

# **GUIDELINES**

(Revised March 2017 – Next Formal Review 2020)



## **SOUTHEASTERN ARIZONA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS**

### **SERVICE PRAYER STATEMENT OF PURPOSE**

(from Pg. xxvi of NA Basic Test, 6<sup>th</sup> Ed.)

#### **SERVICE PRAYER**

God, grant us knowledge that we may work according to your divine precepts, instill in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.

#### **STATEMENT OF PURPOSE**

Everything occurring in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason we began this work. We must always remember, as individual members, groups, and service committees, we are not, and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

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**ARTICLE I  
PURPOSE & MEMBERSHIPS**

- A. The purpose of the Southeastern Arizona Area Service Committee (SEAZASC) is to serve the specific needs of Area Narcotics Anonymous Groups and to facilitate carrying the message of recovery to the addict who still suffers. Our aim is to unify our Area by furthering the Narcotics Anonymous primary purpose in accordance with our Twelve Traditions and Twelve Concepts.
- B. The Area Service Committee (ASC) administers and coordinates Narcotics Anonymous activities approved by the Groups of the Southeastern Arizona Area Service Committee. The ASC serves as a link between these Groups and the Arizona Regional Service Committee (RSC).
- C. The ASC is comprised of Group Service Representatives (GSRs), Executive Committee Members (ECM), and Subcommittee (SUB) Chairpersons. We recognize the ultimate authority of this body is "...a loving God as He may express Himself in our group conscience..."

**ARTICLE II  
FUNCTIONS (Subcommittees)**

- A. The communication of information to and from NA Groups through their Group Service Representatives.
- B. The conducting of monthly service meeting, providing an opportunity for the ASC to address concerns brought before it by the Groups.
- C. The overseeing and administration of all ASC Finances.
- D. Providing a Regional Committee Member (RCM) and an Alternate for active participation in the AZ Regional Service Committee of NA.
- E. Providing various services to the local Fellowship through Subcommittees, currently including:
  - 1. Activities – Plans and implements social and fund-raising activities.
  - 2. Hospital & Institutions – carries the message of Narcotics Anonymous to addicts in hospitals and other institutions who may not be able to attend outside meetings
  - 3. Literature – reviews, orders, and distributes NA literature.
  - 4. Newsletter – publishes and distributes a newsletter serving the local Fellowship.
  - 5. Public Relations – carries the message of Narcotics Anonymous to the public, through various media, in accordance with the NA twelve Traditions; maintains an Area Post Office Box; (Meeting list changes and distribution responsibilities, see Web Servant position)
  - 6. Outreach – supports new or existing urban and rural meetings; provides guidance for startup, assistance and physical support
  - 7. Phone Line – maintains SEAZNA Phone Line and provides information about Narcotics Anonymous

8. Mt. Lemmon Bash – plans and coordinates the annual Mr. Lemmon Bash (MLB)
9. Web Servant – responsible for maintaining the Area website and updating Area information at NA World Services (NAWS) website; must apply to NAWS and meet its qualifications; updates all meeting lists pertaining to the SEAZASC
10. Southeastern Arizona Narcotics Anonymous Convention (SEAZNAC) – plans and coordinates the annual convention. The convention shall be held outside the Greater Tucson City limits every fourth year, if a proposed location is found to be viable
11. Ad Hoc – (temporary) committees appointed by the ASC Chairperson: to perform specific tasks deemed necessary by the ASC, to be dissolved by the Chair upon conclusion of its tasks

### **ARTICLE III OPERATIONAL GUIDELINES**

#### **A. Loss Prevention Guidelines**

1. Use a 'lock box' when collecting cash monies
2. There should always be two people to account for money; to make reservations and make any other order requiring money disbursement
3. Follow the criteria for trusted servants (clean time and financial solvency)
4. The Chair of each Subcommittee shall draw up a list of questions for the prospective incoming Chair
5. A Treasurer in training should work with the current Treasurer and should count money at the Area meeting for the Treasurer
6. Deposits are made into the Area bank account within two (2) business days of the SEAZASC committee meeting or an Area Subcommittee event
7. ASC Treasurer is to conduct an audit within 3-5 business days of an Area event
8. No checks should be made out to cash
9. Every check must have an invoice or receipt
10. An Ad Hoc Committee appointed by the Area Chairperson, including the Area Treasurer, will review the annual proposed budget and make suggestions to insure fiscal responsibility
11. Guideline procedures are to be followed

