

North Louisiana Area Service Committee



Guidelines – Revised 2/2017

Table of Contents

WHAT SERVICE IS.....	5
THE PRIMARY PURPOSE OF SERVICE.....	5
CYCLES OF RECOVERY AND SERVICE.....	5
NON-STRUCTURED SERVICE.....	6
CARRYING THE MESSAGE THROUGH SERVICE WORK.....	6
A CLOSING WORD.....	6
ALL TRUSTED SERVANTS.....	7
AREA SERVICE STRUCTURE.....	8
TRADITION NINE.....	8
PURPOSE:.....	8
AREA SERVICE COMMITTEE:.....	8
GROUP MEMBERSHIP IN THE AREA SERVICE COMMITTEE:.....	8
DIRECT SERVICE REPRESENTATION:.....	9
TO DROP A GROUP:.....	9
AREA SERVICE COMMITTEE MEETINGS:.....	9
AGENDA.....	10
FORMAT OF AN AREA SERVICE COMMITTEE MEETING.....	10
DISCUSSION LIMITS:.....	11
VOTING:.....	11
REPORTS:.....	11
MOTIONS:.....	11
ELECTION OF OFFICERS.....	12
ELECTION OF NEW OFFICERS:.....	12
ELECTION OF VACATED OFFICES:.....	13
RESIGNATIONS AND IMPEACHMENTS.....	13
VOLUNTARY:.....	13
INVOLUNTARY:.....	14
IMPEACHMENT:.....	14
SPECIAL VOTE OF THE AREA SERVICE COMMITTEE.....	14
ASC ADMINISTRATIVE COMMITTEE.....	14
CHAIRPERSON:.....	14
Qualifications:.....	14
VICE-CHAIRPERSON:.....	15
Qualifications:.....	15

SECRETARY:	15
Qualifications:.....	15
TREASURER:	15
Qualifications:.....	16
FINANCIAL GUIDELINES	16
AREA SERVICE REPRESENTATIVE:	17
Qualifications:.....	17
AREA SERVICE REPRESENTATIVE ALTERNATE:	18
ABOUT SUB-COMMITTEES	18
SUB-COMMITTEE OFFICER QUALIFICATIONS	19
SUB-COMMITTEE CHAIRPERSON:	19
SUB-COMMITTEE OFFICER:	19
PUBLIC RELATIONS	20
PURPOSE:	20
MEETINGS AND MEMBERSHIP:	20
REQUIREMENTS AND DUTIES FOR OFFICERS:	20
Chairperson:.....	20
Vice-Chairperson:.....	20
Website Chairperson:.....	20
PR Secretary:.....	21
RESPONSIBILITIES OF THE SUBCOMMITTEE:	21
PUBLIC PRESENTATIONS:	21
MEETING LISTS:	21
PUBLIC RELATION MAIL-OUTS:	21
PHONE LINE POLICY REVISED AUGUST 2015	22
POLICY	23
ACTIVITIES	23
PURPOSE:	23
MEETINGS AND MEMBERSHIP:	23
REQUIREMENTS AND DUTIES OF OFFICERS:	23
CHAIRPERSON:	23
Requirements:	23
Duties:.....	24
VICE-CHAIRPERSON:	24
SECRETARY:	24
RESPONSIBILITIES OF THE ACTIVITIES SUBCOMMITTEE:	24
ACCOUNTING PROCEDURES FOR CAMP RECOVERY:	25
HOSPITALS AND INSTITUTIONS	25

LITERATURE.....	25
PURPOSE:.....	25
RESPONSIBILITIES:.....	26
Large Orders:.....	26
Special Orders:.....	26
Literature Rack at 1321 Airline Drive:.....	26
OUTREACH.....	26
PURPOSE:.....	26
MEETINGS AND MEMBERSHIP:.....	26
RESPONSIBILITIES AND DUTIES OF OFFICERS:.....	27
Chairperson: (This is an elected position).....	27
Requirements:.....	27
Duties:.....	27
Vice-Chairperson:.....	27
Secretary:.....	28
RESPONSIBILITIES OF THE OUTREACH SUBCOMMITTEE:.....	28
NORTH LOUISIANA AREA OF NARCOTICS ANONYMOUS WEBSITE	
SUBCOMMITTEE POLICY AND GUIDELINES.....	28
INTRODUCTION.....	28
I. PURPOSE, NAME, AND ACCOUNTABILITY:.....	28
II. FINANCES AND OWNERSHIP:.....	29
III. REPORTING AND COMMUNICATIONS.....	29
IV. WEBMASTER DUTIES:.....	30
Duties of the Web Servant:.....	30
Duties of the Email Servant:.....	30
Duties of the Meeting List Servant:.....	30
V. QUALIFICATIONS FOR WEBMASTER OR OTHER ROLES:.....	30
VI. WEBSITE CONTENT:.....	31
VII. EMAIL GUIDELINES:.....	31
VIII. TECHNICAL GUIDELINES.....	32
CONVENTION.....	32
CONFLICTS OF INTEREST POLICY.....	33
I. REASON FOR STATEMENT.....	33
2. PERSONS CONCERNED.....	33
3. AREAS IN WHICH CONFLICT MAY ARISE.....	33
4. NATURE OF CONFLICTING INTEREST.....	33
5. INDIRECT INTERESTS.....	34
6. INTERPRETATION OF THIS STATEMENT OF POLICY.....	34
NEPOTISM POLICY.....	35
THE 12 TRADITIONS OF NARCOTICS ANONYMOUS.....	37

FIRST TWO PARAGRAPHS OF TRADITION TWO.....38
THE TWELVE CONCEPTS OF NARCOTICS ANONYMOUS.....39

WHAT SERVICE IS

Service is an effort to carry the message of recovery in Narcotics Anonymous to the addict who still suffers and introduce them to an NA meeting. The newcomer is the most important person at any time – we can only keep what we have by giving it away.

We know from experience that four things help an NA member achieve ongoing recovery: staying clean, going to meetings regularly, working steps, and working with others. Those members not yet able to “actively” carry the message on a personal level can help a group carry the message simply by being at a meeting. A member able to carry the message could “solicit” addicts through his or her own efforts, but in many instances, this proves to be impractical.

We have found it easier and much more effective to introduce newcomers to NA through an active service structure. The members’ desire to carry the message, backed by an active service structure has a greater, farther-reaching effect that individuals can accomplish working by themselves. It introduces more newcomers to NA, aids more members in their ongoing recovery, produces a more populous membership, strengthens groups, and makes recovery from addiction more available and attainable. Directly or indirectly, we all benefit from service.

THE PRIMARY PURPOSE OF SERVICE

NLASC is a not-for-profit organization.

The primary purpose of service is and always remains: to carry the message to the addict who still suffers and aid the membership in fulfilling its need for ongoing recovery. By introducing newcomers to the meetings, the service structure gives the members a chance to carry the message on a personal level and enables the groups to fulfill their primary purpose. Without the newcomer, recovery becomes stale. It is the newcomer and the hope for themselves, which they see in others, that gives vitality to our message and hope to our hearts.

The other side of service aids the membership in its ongoing recovery by making available existing and new literature, activities outside the group settings, recovery magazines and newsletters, service offices for phone answering (12th Step calls), carrying the message to facilities, and a central mailing office. As the membership grows, their needs in ongoing recovery grow. Unity in service helps fill those needs. Without unified service, the needs become void and the membership suffers.

CYCLES OF RECOVERY AND SERVICE

As a member grows in recovery, the desire to carry the message grows. Service is a result of recovery. The carrying of the message by one member of a group of members creates a cycle. As the message is carried, new members come into the fellowship. The service structure at all levels (Group, Area, Region, and World) is a binding link of this cycle. For example, an addict in a facility attends an NA meeting, which is supported by an H&I Subcommittee. They

find a message of hope for themselves in the meeting. Upon their release they are given a meeting schedule and begin to attend meetings outside the hospital. Through the members of those groups, they are given phone numbers, find a sponsor, and continue to stay clean through those members' support. As their recovery progresses, they remember where they come from, and begin to attend H&I meetings. They carry the message to newcomers there, and the cycle begins again.

