Central Arkansas Area Service Committee of Narcotics Anonymous

Guidelines

Updated 05/2025

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Twelve Traditions of Narcotics Anonymous

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An N.A. Group out never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems or money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Narcotics Anonymous, Sixth Edition. Pgs 60-61

Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

2. The final responsibility and authority for NA services rests with the NA groups.

3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

8. Our service structure depends on the integrity and effectiveness of our communications.

9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

11. NA funds are to be used to further our primary purpose, and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Twelve Concepts for NA Service, Pamphlet pg 2.

Tradition Two

"For our group purpose there is but one ultimate authority, a loving God as He may express Himself in our Group conscience. Our leaders are but trusted servants, they do not govern."

In Narcotics Anonymous, we are concerned with protecting ourselves from ourselves. Our Second Tradition is an example of this. By nature, we are strong-willed, self-centered people, thrust together in NA; mismanagers all; not one of us is capable of making consistently good decisions.

In Narcotics Anonymous, we rely on a loving God as He expresses Himself in our group conscience, rather than on personal opinion or ego. In working the steps, we learn to depend on a Power greater than ourselves, and utilize it for our group purposes. We must be constantly on guard that our decisions are truly an expression of God's will. There is often a vast difference between group conscience and group opinion, as dictated by powerful personalities or popularity. Some of our most painful growing experiences have come as a result of decisions made in the name of "group conscience." True spiritual principles are never in conflict; they complement each other. The spiritual conscience of a group will never contradict any of our Traditions. The Second Tradition concerns the nature of leadership in NA. We have learned that for our fellowship, leadership by example and selfless service works and that direction and manipulation fail. We choose not to have presidents, masters, 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 a leader or a certain member, it loses its effectiveness. An atmosphere of recovery in our groups is one of our most valued assets, and we must guard it carefully lest we lose it to politics and personalities.

Area Service Committee Purpose

The purpose of an Area Service Committee (ASC) is to be supportive of its Groups and their primary purpose (each group has but one primary purpose – to carry the message to the addict who still suffers), by associating a Group with other Groups locally; to serve as a link between the Groups and the NA service structure as a whole; by helping Groups with their basic situations and needs; and by encouraging the growth of the NA fellowship as a whole. Although the Central Arkansas Area Service Committee (CAASCNA) may offer advice and suggestions, the CAASCNA does not have binding authority over the decisions or activities of any Group.

Area Service Committee Definition

An Area Service Committee is a committee made up of Group Service Representatives (GSR's) from all of the Groups within a designated area, which meets bi-monthly for the express purpose of servicing the needs of its member Groups. The Area Service Committee services three basic functions:

1. To unify the Groups within its area.
2. To carry the message of recovery through subcommittee actions.
3. To contribute to the growth of NA, by initiating much of the work to be done by the Regional Service Committee.

Geographic

The boundaries of the CAASCNA are a fifty-mile (50) radius surrounding Little Rock, Arkansas.

Tradition Nine

"NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve."

The Tradition states that we ought never be organized, but we may create service boards and committees. It is not "NA as such" that is organized, but rather the service structure that we create. We are not organized in the sense that there is not management or control. We are directly responsible to those we serve. Whether or not groups choose to utilize our services is up to them.

Financial

1. The CAASCNA shall approve all ASC spending.

2. Any expenses of Area trusted servants to be reimbursed should have an itemized receipt and submitted to the Area Treasurer and approved by the Area.

3. After ASC approval, any funds advanced in anticipation of expected expenses will be verified by itemized receipt submitted to the Area Treasurer.

4. Any CAASCNA bank accounts and/or checks will require two signatures.

5. CAASCNA funds should never be used as personal funds.

6. All motions dealing with amount over $100.00 to be referred to Groups for Group Conscience.

7. Regular budgeted expenses to CAASCNA Officers and Subcommittees to be disbursed by the Area Treasurer, if requested, in their reports .

8. The prudent reserve shall be reviewed annually to be equivalent to two (2) months operating expenses. This figure should also include yearly expenses and all budgets for CAASCNA Officers and Subcommittees. Any increase or decrease in CAASCNA Officers and Subcommittee budgets, or changes in budgeted items, shall automatically increase or decrease the prudent reserve accordingly.

9. Insufficient check procedures will be used for all CAASCNA and Subcommittee bank accounts. ***See Appendix A – Insufficient Check Procedures***

10. After any Area Administrative Committee review, if there are recommendations given in reference to any audits, the Administrative Committee can present those recommendations in motion form for Group Conscience.

11. The Regional Committee Member (RCM) and Regional Committee Member Alternate (RCM Alt) budgets are $400.00 each.

12. The CAASCNA shall pay $50.00 per month to Friends of Recovery Foundation to cover storage for the CAASCNA and all Subcommittees, rent for all Subcommittee meetings, and the ASC meetings.

