

UNITY AREA OF NARCOTICS ANONYMOUS

04/26/2026

Minutes by Chari M

Called the meeting to order with a moment of silence, reading of the Service Prayer, reading 12 Traditions of NA, 12 Concepts of NA Service, and Definition & Purpose of the Area Service Committee.

QUORUM CALL: Henry D, John R, Courtney A, Alvin S, Stacey B

ROLL CALL:

ADMIN COMMITTEE

Chair - Greg - present

Vice Chair - vacant

Treasurer - Chad M. -Present

Vice Treasurer - Scott R. - Absent

Secretary - Chari M.- Present

Area Service Rep - Jessica A - present

SUBCOMMITTEES

Hospitals & Institutions -Gerald - present

Public Relations - Michelle K -Absent

Literature - Saeed - present

Activities and Fundraisers - Ashley D. - Absent

GSRs AND ALTERNATES

Conscious Contact - Henry D - Present

First Step Group -

Flying High -Stacey B -Present

Hardcore - Courtney -Present

Keep Your Chair & Share - Amy B - Absent

SNRP - Johnny - absent

Survivor's Group - Reese - absent

It Works - Arnold - absent

Awaken Spiritually - vacant ONLINE

Just for Today - Robbie -Absent

Living Clean - vacant

Out of Dark, Into Light - Sabrina A. - absent

Stairway to Life - John R - present

Freedom Friday - Emily - Absent

Honest Sharing -Alvin -Present

Any Addict - Austin- Absent

SECRETARY'S REPORT - minutes on table, motion was made to waive reading of minutes.

OPENING TREASURER REPORT - Opening balance of \$5,467.54. We are using a new spreadsheet to report the funds. Better tracking of the funds available to the subcommittees. New pricing on literature.

These will be available in the minutes. Saeed will email Florida to get a spreadsheet for literature.

GSR REPORTS

Stairway to Life - John R - See attached report
Flying High - Stacey B - See attached report
Conscious Contact - Henry D - See attached report
Hardcore - Courtney A - See attached report
Honest Sharing - Alvin - See attached report

ASR REPORT - Jessica A - See attached report

SUBCOMMITTEE REPORTS

Hospitals & Institutions - Gerald - See attached report
Literature - Saeed - No report
Guidelines Committee - Jessica A - See attached report

OLD BUSINESS:

CAR:

Motion 1: 1 yes, 2 no, 0 abstain

Motion 2: 1 yes, 2 no, 0 abstain

Motion 3: 2 yes, 1 no, 0 abstain

We gathered some votes then a motion to suspend order so that other motions can be addressed before treasurer has to leave. Continues suspension of CAR votes due to the lack of discussion about the amendments and all GSRs will send their votes to Jessica A via text or email. She will then let ASC know how the Area voted.

Amy G - Motion to send \$200 to region for 2nd quarter.
1 yes, 2 no, 0 abstain
Motion failed

Henry D - Motion to make manual payments for storage fees - Withdrawn

H & I Learning Day: May 16th, 2026 1 - 3 Good Sheppard in the Gym.... Unity and NO Area combined

NEW BUSINESS:

The website is down. Working on finding out why and rectifying it.

Henry D - Motion to donate \$140 to H&I Learning Day with the agreement that any unused funds be returned to Area with proof of purchase receipts provided.
Vote - 5 yes, 0 no, 0 abstain... passed

TREASURER'S CLOSING REPORT: The closing balance is \$5939.74 \$472.20 from groups.

MOTION TO CLOSE

Closed with a moment of silence and the serenity prayer.

Next AREA meeting will be on May 17, 2026



Unity Area of Narcotics Anonymous
GSR Report Form



Group Name: Stairway to Life Date: April 26, 2026

Location: 1002 Talbot Ave. Thibodaux La. 70301

When is Group Conscience? Second Tuesday of the Month

GSR Name: John R.

GSR Address: On file

GSR Email Address: on file

GSR Phone Number: 404/353-4350

Alternate GSR Name: Derrick O.