## **B. Theft Policy**

1. The 11<sup>th</sup> Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message. The 12 Concepts give the SEAZASC a mandate from the NA Groups which call for total financial accountability. With this in mind, any misappropriation of funds cannot be tolerated. Should an Executive Committee member, Subcommittee Chair/Vice Chair, or Subcommittee member be found to have misappropriated SEAZASC funds, the presiding officer of the SEAZASC immediately upon calling the SEAZNA Committee meeting to order, must fully disclose the alleged misappropriation of funds and the individual(s) involved. Any member accused of misappropriating funds may exercise their 10 Concept right to redress at this time.
2. SEAZASC ACTION: THE SEAZASC, once informed of the alleged misappropriation of funds, may remove the individual(s) involved 'with cause' by a quorum vote. Should the SEAZASC remove a member, said individual(s) participation within the SEAZNA Committee is immediately terminated. Additionally, any member removed by the SEAZASC for misappropriation of funds may not hold an elected seat on the SEAZNA Committee or its Subcommittees for a period of five (5) years.
3. Restitution: Individuals removed for misappropriation of funds are expected to make full restitution of all SEAZASC funds. Should a member be removed for misappropriation of funds fail to make full restitution, said member will be subject to criminal and/or civil prosecution by the SEAZASC.

## **C. General Meeting Guidelines**

1. All ASC meetings shall be open to any NA member who wishes to attend as an observer, but shall be closed to the general public
2. ASC meetings shall be held on the second (2<sup>nd</sup>) Sunday of each month
3. A quorum at all ASC meetings shall consist of a Group Service Representative from 51% of all active Groups in the Area (see Article IV.C.) The number of GSRs present from active Groups shall be determined at roll call and before each vote (see Article V). Should a quorum fail to be present, further business should be tabled under 'Old Business for a future meeting.
4. In matters other than elections, only GSRs or their Alternate, in the GSRs' absence, can vote
5. Ideas and Requests
  - a. This body operates on a Consensus Based Decision Making Process (CBDM)
  - b. Any GSR, or Alternate GSR acting as the Groups Representative, of the SEAZASC may submit an idea/request to the floor
  - c. Any ECM/SUB may submit an idea/request to the floor pertaining to their position/committee
  - d. Any Idea or Request must be submitted to the Secretary in writing using the Idea Request Form (IDR) before the Consensus Based Decision Making Process can begin. A written IDR may be submitted at any time during the business meeting, but might not be read or recognized if it will disrupt the current flow of business; it would then be brought up before 'New Business'. There will be no IDRs introduced during or after 'New Business'

- e. As a spiritual body, we try to reach all decisions by consensus. We believe a loving God's will is expressed through our Group conscience (Tradition Two). In the event we cannot reach consensus, a decision will be reached using a 2/3 majority vote.
  - f. One of the reasons we try to achieve consensus is it ensures we follow our Ninth Concept, 'All elements of our service structure has the responsibility to carefully consider all viewpoints in their decision making process.' By carefully discussing and respectfully listening to all points of view we try to make sure this occurs at the committee meetings. The reason all GSRs are encouraged to come to a consensus on many decisions is the Seventh Concept which states, '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 process.'
  - g. All Subcommittees will operate with the same process
  - h. All committee idea/request, except elections, will first be considered using consensus based decisions for the committee's purposes. The process for CBDM allows for points of view to be heard and fairly considered within the committee. At this point the Chair can recognize ASC participants if needed.
  - i. If at the end of discussion the committee has not reached consensus, those dissented from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting GSR(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using a 2/3 majority vote.
  - j. When an idea/request is being discussed in new business and time in the ASC meeting ends, that subject will be tabled and brought up in Old Business at the next ASC meeting
  - k. SEAZASC Policy Guidelines may be waived at any time by 2/3 vote
6. A Prudent Reserve (\$1,100.00) shall be maintained in the ASC treasury
  7. Bimonthly the SEAZASC will donate a minimum of \$260 on odd months to the ASRSC to pay our insurance and meeting directories
  8. At the August ASC meeting, each ASC Officer and SUB Chairperson shall present a written inventory, reviewing the year's accomplishments including a financial report, if applicable
  9. New Groups may receive a Starter Kit at no cost to the Group without a vote from the GSRs (see Article VI.I.1.i.2.)
  10. Once a year, SEAZASC will take place outside of the Tucson City limits