13. Bi-monthly budgets for Subcommittees will not be on an accrual basis**.**

14. In the event the CAASCNA is above the current prudent reserve at the close of each bi-monthly business meeting, the following donations shall be made:

    - 10% of the amount over prudent reserve shall be sent to the ARSCNA
    - 10% of the amount over prudent reserve shall be sent to the Southern Zonal Forum
    - 10% of the amount over prudent reserve shall be sent to NAWS

15. In the event the CAASCNA is below the current prudent reserve, the following policy will take effect:
    a. A percentage of all items that make the prudent reserve will be determined.
    b. Each “non-fixed” budgeted item will be allocated at its percentage amount from the available funds in the Area account.
    c. All “fixed” budgeted items will be disbursed in full since these are budgeted items for subcommittees, RCM/RCM Alt, and rent donations. “Fixed” items are items such as phoneline and PO Box fees. (Example: “ABC” committee budget is 20% of total prudent reserve, so 20% of their budget would be allocated if below prudent reserve.)

****See Appendix B for the complete ASC Budget***

Financial Audits

1. Financial audits of each committee/subcommittee that handles fellowship funds are to be performed annually by at least 3 Area Administrative Committee members.
2. Audits should be completed before incoming chairs take office.
3. Results and recommendations of audits are to be included in the ASC minutes.

Audit Timelines

Service Body	Completed Audit By
Activities	November ASC
Area Treasury	May ASC
Convention	November ASC
Literature	May ASC
Public Relations	July ASC

Becoming Part of the Area

1. When any group wishing to become part of the CAASCNA comes to their first Area meeting, they will observe the working of the CAASCNA and may participate in new business as a voting member, if they choose. They will then take back to their Group the business that requires a Group Conscience and will return to the next ASC meeting as a voting participant. They will also receive a set of CAASCNA guidelines and a copy of the minutes from the first meeting they attend.

2. Any Group requesting to be a part of CAASCNA outside of the fifty-mile (50) radius of Little Rock will be allowed if voted in by Group Conscience of the CAASCNA.

3. Upon attending their first meeting, the Group Service Representative (GSR) will have a report containing:
    a. The number of meetings in the Group, and their times and locations.
    b. Names, addresses, and phone numbers of the GSR and Alternate GSR of the Group. **(Note: This report is only for direct communication between the Area and the Group.)**

4. If a Group's GSR or Alternate Group Service Representative (Alt GSR) is absent from two (2) consecutive ASC meetings, it is sent a "warning letter" from the Area Vice Chair. If the Group fails to send a GSR or Alt GSR to three (3) consecutive meetings, that Group is dropped from the roster and upon returning, will attain "New Group" status. **(Note: This procedure is also used for absenteeism of CAASCNA Administrative officers and Subcommittee Chairs.)**

5. Any Group who wishes to, can avail itself to the CAASCNA services, if desires, without joining the CAASCNA.

Meeting List Criteria

1. For a group to be included on the Central Arkansas ASC meeting list, the group must make its request to the Public Relations Chairperson who shall verify the group meets the criteria outlined in this section.

2. Meetings on the list and the meeting list itself shall have or carry no outside endorsements or affiliations (i.e., treatment centers, churches, law offices, institutions, etc). (Tradition Six)

3. Any group listed must be fully self-supporting, declining outside contributions (Tradition Seven).

4. The Narcotics Anonymous name is not lent to receive funding by any group listed.

5. Only NA Conference-approved literature is read during meetings and only N.A. related literature is displayed by the group.

6. Before it can be listed on the printed meeting list, any meeting listed must be held on the same day of the week, time, and location for at least one (1) month with assurance from a trusted servant of that group that the meeting has been held regularly. The Public Relations Chairperson may allow a group to be added to the Area website prior to the meeting being held for at least one (1) month if the group requests and the Public Relations Chairperson determines the group is meeting the other criteria outlined in this section.

7. An established meeting (one or more months at the same location, day and time) which moves its location may have its new location added to the printed meeting list and website if the Public Relations Chairperson determines the group is meeting the other criteria outlined in this section.

8. Any listed group must hold scheduled and announced business meetings in which Group Conscience is being utilized.

9. Each group listed on the Area meeting list is to keep in contact with the Public Relations Committee with updates to be submitted at the bi-monthly ASC Meeting.

10. To ensure any group is added to the Arkansas Regional meeting list, the group must email the group information to meetings@arscna.org.

Rotation of Meetings

1. CAASCNA meetings will be held on a bimonthly basis. Area Administrative Committee to handle normal business such as bill payments monthly and all subcommittees will still meet monthly and as needed in between the Area meeting.

2. The CAASCNA shall meet on the third full weekend (Saturday typically used for function and subcommittee meetings and Sunday for the business meeting) in January, March, May, July, September, and November at one- thirty in the afternoon (1:30pm) with a non-smoking atmosphere maintained. This schedule may be changed only by a majority vote at the meeting prior to the proposed change.

3. The member Groups, per an alphabetical rotation schedule, hosts ASC meetings. This rotation schedule will be revised alphabetically in January of each year, with the rotation continuing where it was left off.

4. The location of the ASC meeting hosted by the member Group to be announced as far in advance as possible, no later than the prior Area meeting.