NON-STRUCTURED SERVICE

There are many ways to be of service. One does not have to hold a titled position to be of service. Regular members and newcomers alike clean up after meetings. Reading, giving out key tags, chairing a meeting, and greeting members and newcomers are simple services that help a group carry the message. Participating in sharing, talking one on one with newcomers, or giving a ride to someone without transportation are all things we do "behind the scenes" that keep NA working. Putting up PR posters or stickers, chairing an H&I meeting, or helping the Activities Sub-Committee host a function are things a member can do to help structured services continue to carry the message. All of these things are services we perform as members. They all lead to the growth and betterment of NA on Group and Area levels. Take away any of these and our ability to carry the message becomes crippled.

Active participation in the service structure is vital. Without member participation in Group service meetings, a gaping hole appears in the Group conscience of the service workers. As a result, direction is lost. Members are needed to do the footwork of the service committees. The efforts of a few become lost and hopeless without the membership's support. It is membership support that gives direction to service and truly unifies the service structure.

CARRYING THE MESSAGE THROUGH SERVICE WORK

The purpose of the service structure is to balance out the work that needs to be done to carry the message of recovery to the addict who still suffers. It is up to every member to help. It is not right for a few people to do all of the work. One of our duties is to train new people for service work so we can better carry the message.

A CLOSING WORD

Service is a result of recovery and recovery is a result of service. Each one of us is recovering from addiction because one or more people have made a service effort to help us stay clean. The NA program is a set of principles as laid out by the 12 Steps and the 12 Concepts. Steps 11 and 12 set forth the principles of service. It is our experience that eventually we will have to apply all of the principles of the program to our lives, to the best of our ability, to stay clean.

Speaking well of service and sharing with those who do not understand provides an increase of emotional support for our service effort. Service alone will not keep us clean, although it does enhance our recovery and personal growth. Most importantly, if there were no service effort, none of us would be here.

ALL TRUSTED SERVANTS

- All trusted servants should study the North Louisiana Area Policy and learn to apply the Twelve Traditions and Twelve Concepts of NA. Studying these three things will give you the tools that you can use in your service work.
- TRAIN YOUR REPLACEMENT. We can only keep what we have by giving it away.
- All trusted servants should work together. This makes it easier on all of the trusted servants and gives everyone a chance to get to know each other. It also enhances your recovery.
- It helps to be at the meeting no later than 30-45 minutes before the meeting time. This is so you can set up the meeting. This is called “staging”. If there is good staging, it will make a difference in the meeting. Part of setting up the meeting is to have refreshments ready at least 15-20 minutes before the meeting time.
- Cleaning up before and after the meeting is very important. Clean up before the meeting out of respect for NA. Clean up after the meeting out of respect to the owners of the building where the meeting is held. You aren’t going to receive respect unless you give it. The more people you get involved the better.
- Welcoming ALL people, especially the newcomer, at the door each meeting is very important. If someone feels uncomfortable, chances are they probably won’t come back. Try to get others involved in this. Isolation is one of our worst enemies!
- Communication between trusted servants is very important. This helps keep confusion to a minimum. If you are going to be late, be sure to call the other trusted servants and/or chairperson.
- WHEN PROBLEMS WITH THE ATMOSPHERE OF RECOVERY OCCUR, IT IS THE RESPONSIBILITY OF THE TRUSTED SERVANTS AND/OR THE CHAIRPERSON TO TAKE CARE OF THE PROBLEM.
- We are striving for each person to have only one position at a time. When we have many people doing little, the fellowship will progress smoother and faster. When we have a few people trying to do everything, the fellowship is slowed down and a lot of things do not get done.
- Remember that we are dealing with life and death in this program. Surrender everything you do to your Higher Power. This will help you as much as it will your service work. Work towards the goal of selfless service. Be content that it will take some time to reach this goal, but it can be achieved. Study the literature, Area Policy, the Twelve Traditions, and the Twelve Concepts. Learn to apply them in your service work. Keep the lines of communication open and well used. These suggestions will help your group have a strong sense of unity and a great spirit of recovery.

AREA SERVICE STRUCTURE

TRADITION NINE

“We ought never be organized, but we may create service boards or committees directly responsible to those they serve.”

PURPOSE:

NLASC is a not-for-profit organization governed by group service representatives of each group in the North Louisiana Area of Narcotics Anonymous.

The purpose of an AREA SERVICE COMMITTEE is to be supportive of its groups and their primary purpose by linking them together within their Area, by helping with their basic situations and needs, and by encouraging the growth of the fellowship.

AREA SERVICE COMMITTEE:

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR's) and Subcommittees within a designated area led by the Administrative Committee. Only GSR's may vote at the ASC. These members meet monthly for the express purpose of serving the specific needs of its member groups.

The North Louisiana Area Service Committee serves three basic functions:

1. To unify the groups within the Area
2. To carry the message of recovery through Sub-Committee actions
3. To contribute to the growth of NA by initializing much of the work to be finalized by the Regional Service Committee.

GROUP MEMBERSHIP IN THE AREA SERVICE COMMITTEE:

The GSR or GSR Alternate elected by the group petitioning the Area for membership must attend the ASC meeting and request that their group be added to the roll. This request must be in writing and state the group's willingness to be a part of the Area. This written request should also state if there is a steering committee and regular meeting place. After a brief discussion of the Area's expectations of the petitioning group and the petitioning group's responsibility to the Area, membership is then accepted. The Policy Subcommittee is then responsible for providing the new group with a current copy of policy. The Outreach Subcommittee has starter kits available if requested (see page 29, #5). Voting rights for the newly added group will begin at the next ASC.

A group must be a member of the Area Service Committee to avail themselves of Direct Service Representation.

DIRECT SERVICE REPRESENTATION:

“If GSR travel to Area Service Committee meetings is burdensome – say, if the ASC meets more than 100 kilometers (62 miles) away – they might even select one of their members to represent the co-op each month on a rotating basis.” (Guide to Local Services, page 65)

The district may also choose to have a single point of accountability and elect a Direct Service Representative.

The DSR carries a separate vote for each group that they represent provided that the group was represented by a GSR at the DSC meeting prior to ASC.

TO DROP A GROUP:

Any group which is not represented at two consecutive ASC meetings will be contacted by an officer of the ASC (Area Chairperson or Vice-Chairperson) within seven (7) days of the second missed meeting and notify that they are subject to being dropped from membership in Area if the group is not represented by a member of their steering committee at the next ASC meeting. This will cause them to be automatically removed from Area membership.

AREA SERVICE COMMITTEE MEETINGS:

AGENDA

FORMAT OF AN AREA SERVICE COMMITTEE MEETING

1. Opening Prayer
2. Read the Twelve Traditions and the first two paragraphs of Tradition (Vice-Chairperson)
3. Read the Twelve Concepts (Policy Chair)
4. Read “Purpose and Definition of an ASC” (Chairperson)
5. Roll call:
 - A) Administrative Committee
 - B) Area Service Representative and Alternate
 - C) Subcommittee Representative and/or Alternate
 - D) Group Service Representative and/or Alternate
6. Groups petitioning Area for membership
7. Secretary Report: A motion must be made and passed to accept the minutes as read or with said changes.
8. Treasurer Report: A motion must be made and passed to accept the written financial statements as read or with said changes. Pays Survivor Club \$30.00 standard. Written report to be turned in to the ASC Secretary.
9. Post Office Box Report (Treasurer)
10. GSR Reports: Written report to be turned in to the ASC Secretary. Any donations to Area to be turned in to ASC Treasurer.
11. ASR Report: Written report to be turned in to ASC Secretary.
12. ASC Chairperson reminds the body that ALL literature orders need to be turned in before the end of this recess.
13. Recess for 10 minute time period. Motion must be made and majority vote to not take recess.
14. Reconvene with a moment of silence followed by the “we” version of the Serenity Prayer.
15. Subcommittee Reports: Written report to be turned in to ASC Secretary. Old Business: Tabled motions from previous months.
16. Election of Officers: if necessary.
17. Recess for ten (10) minute time period. Motion must be made and majority vote to not take recess.
18. Reconvene with a moment of silence followed by the “we” version of the serenity Prayer
19. New Business: Pre-arranged agenda
20. Announcements
21. Financial reports, review of information to be taken back to groups
22. The next meeting time and location is set at the end of each meeting
23. Closing Prayer
24. **CLEAN UP – ALL PARTICIPATING MEMBERS OF ASC**

DISCUSSION LIMITS:

All Narcotics Anonymous members have a voice on the floor provided they are recognized by the Chair; a person thus recognized may have the floor for a maximum of 5 minutes.