#### **D. Meeting Agenda**

1. The sequence of items on the ASC meeting agenda consists of
  - a. Call to Order
  - b. Serenity Prayer
  - c. Service Prayer and Statement of Purpose
  - d. Twelve Concepts of Narcotics Anonymous
  - e. Amend and approve minutes from previous meeting
  - f. Amend and approve agenda
  - g. Welcome new GSRs (Refer to SEAZASC Guide: ARTICLE IV.B.)
  - h. Q/A session, open forum, and Group announcements (NOTE: Chair asks for IDRs)

- i. Vice Chair report
  - j. Regional Committee Member (RCM) report
  - k. Subcommittee reports (alphabetical order)
  - l. Treasurers report (bimonthly/odd months' review for AZRSC donation ARTICLE III.7.)
  - m. Final IDR requests submitted
  - n. Group roll call
  - o. Old Business – Consensus for previous IDRs
  - p. New Business – Consensus for new IDRs
  - q. Other NA related announcements
  - r. Adjournment and Closing Prayer
2. The sequence of items on the agenda may be changed by the ASC Chair if deemed appropriate

#### **E. Emergency Meetings**

- 1. Emergency Meetings may be called for any matter affecting NA as a whole
- 2. Any member of NA can bring such a matter to the attention of the ASC Chair or Vice Chair
- 3. The Chair and/or Vice Chair shall decide, upon consultation with at least 1/3 of the GSRs of active Groups, whether the matter warrants an Emergency Meeting
- 4. Calling an Emergency Meeting
  - a. The Secretary shall maintain an up-to-date list of GSRs and GSR Alternates and shall give notice to each Group in the event of an Emergency Meeting
  - b. The Emergency Meeting shall be announced by the GSRs and the Alternates at their Groups
  - c. At least 48-hour notice must be given to the Area Fellowship
  - d. The same rules apply in an Emergency ASC Meeting as in ARTICLE III.B.1.

#### **F. Area Service Committee and Subcommittee Guidelines**

- 1. The ASC and SUB Guidelines shall be reviewed every three (3) years. An Ad Hoc Committee shall be appointed to conduct the review and recommend revision or amendment if necessary. After review, the ASC and SUB Guidelines will be presented to the ASC for approval.
- 2. The ASC Executive Committee and SUB proposed annual budgets shall be submitted for review each year at the August ASC
  - a. Area Meeting Lists are to be included in the PR Subcommittee budget
- 3. A financial Ad Hoc Committee, including the ASC Treasurer, shall be appointed to conduct the review and recommend revision or amendment if necessary
- 4. All proposed budgets will then be communicated in the minutes for approval at the next ASC
- 5. All Executive Committee and SUB reports will be submitted electronically to the Secretary in PDF or Word Doc three (3) days prior to the ASC meeting to be included with online minutes

## ARTICLE IV GROUPS

### A. Definition

A **“Narcotics Anonymous Group”** as defined in the *A Guide to Local Services in Narcotics Anonymous*, Pg 25, The NA Group

1. The ASC may remove a Group from the Area meeting list or not include a new Group if it's determined the Group is not following the Traditions of NA e.g.:
  - a. A Group is using non-NA literature, speakers, announcements, or has reworded the NA Steps or Traditions
  - b. A Group is involved in activities or organizations outside of NA
  - c. A Group does not pay some form of rent to the building or facility in which it holds its meetings
  - d. A Group turns addicts away who have a desire to stop using
  - e. Any other infringement of the Traditions determined by the ASC

### B. Group Registration with ASC (starting a new meeting)

1. New Groups may receive a Starter Kit at no cost to the Group without a vote from the GSRs (ARTICLE VI.I.1.i.2.)
2. A Group shall be included in the Area meeting list after attending two (2) consecutive ASC meetings and upon registration with the ASC