Alternate GSR Address: On file

Alternate GSR Email Address: on file

Alternate GSR Phone Number: 985/438-5195

Average Weekly Attendance: 50

Average Newcomers Per Meeting: 1-2

Average 7th Tradition Donation: \$ \$15

Area Donation: \$ \$50

Literature Order: \$ 0.00

Group Report (Comments, Concerns, Special Needs, Etc.):





Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: Flying High Date: 4/26/26

Location: St. John Kenner

When is Group Conscience? Wed 8pm - 9³⁰pm

GSR Name: Doug

GSR Address: _____

GSR Email Address: _____

GSR Phone Number: _____

Alternate GSR Name: Stacey Barbe'

Alternate GSR Address: 1004 Canidiz St New Orleans 70115

Alternate GSR Email Address: staceybarbe@yahoo.com

Alternate GSR Phone Number: 504 516 9505

Average Weekly Attendance: 10 ish

Average Newcomers Per Meeting: 2-3

Average 7th Tradition Donation: \$ 25 ish

Area Donation: \$ 0

Literature Order: \$ 0

Group Report (Comments, Concerns, Special Needs, Etc.):

5 home group members

10 ish





Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: Conscious Contact Date: 4/26/26

Location: Metairie Ridge Presbyterian

When is Group Conscience? last Monday before Ascension

GSR Name: Henry D

GSR Address: _____

GSR Email Address: _____

GSR Phone Number: _____

Alternate GSR Name: Taylor R

Alternate GSR Address: _____

Alternate GSR Email Address: _____

Alternate GSR Phone Number: _____

Average Weekly Attendance: 12

Average Newcomers Per Meeting: 1

Average 7th Tradition Donation: \$ 15

Area Donation: \$ 0

Literature Order: \$ _____

Group Report (Comments, Concerns, Special Needs, Etc.):

Henry for a speaker and ext 4/26 w/ Taylor R as our speaker - some group members going & active in service to the home group





Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: Hardware Date: 4/26/26

Location: John Calvin Church

When is Group Conscience? 2nd Wednesday of the month

GSR Name: Courtney A.

GSR Address: _____

GSR Email Address: _____

GSR Phone Number: _____

Alternate GSR Name: Jennifer M.

Alternate GSR Address: _____

Alternate GSR Email Address: _____

Alternate GSR Phone Number: _____

Average Weekly Attendance: 18

Average Newcomers Per Meeting: 2

Average 7th Tradition Donation: \$ 25-830

Area Donation: \$ 100

Literature Order: \$ 0

Group Report (Comments, Concerns, Special Needs, Etc.):





Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: Honest Sharing Date: 3/15/26

Location: 3245 Manhattan Blvd.

When is Group Conscience? Every 3rd Friday of the month

GSR Name: Alvin S.

GSR Address: 1852 Bradford Pl. Harvey La

GSR Email Address: astepher@att.net

GSR Phone Number: (504) 912-6379

Alternate GSR Name: —

Alternate GSR Address: —

Alternate GSR Email Address: —

Alternate GSR Phone Number: —

Average Weekly Attendance: 12

Average Newcomers Per Meeting: 2

Average 7th Tradition Donation: \$ 14.00

Area Donation: \$ 60.00

Literature Order: \$ 30.45

Group Report (Comments, Concerns, Special Needs, Etc.):

We are having difficult filling home group position because of members work schedules and other responsibilities.

In loving service
Alvin S.



Unity Area ASR Report Apr 26, 2026

ASR: Jessica A

Region most recently met ~~on~~
Apr 11-12 in New Orleans

I do not yet have the minutes from the region Secretary but will do my best to report ~~per~~ on the highlights I caught.