1. Participation on Motions:
 - A) Main motion: two (2) pro, two (2) con
 - B) Reconsider a previous motion: two (2) cons limited to participants who favored the original motion
 - C) Two-thirds (2/3) majority for Policy change
2. Must be recognized to have floor only by raising hand, except:
 - A) Point of personal privilege (personal break)
 - B) Point of order (point out order of the day)
 - C) Appeal to Chair (private discussion with Chairperson – at the discretion of the Chair)
 - D) Point of information (point out Policy)
 - E) Division of Assembly (during tie breaking vote)

VOTING:

1. Voting participants will signal their vote by raising their hand or by paper ballot (ballot to be tallied by Vice-Chair and confirmed by Secretary)
2. Eligibility to vote:
 - A) Group Service Representatives or Alternates
 - B) District Service Representative or Alternate
 - C) Administrative Committee: Chair, Vice-Chair, Treasurer, and ASR. Only in the event of a tie does the Administrative Committee have one combined vote.

REPORTS:

1. Sub-Committee and GSR reports are to be submitted to the Area Secretary at the time of presentation.
2. All reports submitted shall be dated with month/day/year.
3. It is preferable that your reports be typed. If your report has to be written please **PRINT NEATLY**.

MOTIONS:

1. Motions made will follow Parliamentary Procedures as taken from “Robert Rules of Order”.

2. All motions shall be recorded by a member of the ASC Administrative Committee on a sequential order form. The sequence will begin at the January ASC, with the motions from subsequent ASC meetings continued in the sequence. The format for all motions will be yyy/mm/dd - ## (type of motion) where ## refers to the next number in the sequence and they type of motion reflects whether it is a regular motion (no suffix), or a money motion (m), or a policy motion (p).
3. All tabled motions have priority under Old Business – lay on table.
4. Any ASC participant can make motions, but must have a second from a GSR. Only GSR’s may vote at ASC.

ELECTION OF OFFICERS

ELECTION OF NEW OFFICERS:

Administrative Committee and Subcommittee Officers should be nominated from active GSR’s and active ASC participants. Service experience such as Group Secretary, Group Treasurer, and Sub-Committee members are of value. Administrative officers at ASC cannot represent Groups and have no vote at ASC except in the event of a tie. Also, ASC members and Officers may succeed themselves in office, but in keeping with the 9th Tradition and the principles of rotating leadership, it is recommended that no officer serve more than two consecutive terms.

Annual Elections:

Nominations for ASC positions are opened in August.

Groups should bring nominations to the September ASC.

Nominations are then closed at the end of ASC in September.

Groups should bring their vote for each position to the October ASC.

Newly elected officers and chairs will take office at November ASC.

Two exceptions: The Vice-Chair automatically assumes the Chair as per ASC Policy. The Alternate ASR automatically takes over as ASR as per ASC Policy.

1. **GSR’s should announce after August ASC that ASC positions are open for nominations and that nominations should be brought to the September ASC.**
2. No one person should hold more than one subcommittee chair position or administrative position at the same time (except for Vice Chair of Area) but can represent a group and vote for said group except for administrative committee.
3. All nominees must be present at September ASC to state their willingness and qualifications for serving the fellowship as a whole in this Area. All nominations must **be seconded by an NA member attending ASC.**
 - A) State clean date.
 - B) Past service experience.
 - C) Why you can and want to serve the fellowship in this position.
4. A written statement of willingness and qualifications can be accepted in place of attendance at the September ASC in case of:

- A) Death of immediate family member;
 - B) Hospitalization of nominee; or
 - C) Hospitalization of nominee's immediate family.
5. A motion must be made to close nominations at September ASC and must have a second. This motion must pass. **GSR's should take all nominations back to their Groups for consideration after September ASC.**
 6. **All nominations are to be voted on at the October ASC by the GSR's or their Alternates.**
 7. **Terms begin at November ASC.**
 8. All revisions of Subcommittee guidelines must be submitted to Policy by December ASC. If Policy does not receive the revisions by this time, your guidelines will be printed as is.

ELECTION OF VACATED OFFICES:

1. The position is explained and nominations are taken. The request for nominations will be drawn from the ASC floor and taken back to groups by their GSR's so each nomination must have a second. The GSR's may also accept nominations during their next group business meeting.
2. All nominees must be present to state their willingness and qualifications.
 - A) State clean date.
 - B) Past service experience.
 - C) Why you can and want to serve the fellowship in this position.
3. A motion must be made to close nominations and have a second.
4. Motion must pass.
5. All nominations will be brought back to the next ASC and will be voted on at that ASC to avoid long-term vacancy.
6. If the Area Chairperson or ASR or any Subcommittee Chair that has a Vice-Chairperson or Alternate becomes vacant, the Vice-Chairperson or Alternate automatically moves up and assumes the position (provided that person can meet position requirements; i.e. clean time).
7. Nominee must be present to be elected.
8. Chair polls assembly about acceptance of Officer after long-term vacancy. Nominee should be excused from assembly during discussion.

RESIGNATIONS AND IMPEACHMENTS (ADMINISTRATIVE COMMITTEE AND SUBCOMMITTEE OFFICERS)

VOLUNTARY:

1. Given in writing to the ASC Chairperson prior to the next ASC.

INVOLUNTARY:

1. Missing two (2) or more consecutive meetings without reasonable cause to be brought up for discussion and vote to be taken at ASC to determine reasonable cause.
2. Relapse during term of office.
3. Failure to perform duties and responsibilities.

IMPEACHMENT:

1. This is needed in case of breach of Traditions.
2. The individual will be given this in writing at least seven (7) days prior to the ASC meeting.
3. Present the motion for impeachment with said due cause.
4. The respondent is given a rebuttal (if so desired, not to exceed five minutes).
5. A closed paper ballot is taken.
6. A two-thirds (2/3) majority of participating votes is necessary to impeach.

SPECIAL VOTE OF THE AREA SERVICE COMMITTEE

To hold a special vote of the NLASC, due cause should be determined by contacting the Area Chairperson, who then contacts the ASC members (Officers and GSR's) in person and by phone. A quorum of two-thirds (2/3) must be in favor to approve the issue. The Chairperson, after all votes are taken and tallied, will contact all ASC members with the outcome of the votes.

ASC ADMINISTRATIVE COMMITTEE

CHAIRPERSON:

A Chairperson presides over the monthly meetings. The Chairperson is one of the co-signers of the North Louisiana Area Service Committee bank account, also a co-signer of the Camp Recovery bank account. The Area Chairperson's responsibility is to conduct the Area Service Committee meeting in an appropriate and timely manner. The Chairperson is responsible for keeping order and adhering to the Twelve Traditions and the Twelve Concepts at ASC. The Chairperson is also responsible to ensure the bank account signatures for both accounts get changed whenever there is a change in office election, resignation, or impeachment of signing officers.

Qualifications:

1. Willingness and desire to serve
2. One (1) year commitment
3. Minimum of six (6) months NA service involvement
4. Minimum of three (3) years clean time

5. Understanding of the Twelve Traditions through application
6. Time and resources to do the job
7. Be an active participant in NA as a whole
8. Must have an understanding of Roberts Rules of Order

VICE-CHAIRPERSON:

A Vice-Chairperson helps coordinate all Subcommittee functions. The Vice-Chairperson also acts as a Subcommittee Chairperson in the absence of said position, and needs to attend all Subcommittee meetings to help these committees stay within the Traditions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson is one of the co-signers on the NLANA bank account and the Camp Recovery bank account.

