

**Guidelines & Policies of
The North Pittsburgh Area Service
Committee of Narcotics Anonymous
P&A Subcommittee**

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ARTICLE I NAME

The name of this Sub-Committee shall be the North Pittsburgh Area Service Committee of Narcotics Anonymous (NPASCNA) Policy & Administration (P&A) Sub-Committee.

ARTICLE II SERVICE AREA

SECTION 1. The service area generally shall include that portion of the geographical area north of the Allegheny River, bounded by the Northeast Area, Butler Area, Beaver Valley Area, PICANA Area and PASCNA Area.

ARTICLE III DEFINITIONS

SECTION 1. NPASCNA P&A Sub-Committee - The North Pittsburgh Area of Narcotics Anonymous Policies and Administration Sub-Committee is made up of volunteer members from NPASCNA and trusted servants of the NPASCNA Area Service Committee.

ARTICLE IV PURPOSE

SECTION 1. The NPASCNA P&A Sub-Committee exists to work with the ACS to facilitate the regular business meetings of NPASCNA. The P&A Sub-Committee will maintain archives of NPASCNA's business and all other NPASCNA Sub-Committee guidelines.

SECTION 2. P&A is responsible for overseeing organization of all NPASCNA meetings, activities, and Learning Days to see that they are planned in accordance with NPASCNA Guidelines, the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

ARTICLE V FUNCTIONS AND RESPONSIBILITIES

SECTION 1. To maintain archives of all NPASCNA business materials. Such archives are to be kept electronically, except when this is not possible.

SECTION 2. To approve monthly minutes and arrange agenda for all NPASCNA meetings.

SECTION 3. To provide all Sub-Committee and NPASCNA Trusted Servants with copies of the guidelines pertaining to their position.

SECTION 4. To maintain archives of all NPASCNA committee guidelines

SECTION 5. To oversee the annual audit of the Treasury.

ARTICLE VI PARTICIPANTS

SECTION 1. This Sub-Committee shall have two (2) classes of participants, that of voting and non-voting. Only voting participants shall have voting rights.

SECTION 1.1. The voting participants of the committee shall be NPASCNA RCM, NPASCNA Sub-Committee chairpersons and NPASCNA GSR's and Trusted Servants, excluding the NPASCNA Chairperson (per section 1.2). The P&A Chairperson may vote only in the event of a tie.

SECTION 1.2. The non-voting participants of this committee shall be the Chairperson (except as provided for in Section 1.1), P&A Vice-Chair, P&A Secretary and the NPASCNA Chairperson. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. Any such motion must be seconded by a voting member or the motion dies.

ARTICLE VII OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. Narcotics Anonymous members shall have the right to request the floor and participate in debate and discussion. The Chairperson has the exclusive right to grant or deny such request. The Chairperson's decision is subject to appeal and may be overturned by the majority of voting participants.

ARTICLE VIII TRUSTED SERVANTS

SECTION 1. The trusted servants of the P&A Sub-Committee shall be:

- a. P&A Chairperson
- b. P&A Vice Chairperson

- c. P&A Secretary (NPASCNA Vice-Secretary)
- d. NPASCNA Chairperson
- e. NPASCNA Vice-Chairperson
- f. NPASCNA Secretary
- g. NPASCNA Treasurer
- h. NPASCNA Regional Committee Member
- i. TSRSO Board of Director's Representative
- j. All other NPASCNA Sub-Committee chairpersons
- k. NPASCNA GSR's

SECTION 2. The only P&A Sub-Committee Trusted Servant positions open for election are the Chairperson and Vice-Chairperson. These elections should be held in the month of December. The P&A Chair may be elected by the Sub-Committee, but must be confirmed by a vote of the NPASCNA GSR's. This election may also occur at the NPASCNA meeting if there is no willing member present at the P&A meeting. The P&A Vice-Chair should be elected at the Sub-Committee level. All other members of P&A are appointed via their NPASCNA Trusted Servant positions.

