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# Guidelines & Policies of The North Pittsburgh Area Service Committee of Narcotics Anonymous

Draft

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**Table of Contents**

Table of Contents

Article I: Name ..... 4

Article II: Purpose ..... 4

Article III: Participant ..... 4

    Section 1..... 4

    Section 2..... 4

    Section 3..... 4

Article IV: Groups ..... 4

Article V: Observers ..... 5

Article VI: Election of Trusted Servants ..... 5

    Section 1..... 5

    Section 2..... 5

    Section 3..... 6

    Section 4..... 6

    Section 5..... 6

    Section 6..... 6

    Section 7..... 7

    Section 8..... 7

Article VII: Removal of Trusted Servants ..... 7

    Section 1..... 7

    Section 2..... 7

Article VIII: Requirements of Trusted Servants..... 8

    Section 1..... 8

Article IX: Duties of Trusted Servants ..... 9

    Section 1..... 9

    Section 2..... 10

    Section 3..... 10

    Section 4..... 11

    Section 5..... 11

    Section 6..... 11

    Section 7..... 12

    Section 9..... 12

Section 10.....	13
Section 11.....	13
Section 12.....	14
Section 13.....	14
Section 14.....	14
Section 15.....	15
Section 16.....	15
Article X: Subcommittees.....	15
Section 1.....	15
Section 2.....	15
Section 3.....	15
Article XI: Financial Guidelines.....	16
Section 1.....	16
Section 2.....	16
Section 3.....	16
Article XII: Meetings.....	17
Section 1.....	17
Section 2.....	17
Section 3.....	17
Section 4.....	17
Article XIII: Parliamentary Authority.....	17
Section 1.....	17
Section 2.....	18
Section 3.....	18
Section 4.....	18
Article XIV: Amendment of Guidelines.....	18
Article XV: Area Website.....	18
Section 1. Website Content.....	18
Section 2. Website Security.....	19
Section 3. Website Maintenance.....	19

## Article I: Name

The name of this committee shall be the North Pittsburgh Area Service Committee of Narcotics Anonymous (NPASCNA).

Motion 4

## 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 ~~boundaries of the~~ North Pittsburgh Area; to support the needs of these groups, to serve as a link between these groups and the Tri-State Regional Service Committee, and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

## Article III: Participant

### Section 1

This committee shall have two (2) classes of participants, that of voting and non-voting. Only voting participants shall have voting rights. No person shall hold more than one voting position.

### Section 2

The voting participants of the committee shall be NPASCNA GSRs, or an Alternate GSR in a group's GSR absence. The Chairperson may vote only in the event of a tie.

### Section 3

The non-voting participants of this committee shall be the Chairperson (except as provided in Section 2) and any other trusted servants of the committee. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. Any such motion must be seconded by a GSR or the motion dies.

## Article IV: Groups

NA groups ~~in the North Pittsburgh area~~ that wish to be served by NPASCNA can come to an ASC meeting and request to be included in the NPASCNA.

Each new NA group that joins the NPASCNA will be provided an option of receiving a "Starter Package" from the NPASCNA free of charge. Please see the Literature Coordinator to receive the package.

The "Starter Package" includes: five (5) White Booklets, ten (10) Tri-State Regional Meeting Lists, five (5) each of all WSC approved I.P.s, one (1) set of Group Readings, [one \(1\) guide to local services](#), and one (1) Basic Text.

Motion 4

If Packages of Hope are provided for that year's Start to Live convention, represented NPASCNA groups at Area Service will have the group's name put in a hat and drawn until all packages are gone.

## Article V: Observers

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

## Article VI: Election of Trusted Servants

### Section 1

The trusted servants of the committee shall be Chairperson, Vice Chairperson, Treasurer, **Vice Treasurer (09/27/14)**, Secretary, Vice Secretary, Regional Committee Member, Regional Committee Member Alternate, Board of Directors Representative, Literature Coordinator, Vice Literature Coordinator, **Web coordinator(00/2014)**, and subcommittee Chairs and Liaisons.

