

**Primary Purpose Area of Narcotics Anonymous
Guidelines**

Revised: January 2025

Table of Contents

Primary Purpose Area Statement	5
Map of Primary Purpose Area	6
Introduction of the Area	7
Article I	8
Name of Area	
Article II	8
Purpose of Area	
Article III	8
Participants	
Section 1. Defining of Participants	
Section 2. Voting Privileges	
Article IV	9
Meetings	
Article V	9
Elections	
Section 1. Guidelines for election of ASC Officers	
Section 2. Election Process	
Section 3. Nominations	
Article VI	12
Removal or Resignation Process	
Section 1. Non-Compliance	
Section 2. Resigning	
Article VII	12
Qualifications of ASC Service Positions	
Section 1. Chairperson	
Section 2. Vice Chairperson	
Section 3. Secretary	
Section 4. Alternate Secretary	
Section 5. Treasurer	
Section 6. Alternate Treasurer	
Section 7. Regional Committee Member	
Section 8. Alternate Regional Committee Member	
Section 9. Subcommittee Chairperson	

Article VIII	14
Duties of Officers and Chairpersons	
Section 1. Chairperson	
Section 2. Vice Chairperson	
Section 3. Secretary	
Section 4. Alternate Secretary	
Section 5. Treasurer	
Section 6. Alternate Treasurer	
Section 7. Regional Committee Member	
Section 8. Alternate Regional Committee Member	
Section 9. Subcommittee Chairperson	
Article IX	20
Standing Subcommittees	
Section 1. Established Subcommittees	
Section 2. Establishing Guidelines	
Section 3. Approval of Guidelines	
Section 4. Election of Subcommittee Chairs	
Section 5. Meetings and Reports	
Section 6. Budgets	
Section 7. Meetings of Subcommittees	
Article X	21
Ad-Hoc Committees	
Article XI	21
Guidelines for Reports to Area Service Committee	
Section 1. Group Service Representative Reports	
Section 2. Regional Service Members Reports	
Section 3. Subcommittee Reports	
Section 4. Ad-Hoc Committee Reports	
Article XII	22
Parliamentary Authority	
Article XIII	23
Amendment of Area Guidelines	
Section 1. Approval of Area Guideline Changes	
Article XIV	23
Standing Rules and Guidelines	
Section 1. Meeting of the ASC	
Section 2. Area Inventory	