SECTION 3. The Trusted Servants shall be elected to serve for one year or until their successors are elected and the term of office shall begin at the start of the next regular meeting following the election.

SECTION 4. No trusted servant shall be eligible to serve more than two terms consecutively in the same office. No Trusted Servant shall hold more than one Trusted Servant position at a time.

SECTION 5. An election to fill a vacancy in an office shall occur within (2) two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of P&A Chairperson, the P&A Vice-Chairperson shall assume the duties of the P&A Chairperson until the start of the regular meeting following the election of a P&A Chairperson. In the event of no P&A Chairperson or Vice-Chairperson, the NPASCNA Chair shall assume the duties of Chairperson until a replacement is elected.

SECTION 6. It is required that anyone nominated for a Trusted Servant position have an NA sponsor, a NPASCNA home group, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA and meet the requirements as defined in the duties of that position.

ARTICLE IX

REMOVAL OF TRUSTED SERVANTS

Section 1 – Causes for removal (10/27/18)

A trusted servant may be eligible for removal from their position for non-compliance. This includes:

- a. Absent of two (2) consecutive monthly ASC meetings.
- b. Non-fulfillment of duties of their positions as stated in these guidelines.
- c. Loss of abstinence

Section 2-Removal (10/27/18)

- a. Loss of abstinence results in automatic removal.
- b. Any other cause for removal, outside of loss of abstinence, requires 2/3 majority of present voting members.

ARTICLE X
QUALIFICATIONS AND DUTIES OF TRUSTED SERVANTS

SECTION 1. The **P&A Chairperson** of this committee should meet the following qualifications:

- a. Have suggested minimum of two years continuous abstinence.
- b. Have one year previous involvement in service at the Sub-Committee level.
- c. Have a working knowledge of NPASCNA Guidelines and Policy.
- d. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.
- e. Have the ability to organize and serve this committee.
- f. Should be computer literate.
- g. Have the willingness to give the time and resources necessary to conduct the business of the NPASCNA P&A Sub-Committee.

SECTION 1.1 It is the duty of the **P&A Chairperson** of this committee:

- a. To determine the method of the meeting (per Article XI below).
- b. To notify all P&A members of the method of meeting within 3 days of the NPASCNA monthly meeting.
- c. To establish meeting within 10 days of NPASCNA monthly meeting.
- d. To initiate the meeting.
- e. To announce in proper sequence the business that is in order.
- f. To recognize members or observers.
- g. To state and to put to vote, all questions that legitimately come before the assembly as motions and to announce the results of each vote; or, if a motion that is not in order is made, to rule it out of order.
- h. To enforce the rules relating to debate and to order decorum within the assembly when appropriate.
- i. To expedite business in every way compatible with the rights of members and observers.
- j. 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.
- k. To respond to inquiries of members which relate to parliamentary procedure or factual information bearing on the business of the assembly.
- l. 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 a sudden emergency affecting the safety of those present.
- m. To arrange the agenda for each meeting.

- n. To prepare a report of the subcommittee business to be delivered to the NPASCNA each month.
- o. To attend the NPASCNA monthly meeting.
- p. To have on hand and be able to reference all NPASCNA guidelines during NPASCNA monthly meetings.
- q. To maintain electronic copies of all ASC Business to be archived quarterly at an offsite storage facility of NPASCNA's choosing.

SECTION 2. The **P&A Vice-Chairperson** of this committee should meet the following qualifications:

- a. Have the suggested minimum of one year continuous abstinence.
- b. Have six months previous service experience at Sub-Committee level.
- c. Have the willingness to give the time and resources necessary.
- d. Have a working knowledge of NPASCNA Guidelines & Policy.
- e. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.

