vital. The printed program should include: workshops, Marathon Meetings, Speaker Meetings, dances and any other activities. Also, hours of operation for particular services (i.e., registration, Hospitality Room, Merchandise Room, tape sales, banquet and brunch). Most of the time, it is important to include a "Statement to the Press," identifying ourselves as addicts, and any other useful information that will be helpful to those attending.

This subcommittee is responsible for choosing not only the make-up of this program, but how it will be produced. Sometimes, members choose to produce this program on their own by utilizing any and all resources available (i.e., members who work in hobby/craft stores, printing offices, copy shops, etc. may be able to provide services and supplies at a discount rate). Other times, members search for companies to provide this service. Care should be taken when deciding how this production will take place. Cooperation with Arts, Graphics & Merchandising is important due to the ready-made art that will be supplied and a source of a printing company.

At the convention, this subcommittee is responsible for the distribution of reading at each meeting, providing key tags (when necessary) and the general monitoring of the flow of these workshops and meetings.

**Helpful Hints for LACNA Budgets**

The importance of making a budget for the convention committee and subcommittees needs to be emphasized at the beginning of planning. The Committee should list as many financial responsibilities as possible. Most of the subcommittees, with the exception of the Functions & Fundraising and Hotels & Hospitalities, should write a budget and adhere to it fairly closely throughout the planning period.

## **Budgets for LACNA Subcommittees**

### **LACNA Hotels & Hospitality:**

Projects attendance figures before setting a budget. This is the most difficult area to budget, because we can never be sure of attendance. A reasonable projection of participants should fall between 10-20% above the previous LACNA's attendance total (i.e., rooms, registrations, etc.)

#### **Budget to include:**

1. Cost of the hotel and all charges resulting from convention costs at the hotel (i.e., rooms, services, facilities, coffee, banquet and brunch, and set-up charges if applicable)
2. All food and beverages for the Hospitality Room
3. Meeting space for CC meetings prior to the convention (when held at hotel), if applicable
4. Additional expenses – supplies and/or services (i.e., paper, copies, etc.)
5. All costs involved in providing services and equipment for workshops and speaker meetings (i.e., PA, microphones, lighting, etc.)

### **LACNA Functions & Fundraising:**

Sets an adjustable budget for all entertainment and services provided for all fundraisers leading to and including the convention.

#### **Budget to include:**

1. Itemized budgets must be turned in and approved prior to EACH function. This includes: entertainment, costs of food and beverages, set up charges (if applicable), advertisement (i.e., printing and copying), supplies (i.e., cashbox, receipt books, etc.) and the startup fee of \$50.
2. All literature and key tags needed for functions leading to convention

### **LACNA Serenity Team:**

#### **Budget to include:**

1. A set budget to include all costs of providing safety and direction at functions leading to and including convention

### **LACNA Registration:**

Estimated cost of what is needed for duties.

#### **Budget to include:**

1. Supplies for duties (ledgers, envelopes, postage, receipt books, and P.O. Box charges if applicable).
2. All costs involved in printing, copying and mailing of flyers for convention as needed.
3. \$50 startup change as needed for registration set-ups at functions.
4. \$100 startup change for convention.
5. Complete registration packages for all main speakers at convention.

### **LACNA Arts, Graphics & Merchandising:**

Estimated cost of what is needed for duties.

#### **Budget to Include:**

1. All costs involved in designing of logo and theme.
2. All costs for sales and promotions of convention merchandise leading to and including the convention (mugs, shirts, etc.).
3. All costs involved in design and printing banners for the convention.
4. All costs of art supplies involved in committee business.
5. \$100 startup change for sales at convention.
6. Supplies (ledger, receipt books, cash box, etc.).
7. Refusal clause should be negotiated into contract with samples available five (5) months prior to the convention merchandise.

### **LACNA Programming:**

Estimates cost of supplies and services to carry out duties.

#### **Budget to include:**

1. All cost from design, art, printing and copying of program for convention.
2. All costs for transportation and hotel rooms as well as complete registration packages for main speakers at convention.
3. All literature and key tags needed for distribution at convention.

## **LASCNA Literature Subcommittee Guidelines**

### **Purpose and Function:**

1. The purpose of the literature subcommittee is to maintain a stock & prudent reserve of NA books, pamphlets, and other NA related material that can be purchased by local groups at the monthly ASC meeting.
  2. To provide new groups with "Group Starter Kits" if needed.
  3. To stock and make available review and approved form literature.
  4. \* To serve as a communication link in all matters of literature between the group and literature committees on all levels - Area, Region, and World.
  5. \* To provide the forum and atmosphere where members may contribute to the development and creation of new NA literature.
  6. \* Hold meetings / workshops to collect input from the fellowship and review literature so that a true group conscience can be forwarded through the service structure to the WSC.
- \* "Some committees may be able to handle all of these responsibilities immediately. Other committees may choose to start with the most basic and primary function of a literature committee. Maintaining an adequate supply of literature to meet the needs of the local fellowship. As membership support to the committee increases, it may then provide other services." - Literature Committee Handbook, Pg. 3.

### **Literature Trusted Servants' Qualifications and Responsibilities**

#### **LASCNA Literature Chairperson:**

1. Clean time requirement is two (2) years in Narcotics Anonymous.
2. Will possess knowledge of the 12 steps and 12 traditions and adhere to the spiritual principles contained in these.
3. This is a one-year commitment.
4. Regular attendance at all LASCNA AND KRSCNA literature committee meetings is required.
5. Prepares a budget in writing and submits it to the ASC.
6. Prepares a written report for each ASC meeting and makes all motions on behalf of, and is the voice of the area literature subcommittee.
7. Responsible for chairing area literature subcommittee meetings monthly or as needed.
8. Assists the committee with literature distribution at the monthly ASC.
9. Responsible for registering the area literature committee with WSC literature committee.
10. Will fulfill the positions of this committee if they are not presently filled.
11. Have the willingness to provide the time and resources necessary to be an active participant in this subcommittee.