5. On every off month of ASC meetings, the Area may hold a workshop if needed. Each workshop topic will be determined at the ASC per our current needs and hosted by the Area itself. Area Administrative Committee will be in charge of the workshop (place, time, participants, etc.).

Special Votes

To hold a special vote of the Central Arkansas Area Service Committee:

1. Due cause should be determined and initiated, during the ASC meeting, by the Area Chair upon consulting the Area Administrative Committee. Any voting member can request the chair to determine this process.

2. Vote given to the Area Chair by a certain predetermined time period, in the manner requested.

3. A 2/3 majority of those present at the meeting when special vote was initiated must favor the issue for approval.

Special Meetings

To hold a special meeting of the Central Arkansas Area Service Committee:

1. May be called by the Area Chair upon consulting the Area Administrative Committee

2. May be called if fifty percent (50%) of the member Groups request such action to the Area Chair, either in writing or by telephone.

3. The purpose of the meeting shall be stated in the request. No business other than that mentioned in the request will be conducted.

4. The Area Chair upon consulting the Area Administrative Committee shall select the location of a special meeting.

5. At least 7 days' (1 week) notice shall be given.

6. All CAASCNA rules of order applicable at special meetings.

Agenda

**** See Appendix C for Meeting Format***

1. The Area Chair will arrange the agenda prior to each meeting, assisted by the Administrative Committee.

2. All inputs, ideas, and motions should be given to the Chair in writing, preferably prior to each Area meeting.

3. In the event of a cancelled Area meeting:

   A. Old business votes to be taken from ALL GSR's by Area Chair within five (5) days of the scheduled Area meeting and vote status reported to the Area Secretary within two (2) days after this time period.

B. GSR's, Subcommittee chairs, and RCM/RCM-Alt submit written reports to the Area Secretary within one (1) week of the originally scheduled Area meeting.

C. All donations and receipts to be turned into the Area Treasurer within one (1) week. All regular expenditures are to be disbursed one (1) week from the regularly scheduled Area meeting. Area Treasurer to send a written report of transactions to the Area Secretary at the end of this one (1) week period.

D. Area Secretary is given fifteen (15) days from originally scheduled Area meeting to have minutes typed, copied, and distributed.

Quorum

1. Official quorum must be achieved no later than thirty minutes (30) after designated starting time.

2. Official quorum is one more than half of the number of member Groups on roll, rounded up. (Example: Quorum for 7 is 5; 7 divided by 2 = 3.5 +1 = 4.5 = 5)

3. Only duly Group appointed or elected representatives are eligible for quorum.

4. No proxy representatives.

Making Motions

Only the following may make or second motions:

1. GSR or Alternate GSR (or appointed representative in GSR's absence)
2. Area Secretary (clarification of motions for minutes only)
3. Area Treasurer (financial motions only)
4. RCM or RCM Alternate
5. Subcommittee Chairs (or Vice Chairs in Chairs' absence)
6. Administrative Committee

Voting

1. Voting is to determine God's will as expressed through the Group Conscience, it is not to determine personal opinion.

2. Eligible to vote:
    a. GSR or Alternate GSR (or appointed representative in GSR's absence); or
    b. Administrative Committee (one combined vote), only in case of a tie.

3. All abstention votes will be counted as neutral votes. Abstentions are removed from the total of votes used to determine a simple majority or a 2/3 majority. Example: 5 yes votes / 3 no votes / 3 abstentions = 5 yes / 3 no. Simple majority passes while a 2/3 majority fails.

4. Any motions in "New Business" which request funds when the Area is below prudent reserve require 2/3 majority to pass.

5. When obtaining a Group Conscience to carry to the Regional meetings, should there be more abstention votes, the conscience of the CAASCNA is an abstention.

Discussion Limits

1. Any member attending an Area meeting has a voice on the floor if recognized by the Area Chair or acting Chair. Voting members will have priority over non-voting members for discussion.

2. Anyone in attendance may seek clarification from the Chair.

3. Discussion per person to be limited to three (3) minutes.

4. Must be recognized to have the floor, only by raised hand, except:
   a. Point of Personal Privilege
   b. Point of Order
   c. Point of Information

See Appendix D – Rules of Order for more information

Terms of Office

All ASC titled positions are limited to serving two consecutive terms.

Administrative Committee Officers	**Nominations Open**	**Elected**
Chair and Vice Chair	January	May
RCM and Alternate RCM	July	November
Secretary	July	November
Treasurer (every other year)	January	May

Subcommittee Chairs	**Nominations Open**	**Elected**
Activities	July	November
Convention	May	September
H&I	July	November
Literature (every other year)	January	May
Public Relations	January	May
Outreach	July	November

Elections of Officers

1. It is strongly recommended that anyone seeking a nomination for Area level trusted servant

position attend a CAASCNA Tradition Workshop prior to being elected. The Area Administrative Committee is to be responsible for arranging the workshop as needed and appointing the panel.

2. Nominations for all CAASCNA officers and Subcommittee chairs to be solicited four (4) months before offices are vacated. (See “Terms of Office” for month of opening nominations and elections.) Outgoing officers and Subcommittee chairs are responsible for training their replacement.

