

**Area Service Committee Guidelines**  
**Western Massachusetts Area of Narcotics Anonymous, Inc.**  
*Revised: 12/4/2023*

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**What is the Western Massachusetts Area Service Committee (WMASC)?**

The Western Massachusetts Area Service Committee (WMASC) of Narcotics Anonymous is the third level of service within the service structure of the NA fellowship. It creates a link for the group to the remaining service structure similar to the link that the group symbolizes to the individual member. In order, the service structure is:

- The individual member
- The group
- The Area Service Committee
- The Regional Service Committee
- The World Service Committee

The WMASC serves the needs of the groups contained in the geographical location along the most westerly portion of Massachusetts just east of the Pittsfield area, south to the northern border of Connecticut, east to but not including the Sturbridge area and north to the Vermont and New Hampshire border. This area was established in 1987.

The following are the policies of WMASC:

## Article I. AREA SERVICE COMMITTEE MEMBERS

Section 1. Area Service Committee (ASC) members are:

- A. Group Service Representatives (GSRs) or their alternates.
- B. Executive Committee
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Secretary or their alternate
  - d. Treasurer or their alternate
  - e. Regional Committee Member (RCM) or their alternate
- C. ASC Subcommittee Chairpersons
  - a. Activities
  - b. Area Service Office (ASO)
  - c. Convention
  - d. Hospitals and Institutions (H&I)
  - e. Literature
  - f. Fellowship Development (*changed 2/21/22*)
  - g. Policy
  - h. Public Relations (PR)

Section 2: Recognition of new groups:

- A. New groups will be recognized and put on roll call list at their first Area meeting.
  - a. The ASO Subcommittee will give out starter kits to any new group joining Western Mass Area. (**5 each of 8** different pamphlets, one set of group readings, one recovery text, the twelve concepts, the group booklet and copy of the guide to local service) to new groups registered at area upon request, the cost of will be covered by Area Funds (*revised 2/21/22*)

## Article II: MEETINGS

Section 1: The regular meetings of the committee will be held the first Monday of the month unless:

- A. The first Monday of the month falls on a holiday. The meeting will then be held on the second Monday of the month.

Section 2: Meetings will be held at the Faith United Methodist Church 191 Montcalm Street Chicopee, Ma. ASO will be open from 5:45-7:00 p.m. and the area meeting will begin at 7:15 and will end at 9:15 p.m. unless business is adjourned earlier. (*Added 9/14/15*) (*revised 12/29 /21*)(*revised 9/110/23*)

Section 3: Special meetings may be called by the Chairperson of the committee and shall be called upon the written request of members of the committee. The purpose of the meeting shall be stated. No business other than that stated will be conducted. At least seven days' notice shall be given.

Section 4: Policy will be reviewed annually in January by the policy subcommittee and the executive committee at a location determined by the policy chair. Any addict is welcome to participate. (*04/05/2021 changed to January to coincide with elections 2/21/22*)

Section 5: To take attendance at the beginning of the area meeting including all GSRs, Sub-committees, and Executive committee members. Ending attendance GSRs only. *(Added 7/1/09; revised 5/7/12).*

### **Article III: PROCEDURES**

Section 1: The rules contained in this policy will be the standing rules for the ASC. The ASC will refer to WSC guidelines when conflicts arise and will only address the matter at hand.

Section 2: Although fellowship members are welcome to attend, they must obtain special permission from the Chairperson to address the ASC members. The Chairperson may limit the length of discussion of any issue. Special questions will be directed to the appropriate Subcommittees or Ad-hoc Committee.

Section 3: An open agenda will be available at ASC meetings to decide whether to implement desired changes for ASC meetings. A copy of the agenda for the upcoming ASC meeting will be included in the minutes from the prior month so that it can be discussed at the groups business meeting.

Section 4: All reports should be summarized to be shared within a 5-minute allotment with full report details available in the minutes.

Section 5: Area Executive Committee will manage all vacant ASC positions until a qualified person is elected to that position.

Section 6: All ASC Officers and Subcommittee Chairpersons are to organize and attend an annual Area Planning Tool. *(Added 7/5/10)* All Subcommittee Chairs are to form an adhoc committee by 2/28 to organize and attend an Area Learning Day, which will occur no later than August 26th. *Changed (12/4/2023) (Replaced addendums and additions dated 7/5/10, 11/11/22 and 1/10/23)*

### **Article IV: VOTING POLICY**

Section 1: The voting members of the ASC will be the GSRs or their alternates (one vote per group)

Section 2: In the event of a tie; the Chairperson casts the deciding vote.

Section 3: Motions can only be made by:

- A. GSRs or their alternate in the GSRs absence.
- B. Subcommittee Chairs or Subcommittee Vice-Chair in Subcommittee Chair's absence pertaining to their office.
- C. Area Officers pertaining to their office.
- D. Anyone who can make a motion, may second a motion.

Section 4: An established quorum is defined to be 25% of all groups currently recognized by the ASC. *(12/7/2020)*

- A. If Quorum is not present, policy and procedure motions will be postponed until the following month.

Section 5: A voting quorum will be established based on the number of groups present at roll call.

Section 6: All motions presented at ASC meetings affecting policy require a two-third's vote of established quorum. Business and money motions require a majority vote.

Section 7: All motions must be in writing on motion forms and submitted to the Vice-Chair. *(revised 2/21/22)*

Section 8: Maker of motion must be present when motion is read.

Section 9: The treasurer will review all money motions before any are voted upon. Treasurer will only comment on availability of funds.

Section 10: The chairperson may limit debate to two pros and two cons, then call for a vote. There will be a limit on debate by any member. No member may speak for more than three minutes for each time they are recognized by the Chairperson. No member may speak more than once on a motion until everyone has spoken.

Section 11: All policy motions are to go back to groups for discussion. Voting will take place at the next ASC meeting. *(Added 8/6/12)*

Section 12: Voting policy of the Western Mass Area of Narcotics Anonymous Guidelines as follows:

- A. WMANA Guidelines may not be suspended by a simple majority of GSRs in attendance. Robert's Rules of Order in no circumstance will supersede area guidelines. Any actions contemplated by the ASC body that are not in accordance with the guidelines in all cases must be tabled back to the groups for approval as a guideline change. *(Added 3/2/2015)*

## **Article V: AMENDMENT OF GUIDELINES**

Section 1: When motions are made affecting policy it must be made stating Article Number and Section number.

Section 2: The proposed amendment must be submitted in motion form and seconded before the amendment will be considered before the ASC.