**Literature Vice-Chairperson:**

1. Clean time requirement is two (2) years in Narcotics Anonymous.
2. This is a two (2) year commitment.
3. Will attend the LASCNA meeting in the absence of the chairperson.
4. Will assist the committee with literature distribution at the monthly ASC.
5. Have the willingness to provide the time and resources necessary to be an active participant in this subcommittee.

**Literature Secretary:**

1. Clean time requirement is one (1) year in Narcotics Anonymous.
2. Will possess knowledge of the 12 Steps and Traditions of NA and adhere to the spiritual principles contained in these.
3. This is a one (1) year commitment
4. Regular attendance at Literature Subcommittee meetings is required.
5. Is responsible for recording all business at the subcommittee meetings. These minutes should include all motions and points of discussion. Also is responsible for making any copies needed for the sub-committee.
6. Have the willingness to provide the time and resources necessary to be an active participant in this subcommittee.

**Literature Distribution Person / Treasurer:**

1. Clean time requirement is two (2) years in Narcotics Anonymous.
- 2 Will possess knowledge of the 12 Steps and 12 Traditions of NA and adhere to the spiritual principles contained in these.
3. This is a one (1) year commitment
4. Regular attendance at all LASCNA meetings is required.
5. Regular attendance at Literature Subcommittee meetings is required.
6. Have the willingness to provide the time and resources necessary to be an active participant in this subcommittee.
7. Organizes the job of processing group orders, tracks inventory, and orders depleted stock items.
8. Is responsible for maintaining accurate financial records of items sold at the ASC meeting and will submit financial report, all receipts, invoices and money collected for literature sales to the LASCNA Area Treasurer in a timely manner.
9. Will strictly adhere to the monthly budget established by the Literature Subcommittee.
10. Is responsible for obtaining literature for the ASC and groups.
11. Will solicit the help of other committee members in taking inventory and ordering literature.
12. Is responsible for storing and transporting literature to the ASC meetings.

## **LASCNA Literature Membership:**

Membership is open to all concerned members of Narcotics Anonymous

### **GENERAL GUIDELINES**

1. The literature stockpile will include a wide range of conference-approved literature, both personal recovery and service-related, as well as an adequate supply of literature up for review.
2. The literature stock will be established quarterly by reviewing the prior 3-month spreadsheet of literature sold. The average amount sold in that time frame doubled (for prudent reserve and not to exceed a 2-month literature supply) should prove adequate for area sales and hopefully prevent back-ordering. After funding is received from the area, our stockpile of literature will be maintained on as full and consistent level as possible, based on quarterly sales and our prudent reserve.
3. Any items that the literature committee doesn't have in stock will become items that will be absent in our meetings. For this reason, shipping time will be considered when ordering our literature.
4. Bookkeeping is a vital part of literature stockpile maintenance. A bookkeeping system should be developed with the help of members with knowledge in this area. A system should be kept which can be verified by order invoices and sales receipts. It is through accurate bookkeeping that financial reports are developed and the integrity of all individuals involved in this committee is assured.
5. All funds from literature sales are to be turned over to the Area Treasurer following each ASC meeting.
6. Literature will be sold ONLY at ASC meetings. However, orders can be accepted prior to the ASC to be paid for and picked up at the ASC meeting. **NO CASH WILL BE ACCEPTED FOR LITERATURE** - checks and money orders only, please.
7. Should there be extenuating circumstances concerning needed literature between ASC meetings, the literature distribution person/treasurer, literature chair, and the LASCNA chair will communicate and work together to address the need while protecting the integrity of this committee.
8. An area literature chairperson serves as communication link between the regional literature committee and the groups it serves.
9. Our local membership will be kept informed of requests for input on special issues, literature that is out for review or up for approval, and other information necessary for the member interested in getting involved in the literature development process.
10. If enough interest is generated in the area and among the subcommittee, a literature review and input subcommittee of the literature committee will be formed to develop new literature for the fellowship. Workshops and work sessions will be scheduled and organized by this committee.
11. This committee will use as guidelines the 12 Steps and 12 Traditions of Narcotics Anonymous.



12. Upon request of any member of NA present at the ASC, a detailed list of the literature ordered (from most recent order), literature needed (from previous month), and literature in stock (present month), will be made available for viewing.
13. As this committee maintains a membership of regular attendance by a group that constitutes a “true” committee, these guidelines can be revised as needed.
14. Misc. office supplies, copies, postage, \$20.00 per month, or \$240.00 per year.

**Literature Budget**

Misc. office supplies, copies, postage	\$20.00/month
<b>Total</b>	<b>\$240.00/year</b>

## **LASCNA Newsletter Subcommittee Guidelines**

### **Purpose:**

The purpose of this subcommittee is to build NA unity through communication by providing a monthly Newsletter. The Newsletter may contain NA news regarding our Area, the Region, and the World. The Newsletter may also include upcoming events, announcements, personal recovery stories, poems, cartoons, and all NA recovery oriented-material. The subcommittee remains open-minded to include any and all NA-related material submitted by recovering addicts. Group conscience determines which submissions are published.

### **Newsletter Trusted Servants' Qualifications and Responsibilities**

#### **Newsletter Chairperson Qualifications:**

1. 2 years continuous clean time.
2. Must be nominated and elected at the LASCNA.
3. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. Six months prior experience at the Area level, along with an understanding of the NA Service Structure.
5. Willingness to give the time and resources necessary.
6. Desires to further unify the area through communication.
7. Working knowledge of the process involved in editing and publishing a news-letter.
8. This is a 1 year commitment.

