

Chippewa Valley Area Service Committee of Narcotics Anonymous Policies and Procedures

I. STATEMENT OF PURPOSE

The purpose of the Chippewa Valley Area Service Committee is to administer and coordinate the business common to the welfare of the Narcotics Anonymous (NA) groups within the Chippewa Valley Area. Chippewa Valley Area Service Committee supports the needs of the groups, serves as a link between the groups and the Wisconsin Regional Service Committee (WRSC) of NA, and forms Sub Committees as needed. The Chippewa Valley Area Service Committee supports the Sub Committees in their endeavors and fosters unity as guided by the Twelve Traditions of Narcotics Anonymous.

II. STRUCTURE

This body recognizes itself as a service committee of Narcotics Anonymous and thereby adheres to the 12 Steps, 12 Traditions, and 12 Concepts of NA.

Chippewa Valley Area Service Committee is comprised of Administrative Servants, Subcommittees and *Group Service Representatives* to fulfill the services directed by its Groups.

A. Administrative Servants of Area:

Facilitator A, Facilitator B, Regional Committee Member, Regional Committee Member-Alternate, Treasurer, Treasurer-Alternate, Secretary, Secretary-Alternate

B. Subcommittees of Area:

Activities, Literature, Public Relations, Hospitals and Institutions, Policy and Procedure, Outreach

C. Groups: *Group Service Representatives* and *Alternates*.

III. MEETINGS

Chippewa Valley Area Service Committee will hold Area Service Meetings quarterly. The time and place will be announced at the previous Area Service Meeting.

A. Exceptions can be made.

B. All Narcotics Anonymous members are welcome to attend Area Service meetings.

C. Chippewa Valley Area will donate \$20 to the facility that hosts Area Service Committee meeting.

IV. AREA MEETING FORMAT

A. Open with a moment of silence to reflect on why we are here.

B. 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."*

C. Everything that occurs during Narcotics Anonymous 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 that we began this work. We must always remember that 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.

- D.** Let's go around and introduce ourselves.
- E.** 12 Traditions of Narcotics Anonymous
- F.** 12 Concepts for Narcotic Anonymous Service
- G.** Roll Call:
 - 1. Groups: *Group Service Representatives/Group Service Representative-Alternates.*
 - 2. Administrative Servants: *Facilitator A, Facilitator B, Regional Committee Member, Regional Committee Member-Alternate, Treasurer, Treasurer-Alternate, Secretary, Secretary-Alternate.*
 - 3. Subcommittee Chairs: *Activities, Activities-Alternate, Literature, Literature-Alternate, Public Relations-Community, Public Relations-Web Servant, Hospitals and Institutions, Hospitals and Institutions-Alternate, Policy and Procedure, Policy and Procedure-Alternate, Outreach, Outreach-Alternate.*
- G.** Has everyone had a chance to look over last month's Minutes?
(*Facilitator* entertains a motion to accept)
- H.** Some reminders: Please submit any financial exchanges to the *Treasurer* and literature purchases to the *Literature Chairperson*. Please include all pending motions in your verbal report and submit them to the *Facilitator* at the end of your report. Submit all reports to the *Secretary* in writing.
- I.** 7th Tradition
- J.** Administration and Subcommittee reports: After each report, there will be an opportunity for questions and comments. All reports should have a motion to accept.
- K.** 10-minute break
- L.** Group Service reports
- M.** Old Business
 - 1. Pending business from last Area meeting
 - 2. Elections
- O.** New Business
 - 1. New motions
 - 2. Group concerns
- P.** 15-Minute Open Forum (time split equally amongst groups present)
- Q.** Announcements
 - 1. Next Area meeting site
 - 2. Subcommittee meeting times and places
 - 3. *Secretary* to read key points to bring back to groups
- R.** Close with group hug and the Serenity Prayer

V. MINUTES

The Area minutes will include the following:

- A.** Date/Place
- B.** Attendance
- C.** Time meeting began
- D.** Administrative Servant reports
- E.** Subcommittee reports
- F.** Group Service reports
- G.** Old business
- H.** New business

- I. Key points to bring back to Groups
- J. Next Area meeting site/time/location

Minutes will be emailed to all Administrative Servants, Subcommittee Chairpersons, *Group Service Representatives*, and those requesting them; within 20 days after the Area meeting.