Section 3: Any change in policy will have a three-month waiting period before that policy can be changed again.

Section 4: The policy committee may make minor housekeeping changes in the ASC Guidelines such as grammatical errors, language clarification, and transcription errors without going back to groups.

## **Article VI: DUTIES OF ASC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS**

Section 1: It is the duty of the **CHAIRPERSON** of this committee to:

- A. Arrange an agenda for and preside over the monthly meeting; ensuring that policy is followed.
- B. Be one of the co-signers of the ASC's bank account. *(See ART: XIII Sec.2)*
- C. Recognize members of NA who are entitled to the floor.
- D. Declare the meeting adjourned when all business is complete.
- E. Vote in case of a tie.
- F. Call meeting to order and conduct the ASC meeting with a firm but loving hand.

Section 2: It is the duty of the **VICE CHAIRPERSON** of this committee to: A.

In the absence of the Chairperson, the Vice Chair will be acting chair.

- B. Be one of the Co-signers on the ASC bank account if there is no Alternate Treasurer. *(changed 10/1/2008) (See ART: XIII Sec.2)*
- C. Review written motions from groups before being read to assure NA spiritual principles and ASC policy are not compromised.
- D. Record and present minutes if secretary is absent or position is vacant.
- E. Orient all new GSR's. *(added 2/21/22)*
- F. Review minutes prior to secretary sending out to GSR's. *(added 2/21/22)*

Section 3: It is the duty of the **SECRETARY** of this committee to:

- A. In the absence of the Chairperson, Vice Chairperson and RCM to preside over the ASC meeting until a temporary Chairperson is selected.
- B. To keep accurate minutes of all business conducted at each ASC meeting.
- C. Send copy of minutes to Vice Chair for review before sending out to GSR's. *(added 2/21/22)*
- D. To distribute copies of the minutes to every ASC member no later than 15 days after the ASC meeting.
- E. All submissions for inclusion in the minutes must be in writing.
- F. To add in Area minutes, each month, the Conventions full balance sheet.
- G. Maintain Area files and archives.
- H. Provide a Contact Update sheet at each ASC meeting to keep accurate account of group contacts, i.e., GSR email or postal mailing address, and any addict who may desire to be added to the monthly distribution list. Postal delivery will be provided only to committee members without email.

Section 4: It is the duty of the **TREASURER** of this committee to:

- A. Be an authorized signer on the WMANA checking account except in the absence of an Alt. Treasurer at which time the treasurer would be the holder of the ASC checkbook and not a signer on the checking account. *(10/7/2024)*
- B. Make an itemized report of all contributions and expenditures at every regular ASC meeting to be included in the minutes.
- C. Make an annual report of contributions and expenditures at the end of every calendar year.
- D. The acting treasurer along with an area officer shall deposit all funds collected at ASC meeting within 24 hours of the conclusion of said meeting. *(11/4/2019)*
- E. Pick up ASC mail from PO Box once a month, prior to ASC meeting.
- F. Provide the ASC with communications with neighboring areas.
- G. The Area treasurer will hold the key for the marathon meeting ad/hoc committee tub. *(added 2/26/20)*
- H. To have a total of 3 sets of keys to the tubs for ASO. The key holders will be ASO, Alternate ASO and Treasurer. *(added 11/7/16)*

Section 5: It is the duty of the **REGIONAL COMMITTEE MEMBER (RCM)** of this committee to:

- A. In the absence of the Chairperson and Vice Chairperson, serve as Chairperson and preside over the ASC meeting.
- B. Attend all Regional Service Committee (RSC) meetings.
- C. Present a report of RSC functions and business at each ASC meeting.
- D. Carry the group conscience of the ASC to the RSC and to take part in all discussions that affect the region.

- E. Provide the ASC with communications with neighboring areas.
- F. Hold a BI-annual workshop to discuss the NA World Service Conference Agenda Report (CAR) in ample time to bring World Service items requiring a vote back to the groups before a vote is submitted to the World Service Conference.

Section 6: It is the duty of the **ALTERNATE RCM** of this committee to:

- A. Serve as the RCM in the RCM's absence.
- B. Attend each RSC meeting.
- C. Attend each ASC meeting

Section 7: It is the duty of the **ALTERNATE TREASURER** of this committee to:

- A. Serve as the Treasurer in the absence of the treasurer.
- B. Attend each ASC meeting
- C. Be the custodian of the ASC checkbook. (typo fixed 4/1/19) (*changed 10/7/2024*)
- D. To work in cooperation with the Treasurer in the performance of said duties.

Section 8: It is the duty of the **ALTERNATE SECRETARY** of this committee to:

- A. Serve as the Secretary in the Secretary's absence.
- B. Attend each ASC meeting
- C. To work in cooperation with the Secretary in the performance of said duties.

Section 9: It is the duty of the **CONVENTION COMMITTEE CHAIRPERSON** of this committee to:

- A. Include a monthly detailed treasurer report in the minutes each month. (*added 1/8/2018*)
- B. Helps prepare a budget for the Convention Executive Committee, keeping in mind annual expenses, such as: P.O. Box, storage lockers, bank fees, postage, etc.
- C. Be present during convention subcommittee meetings giving guidance and support to convention subcommittees when requested, or when deemed necessary by the planning committee as a whole.
- D. Prepares the agenda for the Convention Committee meetings and chairs the Saturday banquet speaker session during the convention.
- E. Attends the WMASC meetings. If unable to attend, notifies the area chair of their pending absence asks convention vice-chair to attend in their absence and sends an electronic or written report including Treasurer's report and current financial statements.
- F. Meet monthly and keep the ASC informed of meeting times and locations for access by new members.
- G. Ensure the 12 traditions are upheld in all matters and that business is conducted according to WMASC and Subcommittee's policy. (*added 11/2/09*) (*Sec10-23 revised/added 7/11/24*)
- H. Review/revise and submit Policy Guidelines for the subcommittee to the ASC within 60 days of taking seat. (*added 3/3/25*)

Section 10: It is the duty of the **CONVENTION COMMITTEE VICE CHAIR** to:

- A. Work closely with Chairperson and act as Chair when the Chairperson is not available.
- B. Serve as liaison to each convention subcommittee assisting were needed.
- C. Chair the Sunday morning speaker session during the convention.
- D. In the event of an open subcommittee chair position, the Convention Vice-Chair will facilitate that chair's duties and responsibilities until the position is filled.
- E. Attend all Convention Committee meetings and if unable to attend, notify the Chair and Secretary and submit a written report.
- F. Attend ASC meeting with Convention Chair, if chair is unavailable submit an electronic or written report at the ASC meeting detailing their committee's activities, including expenses.
- G. Will keep an inventory of convention property (such as cash registers, shelving, storage totes, radios and previous year's left-over merchandise)