### Section 2

Election of all NPASCNA trusted servant positions require a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and have the willingness to serve. The following are the suggested clean time requirements for each position:

Chairperson: 3 years

Secretary: 1 year

Treasurer: 3 years

RCM: 3 years

H&I Chair: 2 years

P&A Chair: 2 years

Literature Coordinator: 2 years

BOD Rep: 3 years

**Website Coordinator: 1 year (00/2014)**

Vice Chairperson: 2 years

Vice Secretary: 6 months

**Vice Treasurer 2 years (03/28/15)**

RCM Alternate: 2 years

PI Chair: 2 years

**Activities Chair: 2 year (08/25/18)**

Vice Literature Coordinator: 1 year

STL Programming Liaison: 1 year

Motion 3

Section 3

Area Service Committee trusted servant positions will be elected at the December ASC. should be elected in the following months:

December ASC: Chairperson, Vice Chairperson, BOD Representative, Treasurer, Vice, Treasurer (03/28/15), Literature Coordinator, Vice Literature Coordinator, web coordinator (HK – 00/2013), RCM, RCM Alternate, Secretary, and Vice Secretary and all subcommittee Chairs and Liaisons

June ASC: RCM, RCM Alternate, Secretary, and Vice Secretary

Section 4

Trusted servants shall serve their elected position for one year, defined as full-term, unless they are elected during a non-election month for that position, defined as mid-term. If elected mid-term, the trusted servant shall serve the remainder of the position's yearly term, until the next regular yearly term begins.

For example, let's say Sally was elected into the Chairperson's position in the month of August. The position's full-term actually runs from January to December so this would be considered a mid-term election. She can hold this position until the end of the December ASC, a total of 5 months served in this position. The election for this position will be open for nominees in the December ASC meeting and if a nominee is voted into the position then, they will begin their full-term in the January ASC meeting.

Once elected, the term of office shall begin at the start of the next regular ASC meeting. The term of office shall cease at the end of the position's last full-term month.

Section 5

No trusted servant shall be eligible to serve more than two full-terms consecutively in the same office. No trusted servant shall hold more than one trusted servant position at a time. A temporary alternate may be appointed in the time of need.

Motion 9

Section 6

An election to fill a vacancy in an office shall occur within two (2) regular meetings after the

vacancy arises. Notice of intent to fill a vacancy shall be provided.

If an area position is vacated prior to completion of the full term:

- The vacancy should be announced at the first available ASC meeting;
- The position will be available for election starting at the following ASC meeting

Motion 5

Section 7

Any member of Narcotics Anonymous may submit a nomination through their NPASCNA GSR or alternate GSR. Only a GSR or alternate GSR can present a nomination.

Section 8

It is required that anyone nominated for a NPASCNA trusted servant position have the following:

- NA home group in the North Pittsburgh Area
- NA Sponsor
- A working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts
- Meet the requirements as defined in the NPASCNA guidelines for the position.
- Does not hold a Trusted Servant position in another area.

Motion 8

- For non-money holding position, cleantime requirements can be waived by 50%. ~~Waiving cleantime requirements requires a majority vote of present GSRs.~~
- Cleantime requirements for money holding position cannot be waived. ~~cleantime requirements can be waived to 75% of the suggested clean time within limitation to any exclusion to this policy. ~~Waiving cleantime requirements requires a majority vote of present GSRs.~~~~

Article VII: Removal of Trusted Servants

Section 1 – Causes for removal

Motion 6

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

- Absent of two (2) consecutive monthly ASC meetings.
- Non-fulfillment of duties of their positions as stated in these guidelines.
- Loss of abstinence ~~Removal requires a two third (2/3) majority vote of present voting members.~~

Section 2-Removal

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

## Article VIII: Requirements of Trusted Servants

### Section 1

Requirements for each Trusted Servant position:

- a) Chairperson:
  - 1. Minimum three (3) years clean
- b) Vice Chairperson
  - 1. Minimum two (2) years clean
- c) Secretary
  - 1. Minimum one (1) year clean
- d) Vice Secretary
  - 1. Minimum six (6) months clean
- e) Treasurer
  - 1. Minimum three (3) years clean
  - 2. Stable income
- f) Vice Treasurer
  - 1. Minimum two (2) years clean (03/28/15)
  - 2. Stable Income (03/28/15)
- g) Regional Committee Member
  - 1. Minimum three (3) years clean
- h) Regional Committee Member Alternate
  - 1. Minimum two (2) years clean
- i) H&I Chair
  - 1. Minimum two (2) years clean
- j) PI Chair
  - 1. Minimum two (2) years clean
- k) P&A Chair
  - 1. Minimum two (2) years clean
- l) Activities Chair
  - 1. Minimum two (2) year clean (8/25/18)
- m) Literature Coordinator - **No waiver or exceptions**
  - 1. Minimum two (2) years clean
  - 2. Stable income
- n) Vice Literature Coordinator
  - 1. Minimum one (1) year clean
- o) Board of Directors
  - 1. Minimum three (3) years clean
- p) Start To Live Programming Liaison
  - 1. Minimum one (1) year clean
- q) Area Web Coordinator(00/2014)
  - 1. Minimum (1) year clean
  - 2. Must have attended (1) PI workshop