Article XV

24

Housekeeping

Section 1. Storage

Section 2. ASC Meeting

Section 3. RCM Room Rental

Section 4. Phone Line

Primary Purpose Area of Narcotics Anonymous Statement

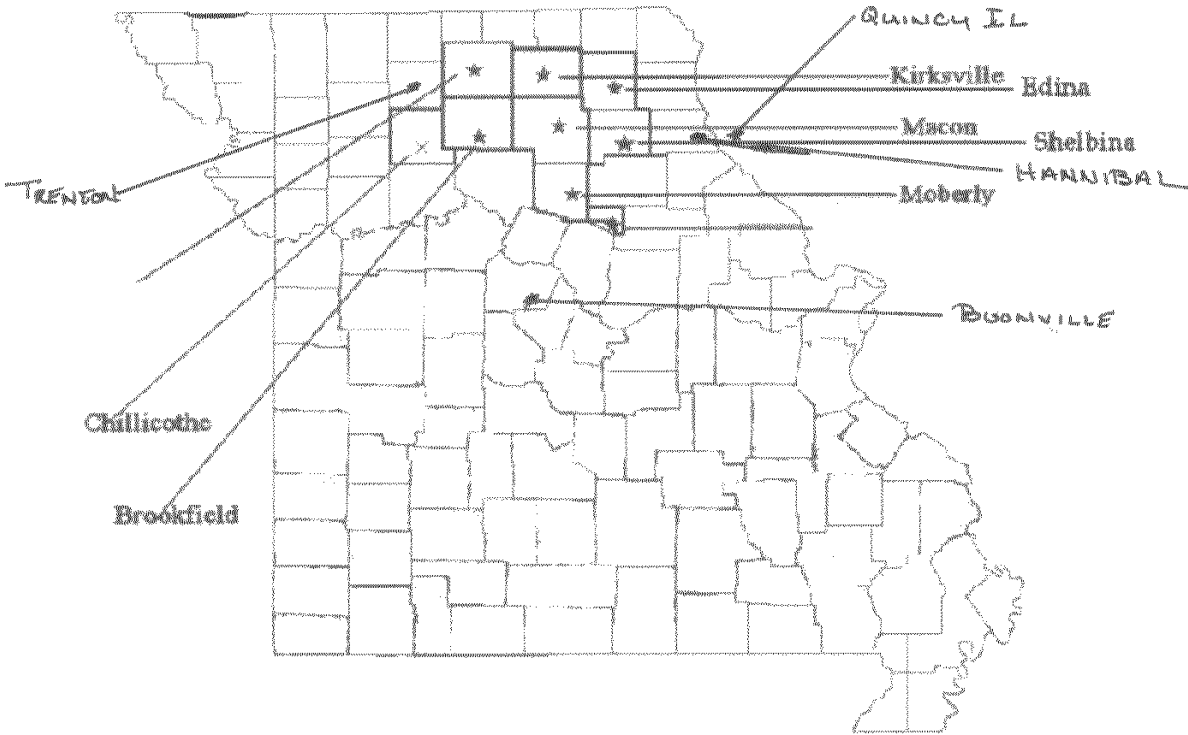
Preamble

“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our fellowship; it prevents us from providing the service necessary for growth.” Page xvi, Narcotics Anonymous (Fifth Edition).

Nature of Leadership in Narcotics Anonymous

“The 2nd Tradition concerns the nature of leadership in NA. We have learned that in our fellowship, leadership by example and by selfless service works and that direction and manipulation fail. We choose not to have presidents, governors or directors. Instead, we have secretaries, treasurers, and representatives. These titles imply service rather than control. Our experience shows that if a group becomes an extension of the personality of the leader or certain members, it loses its effectiveness. An atmosphere of recovery in groups is one of the most valued assets, and we must guard it carefully lest we lose it to politics and personalities.” Page 61, Narcotics Anonymous (Fifth Edition).

Primary Purpose Area of Narcotics Anonymous Map



Established March 2007

Introduction Of An Area

(2014)

The Area Service Committee (ASC) of the Primary Purpose Area, is a committee made up of Group Service Representatives (GSR's) from groups within the Primary Purpose Area, which meets monthly for the express purpose of serving the specific needs of members and groups.

The most important service of the ASC is that which it provides to its member groups. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to the ASC for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

The ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars for NA members. The ASC handles whatever functions are necessary or helpful to its groups.

In order to provide services an ASC needs the active participation of its GSR's. A group supports its ASC both financially and physically. It takes money to provide these services. It is a group's responsibility to extend this support. However, as an Area grows, the financial needs of the committee also grow. To provide a full line of services, an ASC requires a steady reliable flow of money. However, when possible, we will assist funding the Area-Trusted Servants in fulfillment of their duties. Some Areas provide these funds through activities. Alternated sources of financial support are helpful, but the bulk of the responsibility still falls on the members of groups. The 7th Tradition of Narcotics Anonymous states that, "Every NA group ought to be fully self-supporting declining outside contributions." The active participation of each GSR is essential for a successful ASC. Each GSR must keep their group informed and must represent that group's conscience in all committee decisions. GSR's should evaluate each vote in terms of the needs of those they serve, and the needs of the Area in terms of NA as a whole. In addition, a GSR participates in carrying out the ASC's other functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with special needs requires more effort than meeting monthly.

Article I

The name of this committee shall be the Primary Purpose Area Service Committee of Narcotics Anonymous.

Article II

Purpose:

The purpose of this Committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the Primary Purpose Area, to support the needs of these groups. The term Narcotics Anonymous shall be defined as stated in the approved service manual of Narcotics Anonymous.

Article III

Participants:

Section 1: This committee shall have 3 (three) classes of participants: Area NA members, GSR's or Alternates, and Area Trusted Servants.

- A. Any Area NA member may request the floor and make motions.
- B. GSR's may request the floor, make motions, and are the only participants who can second a motion. The GSR's or Alternate GSR's are the only voting members of the ASC with each group represented getting 1 (one) vote.
- C. GSR's will be restricted from seconding motions that originated within GSR's own home group or those offered by the Alternate GSR of the same home group.