Qualifications:

1. Willingness and desire to serve
2. Two (2) year commitment – One year as Vice-Chairperson, the next as Chairperson
3. Minimum of six (6) months NA service involvement
4. Minimum of two (2) years clean time
5. Understanding of the Twelve Traditions through application
6. Time and resources to do the job
7. Be an active participant in NA as a whole
8. Must have an understanding of Roberts Rules of Order

SECRETARY:

A Secretary keeps accurate minutes of each ASC meeting, types and distributes copies by mail, e-mail, or in person to each GSR, the Administrative Committee, ASR, and Subcommittee Chairpersons no later than 10 days following each ASC. The minutes will include Roll Call, Old and New Business, and all reports (typed) also needs to be included any changes to bank accounts for election, resignation, or impeachment of new administrative officers. The Area Secretary shall maintain a list of all members of the ASC to include name, position, address, phone number, and e-mail address. This list shall remain available to all current members of ASC. The Area Secretary shall maintain all ASC archives.

Qualifications:

1. Willingness and desire to serve
2. One (1) year commitment
3. Minimum of six (6) months NA service involvement
4. Suggested minimum of one (1) year clean time
5. Time and resources to do the job
6. Be an active participant in NA as a whole

TREASURER:

* Keep the Area's money separate from your own.

- Treasurer shall pay recurring business expenses (phone line, pagers, messaging services, PO Box, ASC meeting facility rent) in a timely manner. The payment of these expenses will not require additional motions or a vote.
- Treasurer shall make a report of contributions and expenditures at every ASC meeting and shall have a copy of the current bank statement.
- Make an annual report at the end of each calendar year.
- PO Box needs to be checked weekly.
- Responsibility and available to receive money from Area functions. There are no counter or bank checks, only printed checks with NLASC printed on them.
- Two out of three authorized persons must be present to write a check.
- These three authorized persons are: the Area Chairperson, the Area Vice-Chairperson, and the Treasurer.
- Two signatures must appear on all checks. *passed 9-17-06*
- Checks will have what they are written for noted in the “memo” line provided.
- Treasurer holds funds for H&I until such time as H&I requires them.
- This Area shall contribute \$10 of the current ending balance to RSC. All Subcommittee funds are exempt. (This was changed but not sure exactly when)
- Treasurer shall maintain our tax identification number.
- Treasurer will keep a detailed record of the Camp Recovery bank account and report monthly with bank statements present.
- Treasurer will also keep record of signers of both accounts as well as the process for changing signatures.
- Treasurer will also make sure signatures are changed when there is an election, resignation, or impeachment of signing officer.

Qualifications:

1. Willingness and desire to serve
2. One (1) year commitment
3. Minimum of six (6) months NA service involvement
4. Minimum of two (2) years clean time
5. Time and resources to do the job
6. Have a working knowledge of finances
7. Be an active participant in NA as a whole

FINANCIAL GUIDELINES

Treasurer shall pay recurring business expenses (phone line, pagers, messaging services, PO Box, ASC meeting facility rent) in a timely manner. The payment of these expenses will not require additional motions or a vote.

This Area shall contribute to Region a nominal amount to be determined at ASC prior to regional meetings.

<u>Secretary budget</u>	\$240 per year
<u>Treasurer budget</u>	\$240 per year
<u>ASR budget</u>	\$1,000 per year
<u>Outreach budget</u>	\$300 per year
<u>PI budget</u>	\$1,500 per year
<u>Policy budget</u>	\$300 per year
<u>H&I budget</u>	\$900 per year (\$75 per month)

Activities budget – As each activity is defined, start-up funds will be appropriated accordingly with no activity exceeding \$150 except for Camp Recovery. The Activities Chairperson shall provide a financial report to the ASC (with receipts) after each activity. Proceeds from Activity Functions, if any, are to be turned over to the Area Chairperson within one (1) business day following said activity or can be deposited directly into the NLASC checking account by the Activities Chairperson. In the absence of the Area Treasurer, money can be turned over to the Area Chairperson or Vice-Chairperson.

AREA SERVICE REPRESENTATIVE:

An Area Service Representative (ASR) is to an ASC what a GSR is to a group. As Representative of the North Louisiana Area, the ASR speaks for the members and the groups of the NLASC. The primary responsibility of the ASR is to work for the betterment of NA, particularly with neighboring ASC's so they represent the group conscience of the ASC at the Regional level and provide the Area with an agenda and a report of the Louisiana Regional Committee meetings. As ASR must be able to work for the common good, placing principles before personalities. The ASR should request funds for travel before the trip date, in writing, in fulfillment of the duties of this position. ASR's will be provided funds for one night's stay and gas money for travel. If funds are not available, ASR is not required to attend RSC. Travel expenses to be paid prior to travel. ASR travel funds to Region are budgeted up to \$250 per RSC meeting. Receipts shall be turned in for all travel expenses to ASC Treasurer with any remaining unused funds. NLANA grants ASR the power to vote his/her conscience at RSC on behalf of NLANA.

Qualifications:

1. Willingness and desire to serve
2. One (1) year commitment
3. Minimum of six (6) months NA service involvement
4. Minimum of two (2) years clean time
5. Time and resources to do the job
6. Working knowledge of the Twelve Traditions through application

AREA SERVICE REPRESENTATIVE ALTERNATE:

The qualifications for ASR Alternate are the same as for ASR except:

1. Two (2) year commitment, the first year serving as Alternate, the next as ASR
2. Minimum of one (1) year clean time

ABOUT SUB-COMMITTEES

An Area Service Committee without Subcommittees is like a car without tires.

When an Area Service Committee sees the need, it forms one or more Subcommittees to implement the motions of the ASC. It is through the Subcommittee system that service takes place. An ASC brings together representatives who are in touch with the needs of the groups they serve. These common and specific needs are discussed and then the ASC takes action. The action is taken by passing a motion to do something through an existing Subcommittee. Without action from the Subcommittees, the ASC is reduced to taking up money, hearing repeatedly about the unmet needs of the fellowship, and all of the frustrations that go with this situation.

It is suggested that all GSR's serve on one or more Subcommittees.

The services provided by an ASC take a deeper meaning to GSR's serving on Sub-Committees. This gives them a chance to see up close how a Subcommittee is going to serve addicts seeking recovery. Subcommittees take meetings into institutions, set up and maintain answering services, issue newsletters, maintain literature stockpiles, host activities, deal with matter of policy, and anything the Subcommittee wants to see and is willing to support. H&I, PR, Literature Committee, Activities, etc., cease to be just letters and words. Members can see it working. If Subcommittees develop the need for greater support, GSR's can play an active role in securing that support. Members who have seen Subcommittees in action or who have participated themselves can speak of the wonderful vitality and spirit, which floods members involved. We addicted people have been robbed by our disease of the feelings of usefulness and potency. We lived, empty, wasted lives before, and the meaning of existence has been lost to us. Naturally, in recovery, we have a special appetite for service. This appetite seems to come from our need to feel better about ourselves. We can watch ourselves grow from uselessness and despair into useful human beings. A feeling enters our lives and unlocks within us that which has long been locked. These feelings are based on the reality that without service needs being met, addicts most certainly will die. These feelings are similar to the personal gratitude someone feels if they drag the victim of an auto accident from a crashed car moments before it explodes. The difference is the fact that the chances to help others suffering from addiction occur much more frequently than auto accidents. We no more consciously choose to be the victim in an accident than we choose to be people who are addicted to drugs. Maybe another difference would be that our lives are a little more likely to explode than a car in an average accident. In time, our feelings related to service gel into an understanding that without NA service, in some form, ourselves and many others would be dying or dead. We begin to see the miracle of recovery on a deeper level. The fact is that through our NA services, unworthy as we are, we are

given an unparalleled opportunity. If you want to become active in service, you will most certainly come to service on an NA Subcommittee because that's where it's happening.