## ARTICLE V GROUP SERVICE REPRESENTATIVE (GSR)

### A. Duties

1. GSRs represent their Group conscience at ASC meetings
2. GSRs may be reimbursed from outside twenty-five (25) mile radius (current value: up to \$30)
3. GSRs bring matters of concern from their Group to the ASC and keep their Group informed about NA activities

*“Group Service Representatives bear great responsibility. While GSRs are elected by and accountable to the Group, they are not mere Group messengers. They are selected by their Group to serve as active members of the Area Service Committee. As such, they are responsible to act in the best interest of NA as a whole, not solely as advocates of their own Groups’ priorities. As participants in the Area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the Committee’s officers and Subcommittee Chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their Group members feel, they take active, critical parts in the discussions which form the Group conscience of the entire committee.”* **A Guide to Local Services in Narcotics Anonymous, 2002 Version, Pg 35**



4. GSRs should be available to their Group members with information about NA activities, issues before the ASC, other Groups, the service structure of NA, the Traditions, and how to become more involved

## **ARTICLE VI EXECUTIVE COMMITTEE**

### **A. General Qualifications**

1. Nominees for ASC Executive Committee positions and SUB Chairs should have a working knowledge of the **12 Steps and 12 Traditions of Narcotics Anonymous** and have provided service at a Group level
2. ASC service commitments usually require some personal inconvenience. Nominees should have the time to devote to their duties and be accessible to members of the Fellowship, Groups, and Subcommittees. They should have the interest to do a timely and thorough job.
3. Nominees for all ASC Executive Committee members and SUB Chairs must have two (2) years continuous clean time (Treasurer 3 years)
4. In order for the ASC to be a true representative of the Fellowship for the Southeastern Arizona Area of NA, elected trusted servants should be active participants in Narcotics Anonymous

### **B. Chairperson**

1. Duties:
  - a. Preside at all ASC meetings, impartially being imperative
  - b. Provide the agenda for ASC meetings
  - c. Handle ASC correspondence
  - d. Appoint and dissolve Ad Hoc committees
  - e. Appoints temporary SUB Chair(s) in the event of a midterm vacancy from a SUB Chair position (ARTICLE VII.A.5.)
  - f. Call Emergency Meetings when necessary (ARTICLE III.E.)
  - g. Co-sign the ASC bank account and sign ASC checks
  - h. Facilitate communication between ASC Executive Committee members and SUB Chairs
  - i. Holds an Executive meeting thirty (30) minutes before ASC to discuss agenda items and any other pertinent business for that day
  - j. Reviews monthly minutes submitted from Secretary, prior to Fellowship distribution
2. Qualifications:
  - a. A Chairperson should be a good communicator
  - b. A Chairperson should display leadership ability, yet remain a servant

### **C. Vice Chairperson**

1. Duties:
  - a. Act as Chairperson in the absence of the Chair
  - b. Assume the office of the Chairperson, if the position become vacant and until a special election can be held
  - c. Communicates with active and nonactive Groups and their GSRs
  - d. Communicates with all Subcommittees

- e. Co-signer on the ASC bank account and signs checks in Chairs absence
- f. Read the Service Prayer and Statement of Purpose at ASC meetings

2. Qualifications:

- a. The qualifications for Chairperson (see above) are also important characteristics to look for when electing a Vice Chair

**D. Regional Committee Member (RCM)**

1. Duties:

- a. Attend Area and Regional Service Committee meetings and Regional Assemblies
- b. Convey the Group conscience of the ASC to the RSC and vote for the Area at RSC meetings
- c. Provide information from the RSC to the ASC and from the ASC to the RSC
- d. Attend as many Area SUB meetings and activities as possible
- e. Participate in the activities of the Region; may serve on an RSC SUB as a committee member (not as a Chairperson, ARTICLE VII.A.3.)
- f. Submit written reports to the ASC Secretary 3 days prior to the next ASC following the RSC in PDF or Word DOC
- g. Submit Regional meeting minutes to the ASC Secretary in PDF or Word DOC

2. Qualifications:

- a. An RCM should be a good communicator
- b. An RCM should have the personal time and the means to travel to RSC meetings and attend all Regional Assemblies
- c. The RCM shall be prepared to fully participate in discussions of concern at Regional meetings. As such, they are responsible to act in the best interest of Narcotics Anonymous as a whole, with a vote of confidence from the SEAZASC members and to vote accordingly.

