

Unity Area Service Committee Guidelines and Policy

As revised and approved on February 16, 2020



Service Prayer

God, grant us knowledge that we may act 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.

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Section I: The Unity Area Service Committee

The Unity Area Service Committee (UASC) is a committee made up of Group Service Representatives (GSRs), Area Service Officers, and Subcommittee Chairpersons. It meets regularly to serve the specific needs of its member groups

Section II: Twelve Traditions of NA

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 forever remain 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 levels of press, radio, and films.
12. Anonymity is the spiritual foundation of our all Traditions, ever reminding us to place principals before personalities.

Section III: Twelve Concepts of NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains service on behalf of NA as a whole.
2. The final responsibility and authority for NA service 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 for the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is a 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.

Section IV: Definition and Purpose of an Area Service Committee

The service area shall include any Narcotics Anonymous group that uses the Twelve Steps and Twelve Traditions as a basis for their recovery; that being the only criteria to join the Unity Area, if they so desire. The purpose of this committee is to administer and coordinate the activities common to the welfare of Narcotics Anonymous Groups of the Unity Area, to support the needs of these groups, to serve as a link between these groups and the Louisiana Regional Service Committee of Narcotics Anonymous (LRSCNA) and to foster unity. For the purpose of these guidelines, the term *Narcotics Anonymous* shall be used as stated in the approved service manual of Narcotics Anonymous.

Definition and Purpose of a Group Service Representative

A Group Service Representative (GSR) is elected by each group as their representative to the Area Service Committee. It is their responsibility to keep their group informed and to carry the group's conscience in all matters. A GSR speaks for their group at Area Service Committee meetings. They take part in the planning and implementation of any functions which affect their group.

Section V: Meeting Times and Locations

- The Unity Area Service Committee will meet the third Sunday of every month. If the New Orleans Saints play a 3pm game, the committee may vote to move the week that the committee meets. This is due to time restrictions of the meeting facility
- The meeting will begin at 4pm and end when a motion to adjourn is made and passes
- The UASC Chairperson will establish the location and time of area meeting. Notice of location will be given at the previous monthly meeting
- If the meeting location and time must be changed, it will be announced at the previous monthly meeting
- If prior to the UASC meeting the need arises to change the meeting's time or location, the Chairperson will notify all GSRs, officers, and subcommittee chairpersons by telephone as soon as possible
- A notice of the meeting being rescheduled is to be posted at the original location of the UASC meeting

SECTION VI: Meeting Format

- Call to order
 - a) Moment of silence and Service Prayer
 - b) Reading of Twelve Traditions
 - c) Reading of Twelve Concepts of NA Service
 - d) Reading of Definition and Purpose of an Area Service Committee
- Quorum Call
- Roll Call
 - a) Administrative committee and subcommittees
 - b) GSRs and/or alternates **(there must be a quorum in order to proceed)**
- Secretary's Report
 - a) Motion to accept minutes and/or motion to waive
- Opening Treasurer's report
 - a) Motion to accept the opening report

- GSR Reports
 - a) Legibly written reports must be turned into Secretary at this time
- ASR report
- Subcommittee Reports
 - a) Hospitals and institutions
 - b) Public Relations
 - c) Activities and Fundraisers
 - d) Policy
 - e) Ad-hoc
- Mailbox report
- Old business
- Nominations and/or elections of new officers as required (nominations in May, elections in July)
- Ratifying of subcommittee chairpersons as required
- New business (pre-arranged agenda from GSRs, ASR, subcommittee chairs, etc. has priority)
- Approval of funds for disbursement
- Treasurer's closing report
- Review of information to be brought back to groups and confirm meeting location and date
- Announcements
- Motion to adjourn
- Close with Serenity Prayer

Section VII: Quorum

- Official quorum of the UASC is 51% of voting participation. Voting participation is the average number of GSRs, or alternates, present at previous 3 meetings
- Official quorum must be reached no later than 10 minutes after the start of the meeting
- Only duly elected alternates are eligible for quorum in the representative's absence

