

**Anchorage Area Service Committee
Of Narcotics Anonymous Guidelines
Revised October 6, 2008**

Article I Committee Name

Section 1

1. The name of this committee is the Anchorage Area Service Committee (AASC) of Narcotics Anonymous (NA).

Article II Service Area

Section 1

1. The AASC service area includes the Municipality of Anchorage and Mat-Su Valley.

Article III Purpose

Section 1

1. AASC's purpose is to administer and coordinate activities common to groups, support the needs of groups, serve as a link between groups and the Alaska Regional Service Committee (ARSC), and foster unity. For the purpose of these guidelines, the term group shall be as defined in A Guide to Local Services in NA.

Article IV Members

Section 1

1. AASC is comprised of voting and non-voting members. A valid AASC meeting shall consist of a simple majority of the Group Service Representatives (GSRs) or Alternate GSRs in their absence.

Section 2

1. The voting members of AASC shall be the GSRs (Alternate GSRs in their absence). In the event of a tied vote, the Chairperson votes to break the tie.

Section 3

1. Non-voting members shall be the Chairperson (except as noted in Section 2.1.), Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Assistant Treasurer, Regional Committee Member (RCM), Alternate RCM, Standing Subcommittee Chairpersons, and other interested NA members.

Article V AASC Group Membership

Section 1

1. A group that qualifies to join AASC holds meetings on a regular basis, at a specified place and time, and follows the Twelve Traditions.

Section 2

1. A group may become a member of AASC by sending their GSR to an AASC meeting and requesting the group's admission. Groups are admitted by a simple majority vote.

Section 3

1. A group will lose its membership in AASC upon its third consecutively missed AASC meeting or upon a major breach of the Twelve Traditions. Readmission shall follow the same procedures as for a new group.

Article VI Elections

Section 1

1. AASC Officers include the Executive Committee and Standing Subcommittee Chairpersons. The officers of the Executive Committee consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, RCM, and Alternate RCM. Alternate Secretary and Assistant Treasurer are grooming positions that train the members in the duties of Secretary and Treasurer respectively.

Section 2

1. The Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, and Assistant Treasurer shall be elected at the October AASC meeting and assume their duties at the end of that meeting. The deadline for nominations is the September AASC Meeting.

Section 3

1. Standing Subcommittee Chairpersons, RCM, and Alternate RCM shall be elected at the April AASC meeting and assume their duties at the end of that meeting. The deadline for nominations is the March AASC Meeting.

Section 4

1. Nominees are elected for a term of one year by a simple majority vote.

Section 5

1. Members shall not serve in more than one AASC position simultaneously. Upon election, the member must resign from any other AASC position held. No member shall serve more than two consecutive terms in a given position.

Section 6

1. An election to fill a position vacancy shall take place within two regular AASC meetings after the vacancy occurs. Notice of intent to fill a vacancy shall be provided to the GSRs with a copy of the Qualifications and Responsibilities of the vacated position. In the case of the vacancy of the Chairperson, the Vice Chairperson shall assume the Chairperson position pro temp and delegate a person to fill the Vice Chairperson position pro temp until the election of a new Chairperson. In the case of a vacancy in the positions of Vice Chairperson, Secretary, Treasurer, RCM, Alternate RCM or a Standing Subcommittee Chairperson, the Chairperson shall appoint a member to fill the vacated position pro temp until a member is elected to fill the vacated position.

Section 7

1. Members may submit nominations through their home group. At the time of nomination, each nominee shall state in person and in writing his or her qualifications for serving in the position they have been nominated for. Nominees are elected by a simple majority vote even if running unopposed.

Article VII Removal

Section 1

1. Executive Officers, Standing Subcommittee Chairpersons, RCM, Alternate RCM, Alternate Secretary, and Assistant Treasurer shall be removed from their position in the event of loss of clean time.

Section 2

1. Executive Officers, Standing Subcommittee Chairpersons, RCM, Alternate RCM, Alternate Secretary, and Assistant Treasurer may be removed for non-compliance, including the following.

- a. Failure to fulfill the duties of the position.
- b. Two or more absences without responsible coverage.
- c. Failure to uphold the Twelve Traditions.

Section 3

1. Removal for noncompliance requires the following.

- a. A motion to remove the member from office for non-compliance.
- b. The motion is sent back to the groups for their consideration prior to voting.
- c. A two-thirds majority vote on the motion by the AASC voting members present.

Article VIII Qualifications and Responsibilities of AASC Officers

Section 1

1. AASC Officers shall have an understanding of and commitment towards upholding the Twelve Traditions and Twelve Concepts of NA Service and a willingness and ability to fulfill the responsibilities of the position. Part of their responsibility is to adopt an attitude promoting unity within AASC and throughout the service area. Their primary NA commitment will be towards their AASC duties and responsibilities. AASC Officers handling funds shall sign an accountability contract. AASC Officer Qualifications and Responsibilities are as follows.