**E. RCM Alternate**

1. Duties:

- a. Attend Area and Regional Service Committee meetings and Regional Assemblies
- b. Act as RCM in the absence of the RCM

2. Qualifications:

- a. The qualifications for RCM (see above) are also important characteristics to look for when electing an RCM Alternate

**F. Treasurer**

1. Duties:

- a. Be custodian of the ASC bank
- b. Keep the financial ledger
- c. Report on all contributions and expenditures at each ASC meeting and submit it in writing to the ASC Secretary in an acceptable electronic format
- d. Disperse funds at the discretion of the ASC
- e. Secure the signature of the ASC Chair and/or Vice Chair on all checks
- f. In November, conduct the annual audit of the ASC and SUB finances with the outgoing seated chair and incoming Treasurer
- g. Prudent Reserve shall be \$1100.00

- h. Treasurer may accept personal checks, money orders, or cash for literature purchases and/or Area donations

2. Qualifications:

- a. The Treasurer should have bookkeeping experience and be precise with a checking account
- b. Nominees must have three (3) years continuous clean time

**G. Vice Treasurer**

1. Duties:

- a. Count the money collected at the ASC monthly meeting

2. Qualifications:

- a. The Vice Treasurer should be a good communicator
- b. Must have knowledge of the Treasurers Handbook
- c. Have two (2) years clean time

**H. Secretary**

1. Duties:

- a. Prepares accurate minutes of each ASC meeting
- b. Submits minutes to ASC Chair for prior approval before sending out to the Fellowship
- c. Distribute copies of minutes and agenda to all GSRs, ECM, and SUB Chairs within two (2) weeks following the Area meeting in PDF or Word DOC to be included with online minutes
- d. Maintain a current list of active Groups in the Area
- e. Conduct the roll call at each ASC meeting
- f. Assist Officers and SUB with correspondence
- g. All IDRs which have been approved through consensus or 2/3 vote shall be placed in the Addendum A before next ASC. Upon guideline review, at the change of ECMs, all addendums shall be placed in the Southeastern Arizona Area Service Committee Guidelines where such IDR has effected change in the guidelines.
- h. Maintain Area files

2. Qualifications:

- a. A Secretary should have general office and clerical skill

**I. Subcommittee Chairpersons**

1. Duties:

- a. Holds monthly meetings
- b. Be a liaison between Regional SUB & ASC and can be an active member of that Regional SUB
- c. Submit a written report to the Secretary in PDF or Word DOC to be included with online minutes
- d. Prepare reports for succeeding SUB Chair
- e. Present monthly receipts for event flyers printed
- f. Prepare written reports for incoming Chairpersons
- g. Maintain written SUB financial records and be prepared to submit to audit for ASC in July. A copy shall be given to the incoming SUB Chair.

- h. In August, each outgoing SUB Chairperson shall present to the ASC, a written proposed budget based on the previous year as well as any expected expenses for newly proposed projects. In keeping with our 11<sup>th</sup> Concept, which states, “NA funds are to be used to further our primary purpose, and must be managed responsibly. Any budgetary considerations which have not helped further our primary purpose should be omitted from the proposed budget.”
  - i. Each year, the newly elected SUB Chairperson shall present reviewed SUB Chairperson guidelines to the ASC Secretary (ARTICLE III.E.1-3.)
    1. Hospitals and Institutions SUB shall be allowed to take meeting lists into treatment centers, jails, and prisons
    2. Literature SUB: Starter Kits for new meetings shall consist of the following
      - One (1) Basic Text
      - Ten (10) Little White Booklets
      - Eight (8) Information Pamphlets (IPs) of Choice
2. Qualifications:
- a. Qualifications for each SUB Chair should be included in the SUB guidelines