Section 11: It is the duty of the **CONVENTION COMMITTEE TREASURER** to:

- A. Have a key to P.O. Box and check mail prior to convention meeting.
- B. Attend all regularly scheduled Executive meetings and Convention Committee meetings and must be available to attend the convention in its entirety. C. Assists convention subcommittees with budgets.
- D. Prepare financial reports to be submitted at monthly planning meetings of the convention committee.
- E. Have working knowledge of spreadsheets.
- F. Be responsible for all monies received (i.e. registrations, merchandise, activities, serenity keepers etc.)
- G. Ensure that all taxes and financial obligations are submitted to the B.O.D. in a timely manner.
- H. Make bank deposits and hotel, etc. payments.

Section 12: It is the duty of the **CONVENTION COMMITTEE ALT-TREASURER** to:

- A. Work closely with Convention Treasurer and act as Convention Treasurer when the Convention Treasurer is unavailable.
- B. Attend all regularly scheduled Executive Committee meetings and Convention Committee meetings and must be available to attend the convention in its entirety. C. Assists treasurer in all duties during planning year and at convention.

Section 13: It is the duty of the **CONVENTION COMMITTEE SECRETARY** to:

- A. Attend all regularly scheduled Executive meetings and Convention Committee meetings.
- B. Keep accurate minutes of all Executive meetings and Convention Committee meetings.
- C. Compile, keep records of and distribute minutes to all members of the Committee.
- D. Maintain contact list of all active committee members and distribute monthly.

Section 14: It is the duty of the **CONVENTION COMMITTEE ALT-SECRETARY** to:

- A. Work closely with Convention Secretary and act as Convention Secretary when the Convention Secretary is unavailable.
- B. Attend all regularly scheduled Executive meetings and Convention Committee meetings.\

Section 15: It is the duty of the **ACTIVITIES CHAIRPERSON** of this committee to:

- A. Put on Area activities and fundraisers, and by so doing, provide a greater sense of unity & community for the local NA fellowship and produce additional area income. Activities are to enhance NA's primary purpose not to replace group contributions in funding Area Service.
- B. Review/revise and submit Policy Guidelines for the subcommittee to the ASC within 60 days of taking seat.
- C. Meet monthly and keep the ASC informed of meeting times and locations for access by new members.
- D. Attend and submit an electronic or written report at the ASC meeting detailing their committee's activities, including expenses.
- E. Ensure the 12 traditions are upheld in all matters and that business is conducted according to WMASC and Subcommittee's policy. *(added 11/2/09)*

Section 16: It is the duty of the **ASO CHAIRPERSON** of this committee to

- A. Use the reorder spreadsheet to calculate reorder. (added 3/5/2018)
- B. Open the facility, set up and sell literature and supplies before the regularly scheduled ASC Meeting
- C. Have access to a desktop or laptop computer with internet access needed. (Not compatible with phone or tablet.)
- D. Have knowledge of spread sheets and google drive.
- E. Review/revise and submit Policy Guidelines for the subcommittee to the ASC within 60 days of taking seat.
- F. Attend and submit an electronic or written report at the ASC meeting detailing their committee's activities, including expenses.
- G. Properly inventory and reorder supplies.
- H. Ensure the 12 traditions are upheld in all matters and that business is conducted according to WMASC and Subcommittee's policy. (added 11/2/09)

Section 17: It is the duty of the **HOSPITALS AND INTITUTIONS (H&I) CHAIRPERSON** of this committee to:

- A. Ensure we properly carry the message of NA and disburse literature to all facilities served by the H & I Subcommittee.
- B. Review/revise and submit Policy Guidelines for the subcommittee to the ASC within 60 days of taking seat.
- C. Meet monthly and keep the ASC informed of meeting times and locations for access by new members.
- D. Attend and submit an electronic or written report at the ASC meeting detailing their committee's activities, including expenses
- E. Prepare and submit a yearly budget to the ASC by the month following being elected.
- F. Coordinate the development of any new H&I meetings/presentations.
- G. Work in collaboration with other subcommittees as needed i.e.; Fellowship Development, Public relations and neighboring area H&I Subcommittee Etc.
- H. Attend and take part in the bi-monthly Regional H&I Subcommittee meetings.
- I. Ensure the 12 traditions are upheld in all matters and that business is conducted according to WMASC and Subcommittee's policy. (added 11/2/09)

Section 18: It is the duty of the **LITERATURE CHAIRPERSON** of this committee to:

- A. Stock and make available, review and approval-form literature.
- B. Serve as a communication link in all matters of literature between the group and literature committees on all levels-area, region, and world.
- C. Provide the forum and atmosphere where members may contribute to the development and creation of NA literature.
- D. Review/revise and submit Policy Guidelines for the subcommittee to the ASC within 60 days of taking seat.
- E. Attend and submit an electronic or written report at the ASC meeting detailing their committee's activities, including expenses
- F. Attend and take part in the bi-monthly Regional Literature Subcommittee meetings. (as appropriate)
- G. Meet monthly and keep the ASC informed of meeting times and locations for access by new members.



- H. Ensure the 12 traditions are upheld in all matters and that business is conducted according to WMASC and Subcommittee's policy. *(added 11/2/09)*

Section 19: It is the duty of the **FELLOWSHIP DEVELOPMENT CHAIRPERSON** of this committee to:

- A. Plan and provide services and support which facilitate the continuation and growth of Narcotics Anonymous in the Western Mass Area. B.
- C. Respond to the needs of the ASC, groups or members upon their request with workshops, presentations etc. working with the RCM or appropriate subcommittee.
- D. Review/revise and submit Policy Guidelines for the subcommittee to the ASC within 60 days of taking seat.
- E. Meet monthly and keep the ASC informed of meeting times and locations for access by new members.
- F. Attend and submit an electronic or written report at the ASC meeting detailing their committee's activities, including expenses.
- G. Collect information about new/closed/struggling meetings throughout the WMA, communicating information to the ASC and Public Relation subcommittee *(revised 2/7/23)* for purposes of support, meeting schedules, phone line and website updates.
- H. Promote re-involvement of isolated groups or groups not participating in the service structure.
- I. Maintain a working relationship with other Fellowship Development subcommittees within the region.
- J. Ensure the 12 traditions are upheld in all matters and that business is conducted according to WMASC and Subcommittee's policy. *(added 11/2/09)*