#### **Newsletter Chairperson Responsibilities:**

1. Chairs the Newsletter Subcommittee meeting and keeps the meeting running by following the meeting's format and agenda.
2. Votes only in order to break a tie.
3. Turns in a report each month at the ASC.
4. Is responsible for turning over a budget as well as any and all original receipts for expenses to ASC in return for necessary money.

**Newsletter Vice-Chair Qualifications:**

1. One year continuous clean time.
2. Must be voted in by Newsletter Subcommittee.
3. An example of living recovery through the application of the 12 Steps & Traditions of Narcotics Anonymous.
4. Six months prior experience at the Area level along with an understanding of the NA Service Structure.
5. Willingness to give the time and resources necessary.
6. Desire to further unify the area through communication.
7. Desire to learn the responsibilities involved in the editing and publishing of a newsletter.

**Newsletter Vice-Chair Responsibilities:**

- 1, Must be able to fulfill the duties and responsibilities of the Chairperson when the Chairperson is unavailable.
2. Fills any vacated positions within the subcommittee.

**Newsletter Secretary Qualifications:**

1. Six (6) months continuous clean time.
2. An example of living recovery through the application of the 12 Steps & 12 Traditions of Narcotics Anonymous.
3. Demonstrates good communication skills and can accurately take minutes.

**Newsletter Secretary Responsibilities:**

1. Helps gather all the information that the Chairperson will need to make their monthly report to the ASC.
2. Must keep an accurate account of all business discussed within the subcommittee meetings.
3. Must maintain an accurate phone list of all Sub-committee members (in case of a need to cancel a meeting, location, or time).

**Newsletter Treasurer Qualifications:**

1. One year continuous clean time.
2. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Willingness to give the time and resources necessary.
4. Must have basic bookkeeping or accounting skills.

**Newsletter Treasurer Responsibilities:**

1. Must keep an accurate account of all incomes and expenses within the subcommittee,

along with photocopies of all receipts used for expenses.

2. Must maintain a financial ledger for all these incomes and expenses.
3. Must provide a copy of all current financial activity as well as all original receipts of those expenses for the Chairperson to turn over to our monthly ASC.
4. Must be responsible for paying the rent (when applicable), which is collected from our 7<sup>th</sup> Tradition.

#### **Newsletter Distribution Manager Qualifications:**

1. 1 year continuous clean time.
2. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Willingness to give the time and resources necessary.
4. A desire to further unify the Area through communication.

#### **Newsletter Distribution Manager Responsibilities:**

1. Will be responsible for getting the newsletters printed in its final publication.
2. Must turn over all financial receipts to subcommittee Treasurer for reimbursement.
3. Must maintain circulation list for distribution.

#### **Newsletter Editor Qualifications:**

1. 1 year continuous clean time.
2. Must be voted in by Newsletter Subcommittee
3. An example of living recovery through the application of the 12 steps and traditions of Narcotics Anonymous
4. Willingness to give the time and resources necessary
5. Desire to further unify the area through communications
6. Has the necessary skills and equipment involved in the production, editing and publishing of a newsletter

#### **Newsletter Editor Responsibilities:**

1. Monitor and gather e-mail submissions for publication
2. Format submissions for inclusion in publication
3. Present mock-up for group conscious approval
4. Turn over all submissions, mock-ups and final publications to Librarian for archival purposes

**Newsletter Librarian Qualifications:**

1. Six (6) months continuous clean time.
2. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Demonstrates good organizational skills
4. Willingness to give the time and resources necessary

**Newsletter Librarian Responsibilities:**

1. Organize, maintain and update the Newsletter Archives
2. Gather donations to increase knowledge of Area history

**VOTING STATUS**

Failure to attend 2 consecutive regularly scheduled subcommittee meetings will result in loss of voting status. (Voting status is determined by attendance of 2 consecutive subcommittee meetings).

**Newsletter Budget**

Printing	\$150.00/month
Miscellaneous Office Supplies	\$50.00/month
Total	\$200.00/month
<b>Annual Total:</b>	<b>\$2400.00/year</b>

## **LASCNA Public Relations Subcommittee Guidelines**

### **Purpose:**

To establish, maintain, and coordinate an effective 24-hour, 7 days a week answering service. Through this service, we form a link between Narcotics Anonymous and the general public seeking help and/or information. The sub-committee will also provide the appropriate referrals in accordance with our 6th tradition: "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." Additionally, the subcommittee will be responsible for updating and maintaining printed, phone line, and website meeting schedules. Public relations informs the public about recovery from addiction through the 12 Steps and the 12 Traditions of Narcotics Anonymous. The purpose of the PR subcommittee is to inform the public that NA exists and offers recovery from the disease of addiction.

### **Membership:**

Chairperson, Vice-Chairperson, Secretary, Phone line volunteers and other concerned members of NA.

### **Qualifications and Responsibilities:**

(For simplicity, wherever clean time is mentioned in these guidelines, it refers to continuous clean time; prior involvement refers to continuous prior involvement unless otherwise noted).

#### **General qualifications for all officers/trusted servants:**

- Working knowledge of the 12 Steps and the 12 Traditions of Narcotics Anonymous.
- Working knowledge of NAWS and Area Public Relations Guidelines.

