

# NARCOTICS ANONYMOUS



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## **Southern Area Service Committee**

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### **NAME**

**Article 1.0**            The name of the committee shall be the Narcotics Anonymous Southern Area Service Committee (SASC)

### **PURPOSE**

**Article 2.0**            The purpose of the committee shall be to administer and co-ordinate the activities common to the welfare of the NA groups within the boundaries of the area of Ireland represented, to support the needs of these groups, to serve as a link between these groups and other NA Communities within Ireland and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous (NA) group" shall be defined as stated in the service manual of Narcotics Anonymous.

### **THE ANNUAL GENERAL MEETING**

**Article 3.0**            An Annual General Meeting (AGM) shall be held each year and shall be designated the Annual SASC Meeting.

**Article 3.1**            The AGM will usually be held in September

**Article 3.2**            A set of aspirations for the coming year shall be presented to the Annual ASC by the committee and shall be voted on by the participants.

### **PARTICIPANTS AT THE ANNUAL GENERAL MEETING**

**Article 4.0**            Participants at the AGM shall be the officers of the committee ; Group Service Representatives (GSRs) or alternates and subcommittee chairpersons.

**Article 4.1** At SASC annual meetings only GSRs or alternates in their absence may vote to elect officers to the incoming committee

### **QUORUM**

**Article 5.1** Three officers of the committee and three GSRs or their alternates shall constitute a quorum for all ASC meetings.

**Article 5.2** If a quorum is not present 30 minutes after the time set down for commencement of the meeting the meeting shall stand adjourned until the same time and venue at least two weeks from the date of the adjourned meeting.

**Article 5.3** The number of voting participants present at the beginning of the new meeting shall constitute a quorum.

### **NOTICE OF MEETINGS**

**Article 6.1** GSRs be given reasonable notice of all meetings including changes to the number of the quorum (If any)

### **ELECTION OF OFFICERS**

**Article 7.1** The officers of the committee shall be Chairperson, Vice-chairperson, Secretary, Treasurer, Group Service Representatives and ASR, ASR Alternate and Subcommittee Chairpersons.

**Article 7.2** The officers of the committee shall be elected at the AGM.

**Article 7.3** The officers of the committee shall be elected by ballot to serve for 13 months (1 year plus 1 month handover) or until their successors are elected and their term of office shall begin at the conclusion of the meeting at which they were elected.

**Article 7.4** No officer shall hold more than one office at a time and no officer shall be eligible to serve more than two terms consecutively in the same office.

**Article 7.5** In the case of a vacancy in the office of chairperson, the vice-chairperson shall assume the duties of chairperson until the next AGM. In the case of a vacancy of any other officer position, the elected officers of the committee may elect someone to act in that position until the following AGM.

### **NOMINATIONS**

**Article 8.1** Any member of NA may submit a resume through the SASC, their GSR or GSR alternate.

## **VOTING**

- Article 9.1** Only GSRs or alternates in their absence may vote in the election to the committee.
- Article 9.2** Nominees must be present at the AGM
- Article 9.3** Where there are more than two candidates nominated for one position, a knock-out system of voting shall take place. The first candidate who secures an absolute majority shall be deemed elected.

## **QUALIFICATIONS**

- Article 10.1** The qualifications for officers of the SASC shall be those which are recommended in the approved Service Manual of NA.

## **REMOVAL OF OFFICERS**

- Article 11.1** Committee officers may be removed from their position for non-compliance. A two thirds (2/3) vote is required for removal.
- Non-compliance includes, but is not limited to
- Loss of abstinence.
  - Non-fulfillment of the duties of their position.
  - Absence at two consecutive meetings of the committee.

## **REGULAR MONTHLY MEETING OF THE COMMITTEE**

- Article 12.1** The committee shall meet once a month. All meetings other than the AGM and any Extraordinary General Meeting (EGM) shall be designated monthly meetings and will take place on the second Sunday of each month.
- Article 12.2** At the monthly meeting of the committee the participants shall be the officers of the committee and any NA members present.
- Article 12.3** Voting participants at the monthly meetings shall be the officers of the committee and the GSRs, GSR alternates and subcommittee chairpersons.

## **EXTRAORDINARY GENERAL MEETINGS**

- Article 13.1** An EGM may be held provided that at least two weeks notice is given to participants. This notice shall include an agenda for the proposed meeting and the reason for holding the EGM.

**Article 13.2**            An EGM may be called by two thirds of the registered NA Groups within the area.

**Article 13.3**            Participants and voting rights at an EGM shall be the same as at an AGM

### **DUTIES OF OFFICERS**

[Chairperson](#)

[Vice chairperson](#)

[Secretary](#)

[Treasurer](#)

[ASR](#)

[ASR Alternate](#)

[PI Chairperson](#)

[H&I Chairperson](#)

[Phone & Office Chairperson](#)

[Literature Chairperson](#)

[Fundraising Chairperson and Unifying Events Committee](#)

[Outreach Chairperson](#)

[Webmaster](#)

[Unifying Events Chairperson](#)

[Convention Committee Chairperson](#)

**Article 14.1**            It is the duties of the Chairperson of this committee:

- To open the meeting at the appointed time, by taking the chair and calling the meeting to order, having ascertained that a quorum is present.