## Article IX: Duties of Trusted Servants

### Section 1

It is the duty of the **Chairperson** to:

- a. Attend all NPASCNA and P&A meetings.
- b. Set the NPASCNA meeting schedule for the year. Ensure a copy of this schedule is distributed in ample time to NA members and the rented facility of location, acting as a liaison between the rental facility hosting the ASC meeting the ASC attendees including Trusted Servants and GSRs.
- c. Open the meeting at the appointed time by taking the chair and calling the meeting to order.
- d. Announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order or business, agenda or program and with existing orders of the day.
- e. Recognize members or observers to the floor.
- f. 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 results of each vote; or, if a motion that is not in order is made, to rule it out of order.
- g. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- h. Enforce the rules relating to debate and to order decorum within the assembly when appropriate.
- i. Expedite business in every way compatible with the rights of members and observers.
- j. 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. Respond to inquiries of members when relating to parliamentary procedure or factual information bearing on the business of the assembly.
- l. Authenticate by the Chairperson's signature, when necessary, all acts, orders and proceedings of the assembly.
- m. 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.
- n. Arrange the agenda for each meeting.
- o. Conduct the general correspondence of the committee.
- p. Be a co-signer of the committees' bank account and any contracts.
- q. Sign all certified copies of acts of the committee.
- r. Make a report of the years work at the annual meeting.
- s. Conduct the meetings with impartiality and fairness.
- t. Appoint all ad-hoc committees.
- u. Provide the RCM with additional agenda items, if appropriate, for the next regular meeting of the TSRSC thirty (30) days prior to that meeting.
- v. Fulfill the duties of Treasurer in their absence.
- w. Act as a member of P&A.

- x. Conduct an inventory of all NPASCNA literature in correlation with the Literature Coordinator at the end of December ASC meeting.
- y. Coordinate a new GSR orientation program to educate new GSRs prior to their first ASC meeting
- z. Be authorized on the NPASCNA literature account at the TRSO as a purchaser in the event they need to fulfill Literature Coordinator duties.
- aa. Coordinate with the P&A Subcommittee to communicate to the TRSO Special Worker who is authorized on NPASCNA account.
- bb. Pick up the NPASCNA mail each month from the Post Office.

## Section 2

It is the duty of the ***Vice Chairperson*** to:

- a. To serve as Chairperson in the absence of the Chairperson.
- b. Attend all NPASCNA and P&A meetings.
- c. Fulfill the duties of the Secretary and Literature Coordinator in the absence of another qualified trusted servant.
- d. Be authorized on the NPASCNA literature account at the TRSO as a purchaser in the event they need to fulfill Literature Coordinator duties.
- e. Act as a member of P&A.

## Section 3

It is the duty of the ***Secretary*** to:

- a. Call the meeting to order and preside until the immediate election of a Chairperson Pro-Temp in the absence of the Chairperson and the Vice Chairperson.
- b. Attend all NPASCNA and P&A meetings.
- c. Keep a record of all the proceedings of the committee.
- d. Keep on file all the committee reports.
- e. Maintain the committee's files and archives.
- f. Submit all records to P&A Subcommittee yearly for archiving.
- g. Make the minutes and records available to NA members upon request and in the manner prescribed by the committee.
- h. Notify officers, committee members and delegates of their election or appointment and to furnish committees with whatever documents are required for the performance of their duties.
- i. Sign all certified copies of acts of the committee.
- j. Maintain record book(s) in which the guidelines, special rules of order, standing rules and minutes, including amendments, and to have the current record book(s) on hand at every meeting.
- k. Notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the committee.
- l. Type and mail the correspondence of the committee.
- m. Prepare prior to each meeting and in conjunction with the Chairperson, an order of business for the use of the presiding officer, showing in their exact order, under each

heading, all matters known in advance that are due to come up and, if applicable the times for which they are set.