Section 2: Voting Rights of the Groups

- A. An NA group shall be removed from the list of voting participants after the absence of its representative from three consecutive meetings of the ASC and shall not be counted in the quorum.
- B. Reinstatement of any group so removed shall occur upon attendance of its representative at a meeting of the ASC.
- C. Any group wishing to be placed on the PPANA Meeting schedule must send a Representative to ASC and submit a Group Change to the Area Secretary. The group(s) meeting(s) will be listed on the schedule (print and web) as outlined in our guidelines. Group(s) would not be required to join the PPANA.
- D. Any NA group that does not send some type of representation for three consecutive Area meetings will be removed from the mailing list.

E. All new homegroups will be on a 3 (three) month probation period, requiring 3 (three) consecutive ASC's before the web-coordinator adds groups to World and Region schedules. This does not include the Area schedules or the Area web-site.

Article IV

Meetings:

A. The regular meeting of the ASC shall be held on the first Saturday of each month at 1:00 pm, unless otherwise ordered by the ASC.

B. The regular meetings in the months of May, January, and October shall be known as "Election Meetings" and shall be held for the purpose of electing officers as provided, as well as, conducting business for that month's ASC.

C. Special meetings may be called by the Chairperson of the ASC and shall be called upon written request of three or more members of the ASC. The purpose of the meeting shall be stated in the written request. No business other than that which is stated will be conducted at special meetings. At least 14 (fourteen) days notice of the special meeting will be given to GSR's, Officers, Alternates and Web-Coordinator.

D. Quorum: 50% (fifty percent) of the voting participants shall constitute a Quorum of the ASC.

E. When a quorum does not exist, sub-committee reports, RCM reports, and financial housekeeping shall be conducted.

F. ASC meetings shall adhere to the Seventh Tradition by monetary reimbursement to the facility where the ASC is held. The amount shall be decided by the ASC and the facility.

G. Abstentions count as abstentions. In the event that abstentions are a majority of a vote, that motion will be returned to the groups for further discussion/clarification.

Article V

Elections:

Section 1. Guidelines for the election of the ASC officers.

A. Nominations for all positions will be open for a minimum of 2 (two) regular meetings of the ASC after the vacancy arises. Nominations can be opened prior to the position being open in accordance with Article V, Section 2.

B. Each nomination must be seconded by a GSR or the Alternate GSR if the GSR is present.

C. Voting is conducted by a written, secret ballot.

D. Abstentions in voting shall not count as yes or no in all voting instances as stated in Article IV, G.

E. Results of the Area election shall not be published by number.

F. In the event that only one person has been nominated for a position at the time of the election, the nominee must be selected by a 2/3 (two thirds) majority of the voting participants.

G. Nominees for contested positions will be elected by a simple majority vote of eligible voters present.

H. Any members living in the same household should not be co-signatories on any bank account.

Section 2: The election process.

A. The officers of the ASC shall be Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM) and the Alternate Regional Service Member (RCM-A).

1. The officers are known, as a group, as the Executive Committee of the ASC.

B. ASC officer positions shall be elected as follows:

1. Chairperson and Vice-Chair shall be elected in the month of May. Nominations will be open at the March ASC and close at the end of the April ASC and be taken back to the groups for group conscience with elections at the May ASC.

2. The Treasurer and the Alternate Treasurer shall be elected in the month of January. Nominations will be open in November ASC and close at the end of December ASC and be taken back to the groups for group conscience with elections at the January ASC.

3. The RCM, Alternate RCM, Secretary, and Alternate Secretary shall be elected in the month of October. Nominations will be open at the August ASC and close at the end of the September ASC be taken back to the groups for group conscience with the elections at the October ASC.

C. Sub-Committee Chairs shall be elected as follows:

1. Nominations shall be open for all sub-committee chairs in November and close at the end of December ASC and be taken back to groups for group conscience with the elections at the January ASC.

D. The ASC officers and subcommittee chairs shall be elected by written ballot and will serve 1 (one) year terms. An interim election or the filling of a vacancy does not constitute a regular term.

E. The RCM Alternate shall become the RCM upon completion of the current RCM's term.

F. The Alternate Treasurer shall become the Treasurer upon the completion of the current Treasurer's term.

G. The Alternate Secretary shall become the Secretary upon the completion of the current Secretary's term.

H. No officer or chairperson shall hold more than one ASC position at a time. Upon election to an ASC service position, the ASC member will resign from any other Area service positions before the next ASC meeting.