SUBCOMMITTEE OFFICER QUALIFICATIONS

SUBCOMMITTEE CHAIRPERSON:

1. Willingness and desire to serve
2. One (1) year commitment
3. Suggested minimum two (2) years clean time: except Activities and Literature – REQUIRED two (2) years clean time
4. Minimum of six (6) months NA service involvement
5. Understanding of the Twelve Traditions through application
6. Active participation in NA as a whole
7. Chairperson is expected to attend ASC meetings
8. Send written report with ASR to every other RSC (4 per year)
9. Time and resources to do the job
10. Submit all revisions for Policy by the December ASC
11. No one person should hold more than one subcommittee chair position or administrative position at the same time (except for Vice Chair of Area) but can represent a group and vote for said group except for administrative committee.

SUB-COMMITTEE OFFICER:

1. Willingness and desire to serve
2. Suggested minimum six (6) months clean time
3. Active participant in NA as a whole
4. Working knowledge of the Twelve Traditions through application

PUBLIC RELATIONS

PURPOSE:

The purpose of this Subcommittee is to maintain lines of communication between the public and NA. It is important, if not imperative, to always remember that we are directly responsible to the members and groups within this area. When work is being done with the public, it always needs to be done in a timely and effective manner. All actions shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

MEETINGS AND MEMBERSHIP:

The PR Subcommittee will meet once monthly. Everyone is encouraged to attend the meeting. The Chairperson is the only member not allowed to vote, unless a tie has occurred. There must be a minimum of two (2) voting members for voting to occur.

REQUIREMENTS AND DUTIES FOR OFFICERS:

Chairperson:

Requirements:

- Suggested one (1) year clean
- Understanding of the Twelve Steps and Twelve Traditions of NA
- Willingness and desire to serve
- One (1) year service experience
- One (1) year commitment

Duties:

Chairs and sets the agenda for each Subcommittee meeting. Gives a monthly report to ASC and consults with ASC Treasurer to ensure bills are paid. Coordinated communication with other Area Subcommittees. It is suggested that the Chairperson attend at least every other RSCPR meeting. PR must register with NA World Service to update NA.org. PR is responsible for updating the meeting list on NA.org.

Vice-Chairperson:

Works with the Chair to understand the objectives of the Subcommittee and assumes the responsibilities of the Chair in their absence. Suggested six (6) months clean.

Website Chairperson:

Responsible for maintaining the North Louisiana Area website. Works with the Public Relations Subcommittee to ensure the presentation of the North Louisiana Area website in accordance with the Twelve Traditions of Narcotics Anonymous and Area Guidelines.

Suggested one (1) year clean. Suggested one (1) year Public Relations Subcommittee experience.

PR Secretary:

Takes minutes of Subcommittee meeting and gives to members before next Subcommittee meeting. Suggested three (3) months clean.

RESPONSIBILITIES OF THE SUBCOMMITTEE:

Respond to requests for information from the public. Assist H&I in making initial contacts when appropriate. Print and distribute updated meeting lists every two (2) months. Keep NA members informed of PR contingency plan for media contacts, which is to contact PR Chair if any request from media is made for information about NA.

Maintain communication with other Subcommittees. Establish and maintain contact with individuals and organizations outside of the fellowship. Develop a yearly agenda and budget to be presented to the ASC for approval every March. Keeps contact lists updated. Keeps information on surrounding PR events.

PUBLIC PRESENTATIONS:

Six (6) months minimum clean time is required for a Subcommittee member to attend a presentation as an observer. One (1) year minimum clean time and at least six (6) months Subcommittee attendance are required for a Subcommittee member to attend a presentation as a speaker. Any member speaking at a presentation must have first attended at least one (1) presentation as an observer. Clean time and requirements must be strictly adhered to, and can only be waived if decided by the Subcommittee and approved by the NLASC.

MEETING LISTS:

Maintains the current North Louisiana Area meeting list as directed by the ASC. Prints 1500 copies of the meeting list every two (2) months: 200 copies for H&I Subcommittee, 50 copies per Area groups, 100 for Outreach, 300 copies for mail-outs' packages. Surplus lists may be available for any Subcommittee or Home Group as needed. Distributes updated meeting lists to the NLASC every three (3) months. Makes sure the meeting lists are accurate by contacting GSR to ensure meetings are meeting in the same place and time.

PUBLIC RELATION MAIL-OUTS:

When possible, establish and maintain a contact list of individuals and organizations outside of the fellowship. Assemble packets consisting of a letter of introduction, ten (10) current meeting lists, and a literature order form. Mail packets to contact persons every three (3) months.

PHONE LINE POLICY REVISED AUGUST 2015

PHONE LINE GUIDELINES

1. A minimum of six (6) months clean time to volunteer for phone line service.
2. Must attend orientation for phone line service before volunteering.
3. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. A willingness to serve and follow guidelines.
5. A willingness to give personal time.
6. The PR Subcommittee will provide a list of all persons who have complete phone line orientation.

DO'S

- ❖ Do always identify yourself with your first name only and state that you are an addict.
- ❖ Do always have a meeting list and a referral list available.
- ❖ Do find out what the caller needs.
- ❖ Do, if returning a call, make sure you reach the person who called before identifying as an addict or mentioning Narcotics Anonymous.
- ❖ Do remember to be helpful and polite to all callers.
- ❖ Do make appropriate referrals when necessary.
- ❖ Do contact the PR Chairperson if problems arise.

DON'TS

- ❖ Don't argue with people whose views of addiction differ from yours or NA's. If the caller does not want to stop using, do not try to persuade him or her to stop.
- ❖ Don't try to answer questions you are not qualified to answer. Use your referral list.
- ❖ Don't give medical advice.
- ❖ Don't give out other people's names or telephone numbers.
- ❖ Don't answer questions about who was at a NA meeting (e.g. police officer, probation officer, or significant others). However, general information may be given about NA's make up (variance in size of meetings, NA open to all age groups, etc.)
- ❖ Don't glorify active addiction by telling war stories.

POLICY

The Policy Subcommittee consists of a Chairperson, Vice-Chairperson, and Secretary, Chairpersons of all Subcommittees, the Administrative Committee, and any other interested participants of NA as a whole. The Policy Subcommittee is charged by the ASC to deal with those things which are the policies of NA. Policy is directly responsible for all Subcommittees upholding the 12 Traditions of NA. This Subcommittee is responsible for revisions of Area Guidelines. Policy will be updated biannually. This Subcommittee deals with violations of the 12 Traditions within our Area. This Subcommittee is not a governing committee and acts only in matters where the ASC gives permission to do so. The Policy Chairperson serves as Parliamentarian during ASC and as such must have a working knowledge of Roberts Rules of Order. The function of Parliamentarian is to assist the Area Chair in conducting ASC business in an appropriate and timely manner.

ACTIVITIES

PURPOSE:

Activities Subcommittee puts on dances, picnics, campouts, speaker meetings, and other special events. These activities seek to promote unity for the local NA fellowship and attract the newcomer. While these functions can produce additional Area income, it should always be kept in mind that these functions are designed to enhance NA's primary purpose. They do not replace group contributions in finding Area services.

MEETINGS AND MEMBERSHIP:

The Activities Subcommittee shall meet once monthly. This Subcommittee consists of a Chairperson, Vice-Chairperson, other Subcommittee Chairpersons, the Area Administrative Committee, and any other interested members of the NA fellowship. Everyone is encouraged to attend the meeting and can vote. The Chairperson is the only member not allowed to vote except in the event of a tie. There must be a minimum of two (2) voting members present to vote.