- n. Distribute copies of the minutes to each officer and member no later than two (2) weeks following each meeting.
- o. Be a member of P&A Subcommittee.
- p. ~~To act as the Area Web Coordinator in the absence of the Area Web Coordinator.~~ It is the duty of the secretary to fill the web coordinator's responsibilities if one is not elected. (00/14).

#### Section 4

It is the duty of the ***Vice Secretary*** to:

- a. To act as Secretary in the absence of the Secretary.
- b. Attend all NPASCNA and P&A meetings.
- c. Serve as P&A Subcommittee Secretary.

#### Section 5

It is the duty of the ***Treasurer*** to:

- a. Attend all NPASCNA monthly meetings.
- b. Be custodian of the committee's funds.
- c. Make a financial report, including receipts and disbursements, at each regular meeting. This report shall be included in the minutes.
- d. Reconcile bank statements monthly and have reconciled statements available at monthly ASC meetings.
- e. Make a full financial report at the end of their elected term, to be audited by the incoming treasurer.
- f. Disburse funds in accordance with committee decisions when the funds are available.
- g. Make a full financial ledger of all NPASCNA transactions.
- h. Accept group donations only at the NPASCNA meeting.
- i. Accept checks or money orders only for donations.
- j. Not reimburse anyone without a receipt.
- k. Report group donations quarterly.

#### Section 6

It is the duty of the ***Regional Committee Member*** to:

- a. Attend all NPASCNA and P&A meetings.
- b. Represent the NPASCNA at each TSRSCNA meeting.
- c. Provide the P&A Subcommittee with additional agenda items pertaining to the TSRSCNA.
- d. Make a report to the assembly at each NPASCNA meeting covering the business of previous TSRSCNA meeting and any other area, regional or world information.
- e. Nominate individuals for regional positions that were approved by NPASCNA. Nominees must be from the North Pittsburgh Area.

## Section 7

It is the duty of the **Regional Committee Member Alternate** to:

- a. Attend all NPASCA monthly meetings.
- b. Act as RCM in the absence of the RCM.
- c. Attend the TSRSCNA meeting in the absence of the RCM.
- d. Work closely with the RCM in learning the RCMs duties.
- e. Attend a minimum of two (2) TSRSCNA meetings with the RCM.

## Section 8

It is the duty of the **Hospitals & Institution Chair** to:

- a. Attend all NPASCNA monthly meetings.
- b. Attend all regional H&I Subcommittee meetings monthly.
- c. Set date, time and location for H&I Subcommittee meetings.
- d. Preside over all H&I monthly subcommittee meetings.
- e. Help coordinate and participate in four (4) yearly required H&I learning events/workshops.
- f. Prepare a report of the subcommittee business to be delivered at the ASC each month on the status of area H&I meetings, regional H&I business meeting, and any other responsibilities of this H&I Subcommittee. The monthly H&I report shall include a list of expenditures and literature distribution tally.
- g. Submit monthly H&I expenses to NPASCNA Treasurer including H&I literature expenses and validate with receipt.
- h. Prepare monthly agenda for H&I Subcommittee meeting.
- i. Be authorized on the NPASCNA literature account at the TRSO as a purchaser in the case they need to fulfill the duties of the H&I Literature Coordinator.
- j. Establish and maintain contact between this H&I Subcommittee and the other H&I subcommittees on an area, regional and world service level.
- k. Be responsible for all correspondence with participating facilities, and within the North Pittsburgh area pertaining to H&I.

## Section 9

It is the duty of the **Public Information Chair** to:

- a. Attend all NPASCNA monthly meetings.
- b. Attend all Regional PI Subcommittee meetings monthly.
- c. Set date, time and location for PI Subcommittee meetings.
- d. Preside over all monthly PI Subcommittee meetings.
- e. Help coordinate and participate in two (2) yearly required PI events/workshops.
- f. Prepare a report of the subcommittee business to be delivered at the ASC each month on the status of area PI meetings, regional PI business and any other responsibilities of this PI Subcommittee. The monthly PI report shall include a list of any expenditure.
- g. Submit monthly PI expenses to NPASCNA Treasurer and validate with receipt.
- h. Prepare monthly agenda for PI Subcommittee meeting.

- i. Be authorized on the NPASCNA literature account at the TRSO as a purchaser in the case they need to fulfill the duties of the PI Literature Coordinator.
- j. Establish and maintain contact between NPASCNA PI Subcommittee and the other PI Subcommittees on an area, regional, and world service level.
- k. Be responsible for all correspondence with participating facilities, and within the North Pittsburgh Area pertaining to PI.