I. An election to fill a vacancy in an office or chairperson position shall occur within 2 (two) regular meetings after the vacancy arises. Nominations will open at the notice of the vacancy, closing at the end of the next regular meeting and be taken back to the groups for group conscience with elections held at the next regularly scheduled ASC meeting.

1. In the case of a vacancy in the offices of chairperson of the ASC, the vice-chair of the ASC shall assume the duties of the chairperson for the duration of the previous chairperson's term.

2. In the case of a vacancy in the offices of RCM, the Alternate RCM shall assume the duties of RCM for the remainder of the previous RCM's term.

3. In the case of a vacancy in the offices of Treasurer, the Alternate Treasurer shall assume the duties of Treasurer for the remainder of the previous Treasurer's term.

4. In the case of a vacancy in the office of Secretary, the Alternate Secretary shall assume the duties of Secretary for the duration of the previous Secretary's term.

5. In the case of a vacancy in the office of a sub-committee chairperson, the Vice-Chair of the ASC shall assume the duties of the sub-committee chairperson until a new subcommittee chairperson is elected.

Section 3: Nominations

A. Any member of the Area may nominate a qualified individual for an ASC position.

B. All nominations must be seconded by a GSR, however, not of the same home group.

C. All nominations will be asked about past service and length of clean time, as well as, questions pertaining to their resume. All nominees must be present for nominations.

- D. The nominee's resume will be included in the minutes of the month the nominations close.
- E. The nominees will be present at election meetings of ASC unless the Chairperson is notified of emergency absence.

Article VI

Removal or Resignation Process:

Section 1: Any Area service member may be removed from their position for non-compliance. A 2/3 (two-thirds) vote is required for removal. Non-compliance includes, but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of the duties of their positions as stated in Article VIII, excluding GSR's.
- C. Absence of 2 (two) consecutive regular meetings of the ASC without contacting an officer of the executive committee of the ASC for the reason of absence.

Section 2: An officer or chairperson of this committee may resign by providing written notice to the Chairperson, at which time nominations will be opened and the election process will begin.

Article VII

Qualifications of ASC Service Positions:

Section 1: Chairperson

- A. At least 2 (two) years of continuous clean time.
- B. Preferred previous service experience.

Section 2: Vice-Chairperson

- A. At least 1 (one) year of continuous clean time.
- B. Preferred previous service experience.

Section 3: Secretary

- A. At least 1 (one) year continuous clean time.
- B. Suggested skills:

1. Organizational skills.
2. Note taking skills.
3. Typing and/or legible handwriting.

Section 4: Alternate Secretary

- A. At least 1 (one) year continuous clean time.
- B. Suggested skills as listed for Secretary.

Section 5: Treasurer

- A. At least 3 (years) continuous clean time.
- B. Preferred previous service experience.
- C. Familiarity of financial accounting procedures.

Section 6. Alternate Treasurer

- A. At least three (3) years of continuous clean time.
- B. Preferred service experience.
- C. Familiarity of financial accounting procedures.

Section 7. Regional Committee Member (RCM)

- A. At least 2 (two) years continuous clean time.
- B. Previous experience as the Alternate RCM.
- C. Preferred previous experience as a GSR.

Section 8. Alternate Regional Committee Member (RCMA)

- A. At least 1 (one) year continuous clean time.
- B. Preferred previous service experience at A.S.C.
- C. Preferred previous experience as a G.S.R.

Section 9: Sub-Committee Chairperson

- A. At least 1 (one) year continuous clean time or more if stated in the sub-committee's guidelines.

Article VIII

Duties of Officers and Chairpersons:

Section 1: It is the duty of the chairperson of this committee:

- A. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- B. To announce in proper sequence the business that comes before the assembly, provided that a quorum is present.
- C. To recognize members entitled to the floor.
- D. To state and put to vote all questions that legitimately come before the assembly as motions, or that otherwise arise in the course of proceedings (except questions that relate to the Chairperson), to announce the results of each vote, and to rule a motion "out of order" if it is deemed so.
- E. To protect the assembly from obvious, frivolous or dilatory motions by refusing to recognize them.
- F. To follow parliamentary authority as stated in Article XII.
- G. To expedite committee business in every way, compatible with the rights of the members.
- H. To decide all questions of order, subject to appeal, unless when in doubt, the Chairperson prefers to submit such questions to the assembly for a decision.
- I. To authenticate by Chairperson's signature, when necessary, all acts, orders, and proceedings of the ASC.
- J. To declare the meeting adjournment when the assembly so votes, or where applicable, or in the event of an emergency affecting the safety or sanity of the assembly.
- K. To arrange the agenda for each ASC prior to the meeting.
- L. To be co-signor of the ASC bank account.
- M. To conduct the meeting with impartiality and fairness.