#### **Qualifications and Responsibilities specific to Public Relations trusted servants:**

##### **PR Chairperson:** (nominated and elected by ASC)

1. Two years clean time.
2. Six (6) months prior involvement in Public Relations Subcommittee
3. Acts as a liaison between the ASC and the Public Relations Subcommittee.
4. Assists the secretary in the distribution of pagers to Helpline volunteers and maintains the order of pager numbers in the rotation.
5. Must attend all ASC meetings or see that the subcommittee is represented if the chairperson cannot attend.
6. Must follow up on Public Relations related problems, issues, questions, and concerns.
7. Is responsible for gathering information about meetings, which are listed, on the schedules.
8. Should acquaint self with Louisville Area Policies and Procedures.
9. Maintains voting status.
10. Provides signature on subcommittee checks

**PR Vice-Chairperson:** (nominated and elected by the PR subcommittee)

1. One year clean time.
2. Three months prior involvement with Public Relations Subcommittee.
3. Fills in for Chairperson when needed.
4. Maintains order in subcommittee meetings.
5. Takes roll call and establishes voting membership.
6. Is responsible for all money transactions.
7. Maintains voting status

**PR Secretary:** (nominated and elected by the PR Subcommittee)

1. Six (6) months clean time.
2. Three months prior involvement with Public Relations Subcommittee.
3. Secretarial experience and organizational skills.
4. Records all subcommittee meeting minutes and maintains all subcommittee records.
5. Responsible for all correspondence.
6. Assists the Chair in recording and distributing all lists and schedules.
7. Responsible for updating meeting schedules, subcommittee meetings, activities, and functions on the Helpline answering service.
8. Coordinates the pager service.
9. Maintains voting status.

**PR Treasurer:** (nominated and elected by the PR Subcommittee)

1. Five (5) years clean time.
2. Three months prior involvement with Public Relations Subcommittee.
3. Must demonstrate financial stability.
4. Maintains a separate checking account for the subcommittee and provides a signature on checks along with the signature of chairperson.
5. Keeps an accurate written or typed account of all incomes and expenses within the subcommittee along with photocopies of all receipts and bank statements.
6. Advises subcommittee on cash supply, income flow, and rate of expenditures.
7. Reviews subcommittee budget.
8. Provides chairperson with a breakdown of expenses for an upcoming event.

**PR Call Responder:**

1. Six months clean time.
2. Three months prior involvement with Public Relations Subcommittee.
3. Maintains voting status

**PR Schedule Coordinator:**

1. One year clean time.
2. Maintain voting status.
3. Three months prior involvement with Public Relations Subcommittee.
4. Responsible for maintaining an updated meeting list for the Louisville Area and printing up to 4000 copies every quarter as needed.

**PR Website Coordinator:**

1. One year clean time.
2. Maintain voting status.
3. Willingness and ability to maintain the Louisville Area website.
4. Three months prior involvement with Public Relations Subcommittee.

**PR Volunteers:**

1. Any clean addict with the desire to be a part of the Public Relations Subcommittee is eligible.
2. Is part of the voting membership, forms group conscience in all business and policy & procedure matters (provided voting status is maintained)
3. Must attend all area Public Relations workshops.

**PR Helpline Coordinator:**

1. Six months clean time.
2. Maintains voting status.
3. Willingness and ability to maintain Louisville Area Helpline.
4. Three months prior involvement with Public Relations Subcommittee.

**Responsibilities:**

- Manages Helpline for the Public Relations Subcommittee.
- Maintains and updates call rotation.
- Makes the online meeting schedule recordings.
- Maintains and distributes instructions for Helpline.



**Agenda for Public Relations Subcommittee meeting:**

1. Open with the "WE" version of the serenity prayer.
2. Ask if any new members are present.
3. Establish a voting membership.
4. Read purpose (Sec. 1: Louisville Area Public Relations Subcommittee Guidelines).
5. Review minutes from last meeting.
6. Set topics for discussion.
  - a. Old business.
  - b. New business.
7. Review calls.
8. Q & A.
9. Announcements.
10. Establish meeting time and place.

**Public Relations Motions and voting procedures:**

1. Motions
  - a. May be made and seconded only by members with voting status.
2. Voting
  - a. Voting members of the subcommittee are all Public Relations volunteers present who have participated in one of the last two consecutive meetings.
  - b. In the event of a tie, the chairperson may exercise their right to break the tie.
  - c. A quorum is the simple majority of the voting members present. Once a quorum has been established, it stays throughout the meeting.

## Public Relations Annual Budget

Helpline	\$250.00
Printing of meeting schedules	\$1140.00
Website (domain registration annual fee, website fee)	\$500.00
Operating expenses	\$500.00
Public Relations Learning Day	\$400.00
<b>Annual Total:</b>	<b>\$2900.00</b>

### Meeting Schedule Guidelines

(Refer to page 17, #s 19, 20, and 21)

### Website Guidelines

#### Purpose:

In keeping with our primary purpose of carrying the NA message to the addicts who still suffer the purpose of the Louisville Area website is to:

1. Provide information about NA to addicts who still suffer.
2. Provide information about Area NA meetings and activities.
3. Provide a means of communication for Professionals and others interested in NA with the Louisville Area.

#### Responsibility / Accountability:

Maintaining and updating Louisville Area website is responsibility of the Website Coordinator. The Website Coordinator is accountable to the Public Relations Subcommittee and the Louisville Area Service Committee. Website Coordinator qualifications are defined in the Louisville Area Public Relations Subcommittee Guidelines.

## **Domain:**

The domain names “nalouisville.org”, “lascna.org”, “nalouisville.com” and site hosting will be registered under the Louisville Area Service Committee of Narcotics Anonymous (LASCNA) and paid for by the area.

If the need for professional assistance in either maintenance or redesign work on the Louisville Area website is required; a motion should be made to the Louisville Area Service Committee for approval of hiring a “special worker” and covering the expenditure.

## **General Website Guidelines to Follow:**

1. 12 Traditions of NA.
2. 12 Concepts for NA service.
3. Louisville Area Policy and Procedure.
4. Public Relations Handbook Chapter 10, Internet Technology.
5. Narcotics Anonymous World Services Fellowship Intellectual Property Trust (FIPT).