3. ASC officers should be selected from the best informed, most trusted and most active members in order that they may best serve their Area’s needs and the needs of Narcotics Anonymous.

4. Because no member shall hold two voting positions at Area, if nominee for any Area Administrative Committee position is a GSR or Alt GSR, that nominee shall resign as GSR or Alt GSR if elected to the nominated Administrative Committee position.

5. Procedure:
    a. Nominations should be solicited from Group Conscience of each Group within the CAASCNA. In addition, any member of the Area may nominate a qualified individual for a CAASCNA position.

    b. An explanation from the guidelines is read to establish each position’s responsibility for office.

    c. The position is announced, and nominations are taken. The nominee must be present to accept the nomination.

    d. The nominee, when elected, must not hold more than two (2) “titled” service positions, including: GSR or Alt GSR, Subcommittee officer (Chair, Vice Chair, Secretary, or Treasurer), and Area Administrative Committee officer.

    e. Each nomination must be seconded.

    f. The person is given the opportunity to accept or decline the position. If they accept, they should state their qualifications for serving as follows and submit in writing to be placed in the minutes:
        - Previous service commitments followed through
        - Current service commitments other than the one being nominated for
        - Service commitments vacated by resignation or impeachment (and possibly why)
        - Experience in the area of service being nominated for
        - Clean date
        - Why you can and want to serve the fellowship

    g. In the case of only one nomination, a Vote of Acclimation is taken with a 2/3 majority required to pass. If the election fails to pass, the floor automatically opens for more nominations.

h. After accepting nominations from Group Conscience, the Area Chair will ask the floor if there are any further nominations.

i. A motion is made to close nominations must be seconded. If the motion is passed, all nominations go back to Groups for Group Conscience.

j. Nominee shall be present at the time of nomination and election unless circumstances warrant otherwise, in which case prior notification to the Area Chair is required by the nominee.

k. Voting is done by paper ballot and recorded in the minutes. The votes should only be known by the Area Chair, Vice Chair, and Secretary. Only the results (pass or fail) need be shown in the minutes, not who voted for whom and how many votes were received.

l. This procedure is repeated until all of the positions are filled.

m. When elections for a new Area Chair, Regional Committee Member, or Subcommittee Chair are at issue, the Vice Chair or Alternate RCM are automatically nominated for a vote of acclimation to the respective position. If the vote is not unanimous, the position is sent back to the Groups for further nominations.

6. If less than six months are remaining in a newly elected Area officer or subcommittee Chair's term, this will not be considered a full term on office, but an interim position.

Office Vacancies

1. An election to fill a vacancy in an office should occur within three (3) regular Area meetings after the vacancy arises.

2. If an office can't expediently be filled, the incumbent should remain in a lame-duck capacity, if possible, until such elections can be duly held.

3. If a position is vacated, the Administrative Committee may appoint a temporary officer until an election for the position is held.

4. In case of a vacancy in the office of Area Chair, the Area Vice Chair shall assume the duties of the Area Chair until the end of the regular meeting at which the new Area Chair is elected.

5. In the case of a vacancy in the office of RCM, the Alternate RCM shall assume the duties of the RCM until the end of the regular meeting at which the new RCM is elected.

Resignations

1. Resignation to be given to the Area Chair.

2. All applicable archives and ‘End of Term’ report to be given to the Area at the time of resignation.

Removal from Office

1. An Area officer or Subcommittee Chair may be removed from office by a 2/3 majority closed ballot vote.

2. Some reasons for such action may include, but are not limited to:
   a. Intentionally compromising our Twelve Traditions
   b. Mismanagement of NA funds
   c. Not fulfilling the duties of the office
   d. Absence from two or more consecutive meetings without prior notification of reasonable cause to the Area Chair.

3. If the reasons for such action are of a highly personal or embarrassing nature, and/or involves a very controversial and disuniting situation, a specific Ad-hoc committee is formed by two (2) Area Administrative officers, two (2) GSR’s, and two (2) Subcommittee Chairs should discreetly handle the discussion of such action. This Ad- hoc to be appointed by the Area Chair only after consultation with the Administrative Committee. A unanimous vote to appeal the Chair’s decision is required. If the officer at question is the Chair, the duties of appointment will fall upon the Vice Chair.

4. Removal from office procedure:
   a. Due cause in writing to be given to the Area Chair and brought before the Area for discussion.
   b. A vote by the GSR’s to be taken at the Area to determine if there is reasonable cause.
   c. A special meeting, if desired by the respondent, to be scheduled one week after the Area meeting.
   d. The respondent is given a ten (10) minute rebuttal.
   e. Motion to remove from office referred to Groups requiring 2/3 majority to pass.
   f. If an individual is not at the Area meeting where due cause is presented, a special meeting will be held two weeks after the Area meeting when reasonable cause was determined. The individual at question is to be notified by mail at least one (1) week prior to said special meeting.
   g. If the removal is due to lack of attendance, a 2/3 majority is required.

5. The Area cannot remove a GSR or Alternate from office. However, if there are problems, the Area may bring it to the attention of the appropriate Group.