REQUIREMENTS AND DUTIES OF OFFICERS:

CHAIRPERSON:

Requirements:

1. Required two (2) years clean time
2. Understanding of the Twelve Steps and Twelve Traditions of NA
3. Willingness and desire to serve
4. Six (6) months NA service experience

5. One (1) year commitment
6. Time and resources to do the job

Duties:

1. Chairs and sets the agenda for each Subcommittee meeting
2. Gives monthly reports to ASC
3. Coordinates communication with other Area Subcommittees
4. Responsible for activity startup funds and to submit a detailed financial report following activities
5. Will keep detailed record of Camp Recovery bank account and report monthly
6. Will start collecting pre-registration for Camp Recovery the last day of Camp Recovery to be deposited in the Camp Recovery bank account.

VICE-CHAIRPERSON:

1. Works with the Chairperson to understand the objectives of this Subcommittee
2. Assumes the responsibilities of the Chairperson in their absence
3. Suggested one (1) year clean time

SECRETARY:

1. Takes minutes of the Subcommittee meeting and distributes them prior to the next meeting.
2. Suggested three (3) months clean time

RESPONSIBILITIES OF THE ACTIVITIES SUBCOMMITTEE:

- Put on the following Area activities, co-hosting with groups in the Area:
1. Halloween party in October
 2. Camp Recovery campout/convention fundraiser in November
 3. Dirty Santa party in December
 4. New Year's Eve party on December 31st
 5. Learning Day with support of Area and Region H&I, PR, and Outreach Subcommittees
 6. Unity Day in early summer (optional)
 7. July 4th picnic
 8. Additional activities as designated by Activities Subcommittee
 9. Other activities as requested by ASC
 10. Support group activities throughout the Area
 11. Produce event flyers for distribution to groups within the Area
 12. Shall hold at least two (2) annual fundraisers with the proceeds to be given to ASC. These are in addition to the regularly slated activities: Super Bowl Sunday and Labor Day function.

13. Chairperson is responsible and accountable for Activities start-up funds, and will return all money to one of the cosigners of the NLASC bank account within one (1) business day of the conclusion of the event and present a detailed financial report to the next ASC.
14. Inventory shall be taken before and after each function. Nonperishable goods shall be held until the next function. All perishables shall be donated to fellowship-based houses.
15. As each activity is defined, start-up funds will be appropriated accordingly. The Activities Chairperson shall provide a financial report to the ASC (with receipts) after each activity. Profits from Activity functions, if any, are to be turned over to the Area Chairperson within one (1) business day following said activity or can be deposited directly into the NLASC checking account by the Activities Chairperson. In the absence of the Area Treasurer, money can be turned over to the Area Chairperson or Vice-Chairperson.

ACCOUNTING PROCEDURES FOR CAMP RECOVERY:

Total receipted expenses (including deposits for camp) subtracted from gross income. The remaining balance will be used first to reserve next year's site and one (1) printing of one (1) run of t-shirts. The remainder will be transferred from the Camp Recovery account to the ASC main account.

HOSPITALS AND INSTITUTIONS

The H&I Chairperson is required to follow ALL guidelines as written in the WSO Hospital and Institution Handbook.

The H&I Subcommittee aids members and/or Groups that wish to carry the NA message of recovery into hospitals and institutions. Members involved in H&I service form an H&I Subcommittee. Sharing our collective experience helps us solve problems and carry the NA message effectively. Members should be committed to NA and have a strong NA oriented recovery message. To serve on an H&I panel, it is required that members have a minimum of NINETY (90) DAYS CLEAN TIME, SUGGESTED SIX (6) MONTHS CLEAN TIME. The Chairperson will brief panel members of the Do's and Don'ts of an H&I meeting. All participants must be aware of their responsibilities to meet the requirements of the facility and to maintain an atmosphere of NA recovery.

LITERATURE

PURPOSE:

The purpose of this Subcommittee is to stockpile an adequate supply of NA merchandise for the Area's needs. This Subcommittee consists of a Chairperson (required two (2) years clean time) and any interested member. This Subcommittee does not write literature, but seeks input

from members and groups. It compiles, edits, and reviews material. This material is then forwarded to the Regional Literature Subcommittee for their use. This Subcommittee is fully self-supporting in that it maintains their stockpile with the money produced from previous literature sales.

RESPONSIBILITIES:

1. Stockpiles an adequate supply (suggested \$1,800 stockpile) of literature, medallions, and NA merchandise. Coordinates the sale of this merchandise at ASC.
2. Coordinates all review material “approval form” within the Area.
3. Maintains a monthly financial report to be turned in to the ASC.
4. Maintains monthly written inventory to be turned in to the ASC.
5. All mail is to be registered and insured.
6. Literature orders turned in after the end of the first recess on the prearranged agenda will be processed at the following ASC.

Large Orders:

Please note that some large orders may not be processed at the time of placement. The Literature Chair will make arrangements with you to accommodate you in a timely manner.

Special Orders:

Some items must be paid for in advance.

Literature Rack at 1321 Airline Drive:

Please understand that it is the responsibility of the groups that meet in this location to donate the funds necessary to keep it well stocked. Individuals may also make donations. Know this: *\$5 = 23 pamphlets or less.*

OUTREACH

PURPOSE:

1. To strengthen the unity of the North Louisiana Area in keeping with the Twelve Traditions and Twelve Concepts of Service; offering support, compassion, and guidance.
2. To help the individual overcome the isolation that hinders the growth and survival of our Groups and individual members.

MEETINGS AND MEMBERSHIP:

This Subcommittee consists of the Chairperson, Vice-Chairperson, other Subcommittee Chairpersons, the Area Administrative Committee and any other interested members. Everyone is encouraged to attend the meeting. A member of the Subcommittee is considered a voting member after attendance at two (2) consecutive Outreach meetings. The Chairperson is the only member not allowed to vote except in the event of a tie. There must be at least two (2) voting members present at the meeting to have a vote. If voting is not possible or practical, the Outreach Chairperson can conduct a phone poll among Subcommittee members present at the previous meeting. All proposals require a simple majority vote to pass, except proposed changes to these guidelines, which require a two-thirds (2/3) majority vote, at which time the proposed changes will be submitted to the Area Policy Subcommittee for review and approval process at the Area level.

RESPONSIBILITIES AND DUTIES OF OFFICERS:

Chairperson: (This is an elected position)

Requirements:

1. Required one (1) year clean time, suggested two (2) years clean time.
2. Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
3. Willingness and desire to serve.
4. Six (6) months NA service experience.
5. One (1) year commitment.
6. Time and resources to do the job.

Duties:

1. Chairs and sets the agenda for each Subcommittee meeting.
2. Gives monthly reports to ASC.
3. Coordinates communication with other Area Subcommittees.
4. Responsible for maintaining the Outreach Subcommittee archives.
5. Send written report to each meeting of the Louisiana Regional Service Committee via the ASR.
6. Accountable for monies issued by the ASC for any and all expenses, included but not limited to: travel expenses, literature expenses, postage expenses, workshop expenses, group starter kits, and “meetings on wheels”.
7. Outreach Chair makes requests, in writing, by motion, to ASC for use of funds.

Vice-Chairperson:

1. Works with the Chairperson to understand the objective of this Subcommittee.
2. Assumes the responsibility of the Chairperson in his/her absence.
3. Required six (6) months clean time, suggested nine (9) months clean time.
4. Three (3) months NA service experience.
5. One (1) year commitment.

Secretary:

1. Takes minutes of this Subcommittee meeting and distributes these prior to the next meeting.
2. Suggested three (3) months clean time.
3. One (1) year commitment.

RESPONSIBILITIES OF THE OUTREACH SUBCOMMITTEE:

1. Hold regularly scheduled meetings at a time and place that is announced and accessible to the Area.
2. Maintain the lines of communication between this Subcommittee and ASC by attending monthly ASC meetings and providing written and verbal reports.
3. Maintain the lines of communication between this Area Subcommittee and the Regional Subcommittee by submitting reports to the Louisiana Regional Outreach Subcommittee via the ASC.
4. To coordinate and work closely with the PR and H&I Subcommittees to prevent overlapping of services and increase support among the Subcommittees.
5. To distribute Narcotics Anonymous literature to groups, and starter kits to newly formed groups requesting these materials (newly formed groups must meet the requirements as described under “To Add/Reinstate Group”. Starter kits, valued at \$50.00, are provided by ASC).
6. To hold an annual workshop (i.e. GSR workshop, Newcomer workshop, etc.).
7. Responds to the needs of the ASC in the spirit of strengthening and serving the fellowship of NA.
8. “Meetings on wheels” – at the request of an addict or group, we will create a temporary meeting of two (2) or more members to go where needed.
9. “Correspondence projects” – will respond to letters from isolated individuals or inmates in correctional institutions.