VI. PARTICIPATION / VOTING

- A. Only *Group Service Representatives*, or in their absence, *Group Service Representative-Alternates* may vote. Each Group is allowed one vote.
- B. A quorum must be established for business to proceed at any Chippewa Valley Area Service Meeting:
 - a. A quorum shall consist of a simple majority of active member groups. If a member group is not represented at two consecutive service meetings, it shall be accorded “inactive” status for the sake of quorum computation at the end of the second meeting. Active status shall be returned upon said group’s representation at the Chippewa Valley Area Service Meeting.
- C. GSRs voting for elections and motions will be conducted using ballot voting. Procedural motions regarding approval of reports, breaks, and adjournment may be made using consensual voting.
- D. Any Narcotics Anonymous member present may make and second motions, with the exception of the Area *Facilitator*, who can only entertain motions.
- E. All tie votes will be tabled until the next Area meeting, taken back to the Groups and voted on again.
- F. Any Narcotics Anonymous member present may bring up issues and/or participate in discussion at the Area meeting once the Area *Chairperson* recognizes them.

VII. MOTIONS

- A. All motions should be in writing and require a second before motions are entertained.
- B. Trusted Servant and Subcommittee motions are to be presented at the end of their report.
- C. At any time in the motion process, only a *Group Service Representative/Alternate* can ask that the motion go back to the Groups for a Group Conscience. A simple majority vote of the quorum present can table the motion. If the table motion passes, the issue is postponed until the next Area meeting where the Conscience of the Groups will be conveyed.
- D. All motions to change policy require a two-thirds majority to pass. All other motions require only a simple majority to pass.

VIII. ELECTIONS

- A. Administrative and Subcommittee Trusted Servants of the Chippewa Valley Area Service Committee are to be elected by the Area Service Committee. Elections for Trusted Servants are to be announced three months in advance and held at the Area Service meeting in June and December during old business.
- B. Elections to fill vacant Trusted Servant positions will be held quarterly at the Area Service meeting during old business. The Groups will be informed of any vacant positions prior to elections.
- C. Election Schedule:
(Terms are to be from June to June and from December to December respectively)
 - 1. **June:** *Facilitator A, Facilitator B, Regional Committee Member, Regional Committee Member-Alternate, Activities, Activities-Alternate, Literature, Literature-*

Alternate, Public Relations-Community, Public Relations-Web Servant, Hospitals and Institution, Hospitals and Institution-Alternate.

2. December: *Treasurer, Treasurer-Alternate, Secretary, Secretary-Alternate, Web Servant, Web Servant-Alternate, Policy & Procedure, Policy & Procedure-Alternate, Outreach, Outreach-Alternate.*

D. The position of those elected takes effect at the close of the Area Service meeting.

E. Election procedure:

1. Elections:

- a) The Area *Facilitator* will remind the Service Committee of upcoming elections and vacant positions.
- b) The vote for each position will be taken by secret ballot, the vote count will not be revealed and in keeping with our traditions, voter anonymity will be maintained.
- c) The Area *Facilitator A* and *Facilitator B* will count the votes. If the position is for *Facilitator A/Facilitator B*, then the *Facilitator B/Facilitator A* and the *Regional Committee Member or the Regional Committee Member-Alternate* will count the votes.
- d) The person with the majority of the votes will be elected. If the vote is a tie, a second vote will be taken to break the tie if possible.
- e) The *Facilitator* will then thank nominees/volunteers for their willingness to serve and congratulate the person who was elected.

2. Nominations/Volunteers:

- a) The Area *Facilitator* will state the position to be filled and then open the floor for nominations, recognizing those who wish to make nominations.
- b) Those nominated need to accept or decline the nomination.
- c) After all nominations are made, the Area *Facilitator* will ask for volunteers.
- d) The *Secretary* will record nominations and volunteers in the order they were made.
- e) Nominees/volunteers will then read and submit their service resume to the committee during this meeting.
- f) The Area *Facility* will close nomination and volunteer process. Elections for those nominated/volunteering will be held at the next Service Meeting.

IX. CLEAN TIME REQUIREMENTS

A. All Administrative Servant positions and Subcommittee positions that maintain a budget are required continuous clean time requirements.

B. Any Subcommittee positions that don't maintain a budget are suggested continuous clean time requirements.

X. TERM LIMITS

A. No trusted servant should serve more than three consecutive terms in the same position. This is to ensure that there is opportunity to allow change and growth within area.