6. Relapse constitutes automatic removal in any Area position.

Reports

1. All reports given to the Area are to be written or typed and turned into to the Area Secretary. Area Treasurer to include copy of bank statement or have available at the time of report.

2. At the end of term, each trusted servant is responsible for filing a written or typed yearly report with the Area:
    a. Area Secretary: Compile a current guideline addendum.
    b. Area Treasurer: Compile yearly report consisting of the past year's activity, including contributions, expenditures, and any other financial activity.
    c. Area Chair and Subcommittee Chairs: Compile a report consisting of the past year's activity, accomplishments, specific problems, situations, financial records (if applicable), and plans for the coming year.

Amendment of Guidelines

These guidelines may be amended by a 2/3 majority vote at a regular or special meeting of the Area, provided that the exact wording of the amendment has been submitted in writing and announced at a previous Area meeting. All guideline changes to be sent back to Groups for Group Conscience. Amendments to be recorded on addendum page of guidelines and guidelines to be updated yearly to coincide with election of Area Secretary.

Duties, Responsibilities and Qualifications of Administrative Officers

Chairperson

Duties and Responsibilities:
1. Arranges an agenda and presides over the monthly Area meetings.
2. One of the co-signers of the Area's bank account and all subcommittee accounts.
3. Capable of conducting a business meeting with a firm, yet understanding, hand.
4. Familiar with the Area Guidelines in order to conduct the Area meetings in an orderly manner.
5. Aids Area Secretary, if necessary, in distributing of the Area minutes.

Qualifications:
1. Willingness and desire to serve.
2. One (1) year commitment.
3. Minimum of two (2) years clean.
4. Minimum of six (6) months NA service involvement (titled positions but not limited to).
5. Understanding of the Twelve Traditions through application.
6. Time and resources to do the job.
7. An active participant of NA as a whole.

Vice Chairperson

Duties and Responsibilities:
1. Coordinates all subcommittee functions.
2. In the absence of the Chair, shall perform the duties of the Chair.
3. One of the co-signers of the Area's bank account and all subcommittee accounts.
4. Responsible of sending "warning letters" when appropriate.
5. Ensures the Administrative Committee officers and subcommittee chairs are registered with the World Service Office (WSO).

6. Keeps track of time during discussions, with a three-minute limit per person per motion allowed.
7. May hold, if desired, a monthly meeting of all subcommittee chairs so they may exchange all pertinent information on a monthly basis.
8. Aids Area Secretary, if necessary, in distributing of the Area minutes.

Qualifications:
1. Willingness and desire to serve.
2. Two (2) year commitment, one (1) as Vice Chair and one (1) as Chair (if elected Chair).
3. Minimum of one (1) year clean.
4. Minimum of six (6) months NA service involvement (titled positions but not limited to).
5. Time and resources to do the job.
6. An active participant of NA as a whole.

Secretary

Duties and Responsibilities:
1. Keeps accurate minutes of each Area meeting, types and distributes copies to each GSR, Administrative Committee Officer and Subcommittee Chair no later than fifteen (15) days following each meeting.
2. Has minutes verified by the Area Chair before coping and distributing.
3. Maintains archives of the Area Guidelines and Area minutes, with any amendments of these documents duly recorded. These records to be kept on hand during each Area meeting.
4. Include the website email address as a recipient of the minutes and flyers. This will allow the functions and announcements to be added to the website calendar.

Qualifications:
1. Willingness and desire to serve.
2. One (1) year commitment.
3. Suggested minimum of one (1) year clean.
4. Minimum of six (6) months NA service involvement (titled positions but not limited to).
5. Time and resources to do the job.
6. An active participant of NA as a whole.

Treasurer

Duties and Responsibilities:
1. Reports all contributions (group name is not to be reflected in the report), receipts and expenditures at every regular Area meeting, as well as an annual report at the end of term.
2. One of the co-signers of the Area bank account and all Subcommittee bank accounts.
3. Shall know at all times whether the Area is above or below prudent reserve.
4. Maintains the Area Post Office Box and supplies a written report of all incoming mail and its disposition to the Area.
5. Aids Area Secretary, if necessary, in distributing of the Area minutes.

Qualifications:
1. Willingness and desire to serve.

2. Two (2) year commitment.
3. Suggested minimum of two (2) years clean.
4. Minimum of six (6) months NA service involvement (titled positions but not limited to).
5. Time and resources to do the job.
6. Experience in the area of service.
7. An active participant of NA as a whole.

Regional Committee Member (RCM)

Duties and Responsibilities:
A Regional Committee Member is to an Area what a GSR is to a Group. As the Representative of the Area, the RCM speaks for members and Groups of the Area at the Regional level. The primary responsibility of the RCM is to work for the good of NA providing two-way communication between the Area and the rest of NA, particularly with Region and neighboring Areas. They represent the Group Conscience of the Area at the Regional level and provide the Area with an agenda and report of the Regional Committee meetings. The RCM should report to the Area information given at the Regional meeting. The office of RCM is extremely important, for they are the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at ALL times.