## **ARTICLE VII ELECTION OF EXECUTIVE COMMITTEE AND SUBCOMMITTEE MEMBERS**

### **A. Terms of Office**

1. ASC Executive Committee Members (ECM) and Subcommittee (SUB) Chairs must be NA members as defined by the Third Tradition from the NA Basic Text
2. ECM and SUB Chairs serve for a term of one (1) year. They may volunteer or be nominated to run for a second (2<sup>nd</sup>) one (1) year term, if they desire.
3. A GSR cannot be an ECM or SUB Chair of the ASC or RSC, nor hold another position of the elected ASC or RSC committees
4. Any ECM or SUB Chair can be removed by two-thirds (2/3) vote of the trusted servants of the ASC. In this event, a special election will be held at the next ASC to fill that position. If clean time requirement is no longer met (relapse), removal is automatic.
5. The ASC Chair may appoint any NA member with the required clean time who is willing to serve a vacated ECM or SUB Chair position until a special election can be held
6. If an ECM or SUB Chair is not in attendance for two (2) consecutive ASC meetings or three (3) total absences during their term, the ECM or SUB Chair will be asked to report to the service body their ability to fulfill the remainder of their service term. After hearing the elected servant’s commitment level and resolute explanation, the service body shall reach a consensus, or a 2/3 vote, for dismissal or ask servant to remain in their commitment.

### **B. Election Procedures**

1. One (1) hour prior to the August ASC meeting, elections will be held for all SUB Chairpersons, except for the SEAZNAC SUB Chairperson and SEAZNAC Treasurer. Those elected will assume office in September.

2. One (1) hour prior to the October ASC meeting, elections will be held for ASC Chairperson, Vice Chair, RCM and Alternate RCM, Secretary, Treasurer, Vice Treasurer, SEAZNAC Chairperson and the SEAZNAC Treasurer
3. It is suggested, prior to the nominees, the duties and qualifications of each position be read aloud in order for the nominees and the voting Fellowship fully appreciate the responsibilities of the office
4. Nominees must be present at the time of voting. They will be asked to share service experience and clean time.
5. Elections are open to the NA Fellowship-at-large. Anyone present may nominate, second, vote, and make and second motions pertaining to the election.
6. All nominations must be seconded in order to be voted on and the person nominated may decline to run
7. The elections are held by 'secret ballot' and ballots shall be counted by the outgoing ASC Chair and RCM
8. Elections will be decided by a majority vote (51%). When three (3) or more nominees are running, and no candidate receives 51% of the votes, there will be a run-off election between the two (2) candidates receiving the most votes.
9. If only one (1) candidate is running for a position, the vote will be 'YES or NO'. If 'NO' wins, the nomination procedure must begin again
10. In the event of a 'TIE', when no candidate receives 51% of the vote, and the candidates who are tied would be involved in a run-off, another vote will be taken
11. In the event that a position remains vacant, a special election will then be held at the next ASC meeting and subsequent meetings until the position is filled

**ARTICLE VIII**  
**Addendum A**

Insert approved guideline IDRs each month as they occur  
Integrate into guidelines annually

A.

## **GLOSSARY OF ABBREVIATIONS/TERMS**

ADHOC – Temporary Committee appointed for a specific time and purpose, usually by a standing body chair

ASC – Area Service Committee, comprised of local Group Service Representatives (GSRs), Executive Committee Members (ECM), and Subcommittee (SUB) Chairpersons

CBDM – Consensus Based Decision Making process, guidelines for making decisions on behalf of NA

GSR – Group Service Representative; serves the Home Group Members

ECM – Executive Committee Member (see ARTICLE VI)

IDR – Idea or Request brought to the ASC; suggestions and intent

IP – Informational Pamphlet, published by Narcotics Anonymous World Service Office

NAWS – Narcotics Anonymous World Service

RCM – Regional Service Committee Member; serves Area at RSC level

RD – Regional Delegate; serves Region at WSC level

Regional Assemblies – Held primarily by Regional Committee for all interested NA membership discussions

RSC – Regional Service Committee, comprised of local Areas/RCMs

PDF or Word DOC – Printable electronic formats for minutes and reports from GSRs, SUBs, ECMs, and other representatives

SEAZASC – Southeastern Arizona Area Service Committee; serves Southeastern Arizona Groups

SPECIAL ELECTION – Held at request of NA trusted servants in case of unscheduled vacated positions

SUB – Subcommittee; serves the body it was designed for

WSC – World Service Conference; serves the Worldwide Fellowship, held on even years in April/May in Southern California