## Section 10

It is the duty of the **Policy & Administration Chair** to:

- a. Attend all NPASCNA and P&A meetings
- b. Set date, time and location or method for P&A Subcommittee meetings, no later than two (2) weeks after the previous ASC meeting.
- c. Preside over all P&A Subcommittee meetings.
- d. Have on-hand and able to reference all NPASCNA and subcommittee guidelines during NPASCNA meetings.
- e. Work with the NPASCNA Secretary to obtain the electronic copies of all ASC business and be responsible for maintaining and archiving the data quarterly at an offsite storage facility of NPASCNA's choosing.
- f. Work with the NPASCNA Chair to set monthly agenda and to review monthly minutes for distribution.
- g. Work with NPASCNA trusted servants and P&A Subcommittee to coordinate NPASCNA meetings, workshops, activities and Learning days.
- h. Submit expenses to NPASCNA Treasurer at the ASC meeting and validate with receipt.
- i. Cosign bank account and contracts.
- j. Hold one (1) Learning Day per year.

## Section 11

It is the duty of the **Activities Chair** to:

- a. Attend all NPASCNA meetings.
- b. Set date, time and location for Activities Subcommittee meetings.
- c. Preside over all Activities Subcommittee meetings and business.
- d. Work with the Activities Subcommittee to coordinate 3 activities annually including one (09/27/14) summer picnic(HK – 08/25/18) a minimum of four (4) activities annually.
- e. Submit proposals for each activity for review.
- f. Submit a monthly report to NPASCNA on the status of area activities projects.
- g. Submit written budgets for approval by NPASCNA a minimum of three two months (08/25/18) prior to the planned activity.
- ~~g~~.h. Announce each activity a minimum of two (2) months prior to the event (08/25/18)
- ~~h~~.i. Report monthly all income and expenses to NPASCNA and validate by receipt(s).
- ~~i~~.j. Have all funds verified by another member at the close of each activity.
- ~~j~~.k. Responsible for all monies collected at events and submitting cash to NPASCNA Treasurer within three days (08/25/18).

- k.l. Must submit any pending contracts or written agreements for review to P&A Subcommittee for approval.
- k.m. Submit-Present a final written report, and provide a written copy, on any following all activity-activities including a financial report, turn in receipts, and inventory of any supplies (08/25/18).
- k.n. Work with any regional subcommittees wishing to plan an activity within the NPASCNA area to facilitate such activity.
- o. Check that planned events are not conflicting with other regional or area events as best as possible.
- k.p. Coordinate with the RCM and web coordinator to ensure activity is announced at Region (08/25/18)

## Section 12

It is the duty of the **Literature Coordinator** to:

- a. Attend all NPASCNA meetings.
- b. Be authorized on the NPASCNA literature account at the TRSO office as a purchaser.
- c. Coordinate and supervise all literature sales at the NPASCNA monthly meeting.
- d. Provide the proceeds from literature sales to the NPASCNA Treasurer by the end of the ASC meeting.
- e. Report literature income, expenses, and stock balance monthly and validate by receipt.
- f. Maintain the NPASCNA literature stock through the purchase of WSC approved NA literature at the TRSO or NAWS office.
- g. Ensure that no literature sales occur outside the monthly ASC.
- h. Conduct an inventory of all NPASCNA literature in connection with the NPASCNA Chairperson and the newly elected Literature Coordinator at the end of December ASC meeting.
- i. Submit an annual sales and physical inventory report at the December ASC meeting.
- j. May enlist helpers for literature distribution during the ASC meeting, but all funds taken must only be handled by the Literature Coordinator or Vice Literature Coordinator.

## Section 13

It is the duty of the **Vice Literature Coordinator** to:

- a. Attend all NPASCNA meetings
- b. Be authorized on the NPASCNA literature account at the TRSO office as a purchaser.
- c. Act as Literature Coordinator in the absence of the Literature Coordinator.
- d. Assist with literature sales at the NPASCNA monthly meeting.
- e. Assist Literature Coordinator with any inventories.

## Section 14

It is the duty of the **Board of Directors Representative** to:

- a. Attend all NPASCNA monthly meetings.
- b. Represent NPASCNA at the TRSO BOD meetings.

- c. Make a report to NPASCNA after each TRSO BOD meeting covering the business.
- d. Provide the P&A Subcommittee with additional agenda items pertaining to the TRSO meetings.
- e. Function as described per regional requirements for a BOD member.