- To announce in proper sequence the business that comes before the assembly in accordance with the prescribed order of business.
- To recognise members who are entitled to the floor.
- To state and to 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, and to announce the result of each vote. Or if a motion that is not in order is made, to rule it out of order.
- To protect the assembly from obviously frivolous or dilatory motions by refusing to recognise them.
- To enforce the rules relating to debate and to order and decorum within the committee when appropriate.
- To decide all questions of order, subject to appeal - unless, when in doubt, the chairperson prefers to submit such a question to the assembly for decision.
- To respond to enquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
- To declare the Meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of an emergency affecting the safety of those present.
- To arrange the agenda for each meeting.
- To conduct the general correspondence of the committee.
- To be co-signer of the committee bank account.
- To make a report of the year's work at the AGM.
- To conduct the meeting with impartiality and fairness.
- To appoint all ad-hoc committees.

#### **Article 14.2**

It is the duty of the vice chairperson of this committee to:

- Serve as Chairperson in the absence of Chairperson.
- Co-ordinate the functions of any committees.
- Be a co-signer of the committee's bank account.

#### **Article 14.3**

It is the duty of the Secretary to:

- In the absence of the Chairperson vice chairperson or ASR to call the meeting to order and to preside until the election of a Chairperson pro-tem.
- Keep a record of all the proceedings of the committee.
- Keep on file all committee reports.
- Maintain the committee's files and archives.
- Keep and update the committee's official membership list; and to call the roll where it is required.

- Make the minutes and records available to NA members upon request, and in the manner prescribed by the committee.
- Maintain record books in which the guidelines, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded and to have the current record books on hand at every meeting.
- Notify the participants of each special meeting, utilising such method of notification as is agreed by the committee.
- Distribute copies of the minutes to each officer and voting participant no later than one month following each meeting.

#### **Article 14.4**

It is the duty of the Treasurer of this committee to:

- Be the custodian of the committee's funds.
- Be a co-signer of the committee's bank account.
- Make a report of receipts and disbursements at each regular meeting.
- Make a full financial report at the annual meeting.
- Disburse funds as necessary in accordance with committee decisions when the funds are available.

#### **Article 14.5**

It is the duty of the Area Service Representative to:

- In the absence of the Chairperson and the Vice chairperson to serve as chairperson.
- To represent the committee at the Regional Service Committee of Ireland and if requested at other NA events
- Make a report at each meeting covering the business of the Area Service Committee Meetings.
- Conduct such meetings as are necessary to develop a group conscience regarding issues effecting NA as a whole
- If there is a need, where it would benefit the area, the ASR should attend service workshops, and the ASR should be funded to attend, provided the area has the funds.

#### **Article 14.6**

It is the duty of the Area Service Representative Alternate to:

- In the absence of the ASR to serve as ASR.
- To attend the Regional Service Committee of Ireland (RSCI).

#### **Article 14.7**

An officer of the committee who is unable to attend a monthly meeting of SASC should submit a written report on the execution of his/her duties since the last meeting.

### **STANDING COMMITTEES**

**All subcommittee meetings are open and therefore any member wishing to attend may do so. Hence all chairpersons should announce it during NA related**

**announcements so that members are aware of when and where the meetings are being held.**

**Article 15.1** The ASC may establish subcommittees as necessary to perform certain duties. A chairperson of such standing subcommittee will be elected by the voting members of the ASCs. Subsequent officers of each standing subcommittee will be elected by the subcommittee membership.

**Article 15.2** It is the duty of the H&I Chairperson of the SASC to:

- To serve as a central H&I resource of information and experience for Groups within the Southern Area.
- To be a central point of contact and to help co-ordinate any H&I Activity in the Southern Area and with groups.
- To actively seek out opportunities to carry the NA message through H&I efforts, in the Southern Area.
- To organise and conduct H & I Learning Days, as requested by the groups.
- Submit written monthly report at SASC meeting highlighting all H & I activity including all expenses.

**Article 15.3** It is the duty of the Public Relations Chairperson to:

- To serve as a central resource of PR information and experience for Groups with the Southern Area.
- To be a central point of contact and to help co-ordinate any PR Activity that involves more than one group or that takes place over the entire Southern Area.
- To actively seek out opportunities to carry the NA message through PR efforts, within the Southern Area.
- To organise and conduct PR/PI Learning Days, as requested by the groups.
- Submit written monthly report at SASC meeting highlighting all PR/PI activity including all expenses.