Section 20: It is the duty of the **POLICY CHAIRPERSON** of this committee to:

- A. Email updated copies of policy as changes are made to the policy and keep 3 copies on hand for people at Area meeting. *(changed on 3/5/2018)*
- B. Meet monthly and keep the ASC informed of meeting times and locations for access by new members.
- C. Attend and submit an electronic or written report at the ASC meeting detailing their committee's activities, including expenses.
- D. Schedule an open policy review meeting annually in June with the executive committee.
- E. Collect and review other subcommittee policies and bring any conflicts or concerns to the ASC.
- F. Regularly review current policy for conflicts that may arise and language clarification.
- G. Maintain or delegate responsibility for the database of past policies and changes made.
- H. Ensure the 12 traditions are upheld in all matters and that business is conducted according to WMASC and Subcommittee's policy. *(added 11/2/09)*

Section 21: It is the duty of the **PUBLIC RELATIONS (PR) CHAIRPERSON** of this committee to:

- A. Coordinate and delegate all endeavors to ensure the general public receives a clear and concise message about Narcotics Anonymous services available in the community and beyond.
- B. Review/revise and submit Policy Guidelines for the subcommittee to the ASC within 60 days of taking seat.
- C. Meet monthly and keep the ASC informed of meeting times and locations for access by new members.
- D. Attend and submit an electronic or written report at the ASC meeting detailing their committee's activities, including expenses.
- E. Prepare and submit a yearly budget to the ASC by the month following being elected.
- F. Facilitate the development of any new Public Relations presentations.

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- G. Work in collaboration with other subcommittees as needed i.e., Fellowship Development, Hospitals and Institutions and neighboring area PR Subcommittees Etc.
- H. Attend and take part in the bi-monthly Regional PR Subcommittee meetings.
- I. Ensure the 12 traditions are upheld in all matters and that business is conducted according to WMASC and Subcommittee's policy. *(added 11/2/09)*
- J. Order and pick up meeting lists, provide printer with all updates for new printing, and disburse meeting list. (Treasurer pays printer directly) *(added 10/4/22)*
- K. Maintain the website and update as needed/requested. *(added 2/7/23)*
- L. Coordinate with the Area Treasurer to make payments to maintain website. *(added 2/7/23)*

**Article VII: SUGGESTED REQUIREMENTS AND RESTRICTIONS OF ASC OFFICERS AND SUBCOMMITTEE CHAIRPEOPLE**

- Section 1: Suggested time of continual abstinence from all drugs,
- CHAIRPERSON – 2 years
  - VICE CHAIRPERSON – 2 years
  - SECRETARY – 1 year
  - TREASURER – 3 years
  - RCM – 3 years
  - ALTERNATE RCM – 3 years *(changed 11.1.18)*
  - ALTERNATE SECRETARY – 1 year
  - ALTERNATE TREASURER – 3 years
  - SUBCOMMITTEE CHAIRPERSONS – 2 years
  - CONVENTION COMMITTEE CHAIR – 5 years
  - CONVENTION COMMITTEE VICE CHAIR – 5 years
  - CONVENTION COMMITTEE TREASURER – 5 years
  - CONVENTION COMMITTEE ALT-TREASURER – 5 years
  - CONVENTION COMMITTEE SECRETARY – 2 years
  - CONVENTION COMMITTEE ALT-SECRETARY – 2 years
  - BOARD OF DIRECTOR MEMBERS – 5 years *(added 11/2/09)*

- Section 2: Service experience at the group or area level

- Section 3: GSRs cannot hold Executive ASC offices (Area Chairperson, Vice Chairperson, Secretary, Treasurer, RCM, Alternate RCM, Alternate Secretary, and Alternate Treasurer) concurrently. *(revised 9/9/2013)*

- Section 4: ASC officers can serve no longer than two consecutive terms in one office unless voted upon at the ASC.

- Section 5: ASC members are asked to maintain any commitment they have undertaken before accepting other responsibilities.

## Article VIII: REMOVAL OF OFFICERS

Section 1: Loss of abstinence results in automatic removal from office.

Section 2: ASC officers and/or Subcommittee Chairpersons may be removed from their position for noncompliance. A two-thirds vote is required for removal. Noncompliance includes but is not limited to: A. Non-fulfillment of the duties of their position.

B. absence at 2 consecutive regularly scheduled ASC meetings without prior notification to any ASC officer or 3 meetings over the term. (changed 1/7/19)

Section 3: An officer and/ or Subcommittee Chairperson may resign by providing written notice to the ASC.

## Article IX: ELECTIONS

Section 1: The nomination process for these offices will take place in October and November. (reordered 9/9/2013) (months revised 12/6/21)

Section 2: Elections will be held for the following offices at the December ASC meeting: Chairperson, Vice-Chairperson, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, RCM, Alternate RCM, and all sub-committee chairs with the exception of the Convention Committee who will have nominations in May and June, elections in July, will take positions over in September. (Changed 7/1/2013) (revised to December 12/6/21)

Section 3: Elections shall also be held as needed to fill any office that has become vacant for any reason.

Section 4: The regular meeting in the month of December shall be known as an election meeting for the purpose of electing Officers and/or Subcommittee Chairs. The newly elected Officers and/or Subcommittee Chairpersons will take their seats in January. (months revised 12/6/21)

A. When someone is voted into a position two months prior to election months they will stay in that position and the position will be closed until the next election. (Added 3/7/ 2011)

Section 5: Nominees are required to attend at least one of the two ASC meetings preceding the election meeting and are required to be present at the election meeting.

Section 6: Outgoing officers and/or subcommittee Chairpersons will continue for two months after the election meeting to aid the newly elected offices and/or Subcommittee Chairpersons.

Section 7: Voting procedures for elections: A simple majority of our voting quorum to elect any nominee.

Section 8: All nominees' qualifications must be submitted in writing to be included in the minutes prior to elections. Only nominations with qualifications properly submitted will be voted on. (revised 2/21/22)

## Article X: STANDING SUBCOMMITTEES

Section 1: Subcommittees are not autonomous they are directly accountable to the Western MA Area the final decision rests with the groups. (Added 11/2/09)

Section 2: The ASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the ASC. At the inception of these subcommittees, a chairperson will be elected by the ASC, following standard nomination and election procedures.