N. To appoint all Ad-Hoc Committee Chairpersons.

O. To maintain ASC files and archives.

P. To call emergency meetings of the ASC in accordance with Article IV.

Q. To check the authenticity of new members' service experience (from other Areas or Regions) after they have been nominated for a service position.

R. To assume the duties of the RCM in the absence or vacancy of the Alternate RCM and the RCM until one is selected.

S. To meet with the Budget Committee in October to help formulate Executive Committee budget.

T. Annual audit of the PPANA bank account, to be held in December.

U. Any and all papers will be stamped with the PPANA stamp. This will include ASC, sub-committee meetings and functions.

Section 2: It is the duty of the Vice-Chairperson:

A. To serve as Chairperson in his or her absence.

B. To be cosigner of the ASC's bank account, when required.

C. To ensure that the meeting facility is reserved monthly on the proper dates and that the doors are open.

D. To act as parliamentarian for the ASC meeting.

E. In the event the Chairperson is unable to finish his or her term, to automatically become Chairperson for the duration of that term.

F. To contact groups that have not been represented at the current ASC, if they have been deleted from the voting quorum, and to find out the status of the group meeting and/or lack of participation.

G. In the event that an area sub-committee chairperson is unable to finish his or her term, to automatically become sub-committee chair for the duration of the term or until a new sub-committee chair is elected.

H. Any and all papers will be stamped with the PPANA stamp. This will include ASC, sub-committee meetings and functions.

Section 3: It is the duty of the ASC Secretary:

- A. To act as chairperson in the absence of the Chairperson, Vice-Chairperson, and the RCM.
- B. To keep records of all proceedings of the ASC.
- C. To type, or have typed, and distribute copies of the minutes of the ASC to the GSR's and Web-Coordinator.
- D. To keep all committee reports on file.
- E. To maintain a current list of GSR's and ASC officers and to call roll call at regular meetings of the ASC.
- F. To make minutes, records and order forms available to Area members on request.
- G. To have Area, Regional, and World Guidelines; WSC rules of order, standing rules, and minutes with any amendments to these documents, properly recorded and on hand at every meeting of the ASC.
- H. To notify GSR's and Area trusted servants of special meetings of the ASC, as directed by the ASC.
- I. To type, or have typed, and mail correspondence of the ASC, which is not the responsibility of other trusted servants.
- J. To distribute the minutes no later than 2 (two) weeks following each ASC meeting.
- K. To report and provide receipts of all expenses incurred in the performance of the Secretary's duties.
- L. To provide the RCM with the list of trusted servants of the Primary Purpose ASC.
- M. To collect and record all Group, RCM (pertinent motions, nominations, and resumes coming from the RSC should be included), Standing Sub-Committee and Ad-Hoc Committee reports for the purpose of including them in the current month's ASC minutes.
- N. At the completion of the Secretary's term, to turn over to the Chairperson all files exceeding 1 (one) year to be added to the Area Archives.
- O. To be cosigner of the ASC's bank account when required.
- P. To update the terminology of the ASC's Guidelines in Accordance with the WSC.
- Q. To take changes for printed meeting schedules at ASC and then pass those changes to the PI sub-committee and web-coordinator.

R. To adjust the guidelines to reflect any changes due to groups joining or leaving the Primary Purpose Area on a periodic basis.

S. To meet with the Budget Committee in October to help formulate the Executive Committee Budget and any other budget committee meetings when requested.

T. The secretary budget shall be responsible for Group Starter Kits (2) availability.

U. ASC minutes will be e-mailed to the Web-Coordinator in DOC form monthly.

Section 4: It is the duty of the Alternate Secretary:

A. To assume the duties of the Secretary in his or her absence.

B. To attend all ASC meetings in order to become familiar with the process and duties of the ASC Secretary.

C. In the event the Secretary is unable to complete their term, to act as Secretary for the duration of the term.

D. To automatically become Secretary at the completion of the current Secretary's term.

E. To assist the Secretary in any of his or her responsibilities.

F. To be available to new groups, to provide registration, welcome them, and direct them to the appropriate people to assist them in getting started. In the absence of the Alt-Secretary, the Secretary will assume this responsibility.