XI. FINANCIAL

A. Area will maintain one checking with a Federal ID number, connected to a saving account for the Prudent Reserve. Dividends will be transferred into the Prudent Reserve account monthly.

B. Area expenditures will not exceed Area funds.

- C. All bank statements will be sent to the Area PO box.
- D. Area requires two signatures on all checks.
- E. The signers of the checking account will be the Area *Treasurer* or *Alternate* and one of the following: *Facilitator A*, *Facilitator B*, *Secretary*, or *Regional Committee Member*. If two signers mentioned above occupy the same household, they may not sign the same check.
- F. All donations to the Area are to be given to the Area *Treasurer* and a receipt will be written. Groups & members can also donate by mailing a check to the PO Box .
- G. A receipt must be submitted for reimbursements. All requests for reimbursements must be approved by the Area Service Committee.
- H. Deposits are to be made within seven days after the Area meeting.
- I. All checks issued must have a dollar amount applied.
- J. Area Subcommittees with a budget will provide financial reports of expenditures and income in writing every Area cycle.
- K. Area *Treasurer's* report to include bank statement, accurately completed reconciliation statement, beginning balance, income, expenses, ending balance. Copies are to be submitted to the *Secretary* for the minutes.
- L. An audit of the Area Treasury will be conducted every November. Additional audits can be conducted as deemed necessary. The Area Facilitator will appoint an Ad-Hoc committee in September to have the audit completed before the November Area Service meeting.
- M. All individuals that handle Chippewa Valley Area funds must be a Narcotics Anonymous member and meet a minimum one-year continuous clean time requirement.
- N. The Area will establish working reserves and budgets for specific Subcommittee purposes.
- O. Anti-Theft Policy:
 1. Persons accepting responsibility for Chippewa Valley Area funds will sign an acknowledgement of financial responsibility stating they understand the implications of any abuse of the responsibility.
 - a) In the event of theft/loss of Chippewa Valley Area funds, action to be taken will be determined by Group Conscience of the Area.
 2. Any NA member can request an immediate audit of Area funds (including Subcommittee money) to be completed for the next Area Service Committee meeting.

XII. REQUIREMENTS TO SERVE AREA

- A. The individual must be a Narcotics Anonymous member.
- B. Meet continuous clean time requirements (as stated in Subcategory IX).
- C. Willingness and desire to serve in the position.
- D. Time and resources necessary to fulfill the duties of the position.
- E. Have an understanding of and practical experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

XIII. DUTIES OF AREA BY POSITION

ADMINISTRATIVE SERVANTS

- A. *Facilitator A*/1-year continuous clean time.
 1. To follow the meeting format while presiding over Area meetings.
 2. Attend and report any activities not reflected by any other Area Trusted Servant and submit a written report to the Area *Secretary*.

3. Initiate all necessary correspondence.
 4. Assures the policies and the procedures of the Area are adhered to in all matters.
 5. Assures Traditions are upheld in all endeavors.
 6. Capable of conducting the Area meeting with a firm yet understanding hand.
 7. The elected *Facilitator* may not hold any other Administrative or Subcommittee position.
 8. Trains his/her replacement.
- B. *Facilitator B*/1-year continuous clean time.**
1. Attend Area meetings.
 2. In the absence of the *Facilitator A*, the *Facilitator B* will perform the duties of the *Facilitator A*.
 3. In the absence of a Subcommittee Chairperson and Alternate, *Facilitator B* will preside over that Subcommittee.
 4. Supports any Subcommittee that requests it.
 5. Trains his/her replacement.
- C. *Regional Committee Member*/1-year continuous clean time.**
1. Carries the Conscience of the Area to the Regional Service Committee and brings the Conscience of the Regional Service Committee to the Area.
 2. Attend and report to the Area all ongoing activities of the Regional Service Committee and submit a written report to the Area *Secretary*.
 3. Attend and report to the Regional Service Committee all ongoing activities of the Area and submit a written report to the Regional Service Committee *Secretary*.
 4. Initiates all necessary correspondence with the Regional Service Committee.
 5. Plans and presides over the annual *Conference Agenda Report* review and collects Conscience.
 6. Trains his/her replacement.
- D. *Regional Committee Member-Alternate*/1-year continuous clean time.**
1. Assists and learns all *Regional Committee Member* activities.
 2. Attend Area meetings.
 3. Attends Regional Service Committee meeting.
 4. Capable of conducting the *Regional Committee Member's* duties when necessary.
 5. Trains his/her replacement.
- E. *Treasurer*/2 years continuous clean time.**
1. Maintains accurate records of all Area's money transactions.
 2. Attend and submit written *Treasurer* report to the *Secretary* at the Area meetings.
 3. Ability to balance the Area's checkbook accurately.
 4. Ensures that all deposits are made within seven days of the Area meeting.
 5. Ability to follow set procedures in recording Area transactions.
 6. To pick up mail and distribute to appropriate Administrative Servants, Subcommittees and Groups.
 7. Have bank statements verified by an elected Trusted Servant when Area is meeting in person, each cycle or at least quarterly.
 8. Trains his/her replacement.
- F. *Treasurer-Alternate*/2 years continuous clean time.**
1. Assists and learns all *Treasurer* activities.
 2. Attend Area meetings.
 3. Capable of conducting the *Treasurer's* duties when necessary.