Section 3: All standing subcommittees of this ASC shall create guidelines which are consistent with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts for NA Service, and WSC approved handbooks and guidelines for each subcommittee. All subcommittee Chairs will submit a copy of their guidelines to the policy committee.

Section 4: The guidelines of each standing subcommittee shall be submitted to the ASC for review.

Section 5: Before having any monetary funds approved for a vote, Area Subcommittees should have Area approved guidelines and also consist of at least four members. (Chair, Vice-Chair, and two members)

Section 6: Hospitals & Institutions and the Public Relations subcommittees are to prepare and submit a yearly budget. (*revised 2/21/22*)

Section 7: ASO will have bank of \$20.00 (11/01/2021)

#### **Article XI: AD-HOC COMMITTEES**

Section 1: The ASC, when deemed necessary, may create an Ad-Hoc Committee to perform a certain function.

Section 2: The ASC assigns a Chairperson for the ad-hoc committee.

Section 3: The Ad-Hoc Committee will give an oral and written report monthly, at the ASC meeting, which will be included in the minutes.

Section 4: The ASC will typically allow a 90-day period for the task assigned to be completed, at which time the ad-hoc committee will be dissolved by the ASC, unless more time is requested.

Section 5: The ASC will create an Ad-Hoc Committee every August to conduct holiday marathon meetings (November, December, and January). (*Added 7/5/10*)

Section 6: The ASC will store marathon meeting tub until next Ad-Hoc is formed. (*added 2/26/20*)

#### **Article XII: FUND FLOW SYSTEM**

##### Section 1:

- A. Area prudent reserve balance will be a combination of 100% of area operating expenses and 50% of H&I and PR approved budgets for a given year. Where no approved budget exists only rent will be included in the prudent reserve. The prudent reserve will be adjusted annually and established within 30 days of receiving the approved budgets. When expenses for any given month exceed the balance of available funds in prudent reserve, area operating expenses will be paid before other monies are paid. I. **Area Operating Expenses will include:**

Website (*Added 1/10/23*)

Tax preparation

Accounting software

D&O Insurance  
Annual Report  
Form PC filing  
Area rent  
Activities  
Marathon meetings  
Storage fees  
ASC secretary and treasury supplies  
ASO supplies  
Meeting Lists (see PR Chair) (*added 7/18/22*)

- B. Yearly budgets for PR and H&I are to be submitted to area and included in minutes the month following being elected to positions. Budgets will go back to groups to be voted on.
- C. Excess prudent reserve funds at end of year will be held for two months to allow for the voting of new budgets. (Example elections in December, submitted to area in minutes for January to be voted on, voting on budgets ASC February) unless either of the following is present. 1) quorum is not attained during the voting month on a submitted budget, then the funds will remain in prudent reserve until such time as quorum is attained. 2) A position remains vacant, and no budget is submitted. In this instance only funds needed for rent will be held until such time as the position is filled and a budget is voted on, at which time the prudent reserve will be re-established.
- D. The Western Mass Area Service Committee will make a Bi-Monthly donation to the New England Region of Narcotics Anonymous based on excess funds. This donation will be in direct correlation with the Bi-monthly regional meeting.
- I. Excess funds are defined as any funds in excess of the prudent reserve. (*Section D and D1 added 7/18/22*)

*(Section 1,4,10 replaced with new section 1 10/11/21 and modified 7/18/22)*

Section 2: Each month the ASO is to turn over to the Area Treasurer all money and a financial statement.

Section 3: ASO will restock inventory based on spread sheet order suggestion, not to exceed monetary amount from current months' sales. ASO to charge additional 10% to its sales. (*revised 2/21/22*)

Section 4: Only cash will be accepted for payments of literature (ASO), cash or money orders accepted as donation to the Treasurer. No Personal Checks. (*revised 2/21/22*)

Section 5: Group donations will be given to the Treasurer before start of ASC meeting each month.

Section 6: Money donated from the groups will be listed individually in the Treasurers report.

Section 7: All money left over after the Convention business (taxes, ASC prudent reserve fund, startup money etc.) will be turned in to the area treasurer in September and held until November to give group's time for proper consideration of the area's needs. (*Changed on 9/14/15*)

Section 8: The area will reimburse the RCM or Alternate RCM, PR Chair or Vice Chair, H&I Chair or Vice Chair for gas at the rate of .30 per mile and tolls to attend regional meetings. (*Changed 12/5/16*) (*revised 9/10/23*)

Section 9: Funds will be provided, if available by the ASC to have up to 5000 meeting lists printed quarterly. This includes 600 meeting lists for distribution by the H&I Subcommittee at their commitments and 400 for the PI Subcommittee. *(revised 7/18/22)*

A. If any outside visitor wishes to receive meeting lists they will be charged \$3.00 for 1 pack of meeting lists. *(4/3/17)*

Section 10: If at any point the New England Region no longer carries liability insurance to cover the Western Mass Area then The Western Mass Area will be responsible to purchase liability insurance to cover all meetings and activities. The insurance will be renewed and paid for annually. All activities need an insurance rider to be covered. *(revised 2/21/22)*

Section 11: Any money made by any subcommittee must be turned into the area the following month, including all money made from ticket sales, food sales and all money donated by vendors. *(Added 9/14/09)*

Section 12: Activities committee shall receive \$200.00 start-up money for each event to be allotted for supplies, rental of hall & tickets. *(Added 6/4/2012)*

Section 13: Any monies requested by subcommittee greater than their budget shall go back to the groups to be voted on. Any monies requested from their available budget will be discussed and approved by GSR's at the ASC. *(revised 9/24/21)*

Section 14: Any monies requested by any group or member greater than \$300.00 shall go back to the groups to be voted on. Any monies under said amount shall be voted on by the GSR's at the ASC. *(09/24/2021)*

Section 15: The area will pay liability insurance for officers of the Board of Representatives each year to the First American Insurance Agency, Chicopee, MA. *(Added 7/6/15)*

Section 16: The QuickBooks Administrative fee be automatically renewed with Tech Soup and the software reapplied for with Intuit 1 – 2 months before our annual subscription expires. *(5/1/17)*

### **Article XIII: AREA TREASURY**

Section 1: BOD treasurer to be signer and required 2nd signature on all checks written on the ASC bank account.