Section 5: It is the duty of the Treasurer of the ASC:

A. To be the steward of the ASC funds.

B. To be a cosigner of the ASC bank account.

C. To make and distribute a report of receipts and disbursements at each ASC.

D. To report the itemized expenses and income of the previous month's ASC.

E. To make a full annual financial report at the January ASC by the prior year's Treasurer.

F. To disburse funds in accordance with ASC decisions when funds are available, including monthly Area Housekeeping Expenses.

G. To advise the Area about revenue needs at the end of each regular ASC.

H. To keep and maintain all bank and financial records in good order during his or her term and to deliver them to the next Treasurer at the end of his or her term. If no Treasurer has been elected at that time the Treasurer is to deliver them to the ASC Secretary. This delivery also pertains to resignation or removal from the Treasurer position.

I. The prudent reserve will be set at 33% of the annual total budgets.

J. The Primary Purpose Area of Narcotics Anonymous will divide funds above prudent reserve between Regional and World Services, as stated in the Guide to Local Services, page 62 (For example, there is \$500 above prudent reserve; \$250 shall be sent to the Region and \$250 shall be sent World).

K. To lead the budget sub-committee meeting with the Primary Purpose Area sub-committees and executive committee in October to formulate budgets.

L. Treasurer's report will be e-mailed to Web-Coordinator in DOC form monthly.

M. Annual audit of the PPANA bank account, to be held in December.

N. Treasurer to be the steward of the debit card for the PPANA bank account. (Use intended for only rentals of state parks).

Section 6. It is the duty of the Alternate Treasurer of the ASC:

A. To be the co-steward of the ASC Funds.

B. To perform monthly audits of the Area Checkbook and bank statements.

C. To assist the treasurer in its duties and all ASC meetings.

D. In the event that the treasurer is unable to complete their term, to act as treasurer for the duration of the term, with a vote of confidence from the floor.

E. The Alternate Treasurer will not be a cosigner on the bank account.

Section 7: It is the duty of the Regional Committee Member (RCM) of the Primary Purpose Area:

A. To serve as Chairperson in the absence of the Chairperson and the Vice-Chair.

B. To represent the ASC and carry the Area Conscience at each Regional Service Committee (RSC) meeting.

C. To provide RSC Chairperson with additional agenda items, at least 60 days prior to the next regular meeting of the Region.

D. To summarize pertinent information from the Regional Service Committee (RSC) meeting at the following ASC meeting.

E. To abide by the Show-Me RSC guidelines.

F. To participate in special meetings called by the Chairperson of the RSC.

G. To hold workshops, as directed by the ASC, on topics of special interest.

H. To make available all correspondence, such as fellowship reports, News Line, Regional Minutes, letters, and agendas as requested by ASC members.

I. In conjunction with the Treasurer of the ASC, order Conference Agenda Report in January or as soon as they become available for the groups of the ASC.

J. To be cosigner of the bank account, when required.

K. RCM report will be e-mailed to Web-Coordinator in DOC form monthly.

L. Annual audit of the PPANA bank account, to be held in December.

M. To have copies of all regional motions, resumes and monthly RCM report for distribution to all groups at ASC.

Section 8: It is the duty of the Alternate Regional Committee Member (RCMA):

A. To serve as the RCM in his or her absence.

B. To attend all Show-Me RSC meetings.

C. To attend all ASC meetings.

D. In the event that the RCM is unable to complete his or her term, to become RCM for the duration of the term.

Section 9: It is the duty of the ASC sub-committee chairpersons:

A. To attend their sub-committee meetings of the ASC.

B. To attend the entire ASC meeting and their sub-committee business and status and be available to answer questions asked by members of the ASC.

C. To attend the Show-Me RSC sub-committee meetings and report back to the ASC, the activities of the meetings.

D. To turn into the Area Secretary a written report of the business and activities, as well as any financial needs or funds, at the regular monthly ASC meeting.