SECTION 2.1. It is the duty of the **P&A Vice-Chairperson** of this committee:

- a. To participate in all P&A Sub-Committee meetings.
- b. To work closely with the P&A Chairperson and assist the P&A Sub-Committee in any way possible.
- c. In the absence of the P&A Chairperson, will chair the P&A Sub-Committee meetings.
- d. In the event of the inability of the P&A Chairperson to perform, or upon the resignation of the P&A Chairperson, the P&A Vice-Chairperson will receive an automatic nomination for the position of P&A Chair, if they meet the rest of the requirements of the P&A Chair's qualifications.
- e. To attend NPASCNA monthly meeting in the event that P&A Chairperson is unable to and present report on Sub-Committee's work.
- f. To coordinate and work with NPASCNA Chairperson and all Sub-Committee Chairpersons to assure they are familiar with the proper policies.
- g. Maintain quarterly attendance at the NPASCNA monthly meeting.

SECTION 3. The **P&A Secretary** of this committee should meet the following qualifications:

- a. Is the elected Vice-Secretary of NPASCNA.
- b. Have a working knowledge of NPASCNA Guidelines & Policy.
- c. Should be computer literate.

SECTION 3.1. It is the duty of the **P&A Secretary** of the committee:

- a. To participate in all P&A Sub-Committee meetings.
- b. To keep a record of all the proceedings of the Sub-Committee, including participation records.
- c. To keep an electronic record of all the Sub-Committee business.
- d. To maintain up to date list of all Sub-Committee members' contact information.
- e. To make the records available to any NA member upon request.

- f. To maintain copies of all approved policies and guidelines both electronically and in hard copy form.
- g. To submit any updated NPASCNA Guidelines and Policy and an NPASCNA Subcommittee Guidelines and Policy to the Area Web Coordinator to be updated on the website.

SECTION 4. The **NPASCNA Chairperson**, as part of this committee, should meet the following qualifications:

- a. Is the elected Chairperson of NPASCNA.
- b. Have a working knowledge of NPASCNA Guidelines & Policy.
- c. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.

SECTION 4.1 It is the duty of the **NPASCNA Chairperson** as part of this committee:

- a. To participate in all Sub-Committee meetings.
- b. To run the NPASCNA meeting according to the agenda set forth from the P&A Sub-Committee.
- c. To report any known upcoming business of NPASCNA so that this can be included in the agenda.
- d. To report back to P&A Sub-Committee the vote tally of any motions from NPASCNA to assure accuracy of minutes.

SECTION 5. The **NPASCNA Vice-Chairperson**, as part of this committee, should meet the following qualifications:

- a. Is the elected Vice-Chairperson of NPASCNA.
- b. Have a thorough working knowledge of NPASCNA Guidelines & Policy.
- c. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.

SECTION 5.1 It is the duty of the **NPASCNA Vice-Chairperson**, as part of this committee:

- a. To participate in regular monthly meetings as requested by P&A Chairperson.
- b. To participate in all quarterly meetings of P&A – per Article XI below.
- c. In absence of NPASCNA Chairperson, to provide the information requested in Section 4.1 above.

SECTION 6. The **NPASCNA Secretary**, as part of this committee, should meet the following qualifications:

- a. Is the elected Secretary of NPASCNA.
- b. Have a working knowledge of NPASCNA Guidelines & Policy.
- c. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.

SECTION 6.1 It is the duty of the **NPASCNA Secretary**, as part of this committee:

- a. To participate in all Sub-Committee meetings.
- b. To distribute the NPASCNA minutes after approval of the P&A Sub-Committee.
- c. To provide electronic copies of all NPASCNA business to P&A Sub-Committee, wherever possible.

SECTION 7. The **NPASCNA Treasurer**, as part of this committee, should meet the following qualifications:

- a. Is the elected NPASCNA Treasurer.
- b. Have a working knowledge of NPASCNA Guidelines & Policy.
- c. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.