4. Trains his/her replacement.
- G. Secretary/1-year continuous clean time.**
1. Keeps accurate Minutes of each Area meeting and maintains archives.
 2. Attend Area meetings, submit report, and collects all reports.
 3. Types and distributes Minutes to each Area Administrative Servant, Subcommittee Chairperson, *Group Service Representative*, and any individual who requests them.
 4. Maintains the Area phone/ mailing/e-mail list.
 5. Ability to follow set procedures in recording Area Minutes.
 6. Annual Budget \$230.
 7. Sees to the distribution of fliers to Area and *Regional Committee Member or Alternate*.
 8. Trains his/her replacement.
- H. Secretary-Alternate/6 months continuous clean time.**
1. Assists and learns all *Secretary* activities.
 2. Attend Area meetings.
 3. Capable of conducting the *Secretary's* duties when necessary.
 4. Trains his/her replacement.

SUBCOMMITTEE CHAIRPERSONS/ALTERNATES

- I. Activities Chairperson/1-year continuous clean time.**
1. Attend Area meetings and submit written report.
 2. Plans, organizes, and conducts Area functions.
 3. With the support of the committee, provides groups with funding, support, and guidance on holding group events.
 4. Provides Area with financial report when necessary, including proposed budgets.
 5. Assures each Area function is Open formatted "*No Addict Turned Away*" and held in an appropriate establishment.
 6. Accurately reports and maintains \$200 working reserve.
 7. Allowed to maintain a \$500 merchandise reserve for building unity.
 8. Trains his/her replacement.
- J. Activities-Alternate/6 months continuous clean time.**
1. Assists *Activities Chairperson* with all duties.
 2. Attends Area meetings.
 3. Assumes *Activities Chairperson's* responsibilities when necessary.
 4. Trains his/her replacement.
- K. Literature Chairperson/2 years continuous clean time.**
1. Attend Area meetings and submit written reports.
 2. Maintains working reserve of \$1100; when working reserve exceeds \$1150, excess is surrendered to Area *Treasurer*.
 3. Handles, distributes, and orders all Area literature needs.
 4. Attend and reports all literature transactions at the Area meeting and submits written report to the Area *Secretary*.
 5. Provides the Area with financial reports of literature sales and purchases including all receipts. An audit will be completed by May.
 6. Has literature available at Area meetings.
 7. Additional shipping of 10 % will be charged to groups, members, and entities for Literature orders under \$500. Orders of \$500 or more by one group, member or

entity will be charged actual shipping costs. CVA Subcommittees are not included in this policy.

8. Trains his/her replacement.

L. *Literature-Alternate*/1-year continuous clean time.

1. Assists and learns all *Literature Chairperson* activities.
2. Attend Area meetings.
3. Capable of conducting the *Literature Chairperson's* duties when necessary.
4. Trains his/her replacement.

M. *Public Relations-Community Chairperson*/1-year continuous clean time.

1. Attend Area meetings and submit written report.
2. Spreads awareness of Narcotics Anonymous Fellowship Program, and helps create awareness for the Chippewa Valley Area, groups within the communities and the public media, while preserving anonymity and other Traditions.
3. Follow all Public Relations handbook guidelines.
4. Works closely with the Public Relations-Web Servant Chairperson and Co-Chairs the Public Relations Subcommittee with the Public Relations-Web Servant Chairperson.
5. Trains his/her replacement.