E. To appoint an alternate to attend RSC sub-committee meetings if they are unable to attend.

F. To follow the respective sub-committee guidelines.

G. To contact an ASC Executive Committee Member if unable to attend ASC meeting.

Article IX

Standing Sub-Committees:

Section 1: The ASC may establish subcommittees as needed to perform certain duties.

The voting members of ASC shall form standing sub-committees upon approval.

Standing sub-committees include, but are not limited to:

*Public Relations (PR) (PI and H&I Subcommittees)

*Activities

*Budget Committee

Upon inception of these standing sub-committees, the voting members of the ASC will elect a chairperson. The sub-committee members will elect subsequent officers of each standing sub-committee.

Section 2: All standing sub-committees of the ASC shall create and adopt guidelines, consistent with the current Area guidelines, the principles of NA's Twelve Traditions, and the rules contained in the current edition of the WSO's Rules of Orders, as well as, any special rules. In the event of a conflict between the sub-committee and the ASC Guidelines, the ASC Guideline will be used.

Section 3: The guidelines of each standing sub-committee shall be subject to approval by the members of the ASC at the April meeting of the ASC.

Section 4: Sub-Committee Chairpersons will be elected in January of each year in accordance with the Area election process. No chairperson will be appointed to the budget committee, but the Area Treasurer will lead the meetings.

Section 5: All sub-committee chairpersons are to attend corresponding RSC sub-committee meetings and report the pertinent information of the Regional sub-committee to the ASC and the Area sub-committees in the way of a written report.

Section 6: All sub-committee budgets will be submitted no later than the November ASC of the year and no expenditures will be made for the sub-committee until the budget is approved by the ASC. In case of a mid-term election, a revised budget may be

submitted, if necessary, at the ASC following the election for approval. The executive committee will be included with all the sub-committees.

Section 7: That all standing sub-committees meet on the same Saturday as the ASC at the scheduled time listed on the recovery schedule. All standing sub-committees and the executive committee will meet in October prior to presenting their budgets to the Area, with the budget committee to formulate budgets/prudent reserve to the upcoming year.

Section 8: Activities sub-committee will have a \$300.00 revolving budget for each Area function.

Section 9: Activities sub-committee will have a \$200.00 revolving budget for the sole purpose of providing raffle items for Area functions. Monies raised from Area function raffle would replenish the utilized funds of the revolving budget with all additional monies passed on to Area.

Article X

Ad-Hoc Committees:

The chairperson of the ASC shall have the authority to appoint an Ad-Hoc Committee Chairperson for such special purposes as may be deemed necessary to fulfill specific functions. The purpose and duration for the existence of any Ad-Hoc Committee will be dissolved. The report will be turned into the Area Secretary at each regular ASC meeting as to the status of the business of the Ad-Hoc Committee, to be included in that month's minutes. Each Ad-Hoc Committee will comply with the Guidelines of the ASC.

Article XI

Guidelines for Reports to the ASC:

Section 1: Group Service Representative (GSR) shall report:

A. Pertinent group business, including group comments and concerns that would benefit other groups and/or the Area. This should include any recent problems and solutions to group problems.

B. Each month the GSR shall submit to the ASC Secretary a copy of the GSR Report Form.

Section 2: The Regional Committee Member (RCM) shall report:

A. A written report summarizing the business from the previous RSC to include motions, information pertinent to the ASC and groups (i.e. CAR reports and results, newsletters, fliers, etc.).

B. Limit report to 10 (ten) minutes of speaking or 2 (two) typed double-spaced pages containing motions from the RSC and WSC to be voted on by the individual groups or ASC may be attached.

C. Include current officers complete address, phone number and last name if willing.

D. Report of financial expenditures requiring Area reimbursement and provide receipts to the ASC Treasurer.

E. To turn in this report and other pertinent information as stated above to the ASC Secretary for that months minutes.

Section 3: Sub-Committee Chairs shall report:

A. A written report to be submitted to the ASC Secretary with the Chairperson's address, telephone number, and last name if willing.

B. Reports shall be limited to a 5 (five) minute oral report with sub-committee report form.

C. All sub-committee expenses, receipts, donations to the Area, and financial status of committees for that month's minutes.

D. Report financial expenditures requiring Area reimbursement and provide receipts to the ASC Treasurer.

E. Workshop progress during previous month if applicable.

F. Communication with Regional Sub-Committee Chairs and RSC Sub-Committee meetings.

Section 4: Ad-Hoc Chairs shall report the same as the above Sub-Committee Chairpersons.