Qualifications:
1. Willingness and desire to serve.
2. One (1) year commitment.
3. Suggested minimum of two (2) years clean.
4. Minimum of six (6) months NA service involvement (titled positions but not limited to).
5. Time and resources to do the job.
6. Working knowledge of the Twelve Traditions through application.
7. An active participant of NA as a whole.

Regional Committee Member Alternate (RCM Alternate)

Duties and Responsibilities: The RCM Alternate works closely with the RCM and has all the same duties and responsibilities as the RCM. The RCM Alternate fills in if the RCM is absent for any reason or is unable to complete their term of office. The RCM Alternate must attend at least three (3) of the four (4) Regional Service meetings during term of office.

Qualifications:
1. A willingness and desire to serve.
2. Two (2) year commitment, one (1) year as RCM Alternate and one (1) year as RCM (if elected).
3. Suggested minimum of one (1) year clean.
4. Minimum of six (6) months NA service involvement (titled positions but not limited to).
5. Time and resources to do the job.
6. Working knowledge of the Twelve Traditions through application.
7. An active participant of NA as a whole.

Subcommittees

There are two kinds of Committees: Subcommittees of the Area and Ad-hoc Committees.

Subcommittees are the regular committees of the Area such as Activities, H&I, etc. The basic descriptions of these, and how they relate to the Area as a whole, are detailed later under the descriptions of each committee. It is suggested that each committee have the following member structure of responsibility:

A. Chairperson
B. Vice Chairperson
C. Secretary
D. Treasurer (minimum of 2 years clean)

It is suggested that all Subcommittees of Central Arkansas Area are to hold monthly meetings. The Committee meetings should be regularly scheduled and announced and should not be held in an individual member's home. Group Conscience can determine extenuating circumstances at an Area meeting. All Area indoor functions must be smoke free and vape free.

Sometimes a question or special project needs to be referred to a committee, but the question does not fit with the focus of any existing subcommittee. In such cases, a motion can be made to refer to an Ad-hoc Committee or the Area Chair may create one after consulting with the Administrative Committee. These special committees are set up for specific purposes and they have limited lives – when they have finished their jobs and reported back, they are disbanded. A motion to refer to an Ad-hoc committee should specify what the committee's purpose would be. The Area Chair may then appoint an Ad-hoc committee in its entirety, or he/she may appoint just the Ad-hoc Committee Chair, who will put the committee together later.

It is also suggested that subcommittee chairperson's attend the Arkansas Regional Subcommittee they are chairing (i.e., Area H&I Chair to attend Regional H&I meetings, etc.). This is not only 'physically' supporting our Region and service structure, but it is a vital aspect of obtaining updated World information for your subcommittee since the Regional subcommittee is our World liaison.

Qualifications and Responsibilities of Subcommittee Chairs

1. Willingness and desire to serve.

2. One (1) year commitment for all subcommittees except Literature Chair which shall be a two (2) year commitment.

3. Suggested minimum of one (1) year clean.

4. Minimum of six (6) months NA service involvement (titled positions but not limited to).

5. Time and resources to do the job.

6. Understanding and working knowledge of the Twelve Steps and Twelve Traditions through

application.

7. Active participant of NA as a whole.

8. Suggested previous service experience as Chairperson in any capacity and experience in specific committee being elected for.

9. Willingness to train the vice chair or other member to take over chair responsibilities when said term is ended and to turn over all paperwork and reports, such as minutes, treasurer's records, etc. at end of term.

Financial Responsibilities of Subcommittees

All expenses incurred by each subcommittee will come from each sub-committee's budget. Each sub-committee must maintain the financial records and report income, expenses, and balances to the Area.

Activities

This subcommittee of the Area is responsible for holding activities (dances, picnics, parties, events, etc.) that are attractive to the newcomer. The primary purpose of this committee is to reach the suffering addict. It is suggested that this committee have a Chairperson, Vice Chairperson, a Secretary and a Treasurer.

The functions that the Activities Committee are responsible for are (but not limited to):

1. A Cajun themed event
2. The Heber Springs Campvention
3. The Ozark Mountain High Campout

The Committee will not have a function on the weekend of any ASC Meeting, unless the home group scheduled to host the ASC Meeting does not plan a function. If this is the case, the Activities Committee can, if they wish, have a function that weekend.

The secondary purpose of this committee is to raise funds for Area needs. The Activities Committee, with the exception of profits from the Heber Springs Campvention and the Petit Jean campout will retain all net profits. The committee shall turnover 75% of profits from the Heber Springs Campvention to the Area. After the Petit Jean campout, the committee shall pay next year's campground fee for the Heber Spring Campvention, then turnover all monies exceeding the prudent reserve of $800 to the Area. This will allow the Activities Committee to start off the New Year and maintain the year being financially stable.

The Activities Committee must get three (3) bids before purchasing any t-shirts for any activity or campout.

Convention

The purpose of this committee is to bring our membership together by holding a convention as a celebration of recovery. The Central Arkansas Area Convention is to be held in August within the Little Rock metro locale. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. It is suggested that this committee have a Chairperson, a Vice Chairperson, a Secretary and a Treasurer.