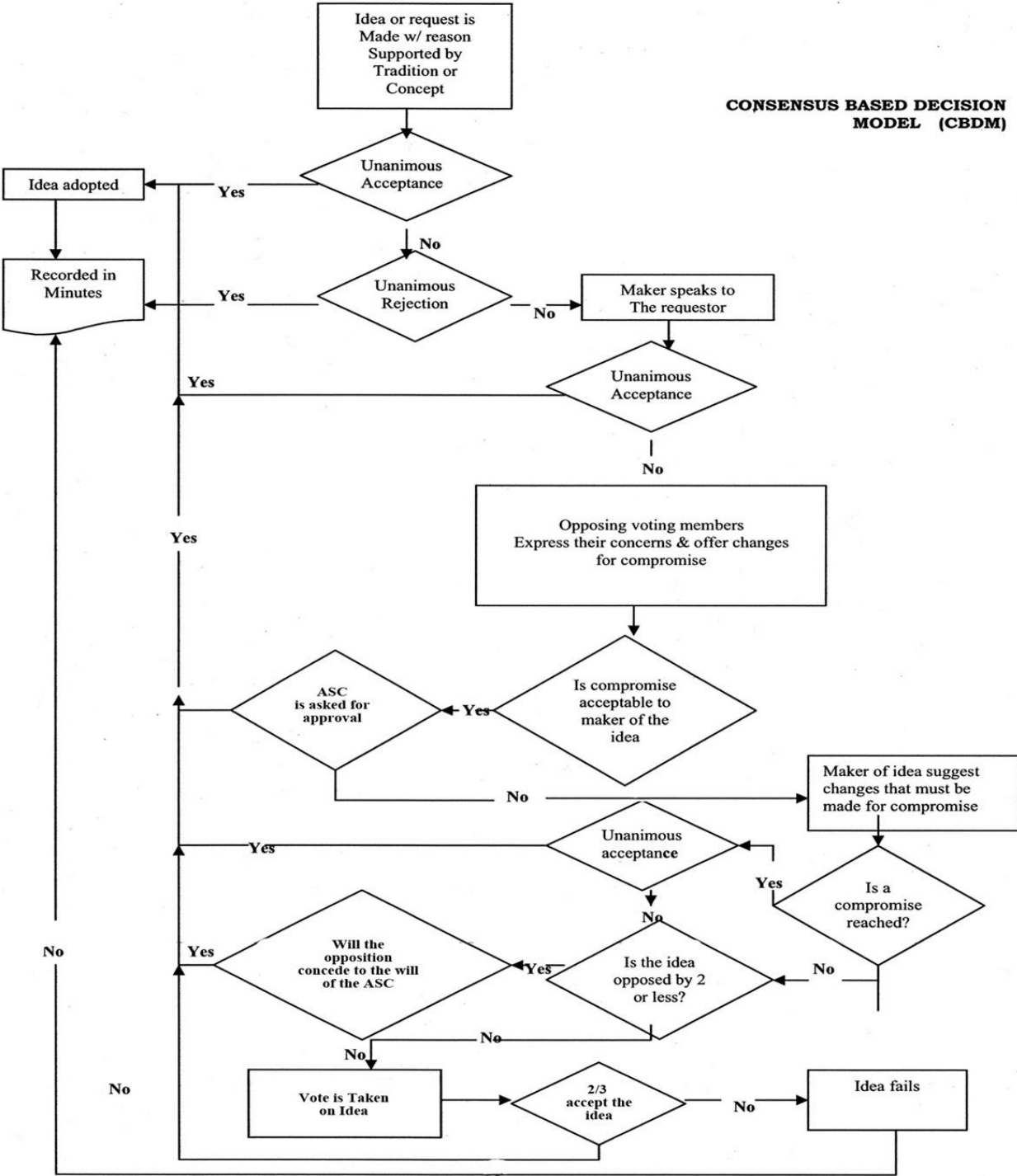
WSO – NA World Service Office; located in Chatsworth, CA

[www.na.org](http://www.na.org) NA World Website

[www.natucson.org](http://www.natucson.org) SEAZASC Website

[www.arizona-na.org](http://www.arizona-na.org) NA Website for Arizona Region

**CONSENSUS BASED DECISION MODEL (CBDM)**





## TWELVE TRADITIONS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never 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 FOR NA SERVICE

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units *serve*, for example, they do not *govern*; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a nonprofessional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable. The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our Fellowship's service structure. The Concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly. These Concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these Concepts, much as our Steps have stabilized our lives and our Traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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.