Section VIII: Reports

- All reports are to be limited to 10 minutes per report. They are to be typed or written legibly and given to the Secretary prior to the end of the UASC meeting

Section IX: Motions

Presentations of motions: all motions will follow parliamentary procedure taken from *Robert's Rules of Order*

- Only GSRs, Officers of the UASC, and Officers of the Subcommittees can make a motion. Motions are to be seconded only by GSRs and are to be submitted to the Chairperson on forms supplied by the Secretary
- All motions to be considered must be made by a person present at the UASC meeting. Any motions made by a person not at the meeting will not be considered
- Any motion to contribute money to the Louisiana Region Service Committee (LRSC) of Narcotics Anonymous must be voted on by GSRs and passed
- All motions for expenditures over \$200.00 must go back to groups, with the exception of monies for A&F

Section X: Debate and Discussion

- A motion is limited to 2 pros and 2 cons
- A motion to suspend the rules may be made in order to extend discussion
- If a motion passes or fails it cannot be brought back up again for 60 days. However, the motion can be reconsidered in the same UASC meeting if a member of the prevailing side proposes reconsideration
- A motion that is tabled and brought back to groups will be voted on without discussion
- Some motions require no discussion such as: motion to close, motion to suspend the rules, and similar motions

Section XI: Voting

- Voting participants will signal their vote by raising their hands
- Motions creating or affecting policy require a 2/3rds majority to pass. All other motions require a simple majority
- For motions requiring a group conscience, only GSRs or elected alternate GSRs can vote. In case of tie, the Administrative Committee will have one combined vote as tie breaker
- All motions involving expenditures of \$200 or more must go back to group for conscience, except when A&F requests funds
- All motions that change the UASC policy must go back to groups; and must pass by a 2/3rds majority. All other votes require a majority vote

Section XII: Nominations and Election of Officers and Subcommittee Chairs

- Officers of the Administrative Committee are: Chairperson, Vice Chairperson, Secretary, Treasurer, and ASR
- Nominations for all Administrative Committee officers are to be presented by the May UASC meeting. Nominees must be present for nomination and election
- Election to be called at the July UASC meeting
- No officer is to hold more than one position at one time, or to serve more than 2 consecutive terms
- Procedure for electing and ratifying new officers:
 1. Nominations for Administrative Officers are open to the floor. Nominees for subcommittee chairpersons will be presented by their respective subcommittees for ratification. All nominees must be present at time for nomination
 2. All nominees must complete and submit the *UASC Service Position Resume Form (Addendum B)* at the time of his/her nomination. All completed *UASC Service Position Resume Forms (Addendum B)* must be distributed to the GSRs for the purpose of review by respective groups prior to the day of election
 3. Discussions on merits of nominees are held. Nominees are asked to leave the room. A vote by show of hands is taken
 4. Nominees are asked to return to the room
 5. Elected/ratified officer is announced
 6. In the case of only one nomination, a vote of acclamation is taken. If a simple majority of voting participants does not approve the nomination, the issue goes back to the groups or respective subcommittee for further nominations

Section XIII: Resignation and Removal of Officers

- An officer will be removed automatically by relapse
- An officer will be removed for non-fulfillment of duties, including absence at 2 consecutive regular UASC meetings, by a 2/3rd majority vote
- In case of resignation: 2 weeks noticed is requested
- Any member who initiates and/or participates in a physical conflict, except in matters of self-defense, shall be removed from the committee

Section XIV: Qualifications and Duties of Area Trusted Servants

- **Chairperson:** A Chairperson arranges an agenda for and presides over the monthly meetings, in accordance with the prescribed format as described in Section VI: Meeting Format. The Chairperson is one of the cosigners of the UASC bank account. At committee meetings he/she can only vote in case of a tie. He/she may make motions only when seconded by a GSR and join discussion only for a point of information. A Chairperson must be capable of conducting a committee meeting with a firm yet understanding hand and must attempt to be fair and impartial. In the event that the ASR and ASR Alternate are not available to attend the regular meeting of the Louisiana Regional Service Committee (LRSC), the Chairperson may appoint a temporary representative for the UASC that has voting rights at the LRSC meeting