Because conventions are sponsored by service committees of NA, they should always conform to the NA principles and reflect our primary purpose.

Prudent reserve for this committee shall be $7,500. Funds to be taken from the previous year's profit.

The Convention Committee must get three (3) bids before purchasing any t-shirts for any convention, activity, or campout.

The Convention committee is required to obtain at least three (3) bids from hotels before a decision is made about where convention is to be held.

(See World Services Convention Handbook for Further Information)

Hospitals and Institutions

The H&I Committee aids members or groups that wish to carry *the NA message* into institutions. Members involved in H&I work form an H&I Committee. Sharing our collective experience helps us solve problems and carry our message effectively. Members should be committed to serve and have a strong NA-oriented recovery. It is suggested that this committee have a Chairperson, a Vice Chairperson, a Secretary/Treasurer.

The H & I Committee should follow the World Services H & I Handbook.

Literature

The purpose of this committee is to stockpile an adequate supply of NA literature, medallions, and other NA items for the Area's use and coordinate the sales of this literature.

This committee is self-supporting in that the committee maintains the stockpile with the money produced from previous literature sales. Pricing of literature will be set to the actual cost of literature plus actual cost of any other fees (i.e. shipping and handling). The committee maintains a monthly financial report and a written inventory to be turned into the Area.

Public Relations

The purpose of a Public Relations Committee is to inform the public that NA exists and offers recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous. It is suggested that this committee have a Chairperson, Vice Chairperson Secretary, and Treasurer.

Public Relations work is accomplished through service committees directly responsible to those they serve. The PR Committee provides community awareness of what NA is, as well as, how, when, and where NA is available.

The Central Arkansas Public Relations Committee is also responsible for updating, printing, and distributing the Area meeting lists. It is important to have a dependable, up to date list to provide the necessary information so potential members of Narcotics Anonymous will know where to find a meeting. The meeting list has other, secondary, purposes. It is to be used as a tool to inform the public that NA exists and offers recovery from active addiction, how, and where to find NA. It is also a tool to carry out the Central Arkansas ASC's primary purpose by helping to bring about unity and growth within the NA fellowship as a whole. The Central Arkansas Area meeting list shall be kept up to date. Groups requesting to be placed on the meeting list should contact the Public Relations Chair. Any changes to existing groups should be submitted to meetings@arscna.org. Groups allowing cigarettes or e-cigarette vaping will be noted on the meeting list.

Outreach

Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts…By phone, mail and by car they make sure that no group and no addict has to go through it alone if at all possible.

Guide to Local Services in Narcotics Anonymous, *page 55*

The Central Arkansas Area Outreach Committee is a volunteer group of members of the fellowship existing to help overcome the isolation that hinders the growth and survival of our groups and individual members. Its purpose is to strengthen the unity of the CAASC in keeping with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service, offering support, compassion, and guidance. Membership of this committee is open to all members of Narcotics Anonymous. It is suggested members have a sponsor and working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

The Outreach Committee shall respond to the needs of the groups, upon request, and the ASC in the spirit of strengthening and servicing out fellowship. They may hold workshops, learning days, service forums, and monthly subcommittee meetings at a time and place preannounced and accessible to the fellowship. The subcommittee should contact and support new, struggling, or isolated meetings by providing a starter kit or other literature and coordinating support by visiting these meetings. The Outreach Chair should maintain an open line of communication with the Regional Outreach Chair, as well as their fellow subcommittees and Administrative Committee. The Outreach Committee shall help members, groups, subcommittees, and the ASC of the Central Arkansas Area, and Narcotics Anonymous as a whole, with needs not covered by other standing subcommittees.

The Outreach Committee budget shall be used to cover the cost of materials included in the New Group Starter Kits to be provided to groups upon their request.

Appendix A – Insufficient Check Procedure

1. Within 72 hours of receiving a check returned from a bank account as insufficient, a member of the Administrative Committee of that subcommittee is to:

    a. Notify the check's maker that the check has come back insufficient.
    b. Request immediate payment of the check plus the bank charges incurred by the Subcommittee and/or may be run back through the makers account at the maker's request.
    c. Notify the Area Administrative Committee that you have received an insufficient check, the amount of the check, and the maker's name.

2. If payment is not received within 10 days or a mutually agreed upon time between the Subcommittee and the check maker:

    a. Notify check maker by certified mail (return receipt requested) that this check must be paid and that this Area will not take any more checks from maker until the check plus the bank charges the subcommittee incurred is paid.
    b. The subcommittee can offer to let the individual pay the check in payments with the approval of the Administrative Committee.

3. Subcommittee member to give name and amount of check to the Area Treasurer so that information can be added to the outstanding check list. The list is to be given to the chairperson of all revenue producing subcommittees.

4. When the check plus the bank charges incurred by the subcommittee is paid in full, a member of the subcommittee is to notify the Area Treasurer so that name and check amount may be removed from the outstanding check list. The list will be updated and given to the chairperson of all revenue producing subcommittees.