## **Website Content:**

1. Purpose of Website.
2. Meeting directory – updated on a regular basis available online and print formats. Meetings listed on website must meet requirements found in the Louisville Area Policy and Procedures manual.
3. Downloadable files including service forms, Area minutes and flyers for NA events within 10 days of ASC monthly meeting. (8B19, passed 10.06.19)
4. Contact Information – Helpline Numbers, email and postal address.
5. Link to Kentuckiana Region Website.
6. Link to Narcotics Anonymous World Service (NAWS) website.
7. No personal messages, opinions, non-NA flyers or announcements are allowed as they may be confused as being an endorsement or an opinion of NA as a whole.
8. No quotes are to be published from any copyrighted material.
9. No photographs, phone numbers, full names, email addresses or street addresses of individual members should be publicly published.
10. Legend on the [www.nalouisville.net](http://www.nalouisville.net) schedule:

## **Legend:**

- O – Open Meeting
- C – Closed Meeting (for addicts only)
- D – Discussion
- S – Speaker
- CC – Chairperson's Choice
- LS – Literature Study
- BTS – Basic Text Study
- SS/TS – Step Study / Tradition Study
- W – Wheelchair Accessible
- CL – Candlelight Meeting
- M – Meditation (area)

## **Additional Subcommittee Guidelines:**

“The primary purpose of an NA member is to stay clean, just for today, and carry the message of recovery to the addict who still suffers by working with others.” (Temporary Working Guide to our Service Structure, rev 5/99). This is the essence of service in NA and what we are most concerned with in Public Relations work. It is of the utmost importance, when doing Public Relations work, to carry the NA message only. We do this by following the Traditions. We, the Public Relations Subcommittee, suggest that everyone working with us study, understand, and follow the essays on the Traditions in the *Basic Text* and *It Works-How and Why*. Experience shows that this is the best way to carry a strong NA message.

12-Step work is not hard. As the *Basic Text* tells us, “even a member with one day clean can carry the message that this program works.” More experienced members can be of great assistance when we are not sure how to handle a call. WE NEVER 12-STEP ALONE!

## **Some items of importance**

1. If you have problems or questions about a 12-Step call, telephone the subcommittee chairperson or another experienced member.
2. Never go to help a suffering addict alone.
3. Never call emergency services unless you have been specifically requested to do so by the suffering addict to whom you are speaking.
4. Be sure you are speaking to the person who called NA before identifying yourself as a recovering addict or a member of NA, DO NOT identify as an addict or a member of NA if you are not sure you're speaking to the person who called NA.
5. A *Basic Text* or White Booklet in hand is helpful in answering any questions you may be asked, especially if you are familiar with the book.
6. When making referrals from our list, be certain that you tell the caller that NA does not endorse any other programs.
7. Do not call people collect - ever! Dial direct and present the subcommittee chairperson with your telephone bill for reimbursement.
8. It is a good idea to dial \*67 before you answer a call, which keeps your name, phone #, etc. from being displayed on caller ID.

9. When you are beeped, please respond as soon as possible. This may be a newcomer's first contact with NA. We need to be prompt on the call-back, because an addict may have a tendency to run after making the call.
10. Sometimes a call may require more time than we have to give at the moment. If we become involved in a 12-Step call and can't see it through to completion, we can enlist the help of other 12-Step volunteers. (A list is maintained by the chairperson).
11. By being part of this subcommittee, you are doing a valuable service for Narcotics Anonymous. Service is often a thankless task, but its rewards are manifold, not the least of which is a beautifully enhanced personal program of recovery.

Thank you for your service!

### **How the Louisville Area Public Relations subcommittee works**

A person wanting help or information calls the Helpline (502) 569-1769. This number reaches our automated answering service. The person calling has the option of either listening to a recorded list of NA meetings in the Louisville Area or leaving a voice message and then having their call returned by a Helpline volunteer. In the latter case, the caller leaves their name and number on the system; the system then pages the first volunteer in the pager rotation. If that volunteer does not respond in minutes, the next volunteer in the pager rotation is paged-and so on until a volunteer retrieves the message. The volunteer returns the call, or asks a 12-Step volunteer to return the call if they are unable. The call is returned using the 12-Step process, as outlined in our guidelines.

### **LASCNA Policy and Procedure Subcommittee Guidelines**

#### **Description:**

Policy and Procedures (P&P) consists of concerned members and LASCNA trusted servants, directly responsible to those they serve.

#### **P&P Purpose:**

1. To provide input and information for the group conscience process of the Area in the understanding and application of the 12 Traditions and 12 Concepts of NA.
2. To provide the Area with past actions and recommendations for new procedures when appropriate.
3. To be supportive of the Area as a whole.

#### **P&P Operational Procedure:**

This subcommittee shall adhere to the following:

1. 12 Traditions and 12 Concepts of NA.
2. P&P Manual, as compiled by the Area group conscience.
3. A Guide to Local Service.
4. World guidelines and handbooks.

## **P&P Function:**

1. P&P shall meet monthly, with the chairperson authorized to call emergency meetings when necessary.
2. Minutes shall be recorded and a report given at the next meeting.
3. When the Area or a concerned member makes a request, this subcommittee shall collect and analyze data regarding procedures in the past. This data will be analyzed and compiled with the objective of providing information regarding the past policies and procedures. Changes or modifications which could improve the procedure will be recommended by P&P. These recommendations will be presented to the Area and acted upon according to the group conscience of the Area as a whole.
4. When requested by the Area, the P&P Subcommittee will collect and analyze data regarding issues of concern where no past procedure has been developed. Input may be gathered from all resources available, including other regions, NA members and service committees throughout NA. The subcommittee will then develop and recommend further study or a new procedure as seems appropriate.
5. The P&P Subcommittee shall provide updated pages for the P&P manual no later than 2 ASC meetings following the policy change/new policy being approved by the Area.
6. The subcommittee, through the consent of the Area, conducts workshops, orientations and learning days on P&P topics to ensure unity and to make available information to those that request it within the area.
7. A home group GSR (or GSRA), subcommittee chairperson (or vice chair), or executive committee member may be provided with no more than 1 entire P&P Manual per year at no cost. Any NA member may buy a second manual at current estimated costs. These manuals are to be provided by the P&P Subcommittee no more than one ASC meeting after they are requested.
8. A member is encouraged to obtain the P&P Manual from the member who previously held the service position, in the interest of financial responsibility.
9. P&P manuals will be reprinted annually for distribution to Executive Committee members, Subcommittees and Home groups. The target date for this distribution is April of each year.
10. A member of the P&P Subcommittee will be present at the ASC meeting one half hour prior to its start time, to assist with the wording of motions submitted by the subcommittees and home groups.