Section 2: The area bank account will have three signatures with two needed for withdrawal. These three are BOD Treasurer, Area Chair and Area Vice-Chair. If Chair or Vice Chair are unable to be signers another member from the executive committee will be selected. *(revised 2/21/22)*

**Addendum I: Group Service Representative Orientation Packet**

**WMASC**  
**GROUP SERVICE**  
**REPRESENTATIVE**  
**(G.S.R.)**  
**ORIENTATION PACKET**

**This packet was created as an informational resource to help GSRs to more effectively serve their groups. It is not meant to be the final word or complete description of their duties but merely a suggested guide and should not override any group autonomy. We hope that this will be an inspiration to more effectively serve in the GSR position.**

Reproduced from A Guide to Local Services in NA Page 36  
**Group Service Representatives (GSR)**

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC sub-committee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that that groups nourish and support the structure.

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 groups 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 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 sub-committee 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.

Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the groups need. In group recovery meetings, GSRs make available flyers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her report. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's 'sharing session'<sup>1</sup> agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

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## **GSR Orientation Sheet**

### **What is a GSR ?**

- A trusted servant of their group.
- The voice of their group at the Area Service Committee. (ASC) -The voice of area at their group.
- The financial link between their group and the Area Service Committee.
- The group's main source of information about service, activities, and events.
- The group's source of information on how to get involved in service work.
- An important source of information for the group about the traditions.
- The trusted servant who attends to the specific needs of the group including questions regarding Traditions, Policy, and the 12 Concepts.

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<sup>1</sup> In Western MA we call this 'group concerns'



### **How do they do it?**

- Attend the group meeting regularly.
- Attend the ASC meeting monthly.
- Report to the ASC the group status, donation, problems, concerns, change of meeting time/place to update phone and meeting lists
- Bring issues from the ASC to the group for a group conscience and report back to the ASC.
- Learn about the subcommittees of the ASC.
- What do the subcommittees do?
- When do they meet?
- Who may attend?
- Which subcommittees need support?
- Attend subcommittee meetings.
- Learn the service structure.
- Learn what the ASC, RSC, WSC, WSO, etc are.
- Study the Guide to Local Service and the ASC Policy guidelines.

### **Qualifications for a GSR**

- Is an addict.
- Attends the group they represent.
- Has a willingness to serve.
- Has one year clean time. (suggested only)
- Has knowledge of the service structure of NA or the willingness to study it.
- Has an understanding of or the willingness to learn the duties of a GSR.

## **GSR Orientation Sheet**

### **How does a group take care of its business?**

- At the monthly business meeting, where the recommendations are voted on for literature purchases, Area donations, rent, etc. (it is suggested that your business meeting be held the week before the Area meeting)
- By group conscience. (please see page 4)
- By holding elections of trusted servant positions as needed with prior notice if possible.
- By sending their GSR or group representative to the ASC monthly.
- By creating an ad-hoc committee when needed.
- By holding special business meetings when important issue surface, like literature review, a group conscience, etc.

**Should a GSR hold more than one group office?**

-It is suggested that members hold only one service position in the group. As many members as possible need to be involved in service, it is an important part of recovery!

**What if the positions are at two different meetings?**

-In order to provide service opportunities to more members, it is suggested that groups elect addicts who do not serve in other groups service positions.

**How does a group communicate concerns to the GSR?**

-The group or any member may bring concerns to the GSR's attention at that group meeting.

**How do you let the group know who the GSR is?**

-The secretary can introduce the GSR along with other group servants either at the beginning of the meeting or at the end when trusted servants are usually acknowledged.

**What about GSR reports? How often?**

-Usually GSRs make one report to the group at the monthly business meeting. Most groups do not like to spend meeting time with reports.

**What about ad-hoc committees?**

-Sometimes ad-hoc committees are formed to take care of groups or subcommittees special business. They meet outside of the regular meeting time, usually just before or after.

**What is a group conscience?**

- An informed vote taken by the group as a whole.
- An expression of God's will.
- Is best for the group as a whole.
- Is the practice of placing principles before personalities. (Tradition 12)

**When may a group conscience be initiated?**

-A group conscience may be initiated anytime during a group business meeting if a member feels it's necessary.

**How much notice should there be before a new GSR or Alternate GSR is elected?**

-At least one-month notice should be given before the planned election.

**How does the Area donation get from the group to the Area?**

-The group decides at their regular monthly business meeting if and how much of a donation they can make to the ASC. A check or money is prepared and sent with the GSR or group representative to the regular monthly ASC meeting.

**GSR report: Group level-may include-**

- Attendance of groups and Elected trusted servants of the ASC.
- Open positions at Area and Region.
- Motions carried back to the group.
- Points of discussions made during the ASC.
- Open positions within the sub-committees.
- Passing over the Area announcements to the group secretary.
- Announce Area/Regional Activities during the regular meeting.

**Points the GSR should be mindful of at the ASC-**

- The GSR orientation is designed to help GSR's better understand the ongoing at the ASC. I.e. The agenda, how to make a motion, who to go to for certain questions etc.
- Does the GSR feel comfortable at the ASC.
- Are the trusted servants fulfilling their obligations to the Area. For example: Did the subcommittee chairpersons attend their respective committee meeting at the RSC?  
If not, did the Vice Chair of the Area go in their place and submit a report?

## **List of suggested tools for area service work**

- 1.) Step Work
- 2.) Prayer
- 3.) Calling Sponsor
- 4.) A Dictionary
- 5.) Twelve Concepts for NA Service
- 6.) Twelve Traditions
- 7.) A Guide Local Services in NA
- 8.) Copy of Area Guidelines / Policy
- 9.) Area Minutes
- 10.) The Group Booklet (Revised)
- 11.) IP #2 The Group
- 12.) Participation in Steering Committee Meetings
- 13.) Trusted Servant Workshops
  - a) Conference Agenda Report
  - b) Multi Regional Learning Event
  - c) Twelve Concepts Workshop
  - d) Attend Regional Assembly
- 14.) Learning Days
- 15.) Networking in the Fellowship
- 16.) Traveling outside of home area
- 17.) Phone Calls
- 18.) Unity Version of the Serenity Prayer
- 19.) Any other spiritual, creative action you can think of.

\*\*\*Please note that a group may provide some of the suggested literature for its trusted servants, ie: Service guides and pamphlets. When term is over please return them to the group.