Article XII

Parliamentary Authority:

The Primary Purpose Area Service Committee shall apply the current ASC Guidelines, the Principles of NA's Twelve Traditions, the rules contained in the current edition of the WSO's Rules of Order, and the Twelve Concepts to expedite the business of the committee.

Article XIII

Amendments of Guidelines:

Section 1: Approval of Area Guideline Changes

Amendments to these Guidelines must be submitted in writing prior to their consideration in the form of a motion. Amendments must be submitted to the groups of the ASC for consideration at their Group Conscience/Business Meeting. To approve Guideline changes, it must have 2/3 (two thirds) majority vote in favor of the change to pass.

- A. Motions changing Guidelines will go out in the May and October minutes of the ASC to the groups for their Conscience.
- B. The motions will be voted on at the June and November ASC meetings.
- C. If there is no quorum at the June or November ASC, then the motions will be tabled until the next ASC meeting with a quorum present.
- D. Any guideline changes voted in will take effect immediately.
- E. New updated guidelines will be made available at the following ASC.
- F. Article XV, Housekeeping, is amendable at any time upon group approval.

Article XIV

Standing Rules and Guidelines

Section 1: Meeting of the ASC

- A. The Primary Purpose Area Service Committee will meet on the first Saturday of each month 1:00 pm, except when preempted by holidays, other NA functions, or by the vote of the ASC.
- B. A quorum of the Primary Purpose ASC shall be recognized if 50% (fifty) percent of all GSR's of the listed groups with current voting privileges, as recognized by regular attendance, are present. Upon reaching the quorum, regular business may be conducted as described in Article IV. If no quorum is present only budgeted financial business may be conducted.
- C. Allow GSR's to approve expenditures of funds less than or equal to \$50.00 for any one transaction. If the GSR's do not unanimously agree, then the motion must go back to the Home Groups. This motion does not supersede monies passed to the Region or World above prudent reserve.

D. The ASC monthly meetings will be held in Macon, Missouri at the selected facility.

Section 2: Area Inventory

A. To perform an Area Inventory of the Primary Purpose Area (see page 58 in the Guide to Local Service in NA Area Inventory).

B. There shall be 1 (one) facilitator for the inventory from a Regional Level. The facilitator shall be alternated between a male and a female.

C. The qualifications for the facilitators shall be as follows:

1. Minimum of 10 (ten) years clean time.
2. Must have an NA sponsor.
3. Must have experience of serving at an Area Level.
4. Worked the 12 Steps of NA (written).
5. Worked the 12 Traditions of NA (written).
6. Working knowledge of the 12 Concepts of NA.
7. Must have experience, strength and hope to offer in doing an Area Inventory.

D. The Area Inventory shall use the 12 Concepts of NA Service work for the Inventory.

E. The Area Inventory shall apply the following Parliamentary Authority: The authority of a loving Higher Power, the principles of Narcotics Anonymous 12 Traditions, the Narcotics Anonymous 12 Concepts and the current edition of the WSO's Rules of Order (pages 104-110, A Guide to Local Services in NA). The Area Inventory shall be held no more than every 3rd year, only with a group request, with the first inventory being held in 2008.

Article XV

Area "Housekeeping" Guidelines

**Special Note: This article is amendable at any time upon group approval.*

Section 1: Storage

A. \$40.00 (forty dollars) a month will be paid to the Bourke Street Building for storage of Area Supplies.

Section 2: ASC Meeting Facility

A. \$60.00 (sixty dollars) per day for the ASC to meet at the Bourke Street Building.

Section 3: Regional Committee Member Room Rental

A. To allocate \$130.00 for the RCM/RCM-A Team per night, not to exceed 2 nights per quarterly regional meeting (RSC).

Section 4: Phone line

A. The Primary Purpose Area will pay the Mid-Missouri Area \$100.00 (one hundred dollars) yearly for the co-op on phone line.

B. The Primary Purpose Area will pay the Show-Me Region \$100.00 (one hundred dollars) for the support of the regional YAP phoneline.

Section 5: Regional Insurance Donation

A. Make a quarterly donation to the Show-Me Region in the amount of \$125.00 (one hundred and twenty-five dollars) for the sole purpose as to help cover the cost of the Liability Insurance.