

# **Guidelines of the Chattanooga Area Service Committee of Narcotics Anonymous (CASCNA)**

Revised, April 2011

## **A Vision For NA Service**

### **Section I: The Chattanooga Area Service Committee**

- 1. Purpose & Function**
- 2. Spiritual Guidelines, Order of Guiding Documents**
- 3. The CASC consists of:**
- 4. An NA Group in the Chattanooga Area:**

### **Section II Voting Procedures**

#### **A. Voting and Quorum**

### **Section III Elections of CASC of Narcotics Anonymous**

- A. Nominations**
- B. Voting for Trusted Servants**
- C. Length of Service Term**
- D. Second Term**
- E. Nominees**
- F. Resignation and Removal from Trusted Servant Position**
- G. Procedure for Removal from Trusted Servant Position**

### **Section IV Administrative Committee**

- A. Chairperson**
- B. Vice Chairperson**
- C. Regional Committee Member**
- D. Regional Committee Member Alternate**
- E. Secretary**
- F. Alternate Secretary**
- G. Treasurer**
- H. Alternate Treasurer**
- I. Subcommittee Chairs**

### **Section V Establishment of Subcommittees**

### **Section VI Prudent Reserve**

### **Section VII Auditing and Inventory**

### **Section VIII Literature**

### **Section IX CASC Secretary Budget**

### **Section X Automatic Payments**

## **A Vision for NA Service**

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

## **Section I: The Chattanooga Area Service Committee of Narcotics Anonymous**

### **A. Purpose and Function**

1. The purpose of the Committee is to be supportive to a Narcotics Anonymous Area and its primary purpose by associating with Groups within the Area and helping deal with its situations and needs.
2. The Chattanooga Area Service Committee (CASC) serves 3 basic functions:
  - (a) the primary function of this committee is to serve and unify the Groups within its Area and to provide help and support to individual Groups.
  - (b) The secondary function of the CASC is to carry the message of recovery through its various Sub-Committees.
  - (c) The third function of the CASC is to contribute to the growth of and enhance the quality of Narcotics Anonymous, as a whole, by helping to support the Volunteer Region Service Committee (VRSC).

### **B. Spiritual Guidelines, Order of Guiding Documents**

1. The 12 Concepts of NA Service
2. The 12 Traditions of NA
3. A Guide to Local Service in NA
4. The CASC Guidelines
5. The rules contained in the current edition of "Robert's Rules of Order," newly revised
6. CASC shall not make any action that conflicts with Guiding Documents

### **C. the CASC consists of:**

1. Elected Group Service Representatives (GSR) from the Member Groups of Chattanooga Area of Narcotics Anonymous.
2. Elected Trusted Servants (i.e., Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), Alternate RCM, and Sub-Committee Chairpersons).

D. All Groups in the Chattanooga Area of Narcotics Anonymous must adhere to the Six Points, based on our Traditions, which describe an NA Group.

1. All members of a Group are drug addicts and all drug addicts are eligible for membership.
2. As a Group, they are self-supporting.
3. As a Group, their single goal is to help drug addicts recover through application of the 12 Steps of Narcotics Anonymous.
4. As a Group, they have no affiliation outside of Narcotics Anonymous.
5. As a Group, they express no opinion on outside issues.
6. As a Group, their public relations policy is based on attraction rather than promotion.\*

## **Section II**

### **Voting Procedures**

#### A. Voting and Quorum

1. Voting members of the CASC are: GSR's, GSR Alternates, in the absence of GSR, or official proxy representative.
2. Quorum
  - A. A quorum is 1 more than half the current roll call at ASC meeting. Roll Call is established from the number of voting members in attendance at the previous two months at the ASC meeting.
  - B. A quorum must be established to deal with motions at the ASC.
  - C. Any group missing its second consecutive ASC will be removed from Roll Call and will not be counted for quorum. They will be counted in Roll Call upon return for participation at the ASC.
  - D. Any new group may be added to Roll Call by declaring its willingness to become a member of the ASC. They will be added to quorum and receive voting privileges after attending two complete ASC meetings.
3. Business of the CASC shall be conducted by CASC Policy in accordance with the Guiding Documents.
4. All motions that make or change Policy shall be sent back to the Groups and requires a two thirds (2/3) majority of voting members present to pass.
5. An abstention does not count in the total number of present voting members from whom a needed percentage is derived, unless a situation occurs when there are more abstentions than the total of yes and no voted. The motion will then be returned to the floor for further deliberation and clarification.
6. In case of a tie vote, the CASC Trusted Servants would be asked to vote. The collective result of their vote will act as a tie breaker. . (for Trusted Servants see Section 1c - #2)
7. After two (2) ties the Area Chairperson breaks the tie.
8. All members of the CASC, except Chairperson, may make motions. Only GSR's, GSR Alternates, or proxy representatives may second motions.
9. In accordance with the 9th Tradition of Narcotics Anonymous, the CASC is directly responsible to those they serve and shall be respectful of the Guiding Documents in all its affairs and matters of business, keeping the interest of Narcotics Anonymous fellowship in the Chattanooga Area and around the world ever in heart and mind.
10. A vote of Confidence requires a simple majority of voting members.