## Section 15

It is the duty of the ***Start to Live Programming Committee Liaison*** to:

- a. Attend all NPASCNA meetings.
- b. Represent NPASCNA at each STL Programming Subcommittee meeting.
- c. Make a report to the assembly at each NPASCNA meeting covering the business of previous STL Programming Subcommittee meeting.
- d. Distribute and collect all Home Group Nomination forms from NPASCNA and return them to the STL Programming Subcommittee.

## Section 16

It is the duty of the ***Area Web Coordinator*** to (00/2014):

- a. Attend all NPASCNA and PI Subcommittee meetings.
- b. Record all area meeting changes, events, and announcements and update the area website within three (3) days of the ASC.
- c. Make a monthly and yearly report of site traffic, requests for information, and updates.
- d. Respond to email inquiries from professions, public, and members that request information.
- e. Update any policy changes on the site per NPASCNA P&A policy and guidelines.

## Article X: Subcommittees

### Section 1

Standing subcommittees: The following subcommittees shall be recognized as permanent subcommittees to the NPASCNA: H&I, PI, P&A, and Activities

- a. Ad-Hoc Subcommittee – The Chairperson shall have the authority to appoint an Ad-Hoc Subcommittee for special purposes, as deemed necessary to fulfill special functions. The Chairperson shall specifically designate the purpose and the duration of any such Ad-Hoc Subcommittee at the time of appointment.

### Section 2

At the inception of these standing subcommittees, a Chairperson will be elected by NPASCNA. Any other trusted servants of each committee will be elected by the respective subcommittee membership.

### Section 3

All standing subcommittees of NPASCNA shall create and/or update guidelines which are consistent with the current WSC approved service manuals, handbooks, guidelines, the Twelve

Traditions, and Twelve Concepts of Narcotics Anonymous. These guidelines must be approved and are subject to review by NPASCNA.

## Article XI: Financial Guidelines

### Section 1

NPASCNA will maintain a monthly prudent reserve of \$1,550.00 (06/07/14).

### Section 2

NPASCNA subcommittees will be allotted a non-accruing, monthly budget which is reimbursable upon receipt.

- a. **Hospitals & Institutions:** \$200.00 non-accruing monthly budget.
- b. **Public Information:** \$150.00 non-accruing monthly budget.
- c. **Policy & Administration:** \$200.00 non-accruing monthly budget.
  - 150.00 for area expenses that are normally incurred for learning days, supplies, copying, envelopes, postage, etc.
  - \$50.00 for any bank fees and rent.
- d. **Literature:** \$1,000.00 (06/07/14) non-accruing monthly budget. The monthly sales of literature at the ASC meeting will enable the Literature committee to be self supporting.
- e. **Activities** – Have a first time start up of \$450.00, replenished, if needed, up to that amount at the beginning of each calendar year. Any monies required over the first time start up amount must be approved by the NPASCNA ASC. The committee can generate funds with activities, adding the proceeds to the NPASCNA treasury account to be earmarked for future use of approved activities.
  - Example # 1: It is January and the Activities budget is \$350.00. NPASCNA will earmark another \$100.00 for Activities, bringing the available budget to work with to \$450.00.
  - Example # 2: It is January and the Activities budget is \$600.00. NPASCNA will not earmark any additional amounts for this budget since it is already above the \$450.00 start up.

## Motion 8

### Section 3

Money holding positions are defined as the following positions- [Cleantime requirements for money holding positions cannot be waived. Reference the specific positions to see if the clean time can be waived. If it can be waived, the suggested clean time can only be waived ¼ amount of the suggested clean time.](#)

- a. Chairperson
- b. Vice Chairperson
- c. Treasurer
- d. Vice Treasurer (03/28/2015)
- e. P&A Chairperson



- f. Activities Chairperson
- g. Literature Coordinator
- h. Vice Literature Coordinator

#### Section 4

(07/29/17) A NPASCNA PayPal account shall be used to pay for bills or expenses incurred by the ASC that REQUIRE either a credit card for purchase or a credit card on file for reoccurring subscriptions, i.e. software, website or PO Box.

This will be used in lieu of opening a credit card or debit card from the NPASCNA checking account.

a) account will be directly linked to NPASCNA checking account

b) the persons who may have the current username and password to the paypal account are the current signers of the checking account.

c) the password must be changed upon any departure of a trusted servant position who has had the current password.