## WMANA – MOTION FORM

### Business & Money

Presented By: \_\_\_\_\_

Seconded By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### MOTION

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#### INTENT

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#### VOTE:

IN FAVOR \_\_\_\_\_ OPPOSED \_\_\_\_\_ ABSTAINED \_\_\_\_\_

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TABLED \_\_\_\_\_ COMMITTED TO: \_\_\_\_\_

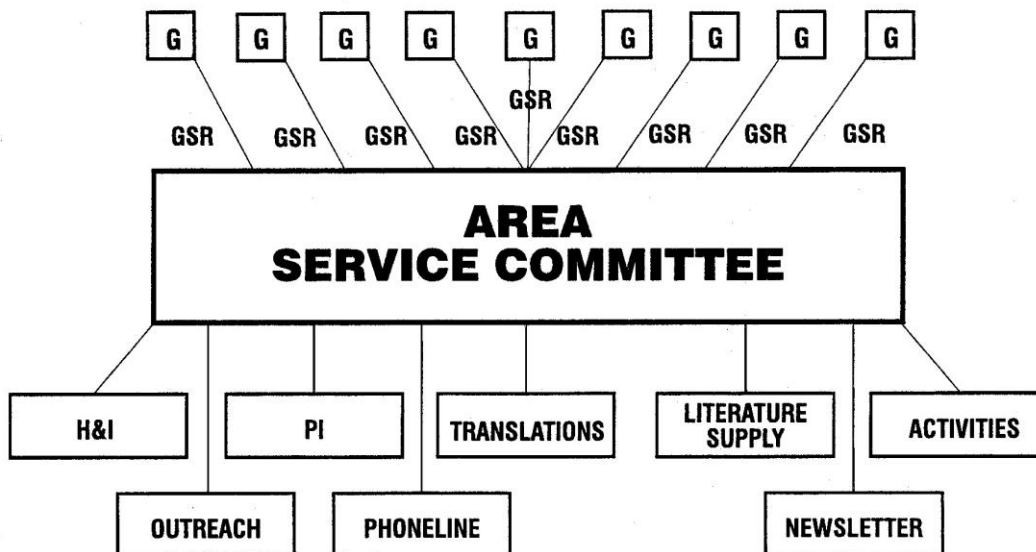
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NOTES: \_\_\_\_\_

## Motion Table

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules or order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information	Yes	No	No	None
Main Motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

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The ASC is responsible not only to develop and maintain subcommittees in each field of service but to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.

Most newly formed area service committees will probably not be able to support the same wide range of subcommittee services as a longer-established committee. Rather than attempt to set up all their subcommittees at once, it's recommended that new area committees take their time. Make sure the responsibilities of new subcommittees are well coordinated with those of existing ones. Bring subcommittees on line one at a time and give a great deal of attention to developing each subcommittee before bringing on another.

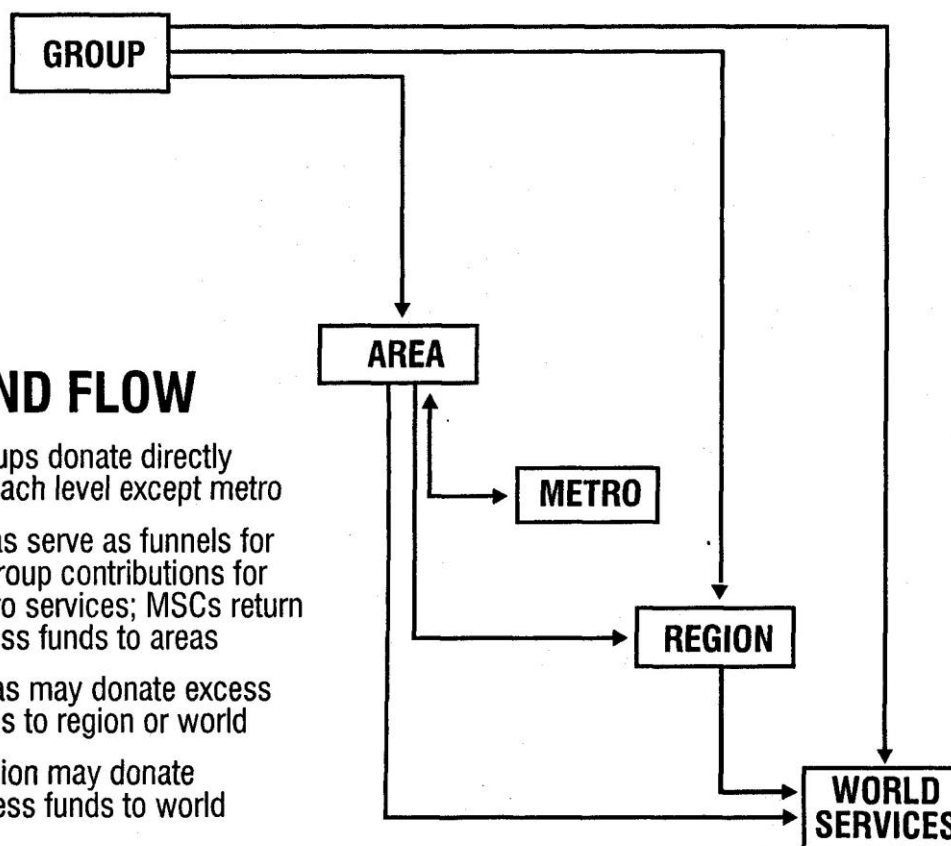
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At least once a year, the group service representative attends the regional assembly. Each group is encouraged, if at all possible, to take the necessary steps to cover the expenses associated with its GSR's attendance at the regional assembly. Some groups will choose to set aside money each month toward this expense.

After paying expenses and setting aside a small emergency reserve, most groups contribute their surplus funds directly to the area committee, the regional committee, and Narcotics Anonymous World Services. For more discussion of the principles underlying group contributions to the rest of the service structure, see the essay on our fellowship's Eleventh Concept for Service elsewhere in this guide. For assistance in managing the details of direct contributions, see the *Group Treasurer's Handbook*, available from your area committee or by writing our World Service Office.