### Section III

#### Elections of CASC of Narcotics Anonymous

A. Nominations for Administrative Committee Trusted Servants shall be made in January. All persons nominated are to submit a written service resume to be included in Area Minutes to provide groups with information with which to form a vote.

B. Voting of these Trusted Servants positions will be in February with service beginning in March.

C. Trusted Servants positions, with the following exceptions, are a one (1) year term:

1. Ad-Hoc, special, and temporary Sub-Committee chairs.
2. RCM Alternate, ASC Vice-Chair, Alternate Secretary, and Alternate Treasurer are implied two (2) year commitments. Those Trusted Servants assuming the positions of RCM, Chair, Secretary, and Treasurer respectively, with a willingness to serve and a vote of confidence at the end of the first year.

D. A Trusted Servant of CASC may serve a second year in that position if nominated and elected.

E. All nominees of a Trusted Servants position must be present at nomination and voting.

F. Resignation and Removal of Trusted Servants.

1. Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the CASC Chair prior to, or at the time of resignation.
2. Relapse is an automatic removal from Trusted Servants position.
3. Area Trusted Servants may be removed from office for any of the following reasons:
  - (a) 3 Absences
  - (b) Neglect of duties
  - (c) Disregard for Area Conscience
  - (d) Disrespect for the Guiding Documents
  - (e) Misuse of funds
  - (f) Falsification of financial reports
  - (g) Any act of theft or violence in the Committee or towards NA Members.

G. Procedure for Removal from Office

1. A request for removal from office must be presented to the CASC in the form of a motion and be accompanied by an explanation.
2. The Trusted Servant in question will be notified in writing by two (2) CASC Administration Members 21 days prior to impending action.
3. In the event of resignation or removal of Sub-Committee Chairpersons, the CASC Vice-Chair shall assume the duties and responsibilities of the removed Sub Committee Chair until a new Subcommittee Chair is elected.
4. RCM Alternate and Vice-Chair may move into RCM and Chairpersons position respectively in case of resignation or removal upon a vote of confidence by the CASC.
5. Anyone elected mid-term (with the exception of temporary Committee Chairs) will serve the remainder of the regular term of office.

## Section IV Administrative Committee

### A. Chairperson

1. One year commitment
2. Four (4) years continuous abstinence from all drugs
3. Two years active area service position in Narcotics Anonymous
4. Handle and/or direct all correspondence of CASC
5. To be one of the two co-signers on the CASC bank account
6. Enforce the "rules of decorum and discipline" at the Committee Meetings
7. Maintenance of the CASC files, archives, and property
8. Call "Special" CASC Meetings as necessary
9. May in times of inclement weather and threatening travel conditions affecting any part or all of this Area, postpone an CASC Meeting and inform members thereof
10. Appoint all AD-Hoc Committee Chairpersons as needed
11. Train the Vice-Chair in the performance of the Chairpersons duties
12. Call and chair Administrative Committee Meetings as needed

### B. Vice-Chairperson

1. Requires a minimum of three (3) years clean time
2. One year of active area service in Narcotics Anonymous
3. Assists the Chairperson in duties relating to ASC
4. Chairs and assumes the Chairpersons duties at the ASC Meeting in the absence of the Chairperson
5. Assumes responsibility of all Sub-Committees with no elected Trusted Servants (i.e. Chair or Vice-Chair).

### C. Regional Committee Member

1. Requires a minimum of four (4) years clean time
2. Two year active area service in Narcotics Anonymous
3. Carries Area Conscience and concerns to Region
4. Carries business and concerns from Region to Area for consideration
5. Submits a written report at each Area Meeting
6. Trains RCM Alternate in the performance of duties of RCM

### D. Regional Committee Member Alternate

1. Requires a minimum of three (3) years clean time
2. One year of active area service in Narcotics Anonymous.
3. Assists RCM in duties
4. Carries out RCM duties in the absence of RCM on the Area or Regional level

### E. Secretary

1. Minimum of two (2) years clean time
2. Minimum of one (1) year service involvement in Narcotics Anonymous
3. Keep an accurate record of the proceedings at all CASC Meetings to include: regular, special, and Administrative Meetings.
4. Maintain a file of all CASC and Sub-Committee Reports submitted