- Lone star is officially now closed
- Dublin has been selected for WCNA 2028 which will be the 75th Anniversary of NA*
- (Note that one of the amended motions will change the location, so will keep all posted on that)
- The areas did submit their votes to region
 - It seems that we were not expected to vote on all of the amendments + were instead only expected to vote on the 5 ~~amendments~~ ^{motions} + amendment 3al. Those were the only ones tallied at region. • The region's conscience appeared to be in line w/ Unity areas, w/ the results being that 1-4 passed + 5 failed w/ 3al also passing

- A motion was made + passed for our regional delegates to use their collective judgment to make decisions based on what they think the region would want, + abstaining on anything they could not agree on
- The ^{initial} straw poll results are in. I'll make sure to get those to the secretary to get to the GSR's
- A + F + H + I ^{still} need chairpersons
- There are several events coming up across the region that primarily revolve around the convention

In Loving Service,
Jessica A



Unity Area of Narcotics Anonymous



Subcommittee Report Form

Date: 4-26-26

- Activities and Fundraisers
- Hospitals and Institutions
- Public Relations

Subcommittee Chairperson: GERALD LEWIS

Subcommittee Chairperson's Phone Number: (504) 339-4563

Subcommittee Co-Chairperson: STACY

Subcommittee Co-Chairperson's Phone Number: _____

Monthly Subcommittee Meetings Held

When? _____

Where? _____

Report to GSRs

Upcoming Orientations or Training:

Type: _____

Date: _____

Time: _____

What's happening?

ALL MEETINGS R DOING WELL

H:I LEARNING COMING UP MAY 16 - FROM 1-3
GOOD-SHEPARD - CHURCH IN THE GYM



UNITY AREA & NEW ORLEANS AREA
Present

H&I

LEARNING DAY

Saturday, May 16th

1 P.M. TO 3 P.M.

**Good Shepard Church
5122 West Esplanade Ave,
Metairie, LA**

(Meeting will be in gymnasium)



Sharing Experience, Strength & Hope!

Ad Hoc

Chair Danette P
V.C. Jessica A

Guidelines

~~Policy~~ Subcommittee

Guidelines Ad Hoc Subcommittee

The initial updated guidelines are ready + are being sent to GSDs. This will include only the previously voted on motions for ~~Ad Hoc~~ Amendments to the guidelines that have all already passed. ~~Per~~ Per our understanding a vote should not be required.

There will be an additional Guideline submitted with proposed amendments, which we anticipate presenting next month to go back to groups to vote on.

Thank you,

In loving service,
Jessica A

← Approved Motions 2023-2026

Approved Motions 2023-2026

The following motions were approved between 2023 and 2026, and as they have already been approved, need to be added to the guidelines and policies as stated in the minutes. Each motion below can be reviewed by visiting <https://unityna.org/unity-area-minutes/> and reviewing the months notated for introduction of the motion and the passing vote.

July 2023 - Motion to make all minutes digital except for one paper copy to be stored in the archives. All minutes are already available via email to GSRs and on the Unity ASC website. Motion was voted on and passed. - This will be added to the section on Secretary's role.

November 2023 - Motion to update the area Facebook page to include all current Chairs, Vice Chairs, and PI Chairs to serve as administrators for the page. To maintain accountability, these roles should continue to be updated to the current persons of service. This motion was voted on and passed in January 2024. - This will be added to the section on the Chairperson's role.

March 2024 - Motion to increase H&I budget from \$50 to \$75 a month to cover the cost of pamphlets going out to facilities. Budget increase will now need to be considered for the prudent reserve. Motion was voted on and passed. - This will be added to the treasurer/budget section, as well as the section on H&I subcommittee role.

December 2024 - Motion to increase prudent reserve to \$4,000. Motion was passed in March 2025. This will be added to the treasurer/budget section.

April 2025 - Motion to repay Stephen H for 3 months of our ASC website cost passed. Cost of website will now need to be considered for the prudent reserve. This will be added to the treasurer/budget section.

May 2025 - The area has obtained a debit card to simplify costs with bill payment such as website. The current treasurer will hold the card and will not give the card to anyone. This card was obtained under Concept 3 for NA Service, Delegated Authority and Right to Decision. The change of service roles will require the debit card to be destroyed and a new one for the new treasurer obtained. This will be added to the treasurer/budget section.