Section 2

1. Chairperson Qualifications and Responsibilities

- a. Qualifications
 - (i) Minimum of two years of service with one year at the AASC level.
 - (ii) Five or more years of continuous abstinence from all drugs.
- b. Responsibilities
 - (i) Arranges for and presides over scheduled and special AASC meetings.
 - (ii) Cosigner on the AASC Bank Account.
 - (iii) Votes to resolve ties.
 - (iv) Prepares agendas for AASC meetings.
 - (v) Enforces rules of decorum and discipline at AASC Meetings; strives to be fair and impartial and expresses no opinions.

Section 3

1. Vice Chairperson Qualifications and Responsibilities

- a. Qualifications
 - (i) Minimum of two years of service with one year at the AASC level.
 - (ii) Four or more years of continuous abstinence from all drugs.

b. Responsibilities

- (i) Assumes the duties of the Chairperson in his or her absence.
- (ii) Cosigner on the AASC Bank Account.
- (iii) Serves as liaison between Standing Subcommittees and AASC ensuring coordination and cooperation between them.
- (iv) Meets once a month with Standing Subcommittee Chairpersons.
- (v) Serves as parliamentarian at all AASC meetings.

Section 4

1. Secretary Qualifications and Responsibilities

a. Qualifications

- (i) Minimum of one year of service with six months at the AASC level.
- (ii) Two or more years of continuous abstinence from all drugs.

b. Responsibilities

- (i) Keeps accurate minutes of AASC meetings.
- (ii) Maintains contact information for AASC members.
- (iii) Distributes copies of minutes to AASC members no later than two weeks following AASC meetings.
- (iv) Types and sends letters and/or correspondence that AASC dictates.
- (v) Keeps a log of elections and their terms.
- (vi) Maintains a supply of current guidelines for distribution.

Section 5

1. Alternate Secretary Qualifications and Responsibilities

a. Qualifications

- (i) Minimum of six months of service.
- (ii) Six or more months of continuous abstinence from all drugs.

b. Responsibilities

- (i) Assists the secretary in his or her duties.
- (ii) Serves as Secretary at AASC meetings at which the Secretary is absent.
- (iii) Advances to the Secretary position if nominated and elected per Article VI, Section 2.

Section 6

1. Treasurer Qualifications and Responsibilities

a. Qualifications

- (i) Minimum of two years of service with one year at the AASC level.
- (ii) Five or more years of continuous abstinence from all drugs.
- (iii) May serve for an additional two months in the interest of training his or her successor if deemed necessary.

b. Responsibilities

- (i) Produces written reports of contributions and expenditures at AASC meetings.
- (ii) Makes quarterly and annual reports to the AASC.
- (iii) Cosigner on the AASC bank account.

Section 7

1. Assistant Treasurer Qualifications and Responsibilities

a. Qualifications

- (i) Minimum of one year of service with six months at the AASC level.
- (ii) Four or more years of continuous abstinence from all drugs.

b. Responsibilities

- (i) Assists the Treasurer in his or her duties.
- (ii) Serves as Treasurer at AASC meetings at which the Treasurer is absent.
- (iii) Advances to the Treasurer position if nominated and elected per Article VI, Section 2.

Section 8

1. Regional Committee Member Qualifications and Responsibilities

a. Qualifications

- (i) Minimum of two years of service with one year at the AASC or ARSC level.
- (ii) Three or more years of continuous abstinence from all drugs.

b. Responsibilities

- (i) Carries the Group Conscience of AASC groups to ARSC.
- (ii) Provides AASC groups with ARSC agendas at least 30 days before ARSC meetings.
- (iii) Attends all AASC and ARSC Meetings.
- (iv) Reports to AASC business conducted at ARSC meetings including election results and the status of motions.
- (v) Provides copies of ARSC minutes and reports to the AASC Secretary.

Section 9

1. Alternate Regional Committee Member Qualifications and Responsibilities

a. Qualifications

- (i) Minimum of two years of service with one year at the AASC or ARSC level.
- (ii) Two or more years of continuous abstinence from all drugs.

b. Responsibilities

- (i) Works closely with the RCM to ensure the continuity of groups.
- (ii) Attends all AASC and ARSC meetings.
- (iii) Assumes the responsibilities of the RCM in the event of his or her absence or inability to complete their term in office.

Article IX Standing Subcommittees

Section 1

1. AASC may establish Standing Subcommittees as deemed necessary to perform specific duties. The current Standing Subcommittees of AASC are: Public Information (PI), Hospitals and Institutions (H&I), Literature, Entertainment, and the Newsletter. The voting members of AASC elect the Chairpersons of Standing Subcommittees for the term of one year. Any member with two or more years of continuous abstinence from all drugs and at least two years of service at the AASC level is eligible to serve as a Standing Subcommittee Chairperson.

Section 2

1. Nominees shall possess a thorough knowledge of the Twelve Traditions and Twelve Concepts for NA Service and the willingness and ability to apply them to functions of the Standing Subcommittee.

Section 3

1. Subsequent Officers of Standing Subcommittees are elected by the Standing Subcommittee Membership. Any member may serve as a Subsequent Officer of a Standing Subcommittee.