Appendix B – Area Budget

CAASCNA 2025 BUDGET			
FIXED EXPENSES			
Name of Expense	**Monthly**	**Bi-Monthly**	**Yearly**
Answerfone	$128.00	$256	$1,536.00
Website	$15.00	$30.00	$180
FOR	$25.00	$50.00	$300
PO Box	$20.83	$41.67	$250
Certified Copier	$80.00	$160.00	$960.00
Bus Bench	$91.67	$183.34	$1,100.00
Total	$360.50	$721.00	$4,326.00
DISCRETIONARY EXPENSES			
Name of Expense	**Monthly**	**Bi-Monthly**	**Yearly**
H&I	$125.00	$250.00	$1,500.00
Outreach	$37.50	$75.00	$450.00
PR	$125.00	$250.00	$1,500.00
RCM	$133.33	$266.67	$1,600.00
RCMA	$133.33	$266.67	$1,600.00
Total	$554.17	$1,108.34	$6,650.00
Prudent Reserve	**$1829.34 (2 months operating expenses)**		

Appendix C - Meeting Format

1. Opening Prayer
2. Read 12 Traditions, 1st two paragraphs of Tradition Two, Definition and Purpose of an Area Service Committee
3. Roll Call
    A. Area Administrative Committee
    B. Area Subcommittees
    C. Groups
    D. Ad-hoc Committee (if applicable)
4. Administrative Committee's Report – motion must be passed to accept
5. Treasurer's and PO Box report – motion must be passed to accept.
6. GSR reports – alphabetically.
7. RCM's report
8. Subcommittee reports – alphabetically
9. Old business – motions read from prior Area meeting

Recess – 20 minutes

10. Roll Call
    A. Area Administrative Committee
    B. Area Subcommittees
    C. Groups
    D. Ad-hoc Committee (if applicable)
11. Open Sharing **Initially set for 20 minutes, but motion can be made to extend*
12. Elections and resignations
    A. Resignation
    B. Elections
    C. Nominations
13. Regional business:
    A. Old business and new business
    B. Elections/Nominations
14. Treasurer's updated financial report
15. New business
    A. New Groups
    B. Prioritized motions:
        1. Money motions
        2. Other motions
16. Announcements
17. Review of information going back for Group Conscience
18. Next ASC meeting and scheduled workshop(s)
19. Next RSC meeting time and location
20. Final Treasurer's Report
21. Closing Prayer

** *Written reports should be submitted to the Area Secretary for inclusion in the minutes.*

Appendix D – RULES OF ORDER

Meetings will be conducted by these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting the maximum amount of business done in a minimum amount of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules of order, and to conduct themselves accordingly. Once the meeting is underway, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the Chairperson's right to be in control of the "process" of this meeting, so that you can have maximum benefit of its "content." This list is not exhaustive but includes the most commonly used procedures.

These rules of order are to be used as an aid, not as a weapon.

MOTIONS: There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

A main motion is a statement of an idea a committee member wants the committee to put into practice. Every motion requires a second. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out and formally submit it to the Administrative Committee. At the appropriate time, any main motions submitted will be read and discussed with typically three (3) pros and (3) cons before consideration.

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND. SIMPLE majority required. Is DEBATABLE. This is perhaps the most used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has been carried out). When debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business. If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote needs to be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

2. Motion for IMMEDIATE CONSIDERATION. TWO-THIRDS majority required. Is NOT DEBATABLE. For our purposes, this may be the most important parliamentary motion. This motion is made by a member saying, "I move for immediate consideration." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds

of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions.

3. Motion to TABLE. SIMPLE majority required. Is NOT DEBATABLE. One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, “I move we table this motion until such-and-such a date/meeting.” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE. SIMPLE majority required. Is NOT DEBATABLE. A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes a main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER. SIMPLE majority required. Is DEBATABLE. Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further review. This can be done by a member saying, “I move to refer the motion to the such-and-such subcommittee.” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Request to WITHDRAW A MOTION. UNANIMOUS CONSENT required. Is NOT DEBATABLE. Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

8. Offering a SUBSTITUTE MOTION. SIMPLE majority required. Is DEBATABLE. A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

OTHER PROCEDURES: In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the Day: If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “I call for the order of the day.” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even require a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tells the chair otherwise. Change the Order of the Day can also be used to hear business earlier or later than the scheduled time on the agenda.

Point of Information: If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “Point of information.” This means, “I have a question to ask,” not “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of Order: If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “Point of order.” The chairperson then says, “What is your point of order?” The member then asks the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says, “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

Point of Personal Privilege: This is a motion that affects the comfort, safety, or ability to participate in the meeting such as the air conditioner or heater is on too high or there is too much noise in the room and used for the speaker to ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, “Point of personal privilege;” if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the request should be accommodated to the best of the ability for the situation.

Waive Guidelines: This enables the committee to do something without violating one or more of its stated guidelines. A member will state “I make a motion to waive guidelines to ….” This motion must be seconded. A motion to waive guidelines is not debatable, so the chair must immediately take a vote. If the motion passes by 2/3 majority, then the matter for which guidelines were waived will be taken up. If the motion does not pass by 2/3 majority, then business continues in accordance with the guidelines.