**P&P Meeting Agenda:**

1. Serenity Prayer
2. Twelve Concepts
3. Take Attendance
4. Read & approve the minutes from the previous meeting
5. Chairperson's Report
6. Old Business
7. New Business
8. Establish next meeting time and place
9. Close with the 3<sup>rd</sup> Step Prayer

**P & P Budget:**

1. The P&P Subcommittee has an estimated budget of \$840.00 per year. This includes the cost of printing manuals as needed and sending out monthly updates, copies, ink, & whatever other items are needed to do this work.
2. Any additional financial needs can be taken from the floating budget amount of \$200.00 discussed under the heading "Responsibilities of the Executive/Administrative Committee"
3. In no way does this estimated budget imply that this much will be spent; it simply allots the P&P Subcommittee the financial resources needed to update, replace, or provide new Area P&P Manuals when needed.
4. In the event that the budgeted \$840.00 will not be needed in its entirety, \$400.00 of that can be used to conduct workshops, orientations and learning days on P&P topics to ensure unity in the understanding of all service positions / policies & procedures.
5. The P&P Chairperson may obtain this money in 2 ways:
  - a. Request a check from the ASC prior to printing/copying for the estimated cost and return any leftover money and a valid receipt upon completion.
  - b. Pay for the printing/copying themselves and bring a valid (store issued) receipt to the ASC treasurer for reimbursement.

**Policy and Procedure Budget**

Updates & annual printing of manuals	\$840.00
Floating seed (for additional operating expenses)	\$200.00

### **P&P Subcommittee Membership**

Membership is open to all concerned NA members in the community. Any NA member may enter the discussion and provide input.

### **P&P Subcommittee Trusted Servants**

The officers of P&P shall be as follows:

1. P & P Chairperson, elected annually by the Area.
2. Vice-chair and Secretary shall be elected from within the subcommittee membership.
3. The Chairperson shall have 2 years consecutive clean time and one year prior experience at the area level.

### **P & P Chairperson Responsibilities include:**

1. Facilitating regular meetings.
2. Attending ASC & Regional P&P meetings on odd months.
3. Must be familiar with Area policy to advise the Executive Committee of policy and procedure violations.

### **P&P Vice-chair Responsibilities Include:**

1. Have 18 months consecutive clean time.
2. Some prior experience at the area level.
3. Shall help the chairperson carry out the above mentioned responsibilities.
4. Will sit in for the chairperson at Areas when the Chairperson is absent.

### **P&P Secretary Responsibilities Include:**

1. Must have 6 months clean time
2. Take minutes at each meeting and give them to the chairperson prior to the next ASC meeting
3. Keep a written record of all policy change motions for the purpose of updating the manual

**Additional duties may be outlined and described in these guidelines or by further recommendations to them.**

### **P&P Voting:**

1. To establish voting status, a member must have attended 2 of the last 3 consecutive P&P meetings. If a voting member misses two consecutive meetings, voting status must be re-established. Emergency meetings do not apply toward voting status.
2. Issues of concern requiring subcommittee group conscience require a simple majority vote. In case of a tie vote, the issue will be tabled or brought back to the floor for more discussion.



3. The Chairperson has no vote and may not introduce motions.
4. Business of the subcommittee shall be conducted by the operational procedures contained in these guidelines.

### **P & P Amendments to Guidelines**

These guidelines may be amended at any time by a 2/3 majority vote of P&P subcommittee members, to be approved by group conscience of Area as a whole.

## **Louisville Area of Narcotics Anonymous Activities Subcommittee Guidelines**

### **Purpose:**

1. To work with this Area to facilitate functions and fundraisers.
2. To bring unity to this Area and have fun in accordance with the 12 Traditions and 12 Concepts of NA.

### **Duties:**

1. Informs the Area of any activities that are scheduled.
2. Establishes a budget for all activities.
3. Coordinates timing of all events, avoiding conflict with any Area (i.e. LACNA) or Regional functions by keeping in contact with those subcommittees' chairpersons.
4. Submits a report to every ASC, which includes ideas, progress, and results as well as a financial statement listing expenses and incomes.
5. Coordinates a minimum of four (4) functions a year, including an Annual Campout in June, an Annual Monster Bash in October, and an Annual Area Birthday Celebration in December.
6. Hosts one (1) KRCNA fund-raiser prior to the Convention to help raise awareness and the funds necessary to support KRCNA (not to conflict with any other Area or Regional dates).
7. Helps coordinate a biennial Conference Agenda Report (CAR) workshop along with our Area's RCM and RCMA, also prior to KRCNA.
8. Hosts our Annual Marathon Meetings for the holidays that fall in November, December, and January.

## **Trusted Servant Guidelines**

### **Chairperson:**

1. Must have a minimum of two (2) years clean time.
2. Must have a minimum of six (6) months prior experience in a subcommittee of the Area.
3. Must be voted in by the Area.
4. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
5. Must have a willingness to serve.