SECTION 7.1 It is the duty of the **NPASCNA Treasurer**, as part of this committee:

- a. To participate in meetings, as requested by P&A Chairperson, or at their choosing.
- b. To attend the January P&A Sub-Committee meeting to provide financial status as needed and address any questions pertaining to such.
- c. Report any known upcoming financial business of NPASCNA so that this can be included in agenda.

SECTION 8. The **NPASCNA Regional Committee Member (RCM)**, as part of this committee, should meet the following qualifications:

- a. Is the elected RCM of NPASCNA.
- b. Have a working knowledge of NPASCNA Guidelines & Policy.
- c. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.
- d. Have a working knowledge of TSRSCNA Guidelines & Policy

SECTION 8.1 It is the duty of the **NPASCNA Regional Committee Member (RCM)**, as part of this committee:

- a. To participate in all Sub-Committee meetings.
- b. To report any known upcoming business of the TSRSCNA so that this can be included in NPASCNA's monthly agenda.

SECTION 9. The **TSRSO Board of Director's NPASCNA Representative**, as part of this committee, should meet the following qualifications:

- a. Is the elected BOD NPASCNA Representative.
- b. Have a working knowledge of NPASCNA Guidelines & Policy.
- c. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.
- d. Have a working knowledge of TSRSO BOD Guidelines & Policy.

SECTION 9.1 It is the duty of the **TSRSO Board of Director's NPASCNA Representative**, as part of this committee:

- a. To participate in meetings, as requested by P&A Chairperson, or at their choosing.
- b. To attend the January P&A Sub-Committee meeting to secure copies of any Guidelines and Policies and address any questions pertaining to such.
- c. To report any known upcoming business of the TSRSO BOD which NPASCNA might have input on so that this can be included in agenda.

SECTION 10. The **NPASCNA Sub-Committee Chairpersons**, as part of this committee, should meet the following qualifications:

- a. Are the elected Sub-Committee Chairpersons of NPASCNA.
- b. Have a working knowledge of NPASCNA Guidelines & Policy.
- c. Have a working knowledge of NPASCNA Sub-Committee Guidelines & Policies.

SECTION 10.1 It is the duty of the **NPASCNA Sub-Committee Chairpersons**, as part of this committee:

- a. To participate in meetings if requested by P&A Chairperson, or at the request of the Sub-Committee in question.
- b. To attend the January P&A Sub-Committee meeting to secure copies of any Guidelines and Policies and address any questions pertaining to such.
- c. To provide P&A Chairperson with written copies of any approved Guideline or Policy changes at the monthly NPASCNA meeting.
- d. To be responsible for seeing that all of their Sub-Committee members have updated copies of their respective Sub-Committee guidelines.
- e. To run all Sub-Committee meetings in accordance with the respective guidelines.

SECTION 11. The **NPASCNA GSR's**, as part of this committee, should meet the following qualifications:

- a. Are the elected GSR's of a NPASCNA Home Group.
- b. Have a working knowledge of NPASCNA Guidelines & Policy.

SECTION 11.1. It is the duty of the **NPASCNA GSR's**, as part of this committee:

- f. To participate in meetings at the request of the Narcotics Anonymous Home Group they represent.

ARTICLE XI MEETINGS

Section 1. Monthly P&A Subcommittee meetings shall be held within 10 days of the ASC unless otherwise ordered by NPASCNA.

Section 2. Actual physical subcommittee meetings shall be held quarterly, April, July, October, and January, to maintain a good communication link and give any members the chance to participate. The place and time of these meetings will be published in the prior month's minutes of NPASCNA.

Section 3. The remaining meetings shall be held electronically, if at all possible, via email communications, unless otherwise ordered by NPASCNA.

ARTICLE XII AMENDMENT OF GUIDELINES

Section 1. These guidelines may be amended by a majority vote of the NPASCNA GSR's at the regular NPASCNA meeting, providing that the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting.

Section 2. These guidelines and policies are superseded by the NPASCNA Guidelines and Policies.