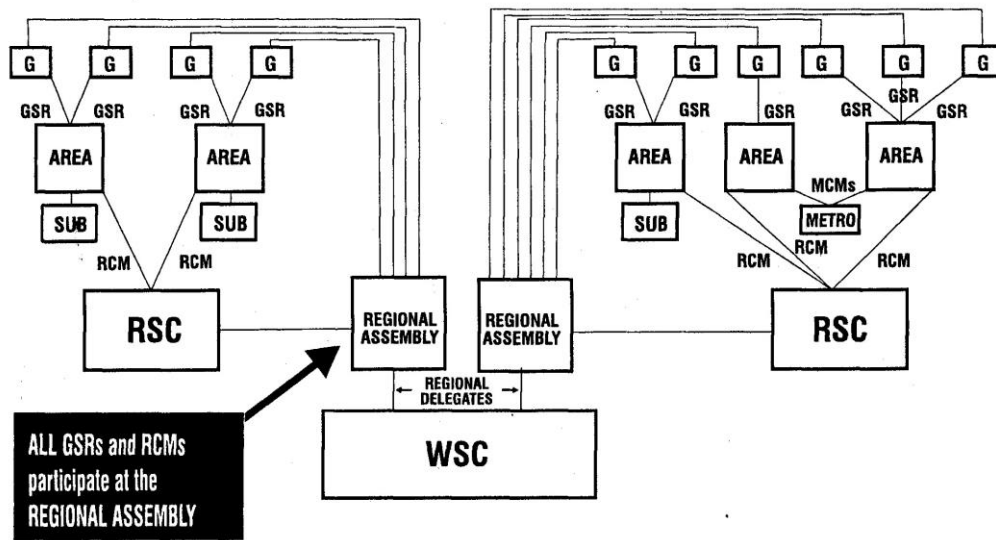
## FUND FLOW

- 1) Groups donate directly to each level except metro
- 2) Areas serve as funnels for all group contributions for metro services; MSCs return excess funds to areas
- 3) Areas may donate excess funds to region or world
- 4) Region may donate excess funds to world

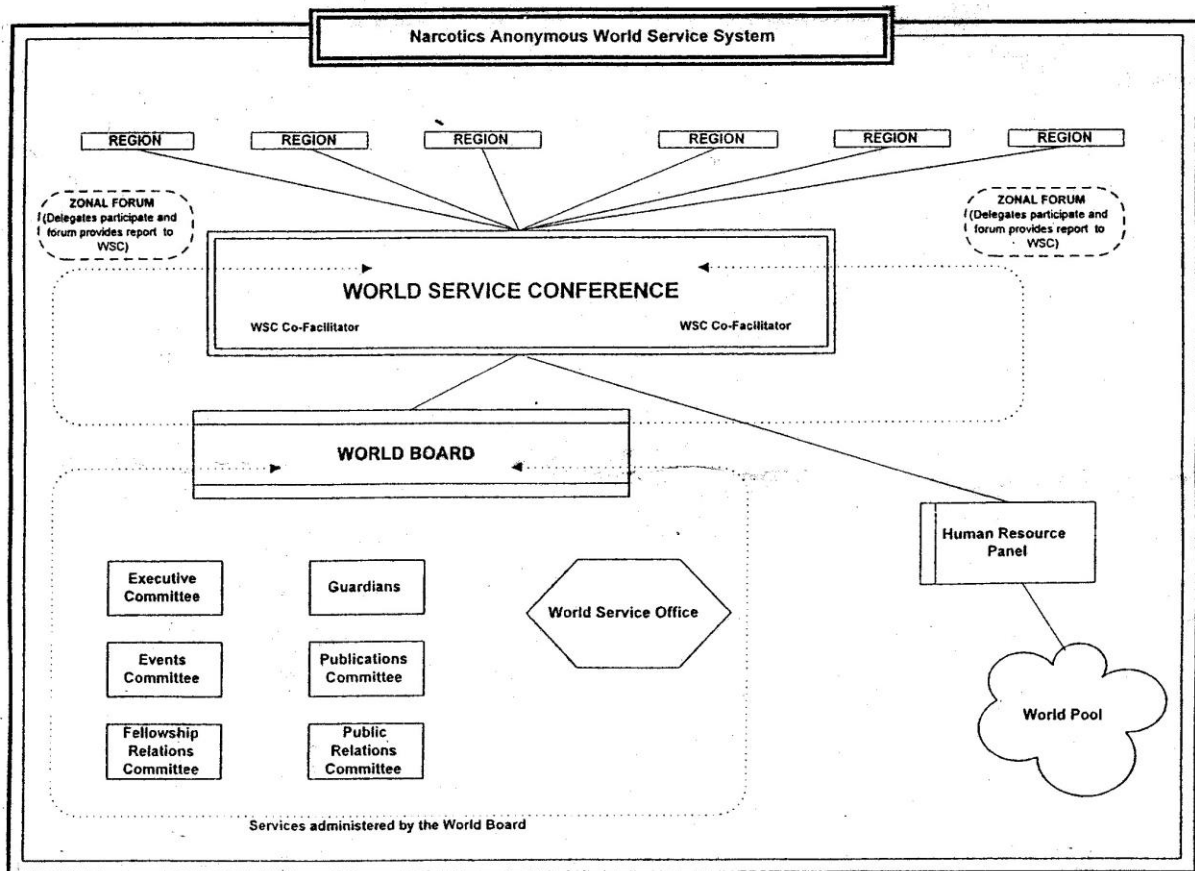




## NA SERVICE STRUCTURE



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## **Good Questions To Discuss With Others**

- 1.) Why do we have suggested clean time with positions?
- 2.) If you were asked to express your feeling of what group conscience means to you, what would you say?
- 3.) What are your priorities at a meeting of the South Shore Area Service Committee?
- 4.) What is the group open forum for? And is it just for GSR's?
- 5.) Do you understand what discussion on a motion is for? If yes, write it out.
- 6.) How do your principles influence your voting?
- 7.) What are the reasons for abstentions? List them.
- 8.) What are my expectations before, during, and after an ASC meeting? List them.
- 9.) Is policy important? Why?
- 10.) Do I get confused at an area meeting? If so, how can we change that?
- 11.) What is the purpose of having an Area Service Committee?
- 12.) What is the C.A.R. and how are you involved as a member of N.A.?
- 13.) What is the role of the 7<sup>th</sup> tradition in the area and N.A. as a whole?
- 14.) What are the responsibilities of your position? List them.
- 15.) Where do spiritual principles play a part in service?

## Addendum II: WMASC Agenda

### WESTERN MASS AREA SERVICE AGENDA

- Moment of Silence Followed by the Serenity Prayer
- Reading of the 12 Traditions and 12 Concepts
- Group Attendance - Ask if we have any new GSRs and welcome them.
- Sub-Committee Chair Attendance
- Approval of prior months Area Minutes
  
- Chairperson and Vice Chairpersons Remarks
- Old Business
- Nominations
- Elections
- Sub-Committee Reports
  
- Activities
  
- Fellowship Development
  
- H&I
- Literature
  
- Policy
  
- Public Relations
  
- Website
  
- RCM
  
- ASO
  
- New Business
- Board of Representatives
- AD/Hoc Committee
- Group Concerns
- Announcements
- Treasurers Report
- Ending Attendance