NORTH LOUISIANA AREA OF NARCOTICS ANONYMOUS WEBSITE SUBCOMMITTEE POLICY AND GUIDELINES

INTRODUCTION

The following outlines policy and guidelines for the North Louisiana Area of Narcotics Anonymous’ Service Webmaster. The following guidelines are derived from the decisions and policies created by the Public Relations and Policy Subcommittee. In addition, they reflect policy or guidelines that are pertinent to the North Louisiana Area Service Committee.

I. PURPOSE, NAME, AND ACCOUNTABILITY:

- A. The purpose of the NLANA website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicate the activities of the North Louisiana ASC.
- B. This Webmaster shall maintain the North Louisiana Area of Narcotics Anonymous' website so to make information about the North Louisiana Area and Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and to our current membership. In addition, the Webmaster shall recommend and implement communication enhancement technology that the North Louisiana ASC may or may not choose to implement.
- C. The name of the trusted servant responsible for publishing and maintaining the North Louisiana ASC website is the "North Louisiana ASC Webmaster". This Webmaster is accountable to the NA Fellowship through the North Louisiana Area Service Committee through its Public Relations Subcommittee. The PR Chairperson is the single point of accountability for the Webmaster and is responsible to the North Louisiana ASC.
- D. The Uniform Resource Locator (URL) for this site is (Insert website here).

II. FINANCES AND OWNERSHIP:

- A. Costs for web hosting, domain registration and associated publishing software are the responsibility of the North Louisiana Area Service Committee (ASC). Costs for Internet access by members of the North Louisiana Area are not included.
- B. The Webmaster is responsible for communicating all financial needs and consequences to the North Louisiana Area Service Committee's Administrative Officers, primarily the Treasurer. A budget for this Website's related activities/needs shall be submitted to ASC monthly.
- C. The North Louisiana Area Service Committee (ASC) is the owner of the domain name "Insert Web Name here" and website contents. This Webmaster is responsible for maintaining the ownership of the domain name for the North Louisiana ASC.
- D. The Webmaster is responsible for investigating and choosing a vendor for hosting the North Louisiana ASC website. Final responsibility rests with the North Louisiana ASC for distribution of funds.
- E. The North Louisiana ASC is responsible for securing all software licenses used by the Webmaster.

III. REPORTING AND COMMUNICATIONS

- A. The Webmaster shall submit a written report to the North Louisiana Area Service Committee at each ASC meeting. This report communicates all financial, technical, and correspondence related to the operation of the website.
- B. Emails will be distributed to Area Service Committees point(s) of responsibility. It is the responsibility of the North Louisiana ASC and all Area Service Committees to designate their point(s) for distribution. It is also the responsibility of the North Louisiana ASC and all Area Service Committees to work out such details with the Webmaster. Website feedback will be distributed to members of the PR Subcommittee.
- C. Email addresses will be established for the North Louisiana ASC, Area Service Committees and other trusted servants as needed. The North Louisiana Website Subcommittee

will provide a distribution mechanism for all emails received through the “Insert website name” domain.

D. Trusted servants and/or service committees receiving communications relayed from the website are responsible for acknowledging the communication and replying appropriately per ASC policy. It is up to those trusted servants to ensure anonymity in any replies they choose to make.

E. A single point of contact for each Area Service Subcommittee is established for the purpose of communications to the Webmaster. This communications liaison is utilized for the purpose of updating information on the website.

F. Requests for literature purchases will be referred to the North Louisiana Area’s Literature Committee.

IV. WEBMASTER DUTIES:

The North Louisiana Area Service Committee (ASC) elects a Webmaster. The Webmaster role can be subdivided into separate roles if willing members present themselves. These separate roles are Web servant, E-mail servant, and Meeting List servant. In the event that the separate roles are not filled, the Webmaster is responsible for all roles listed below.

Duties of the Web Servant:

1. Maintains Area website content and updates it at least once each month.
2. Ensures that the website hosting configuration remains functional.
3. Ensures that the domain name hosting and email configuration (MX record) are functional.
4. Lists the website with search engines.
5. Establish and maintain reciprocal links with other official NA websites.
6. Maintains a backup copy (archive) of the website content.
7. Present monthly reports at the ASC.

Duties of the Email Servant:

1. Sets up and maintains email forwarding configurations and settings.
2. Ensures email forwarding accounts are functional.
3. Ensures the Area Secretary has a list of North Louisiana email forwarding addresses.
4. Present month reports at PR Subcommittee,

Duties of the Meeting List Servant:

1. Maintains the meeting list document on the website and used for printing.
2. Updates meeting information for all official North Louisiana meetings with the NAWS website and the Louisiana Region.
3. Present monthly reports at the PR Subcommittee.

V. QUALIFICATIONS FOR WEBMASTER OR OTHER ROLES:

1. An understanding of the Twelve Traditions and Twelve Concepts of NA Services is vitally important as it involves communications and public relations with non-addicts as well as the still suffering addict.
2. Any person considered for website service should demonstrate an ability to understand the basics of Internet technologies.
3. These trusted servants should have access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servants, not the Subcommittee, nor the ASC.

VI. WEBSITE CONTENT:

- A. The North Louisiana Area's website will contain the following sections or pages:
 1. Home Page – Contains welcoming and site navigational information.
 2. Meetings – Current listing of all NA meetings in the North Louisiana Area.
 - a. Meeting directory pages should be updated as soon as possible after the Webservant is contacted (as outlined in communications).
 - b. A check for accuracy should be made at least every 30 days.
 - c. Changes to the online meeting list can only be requested by the Groups; GSR, Alternate GSR, or ASC Chair.
 - d. New meetings will be added consistent with North Louisiana ASC policy.
 3. Service – Internal information for use by North Louisiana ASC members.
 - a. Meeting's minutes and policy archives.
 - b. ASC meeting and subcommittee meeting times and locations.
 4. Links – List of external hyperlinks to official NA websites.
 - a. External linking will be only to official NA websites.
 - b. The PR Subcommittee will evaluate these websites for conformance (with/to) the Traditions and Concepts of Service before making a hyperlink to that website.
 5. Contact – Suggested means of contacting bodies within the North Louisiana Area.
 6. About NA – General public information describing Narcotics Anonymous.
- B. The North Louisiana ASC website will have the following content on each page:
 1. Each page will have a top-level navigation bar. The bottom of the page will display a copyright notice and contact information for the website.
 2. All requests for Web updates must be made via email to the Web servant (verbal requests cannot be fulfilled).

VII. EMAIL GUIDELINES:

- A. Each email address will need to have at least one person assigned responsibility for that email address and to act as the point of contact.
- B. Any person taking on the responsibility of being an email point of contact needs to understand the ramifications of this commitment. It has become widely accepted in the

professional world that such responses are made within 24 hours of receipt whenever possible. Although we are not a professional organization, we must always remember that lack of follow through can potentially negatively affect how others view our fellowship. This is even more important when such correspondence comes from someone seeking help in our fellowship – such as an addict seeking recovery or a family member of an addict seeking help for that addict.

C. Each person must agree in writing to respond within seven (7) days of having received any email communication prior to being assigned as a point of contact, consistent with ASC policy.

D. It is the responsibility of the designated email point(s) of contact to respond to that email courteously and respectfully, regardless of the content of the email. Personal opinions need to be kept out of this process.

E. At no time shall personal information be included in any official (Insert Web name here) email correspondence. This includes, but is not limited to: personal phone numbers, non-(Insert Web name here) mailing addresses, non-official NA web links, etc.