### **Responsibilities of the Activities Chairperson:**

1. Serves as a link between the Area and the Activities Subcommittee.
2. Chairs the Activities Subcommittee meeting and keeps the format running by following the meeting agenda (included with these guidelines).
3. Turns in the Activities report each month at Area containing any new business or functions being discussed and a financial report.
4. Takes responsibility for requesting and receiving the Subcommittee's seed money when needed, as well as promptly turning over any remaining seed money and any profits to the

Area's Treasurer, in the form of a check or money order, along with all original receipts of those expenses.

5. Coordinates a minimum of three functions a year, including an Annual Derby Event in May, an Annual Monster Bash in October, and an Annual Rotating Function, such as a Laser Light Show or a Day Event in one of Louisville's Parks in June or July.
6. Makes certain that the funds received from the Area are well-budgeted and not misappropriated.
7. Reports to the Activities Subcommittee any information on upcoming events at the Area or Regional level.
8. Maintains a written inventory throughout their term of: the readings, key tags, 100 cup coffee maker, cooler, tote locker, and other items accrued during their term (i.e. decorations, supplies, etc.).

#### **Activities Vice-Chair:**

1. Must have a minimum of one (1) year clean time.
2. Must have a minimum of six (6) months prior experience in a Subcommittee of the Area.
3. Must be voted in by the Activities Subcommittee.
4. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
5. Must have a willingness to serve.

#### **Responsibilities of the Vice-Chair:**

1. Fulfills the duties and responsibilities of the Chairperson when Chairperson is unavailable.
2. Assists the Chairperson in coordinating functions.

#### **Activities Secretary:**

1. Must have a minimum of six (6) months clean time.
2. Must be voted in by Activities Subcommittee.
3. Demonstrates good communication skills and can accurately take minutes (notes).
4. Must have a working knowledge of the Twelve Steps and Twelve Traditions.
5. Must have a willingness to serve.

#### **Responsibilities of the Activities Secretary:**

1. Helps gather all the information the Chairperson will need to make their monthly report to Area.
2. Keeps an accurate account of all business discussed at the subcommittee meetings.
3. Maintains an accurate phone list of all subcommittee members.
4. Contacts subcommittee members when meeting times or locations change.

### **Activities Treasurer:**

1. Must have a minimum of one (1) year clean time.
2. Must have a minimum of six (6) months prior experience in the Area.
3. Must be voted in by Activities Subcommittee.
4. Must demonstrate financial stability.
5. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
6. Must have a willingness to serve.

### **Responsibilities of the Activities Treasurer:**

1. Works along with the Chairperson of the subcommittee during functions.
2. Keeps an accurate written or typed account of all incomes and expenses within the subcommittee along with photocopies of all receipts.
3. Provides the Chairperson with a breakdown of expenses for an upcoming event. Provides a copy of all current financial activity as well as all original receipts for the Chairperson to turn in monthly at Area.
4. Advises subcommittee on cash supply, income flow, and rate of expenditures.
5. Must be responsible for paying the monthly rent toward the facility in which the subcommittee meets.

### **Activities Subcommittee Members**

1. Any concerned member of Narcotics Anonymous may attend Activities Subcommittee meetings
2. Voting status is established by attendance of two (2) consecutive meetings
3. Missing two (2) consecutive meetings will result in the loss of their voting status. This does not apply toward emergency meetings
4. Help to coordinate functions and fundraisers
5. Provides a voice for group conscience
6. Promote and suggest ideas, comments, and input for these events
7. Help out during these events
8. Help motivate members to be accountable and responsible for their service commitments, as well as encourages others to get more involved with events
9. Must have a minimum of one (1) year clean time in order to help with financial collection and matters at these events

### **Guidelines for Activities Functions and Fundraisers**

1. Must follow this subcommittee's purpose when planning and putting on events
2. Must make sure that the funds needed for the events are within the Area's budget (seed money)

3. Must properly plan the event, while keeping the Area informed
4. Try to make sure that flyers for the events are available and distributed throughout this Area and Region at least one (1) month prior to the event, in order to receive substantial support
5. Make sure that our Area Helpline is informed of all upcoming events so they can add them to the automated phone system and web page
6. Make sure there is at least one (1) contact number on the flyers in case of confusion
7. Make sure that whenever a facility is used, the agreed-upon rent gets paid or donation is made

**At the Activities Functions:**

1. Have a list of volunteers to help out at the meeting prior to the function
2. Try to rotate the volunteers
3. Have two (2) people to work the door (collecting money)
4. Have two (2) people to work refreshments when needed
5. Make sure that those handling money have a minimum of one (1) year clean time
6. Make sure that there are receipts for all monetary transactions, insuring an accurate account of all finances
7. Make sure that the Treasurer or Chairperson collects all money throughout the function (when needed) and leaves with all money

**At Activities Speaker Meetings:**

1. Make sure that whoever chairs the meeting follows the format of an NA Meeting.
2. Make sure when speakers are chosen they are follow the Speaker guidelines in NA's "The Group IP"
3. Speaker chosen must have a minimum of three (3) years clean time

**At Activities Marathon Meetings:**

1. Marathon Meetings are usually held for the holidays to provide a safe and comfortable atmosphere for any addict
2. Make sure when coordinating these meetings that help is solicited from all home groups
3. Make sure the facility chosen is centrally located within this Area
4. Make sure that these meetings are not in conflict with the facility in which they are chosen to be held
5. Make sure that ALL RULES set by the facility are followed
6. Try to make sure that sign-up sheets are provided for all chairperson slots and/or volunteer slots at least one (1) month prior to the event
7. Chairperson must have a minimum of three (3) months clean time

8. Make sure that all 7<sup>th</sup> tradition and/or donations are collected and accounted for by the Chairperson and/or Treasurer
9. Make sure that there is a pickup of all moneys every four (4) hours.