### Article XII: Meetings

#### Section 1

Regular NPASCNA meetings shall be held on the last Saturday of each month unless otherwise ordered by NPASCNA. The NPASCNA monthly meeting must have a majority vote to continue past 8:00 PM or three (3) hours.

#### Section 2

The NPASCNA meeting in the months of June and December shall be known as election meetings. December is also the annual meeting.

#### Section 3

Special meetings may be called by the Chairperson and shall be called upon the written request of members of NPASCNA. The purpose of the meeting shall be stated. No business other than that, which is stated, will be conducted. At least seven days notice shall be given.

#### Section 4

NPASCNA's monthly meeting will have a designated non-smoking area.

### Article XIII: Parliamentary Authority

#### Section 1

The rules contained in the current edition of *Robert's Rules of Order* shall be utilized in a consistent manner, at the Chairperson's discretion, to expedite the business of NPASCNA.

NPASCNA guidelines, any special policies NPASCNA may adopt, the Twelve Traditions and Twelve Concepts of Narcotics Anonymous supersede *Robert's Rules of Order*.

## Section 2

If 50% or more of eligible voting members abstain on a motion, including elections, the motion will be placed on the next NPASCNA meeting agenda or, if a decision is needed immediately, opened for more discussion and voting.

## Section 3

Motions requiring a two-thirds (2/3) majority shall be decided by those voting members voting for or against. Abstentions shall not be considered so long as they do not make up 50% or more of the eligible voting members.

## Section 4

A quorum will be decided by the chairperson.

## Section 5

Majority is defined by present voting members. (11/05/16)

## Article XIV: Amendment of Guidelines

Policy changes within these guidelines may be amended by a two-thirds (2/3) majority of attending and voting GSRs at the regular ASC meeting or at any special ASC meeting providing that the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting.

Housekeeping amendments are not true policy change, rather updates to wording, formatting or reorganization of the guidelines. Housekeeping amendments, deemed so by the ASC, can be voted on at the current ASC meeting without prior announcement. The P&A Committee can make suggestions to help with the determination of what is deemed housekeeping.

## Article XV: Area Website

(00/2014) This subcommittee will be responsible for maintaining the NPASCNA website as directed by the North Pittsburgh Area for the purpose of carrying the message of Narcotics Anonymous to those within the North Pittsburgh Area of Narcotics Anonymous, as well as those outside the area. This will be accomplished by providing general information about NA, as well as, information on meetings, events, and the subcommittees of NPASCNA.

### Section 1. Website Content

- a. All content and web pages must be approved by this subcommittee

- b. The Uniform Resource Locator (URL) for the site is [www.northpittsburghna.org](http://www.northpittsburghna.org)
- c. The only “links” permitted shall be to the NAWS website, the Tri-State Region of Narcotics Anonymous website, and other Area Service Committees in the Tri-State Region
- d. Provide an area calendar of events, updated monthly
- e. Identifying information such as name, phone number, or personal email addresses will not be included on the website.
- f. A meeting list for home groups within the North Pittsburgh Area of Narcotics Anonymous, updated monthly within one week of the ASC meeting.
- g. Images of any identifiable person are never used.
- h. Sales of merchandise are not to be done on the website.
- i. Requests for literature purchases will be referred to NAWS or the TSRSO
- j. The website will have a contact email address to be checked by the Area Web Coordinator weekly.
- k. There will be no advertisements for any outside organization allowed on the website.

## Section 2. Website Security

- a. Area Website Coordinator and the NPASCNA Chairperson will be the only committee members with access to any and all usernames and passwords associated with the website
- b. All username and passwords will be given to the NPASCNA P&A Chairperson
- c. Any and all username and passwords be changed upon any change in these three trusted servant positions.
- d. Links will be checked regularly to verify that the sites continue to uphold the Twelve Traditions and Twelve Concepts of NA.

## Section 3. Website Maintenance

- a. The Area Web Coordinator is responsible for the procurement of website domain registration, maintenance, and renewal of such domain. NPASCNA will be responsible for the cost of the domain.
- b. Area Web Coordinator is responsible for investigating and choosing a vendor to host the NPASCNA website. NPASCNA will be responsible for the costs to host the website.
- c. Costs for internet access by members & trusted servants are not included.
- d. Acrobat Pro DC, \$14.99 + tax/month, available to web coordinator (06/03/17)