F. At no time shall any (Insert Web name here) official email address or the email address of correspondence coming to an (Insert Web name here) official email account be included in any non-NA related communications. For example, the admin@(Insert Web name here) email address should never be used to sign up for participation in a non-NA mailing list. Another example is the common practice of including people we have in our email address book in “FWD: Pass this on” type spam, junk mail, humor, and so forth. This is unacceptable misuse of the (Insert Web name here) email, regardless of the perceived innocence of such email.

VIII. TECHNICAL GUIDELINES

A. Images of any identifiable person, whether an NA member or not, are never used.

B. Copyrighted material will not be used on the website without specific permission from the owner of the material.

C. Personal identifying information will not be used on the North Louisiana ASC website, including but not limited to: personal email address, phone number, and mailing address.

D. Every effort should be made to make the site accessible to all addicts, regardless of disability.

E. External hyperlinks shall be checked on a monthly basis for integrity and site content.

F. Files for downloading should be scanned for viruses before posting to the website.

G. Files for downloading should be offered in “Portable Document Format” whenever possible.

H. Internet browser compatibility will be as universal as possible when considering design elements of the website.

I. Website user names and passwords will be held by the specified Subcommittee members, at the discretion of the Webmaster, and the North Louisiana ASC Chairperson only. Passwords will be changed when positions rotate each December.

CONVENTION

Please refer to the Regional Convention Guidelines.

CONFLICTS OF INTEREST POLICY

I. REASON FOR STATEMENT

As a nonprofit, tax-exempt entity, the North Louisiana Area Service Committee (NLASC) depends on member contributions. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions. Therefore, the IRS and state corporate and tax officials view the operations of the NLASC as a public trust, accountable to both governmental authorities and members. Among the organization and its Board, officers, and General Service Representatives (GSRs) there exists a fiduciary duty, which carries with it a broad and unbending duty of loyalty. The Board, officers, and GSRs are responsible for administering the affairs of the organization honestly and prudently, and for exercising their best care, skill, and judgment for the sole benefit of the organization. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the organizations or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority, and all purchases of goods and services must be affected on a basis that secures for the organization full competitive advantages as to product, service, and price.

2. PERSONS CONCERNED

This statement is directed to officers and GSRs, as well as those members annually designated by the Board who influence the actions of the organization or Board, or make commitments on their behalf. For example, this would include all who make purchasing decisions, all others persons who might be described as “management personnel”, and all who have proprietary information concerning the organization.

3. AREAS IN WHICH CONFLICT MAY ARISE

Conflicts of interest may arise in the relations of officers, and GSRs with any of the following third parties:

- 3.1 Persons or entities supplying goods and services to the organization.
- 3.2 Persons or entities from which the organization leases property and equipment.
- 3.3 Persons or entities with whom the organization is dealing or planning to deal in connection with the gift, purchase, or sale of real estate, securities, or other property.
- 3.4 Persons or entities paying honoraria or royalties fro products or for services delivered by the organization for its agents or employees.
- 3.5 Other Areas or nonprofit organizations supporting the organization.
- 3.6 Stations or programmers that carry the organization’s programming.
- 3.7 Agencies, organizations, and associations that affect the operations of the organization.

4. NATURE OF CONFLICTING INTEREST

A material conflicting interest may be defined as an interest, direct or indirect, between any person or entity mentioned in Section 3, and an officer, or GSR which might affect, or might

reasonably be thought by other to affect, the judgment or conduct of a trustee, officer, or GSR of the organization. Such as all interest that may arise through:

4.1 Owning stock or holding debt or other proprietary interests in any third party dealing with the organization.

4.2 Holding office, serving on the Board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with the organization.

4.3 Receiving remuneration for services with respect to individual transactions involving the organization.

4.4 Using the organization's personnel, equipment supplies, or goodwill for other than organization-approved activities, programs, and purposes.

4.5 Receiving personal gifts or loans from third parties dealing with the organizations. (Receipt of any gift is disapproved. No personal gift of money should ever be accepted.)

4.6 Obtaining an interest in real estate securities, or other property that the organization might consider buying or leasing.

4.7 Expending staff time during the organization's normal business hours for personal affairs or for other organization, civic or otherwise, to the detriment of work performance for the organization.

5. INDIRECT INTERESTS

As noted above, conflicting interests may be indirect. An officer or GSR will be considered to have an indirect interest in another entity or transaction if any of the following also have an interest:

5.1 A family member of an officer, or GSR. (Family member is defined for these purposes as all persons related by blood or marriage.)

5.2 An estate or trust of which the Officer, or GSR, or member of his family is a beneficiary, personal representative, or trustee.

5.3 A company of which a member of the family of the officer, or GSR is an officer, director, or employee, or in which he has ownership or other proprietary interest.

6. INTERPRETATION OF THIS STATEMENT OF POLICY

The areas of conflicting interest listed in Section 3 and the relations in those areas which may give rise to conflict, as listed in Section 4 – are not exhaustive, conceivably, conflicts might arise in other areas or through other relations. It is assumed that the officers and GSRs will recognize such areas and relation by analogy. The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of the organization. However, it is the policy of the Board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of officers, and GSRs to scrutinize their transactions with outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure should be made to the Chairman (or if he is the one with the conflict, then the Vice Chairman of the NLASC), who shall bring these matters to the attention of the Board. The

Board shall then determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable as to the organization. The decisions on these matters are the sole discretion of the Board and the GSRs. The Board's first concern must be the welfare of the organization and the advancement of its purposes.

NEPOTISM POLICY

Purpose: To clarify NLASC policy regarding the standards for close relatives working for the fellowship in the same or different departments.

Policy: NLASC permits the voluntary service of qualified relatives of members, of the member's household or immediate family as long as such voluntary service does not, in the opinion of the NLASC create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the member's household. The NLASC will use sound judgment in the placement of related members in accordance with the following guidelines:

1. Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same NLASC, provided no direct reporting or sponsor to spouse relationship exists. That is, no member is permitted to work within "the chain of command" when one relative's work responsibilities, benefits, or other terms and conditions of voluntary service could be influenced by the other relative.
2. Related members may have no influence over the way NLASC votes or carries out its business and other terms and conditions of the other related members.
3. Members who marry while performing voluntary service, or become part of the same household are treated in accordance with these guidelines. This is, if in the opinion of the NLASC, a conflict arises as a result of the relationship, one of the members may be asked to step down from their official position at the earliest practicable time. Any exceptions to this policy must be approved by the NLASC.

Dissolution

In the event of dissolution of this organization, any remaining assets shall, after payment or the making of provisions for payment of all lawful debts and liabilities of the NLASC, be distributed to the North Louisiana Regional Service Committee (NLRSC) or – if no such successor exists, for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Certification

I have carefully read the foregoing Statement of Policy concerning Conflicts of Interest and the accompanying Resolutions of the NLASC Board. In signing this certificate, I have considered not only the literal expression of the policy, but also its intent. I hereby certify that except as hereinafter stated, I do not, to the best of my knowledge:

(1) have any of the relations described in Section 4 with any person or firm of the classes listed in Section 3; and (2) I have no interests conflicting with the interests of this organization, nor do I have any relationship that may appear conflicting.

THE EXCEPTIONS ARE:

(1) If any situation should arise in the future which I believe may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Chairman or the Vice Chairman of the Board, directly or through my immediate superior.

(Signature) _____

(Date) _____

THE 12 TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the 12 Steps, so freedom for the Groups 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 NA 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 NA as a whole.
5. Each Group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA Group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues, hence, the NA 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 film.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

FIRST TWO PARAGRAPHS OF TRADITION TWO

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 who are thrust together in NA. We are miss-managers and not one of us is capable of consistently making 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. By working the Steps, we learn to depend on a Power greater than ourselves, and to use this Power 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 the 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 TWELVE CONCEPTS OF NARCOTICS ANONYMOUS

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 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 process.
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.