### **Meeting Agenda**

1. Serenity Prayer
2. Take attendance, get phone numbers, pass out copies of guidelines if needed
3. Read and approve the minutes from the previous meeting
4. Chairperson's report:
  - a. Discussion
  - b. Motion to accept
5. Vice-Chair's report:
  - a. Discussion
  - b. Motion to accept
6. Treasurer's report:
  - a. Discussion
  - b. Motion to accept
7. Old business
8. New business
9. Establish next meeting time
10. Close with the Serenity Prayer / 12<sup>th</sup> Tradition

**Activities Subcommittee Annual Budget**

KRCNA Fundraiser	\$450.00
Derby Function	\$450.00
Summer Function	\$400.00
Monster Bash	\$550.00
Thanksgiving Marathon	\$300.00
Xmas Marathon	\$300.00
New Year's Marathon	\$300.00
<b>Total:</b>	<b>\$2750.00</b>

*The Louisville Area Service Committee of Narcotics Anonymous*

Funds Request Form

Subcommittee: \_\_\_\_\_ Date: \_\_\_\_\_

Subcommittee Member Making Request: \_\_\_\_\_

Requested Budget Amount: \$\_\_\_\_\_

Money is to be Used for (Please Itemize if Necessary):


Current Budget for Year: \$\_\_\_\_\_

Funds Used thus far: \$\_\_\_\_\_

Monthly Budget Allotment: \$\_\_\_\_\_

Remaining Funds for Year after Request: \$\_\_\_\_\_

Funds Allocated by: \_\_\_\_\_



## Subcommittee Funds Return Form

Subcommittee: \_\_\_\_\_ Date: \_\_\_\_\_

Subcommittee Member Returning Funds: \_\_\_\_\_

Funds Spent (Please Itemize)

Item	Amount	Item cont.	Amount

Total Funds Used: \$ \_\_\_\_\_

Income (Including Donations)

Source of income	Amount	Source cont.	Amount

Total Income: \$ \_\_\_\_\_

Funds Received: \$ \_\_\_\_\_ Total Amount Returned: \$ \_\_\_\_\_

Funds Returned to: \_\_\_\_\_

Please attach necessary receipts to back of sheet.



*The Louisville Area Service Committee of Narcotics Anonymous*

Motion Submission Form

To be turned in 15 min. before the start of the meeting in duplicate: One copy to Area Chair / Executive Committee and one copy to the Policies and Procedures Chair / Subcommittee.

Motion Number (to be filled out by Area Secretary): \_\_\_\_\_ Date: \_\_\_\_\_

Group or Subcommittee submitting motion: \_\_\_\_\_

Is this motion a Policy Change?      \_\_\_\_ Yes \_\_\_\_ No

Have you consulted with committee(s) that this policy will affect?      \_\_\_\_ Yes \_\_\_\_ No

Is this motion:

A brand new policy? \_\_\_\_\_ **OR** an Amendment or Change to an existing policy? \_\_\_\_\_

Where will it be inserted into our P&P Manual?

\_\_\_\_\_

What is the current language (if applicable)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the proposed language (or your motion, if **not** a policy change)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for change or intent of motion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Louisville Area Service Committee of Narcotics Anonymous*

**Nomination Submission Form**

To be turned in 15 min. before the start of the meeting in duplicate: One copy to Area Chair / Executive Committee and one copy to the Policies and Procedures Chair / Subcommittee.

Date: \_\_\_\_\_

Position individual is nominated for: \_\_\_\_\_

Submitted by (Home Group / Subcommittee): \_\_\_\_\_

Nomination: \_\_\_\_\_

Have you consulted with the individual being nominated?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Does this person meet the position guidelines?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Has this person completed a service resume?

\_\_\_\_\_ Yes \_\_\_\_\_ No

## NA Service Resume

Position to which nominated: \_\_\_\_\_

Name: \_\_\_\_\_ Clean date: \_\_\_\_\_

Address: \_\_\_\_\_ 10 Digit Phone #: \_\_\_\_\_

Please list all the group, area, regional and world service positions you've held that you consider relevant to the position to which you are nominated. Please include the positions served within the last five years and approximate dates of service for each position.

---

Position:	Date(s):

If you have not completed a term or have been removed from a service position in the last five years, please explain.


What resources do you believe you can bring to the position to which you are nominated?








## NEW GROUP REGISTRATION / UPDATE FORM

**Please complete all information (Please print clearly)**

**Group Code** (if known) \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Group Name** \_\_\_\_\_

This group was formed (month/year) \_\_\_\_\_ This group holds \_\_\_\_\_ meeting(s) per week \_\_\_\_\_

**Area Service Committee Name** \_\_\_\_\_

**Regional Service Committee Name** \_\_\_\_\_

### Group's Meeting Information

Meeting Days	Sun	Mon	Tues	Wed	Thurs.	Fri	Sat
Meeting Time							
Language(s)							
Format							
Wheelchair							
Accessible							
Room Name							
Open/Closed*							

*\*Open NA meetings welcome addicts and interested observers; closed NA meetings welcome addicts only.*

### Meeting Location

	OLD (if applicable)	NEW
Place / Building Name		
Address		
City		
Borough / Sub-City		
State/Province		
Zip/Postal & Country		

If this meeting is held in a correctional or treatment facility, are there special criteria for entry?  
 \_\_\_\_\_

### Group Contact Mailing Address

*This is typically a stable group member who can forward any communication from NA World Services to the NA group.  
 This may or may not be a current group trusted servant, and is not usually the group's meeting location address.*

**Group Contact Name** (first and last) \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State/Province** \_\_\_\_\_  
**Postal/Zip** \_\_\_\_\_ **County** \_\_\_\_\_ **Phone** ( ) \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Online Address** \_\_\_\_\_

I would like to receive minutes via (circle one)    E-mail    US Mail