Qualifications:

1. A willingness and desire to serve
2. One-year commitment
3. Minimum of one year of NA service involvement
4. Minimum 2 years clean time
5. Working knowledge of the *Twelve Traditions* and familiarization with the *Twelve Concepts of NA Service*
6. Time and resources to do the job

- **Vice Chairperson:** A Vice Chairperson coordinates all subcommittee functions and is encouraged to attend 2/3rds of all subcommittee meetings. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. The Vice Chairperson shall succeed the Chairperson and complete his/her term in the event of resignation or impeachment. At committee meetings he/she can vote only in the case of a tie. He/she may make motions only when seconded by a GSR and join discussions only for a point of information. The Vice Chairperson shall move to Chairperson upon ratification. If not ratified, then nominations will be taken from the floor

Qualifications:

1. A willingness and desire to serve
2. A two-year commitment upon ratification
3. Minimum of 6 months of NA service involvement
4. One-year clean time
5. Working knowledge of the *Twelve Traditions* and familiarization with the *Twelve Concepts of NA Service*

6. Time and resources to do the job

- **Secretary:** A Secretary keeps accurate minutes at each UASC meeting. These minutes should be verified by the Chairperson before copies are made. At committee meetings he/she can vote only in the case of a tie. He/she may make motions only when seconded by a GSR, and join discussions only for a point of information

Qualifications:

1. A willingness and desire to serve
 2. A one-year commitment upon ratification
 3. A minimum of 6 months of NA service involvement
 4. One-year clean time
 5. Working knowledge of the *Twelve Traditions* and a familiarization of the *Twelve Traditions of NA Service*
 6. Time and resources to do the job
- **Treasurer:** A Treasurer is the custodian of the UASC's funds and bank account. He/she shall keep an accurate and reproducible record of all transactions, including a *General Ledger* and a balanced *UASC Bank Account Checkbook*. He/she shall prepare a monthly report at each regular UASC meeting. The regular Treasurer's monthly report shall at minimum include the following:
 1. A copy of the most current UASC bank account statement
 2. A written report which includes **a) Beginning Balance. b) Available Balance-** reflecting the most current receipts and disbursements. **c) Unencumbered Balance-** reflecting funds available less prudent reserve per group conscience of the UASC, less subcommittee budgets per group conscience of the UASC
 3. The current prudent reserve is \$2,500.00

The treasurer's duties shall also include the following:

- He/she shall disburse monies as per group conscience of the UASC and all disbursement will be made by check
- He/she shall collect all donations from groups, individuals and committees. Donations should be made only by money order, listed in the group or committee reports and detailed on the *Treasurer's Monthly Report*
- He/she can vote at UASC meetings only in the case of a tie, but may make motions only when seconded by a GSR, and join discussions only for a point of information

Qualifications:

1. A willingness and desire to serve
 2. A one-year commitment
 3. A minimum of 6 months of NA service involvement
 4. 5 years clean time
 5. Working knowledge of the *Twelve Traditions* and a familiarization of the *Twelve Traditions of NA Service*
 6. Gainfully employed and/or financially stable
- **Vice Treasurer:** shall fulfill secretarial duties in the event the Treasurer is unable to do so. **See Treasurer's Qualifications**

 - **Area Service Representative (ASR):** The Area Service Representative serves as the Chairperson in the absence of the Chairperson and the Vice Chairperson. He/she represents the UASC at each meeting of the LRSC; and provides the Chairperson with additional agenda items, if appropriate, for the UASC meeting. He/she makes a report to the UASC area regular meeting covering the business of the previous LRSC meeting. At UASC meetings, he/she can only vote in the case of a tie. He/she may make motions only when seconded by a GSR and join discussions only for a point of interest. He/she will personally deliver the monthly Unity Area donation to the LRSC. The ASR may be reimbursed up to \$150.00 for the costs of gas and lodging necessary to attend the LRSC meetings.