N. *Public Relations – Web Servant*/1-year continuous clean time.

1. Attend Area meetings and submit written report.
2. Designs and manages Chippewa Valley Area meeting lists at all levels of the service structure for accuracy.
3. Maintains and administers the domain name and website content for the Chippewa Valley Area. Ownership and control of the domain name & website content remains the property of CVA.
4. All final website content should be approved by the Area Service Committee.
5. Works closely with the Public Relations-Community Chairperson and Co-Chairs the Public Relations Subcommittee with the Public Relations-Community Chairperson.
6. Trains his/her replacement.

O. *Hospitals and Institutions Chairperson*/1-year continuous clean time.

1. Attend Area meetings and submit written report.
2. With the assistance of the Hospitals and Institutions Subcommittee, coordinates, manages, and directs all Chippewa Valley Area relations and activities of Narcotics Anonymous with individuals and facilities of the professional, law and legal enforcement, mental health, or addiction treatment facilities within Chippewa Valley Area boundaries.
3. Enrolls addicts to serve as speakers and/or Chairs of meetings in hospitals and institutions.
4. Follow all Hospitals and Institutions handbook guidelines.
5. Annual budget \$1500.
6. Trains his/her replacement.

P. *Hospitals and Institutions-Alternate*/6 months continuous clean time.

1. Assists and learns all *Hospitals and Institutions Chairperson* activities.
2. Attend Area meetings.
3. Attends Hospitals and Institutions meetings.
4. Capable of conducting the *Hospitals and Institutions Chairperson's* duties when necessary.
5. Trains his/her replacement.

Q. *Policy and Procedure Chairperson*/1-year continuous clean time.

1. Attend Area meetings and submit written report.
2. Reviews and maintains archives of the Policies and Procedures adopted by Chippewa Valley Area.
3. Entertains proposed changes to Policies and Procedure from the Groups.
4. Answers questions, address issues and advise on matters of Service Policy and Procedure.
5. Trains his/her replacement.

R. *Policy and Procedure-Alternate*/6 months continuous clean time.

1. Attends Area meetings.
2. Assists *Policies and Procedures Chairperson* with all duties.
3. Assumes *Policies and Procedures Chairperson's* responsibilities, as necessary.
4. Trains his/her replacement.

S. *Outreach Chairperson*/1 year continuous clean time.

1. Attend Area meetings and submit written report.
2. Works with *Public Relations, Hospitals and Institutions* or any other Chippewa Valley Area Subcommittee whose responsibilities may overlap with *Outreach*.
3. Reports back to Chippewa Valley Area Service Committee any concerns from Groups that may be geographically isolated, may be isolated by things like personal choice, language, or cultural differences: regarding their needs, ability, or desire to participate in the Area Service Committee.
4. May conduct "*Meetings on Wheels*" to carry the message to members medically incapacitated or otherwise shut in, as needed, or requested.
5. Distribute meeting lists when attending meetings.
6. Contact Groups to make sure the meeting is functioning properly or exists.
7. Must have valid driver's license and insurance, along with no "*Wants or Warrants*."
8. \$100 a month maximum reimbursement for fuel at a rate of \$.50 per mile.
9. Maintain a group starter kit and distribute as determined by area.
10. Maintain a list of group attendance at area, follow up with any groups who have not been present in 3 cycles.
11. Trains his/her replacement.

T. *Outreach Alternate*/6 months continuous clean time.

1. Attends Area meetings.
2. Assist *Outreach Chairperson* with all duties.
3. Assumes *Outreach Chairperson's* responsibilities, as necessary.
4. Trains his/her replacement.

XIV. REMOVAL OF INDIVIDUAL FROM ELECTED POSITIONS

- A. Resignation is considered automatic for two consecutive cycles of no contact with Area *Secretary*.
- B. Relapse is automatic termination from position.

Removal of Administrative Servants and Subcommittee Chairpersons/Alternates is determined by Group Conscience of the Area.

XV. REMOVAL OF MEETING FROM MEETING LIST

Removal of a meeting from Chippewa Valley Area meeting list is determined by Group Conscience of the Area.

XVI. NEW MEETINGS

- A.** Groups that are abiding by the Twelve Traditions of Narcotics Anonymous; may join the Chippewa Valley Area, participate in the decision-making process and their Group Service Representatives or Alternates may vote at the Area Service Committee meetings. Group information will be added to our online meeting lists upon request.
- B.** Upon attending Area, new meetings may request a group starter kit.