August 2025 - Motion to increase the seed money for A&F budgeting from \$600 per event to \$800. Passed in September 2025. This will be added to the treasurer/budget section, as well as the section on A&F subcommittee role.

October 2025 - Motion was introduced to obtain a storage unit for the area's assets, such as the decorations for our events and the PA system. The storage unit will be an annual budget item of over \$200, so this will need to be added to the prudent reserve considerations. Motion passed in November 2025. This will be added to the treasurer/budget section.

November 2025 - Motion to set expectation on timeline for ASC minutes to be available between each meeting. The motion set a time limit of two weeks after the conclusion of each meeting. Passed in January 2026. This will be added to the section on Secretary's role.

December 2025 - Motion to ensure area equipment is protected by having an accompanying qualified member of the ASC or relevant subcommittee at any event, most especially any event where the equipment is being lent to another area or the region. For example, if another area wishes to borrow the PA system, someone within the area who has previously operated the system will need to be available to go to the event and be of service over the use of that system. Motion passed. This will be added to the section on the A&F subcommittee role.

Unity Area Service Committee Guidelines and Policy
As revised and approved April 2026



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.

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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

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- 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
- 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

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- 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 the 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

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- 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
- The Chairperson shall be responsible for ensuring that the previous committee members have added the Chair and the current Public Relations Chair to the Area Facebook page, and that outdated administrators are being removed

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 perform the duties

- **Secretary:** A Secretary keeps accurate minutes at each UASC meeting.
 - The Secretary shall prepare the minutes transcribed from the previous meeting within two weeks time of the conclusion of that meeting
 - These minutes should be verified by the Chairperson before being distributed to the GSRs via email and posted to the Unity ASC website. One paper copy will be printed by the Secretary for storage in the archives
 - 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

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- **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 obtain a debit card in his/her name for the duration of the service commitment from the UASC banking establishment. He/She will destroy this card once a new Treasurer is elected and a new card for the new treasurer obtained
 - 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 \$4,000.00
 - He/she shall disburse monies as per group conscience of the UASC and all disbursement will be made by check or debit card
 - 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
7. Time and resources to perform the duties

- **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 any Unity Area donation to the LRSC. The ASR may be reimbursed up to \$250.00 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

6. Time and resources to perform the duties
- **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 perform the duties

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. This subcommittee has an allotted budget of \$150.00 quarterly
 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 (or \$225.00 quarterly)
 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. This subcommittee has an allotted budget of \$500 a year (to be replenished as necessary)
 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 \$800.00 per event to fund such activities. The A&F committee is responsible for ensuring that an accompanying qualified member of the ASC or relevant subcommittee is present at any event where the UASC PA system is being used, especially in the event of the PA system being lent to another area or the region
 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

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.

Section XIX: Unity Area Budget

The Prudent Reserve for the Unity Area is set at \$4,000.00 Encumbered funds and budgets for subcommittees are as follows:

- Literature \$500 yearly (to be replenished as necessary)
- H&I \$225 quarterly
- PI \$150 quarterly
- ASR \$250 quarterly
- A&F \$800 per event (to be replenished as necessary)
- Printing of meeting list \$75 (to be replenished as necessary)
- Payment for storage unit \$550 budget annually



Unity Area of Narcotics Anonymous



Motion Form

Date: 4/26/

Maker: Henry D Second: Courtney A.

Motion: To donate \$140.00 to H&I Learning Day under the agreement for all unused funds to be returned AFTER the already donated funds from the groups, with proof of purchase receipts provided

Intent: To empower H&I to equip addicts to share the message with ~~other~~ addicts

Pros:

- 1.
2.

Cons:

- 1.
2.

Vote:

For: 5 Against: Abstentions:

- Passed
Failed
Tabled
Back to Groups
Ruled out of Order by Chairperson