Qualifications:

1. A willingness and desire to serve
 2. A one-year commitment
 3. A minimum of 6 months of NA service involvement
 4. One-year clean time
 5. Working knowledge of the *Twelve Traditions* and a familiarization of the *Twelve Traditions of NA Service*
 6. Time and resources to do the job
- **Area Service Representative Alternate (ASR Alt):** An Area Service Representative Alternate serves as the ASR in the absence of the ASR. He/she attends the LRSC meeting if possible and attends all regular UASC meetings

Qualifications:

1. A willingness and desire to serve
2. A 2-year commitment upon ratification. One year as ASR alternate and one year as ASR
3. A minimum of 6 months of NA service involvement
4. One-year clean time
5. Working knowledge of the *Twelve Traditions* and a familiarization of the *Twelve Traditions of NA Service*
6. Time and resources to do the job

Section XV: Standing Subcommittees

- The UASC may establish subcommittees as necessary to perform duties and tasks to support the primary purpose to the UASC and to further carry the message of Narcotics Anonymous. These standing subcommittees shall be formed upon the approval of the voting members of the UASC. Standing subcommittees may include, but are not limited to:
 1. Public Relations (PR)- the purpose of this committee is to inform the public that NA exists and offers recovery from the disease of addiction. A public relations committee helps to ensure that accurate information about our fellowship is available to the public
 2. Hospitals and Institutions (H&I)- this subcommittee's primary purpose is to carry the message to addicts who are institutionalized in hospitals, treatment facilities, and/or penitentiaries. This subcommittee has an allotted budget of \$75.00 per month
 3. Literature- this committee's primary purpose is to order literature from NA World and to distribute it to the groups of the Unity Area when orders are placed
 4. Activities and Fundraisers (A&F)- this committee may organize fundraisers and recreational events to raise the morale of members of NA. The A&F Subcommittee may receive up to \$600.00 per event to fund such activities
 5. Policy- this committee handles policy rules and regulations for the area

Any other subcommittee deemed necessary by group conscience of the UASC may be established.

- At the inception of these standing subcommittees, a Chairperson will be appointed by the UASC Chairperson and be ratified by the voting members of the UASC. Subsequent officers for each standing committee will be elected by the membership of said subcommittee itself each year at the appointed time for UASC elections and the standing subcommittee chairperson resume' must be submitted for ratification
- In the event of the dissolution of a standing subcommittee or the resignation and/or removal of the standing subcommittee chairperson, the UASC Chairperson may appoint the UASC Vice-Chairperson as an interim standing subcommittee chairperson until such time that the conditions set forth in line above are satisfied
- All standing subcommittees of the UASC shall create and adopt Guidelines for the operation of the standing subcommittee which is consistent with the best and most current information available from the World Service Conference (WSC) approved handbooks and Guides to Local Service. The Guidelines of each standing subcommittee shall be subject to approval and review by the UASC as whole

Section XVI: Ad-Hoc Committees

The UASC Chairperson shall have the authority to appoint Ad-Hoc Committees for such special purposes as may from time to time be deemed necessary to fulfill special functions. The purpose, membership, and duration of any Ad-Hoc Committee shall be specifically designated by the Chairperson at the time of the appointment of the committee.

Section XVII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall be utilized to expedite the business of the UASC in cases to which they are applicable and in which they are not inconsistent with the *Twelve Traditions of Narcotics Anonymous*; these guidelines and any special rules the committee as a whole may adopt.

Section XVIII: Amendment of Guidelines

These guidelines may be amended by a 2/3rds vote providing the exact wording of the amendment has been submitted in writing and in motion form; announced at a previous regular UASC meeting; and been referred to Groups for approval.