5. Mail and/or distribute copies of all the minutes to each member of the CASC, Sub-Committee Chairs, and Administrative Committee no later than fourteen (14) days after CASC meeting.
6. Maintains an updated list of all Trusted Servants of the CASC, Administrative Committee, GSRs, Sub-Committee Chairs, including phone numbers and mailing addresses
7. Make available all blank forms in regard to registration, motions, and reports at every CASC Meeting
8. Maintain and update all CASC approved changes to policy and communicate the changes to the Chattanooga Area Website coordinator.
9. Train the Alternate Secretary as to the performance of his/her duties

#### F. Alternate Secretary

1. A minimum of one (1) years clean time
2. One (1) year of participation in Narcotics Anonymous
3. Assume the duties of the Secretary in his/her absence at the CASC Meeting
4. Assists the Secretary in the performance of his/her duties
5. Assists the Vice-Chair and record information, as needed in regard to his/her liaison duties with Committee

#### G. Treasurer

1. Have a minimum of five (5) years clean time
2. Have at least two (2) years active service involvement in Narcotics Anonymous
3. To be the custodian to the Committee's Funds, as received from the Groups, Sub-Committees, and other NA Sources
4. To be co-signer of the Committee's bank account and always one of the signers on any CASC check
5. To make a report of receipts and disbursements at each regular Meeting from the Groups, Sub-Committees, or other NA sources
6. Provide the current Bank Statement at each ASC.
7. To make a full financial report at the end of his/her term
8. To disburse funds as necessary in accordance with Committee decisions when funds are available
9. Maintain the CASC financial record book and have current information on hand at the CASC Meeting for verification and review when requested
10. Train the Alternate Treasurer as to the performance of the Treasurer's duties

#### H. Alternate Treasurer

1. Have at least four (4) years clean time
2. Have at least two (2) year active service involvement in NA service
3. Be prepared to assume the duties of the Treasurer in his/her service
4. Assist the Treasurer in the performance of his/her duties as requested

#### I. Subcommittee Chairs

1. Refer to CASC approved Subcommittee Guidelines for Chairperson Qualifications and Responsibilities.
2. If no Guidelines are established then the Group Conscience of the Chattanooga Area of Narcotics Anonymous members will prevail.

### **Section V Establishment of Sub-Committees**

A. The CASC may establish Sub-Committees as necessary to perform certain duties. Sub-Committees will be formed upon approval of the members of CASC. Sub-Committees may include, but are not limited to: H&I, PI, Literature, Phoneline, Surrender Under the Stars, Newsletter, Outreach, and Activities and any other Sub-Committees deemed necessary to carry on the work of the CASC.

B. All Sub-Committees of CASC shall create, adopt, and keep current guidelines that are consistent with the 12 Concepts, CASC Guidelines, and World Service Conference approved Handbook of Guidelines.

C. All expenditures, outside of approved standing budgets, for any CASC Sub-Committee must be approved by a majority vote of the CASC.

### **Section VI Prudent Reserve**

A. The Treasurer of the CASC shall maintain a prudent reserve determined by the average of the previous 6 months expenses (including the current month).

B. A two-third (2/3) vote of all Home Groups is needed to change the prudent reserve.

C. After all area expenditures are met and pending project funding, approved anticipated expenses or additional reserves are allocated; all remaining funds above prudent reserve will automatically be donated to the Volunteer Region.

D. All expenditures for the CASC shall be paid by bank instruments. Only approved expenses should be paid by debit transaction.

### **Section VII Auditing and Inventory**

A. The ASC administrative committee (chairperson, vice chairperson, secretary) should determine when an audit is to take place.

B. We recommend that no more than 24 hours notice be given before the audit.

C. Those conducting the audit *must* take physical possession of all records, statements, inventories, and petty cash.

D. The treasurer should be available to the audit committee in order to assist and answer questions, if necessary.

E. An audit should be seen as a tool that can keep a minor error from becoming a major one. *It is not intended to be an inquisition.*

F. Audits should not be predictable, but should be varied as to time and place.

G. The Audit Ad-Hoc committee should report the audit findings to the CASC.

H. An Area Inventory shall be taken annually in the month of July, to be organized by the Area Chairperson.\*\*

### **Section VIII CASC Secretary Budget**

In order to provide the CASC with minutes the Treasurer will write a check made to the Area Secretary at each

CASC mtg. in the amount of Thirty Dollars. Unused funds and receipts will be turned in by the Sec. at each ASC meeting.

### **Section IX Automatic Payments**

The phonline expenditures, website expenditures, and CASC monthly meeting space rent shall be an automatic payment upon receipt of bill.

\*These Six Points are found in "The Group Booklet *Revised*"

\*\* Letters A-F are found in the "Treasurer's Handbook *Revised*"