Section 4

1. Standing Subcommittees shall generate a written plan specifying how they will perform their duties in accordance with AASC guidelines, the Twelve Traditions, and the Twelve Concepts for NA Service.

Section 5

1. Standing Subcommittees consist of a Chairperson, Vice Chairperson, and Secretary.

Section 6

1. The single point of accountability for AASC funds distributed to a Standing Subcommittee shall be the Standing Subcommittee Chairperson. The Standing Subcommittee Chairperson is required to sign an accountability contract with AASC prior to receiving AASC funds. Contracts are held by the AASC Treasurer. Standing Subcommittees shall submit a proposed budget.

Section 7

1. Special projects and activities outside of Standing Subcommittee responsibilities and budgets shall be presented to AASC and voted on prior to taking place.

Section 8

1. Standing Subcommittee meetings shall be held in a public place.

Article X Responsibilities of Standing Subcommittees

Section 1

1. Public Information (PI)

- a. Maintains, prints, and distributes meeting schedules monthly or as required.
- b. Serves as liaison between AASC and the Helpline provider; providing AASC with accurate records and regular observations of the services of the Helpline provider.
- c. Serves as Liaison for any outside entity seeking information about the NA program within the AASC service area.
- d. Provides and distributes information, including free listings, about the NA program to locations within the AASC service area that are accessible to the public and maintains a list of distribution locations.
- e. Assists other AASC Standing Subcommittees as needed.
- f. Provides the AASC Treasurer with a monthly written financial report to include all income and expenses prior to disbursement of AASC funds.
- g. Maintains written records of activities, expenditures, mailing lists, etc.

Section 2

1. Hospitals and Institutions (H&I)

- a. Serves as the single point of contact for Hospitals and Institutions interested in an NA meeting at their facility.
- b. Keeps a list of qualified panel members as per the H&I Handbook.
- c. Maintains a current list of scheduled H&I meetings.
- d. Carefully considers the addition of new meetings. Current H&I meetings should have long-term steady attendance prior to adding meetings.
- e. Provides Hospitals or Institutions written notice of the cancellation of meetings lacking support.
- f. Provides the AASC Treasurer with a monthly written financial report to include all income and expenses prior to disbursement of AASC funds.
- g. Maintains written records of activities, expenditures, mailing lists, etc.

Section 3

1. Entertainment

- a. Organizes events and functions as requested and voted in by AASC.
- b. Manages, maintains, and accounts for \$750.00 seed money to roll forward monthly and any time funds accrued exceed \$1,500; those excess funds are to be turned over to the Area Treasurer with the accountable report and any other funds collected on behalf of AASC.
- c. The main purpose is to facilitate entertainment activities that are consistent with the Twelve Traditions, paying special attention to Tradition One (Our common welfare should come first; personal recovery depends on NA unity.) and Tradition Five (Each group has but one primary purpose—to carry the message to the addict who still suffers.).
- d. Provides the AASC Treasurer with a monthly written financial report to include all income and expenses prior to disbursement of AASC funds.
- e. Maintains written records of activities, expenditures, mailing lists, etc.

Section 4

1. Literature

- a. Maintains the inventory of information pamphlets, books, and key tags to be made available to AASC groups.
- b. Minimum inventory of \$500.00 should be maintained at all times.
- c. Makes literature items available at all AASC events and activities.
- d. Provides the AASC Treasurer with a monthly written financial report to include all income and expenses prior to disbursement of AASC funds.
- e. Maintains written records of activities, expenditures, mailing lists, etc.

Section 5

1. Newsletter

- a. Gathers NA related letters, stories, announcements, upcoming events, etc., for printing in the newsletter.
- b. All items printed in the newsletter shall conform to the Twelve Traditions and Twelve Concepts for NA Service.
- c. Adopts and applies the Handbook for NA Newsletters.
- d. Edits, copies, and distributes the newsletter to AASC groups.
- e. Provides the AASC Treasurer with a monthly written financial report to include all income and expenses prior to disbursement of AASC funds.
- f. Maintains written records of activities, expenditures, mailing lists, etc.

Article XI AASC Meetings

Section 1

1. Meetings are held on the first Monday of each month unless otherwise ordered.

Section 2

1. The meetings in the months of October and April shall be known as the Election and Guideline Amendment meetings and are for the purpose of electing officers as per Article VI and for the amendment of AASC guidelines as per Article XII.

Section 3

1. The Chairperson, upon written request from two AASC committee members, may hold special meetings. The request shall contain the motion and the intent of the meeting. No business, other than that which is stated in the motion, will be conducted. At least 10 days prior notice shall be given.

Section 4

1. A simple majority (half plus one) of GSRs shall constitute a quorum.

Section 5

1. Agenda items and motions shall be submitted in writing to the Chairperson prior to the start of the meeting.

Article XII Amendment of Guidelines

Section 1

1. AASC guidelines may be amended by a two-thirds vote of the voting members at the regular meetings in April and October or at a special meeting by the committee provided the exact wording has been submitted in writing and announced at a previous meeting.