**Article 15.4** It is the duty of Literature Chairperson to:

- Serve as a central resource of NA approved literature for Groups within the Southern Area.
- Maintain adequate stock of literature and merchandise to meet the demands of the group within the Southern area.
- Responsible for the updating, printing, and distribution of Southern Area meetings list.
- Submit written monthly report at SASC meeting, including all expenses.
- Management of literature funds.
- Keep log of all key holders.
- Keep log of all subcommittees using office as a meeting space.



- Responsible for the office contents, office records and archiving.
- Submit written monthly report at SASC meeting highlighting all phone and office activity including all expenses
- Submit detailed end of year financial report.

#### **Article 15.5**

It is the duty of Phone Chair person to

- Co-ordinate and be responsible for the manning of the NA phone line.
- To pass the phone every three months. Cork-September 2013, Waterford for November 2013 and Tipp will take over in February 2014.
- Keep up to date log of all calls and relevant information received.
- Submit monthly reports detailing phone activity.

#### **Article 15.6**

This position is now under the auspices of the Events Chairperson see Article 15.7

#### **Article 15.7**

It is the duty of Unifying Events Chairperson & Fundraising chairperson

- Organise regular events to promote unity within Southern area.
- Submit written monthly report at SASC meeting highlighting all committee activity.
- Organise fundraising events in southern area as requested by the Southern Area.
- Manage funds responsibly. A detailed financial report is required following each fundraising event, including expenses, profit etc.
- Submit written monthly report at SASC meeting highlighting all fundraising activity including all expenses.
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#### **Article 15.8**

It is the duty of the outreach chairperson to

- Organise and co-ordinate drivers and members to attend groups in need of support.
- Central point of contact for groups in need of support to answer questions etc...
- Submit written monthly report at SASC meeting highlighting all outreach activity including all expenses.

**Article 15.9** It is the duty of the webmaster to:

- Update and maintain Southern Area website.
- Submit written monthly report at SASC meeting highlighting all committee activity.

*All subcommittee chairpersons are required to form a committee and their chosen secretary must attend the area meeting so they can be ratified by the SASC.*

### **AD HOC COMMITTEES**

**Article 16.0** The chairperson of the SASC shall have the authority to appoint Ad Hoc committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership and duration of existence of any such Ad Hoc committee shall be specifically designated by the Chairperson at the time appointed.

### **PARLIAMENTARY PROCEDURE**

**Article 17.0** The rules contained in the current edition of [Robert's Rules of Order](#), newly revised, shall be utilised to expedite the business of the committee in cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions, these guidelines, and any special rules the committee may adopt.

### **FUNDING**

**Article 18.0** The activities of the ASCs shall be funded by:

1. Group contributions.
2. Subcommittee donations
3. Special fund-raising ventures.

### **SUB COMMITTEE FINANCES**

**Article 19.0** Subcommittees will be expected to maintain financial records of all monies allocated from SASC funds and to give a financial report at the AGM.

### **AMENDMENTS**

**Article 20.0** These guidelines may be amended by a two third (2/3) vote at the AGM or at EGM providing that the exact wording of the amendment has been submitted in writing to registered voters at least two weeks in advance.

## **Recommendations for Narcotics Anonymous Area Service Committees (ASCs)**

### **Area Service Committee Positions:**

1. Chairperson, 3-5 years clean-time. Commitment: 1 year.
2. Vice-Chairperson, 2-3 years clean-time. Commitment: 1 year.
3. Treasurer, 3-5 years clean-time. Commitment: 1 year.
4. Secretary, 2-3 years clean-time. Commitment: 1 year.
5. Area Service Representative, 3-5 years clean-time. Commitment: 2 years
6. Area Service Representative alternate, 2-3 years clean-time Commitment: ~~3 years~~ **1 year.**
7. Phone & Office, 2-3 years clean-time. Commitment: 1 year.
8. Literature, 2-3 years clean-time. Commitment: 1 year.
9. H&I, 2-3 years clean-time. Commitment: 1 year.
10. P.I., 2-3 years clean-time. Commitment: 1 year.
11. Fundraising, 2-3 years clean-time. Commitment: 1 year.
12. Unifying Events, 1 year clean-time. Commitment: 1 year.
13. Outreach, 1 year clean-time. Commitment: 1 year.
14. Webmaster, 1 year clean-time. Commitment: 1 year.

### **ASC Participation:**

Participants at the ASCs shall be the officers of the committee and the Group Service Representative (GSRs) and alternates. Only officers of the committee and the GSRs (or alternates in their absence) may vote at an ASC.

### **ASC Meetings**

Meetings will be held monthly and are more effective when held in a central and neutral venue with a set starting/finishing time. To avoid time wasting and frustration it is better to follow a set agenda which has been prepared previously by the secretary in consultation with the chairperson. Matters of a controversial nature will be referred to the NA Regional Service Committee of Ireland, for discussion and recommendations.

**All members are welcome to attend Area Service Committee meetings.**

**These guidelines were drawn up, September 2, 2007**

**Amended September 6, 2013 as per the Southern Area Committee**

**Amended August 2014 & September 2014**