

# Guidelines of the Greater Albuquerque Area Service Committee of Narcotics Anonymous

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## Guidelines

GAASC  
7/8/2017



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**ARTICLE I.**

***NAME***

The name of the assembly shall be The Greater Albuquerque Area Service Committee (GAASC) of Narcotics Anonymous.

**ARTICLE II.**

***SERVICE AREA***

The service area shall be the communities in which member groups meet.

**ARTICLE III.**

***PURPOSE***

The purpose of this service committee is to unify and support its member groups and their primary purpose. We exist to provide services which the groups alone could not provide. We assist member groups with situations or needs which they are unable to handle on their own. We are an extension of our member groups' dedication that no addict seeking recovery need die without having had a chance to find a better way of life.

**ARTICLE IV.**

***MEMBERSHIP***

Narcotics Anonymous Groups comprise the membership of this committee. Member groups may be active or inactive. To become a member, a group must send a Group Service Representative (GSR) to a GAASC meeting, and request membership in the form of a motion during new business.

Consideration for membership will be based on the following questions:

- A. Will recognition of this group contribute to the primary purpose of NA?
- B. Is the GAASC able to provide services to the group and its surrounding community?
- C. Are all members of the group drug addicts and are all drug addicts eligible for membership?
- D. Is the group self-supporting?
- E. Is the purpose of the group to help drug addicts through application of the twelve steps of Narcotics Anonymous?
- F. Does the group have any affiliations outside Narcotics Anonymous?
- G. Does the group express opinions on outside issues?

H. Is the public relations policy of the group based on attraction rather than promotion? A member group becomes inactive upon missing three consecutive GAASC meetings, and becomes active again upon attending the Area Service Committee (ASC) meeting.

**ARTICLE V.  
PARTICIPANTS**

The GAASC shall meet once a month. There are four types of participants at the GAASC meetings:

- A. Group Service Representatives (GSRs) and Alternate GSRs: These are the voting participants at the GAASC meeting. See Informational Pamphlet (IP) #2, *The Group*, for a full description of a GSR's responsibilities.
- B. Subcommittee chairpersons: Our subcommittees accomplish most of the work we do in the service of our primary purpose. The Chairperson is the voice of a subcommittee.
- C. Administrative trusted servants: These include the GAASC Chairperson and Vice-Chairperson; Secretary; Historian and Treasurer (and their assistants if applicable); Regional Committee Members (RCM1 and RCM2).
- D. Observers: GAASC meetings shall be open. Any observer may be called upon to speak at the Chairperson's discretion.

**ARTICLE VI.  
SUBCOMMITTEES**

- A. It is the responsibility of the GAASC to support and maintain subcommittees.
- B. The GAASC has the responsibility to form additional subcommittees as the need arises.
- C. Proposals to create or dissolve standing subcommittees must be sent back to the groups, and then be approved by a two-thirds majority of the present voting members at the next GAASC.
- D. Ad hoc subcommittees may be created by the GAASC Chairperson or a simple majority at any GAASC meeting to answer a question or take on special projects that are beyond the scope of our existing subcommittees. All subcommittees shall follow *A Guide to Local Services* and other NA-approved guidelines and handbooks. The GAASC Chairperson may appoint either the entire ad hoc subcommittee or just a chairperson.
- E. Subcommittee chairpersons are responsible for attending all GAASC meetings or sending an informed representative in their absence.

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- F. Every subcommittee chairperson is responsible for submitting written reports at all GAASC meetings, including a detailed listing of all monthly expenditures.
- G. Subcommittee chairpersons do not vote at GAASC meetings.
- H. All subcommittees shall refer to Article X: *Spiritual Guidance* for related documents that define the principles of operation for their respective subcommittees.
- I. Standing GAASC subcommittees are:
  - 1. Public Relations (PR): The general mission of the PR subcommittee is to ensure that clear and accurate information about NA is available to the public.
  - 2. Hospitals and Institutions (H&I): The H&I Subcommittee conducts panels that carry the NA message to addicts who often have no other way of getting to a meeting.
  - 3. Activities: The Activities subcommittee coordinates events including but not limited to dances, picnics, campouts, and speaker meetings. Activities such as these can provide a greater sense of community for the local NA fellowship and raise funds for the Area.
  - 4. Phonelines: The Phonelines subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us quickly and easily.
  - 5. Literature: The Literature subcommittee maintains an inventory of NA books, pamphlets, and other items available from the World Service Office (WSO) for purchase by subcommittees, local groups, and NA members. In addition, this committee may be involved in engaging the membership in the literature review process of the WSO.
  - 6. Communications: The Communications subcommittee is responsible for printing meeting schedules that show days, times, locations, and other pertinent information for local NA meetings. These schedules shall be distributed at every GAASC meeting. This subcommittee maintains and updates the GAASC web page and may publish a newsletter listing GAASC and regional events and articles on NA topics.
  - 7. Outreach: The Outreach subcommittee visits isolated groups, sponsors simple fellowship events and hosts informational workshops.

8. Special Needs: The goal of the Special Needs is to carry the message to all addicts with special needs by making sure meetings and events are accessible as possible, by being a resource for Rio Grande Region, and by making sure special needs are considered at the GAASC.

## **ARTICLE VII.**

### ***ADMINISTRATIVE TRUSTED SERVANTS***

- A. Administrative trusted servants are responsible for attending all GAASC meetings and submitting reports including a detailed accounting of any monthly expenditure.
- B. Administrative trusted servants shall refer to Article X: *Spiritual Guidance* for documents that define the principles of operation for their respective positions.
- C. In the event that the Area Chairperson is unable to perform his or her duties, the following people, in this order, will facilitate the GAASC meeting.
  1. Vice-Chair
  2. Historian
  3. RCM1
  4. RCM2
  5. Secretary
  6. Treasurer
- D. The Administrative trusted servants are:
  1. Chairperson: The GAASC Chairperson is responsible for conducting GAASC meetings, preparing the agenda, and handling various administrative duties.
    - a. Cosigner of the GAASC bank account
    - b. Oversees quarterly audit of all treasury records, bank accounts and the biannual GAASC inventory
    - c. Can vote only in the case of a tie
    - d. Service experience as the Vice Chairperson is recommended.
    - e. A minimum of five years continuous abstinence from all drugs is suggested for a member seeking this position.
  2. Vice Chairperson: The Vice Chairperson coordinates the GAASC subcommittees and performs other duties as described in *A Guide to Local Services*.
    - a. Assists the Chairperson in conducting GAASC meetings, and conducts the meetings in the chairperson's absence

- b. Registers all new groups with Narcotics Anonymous World Services (NAWS) and verifies that existing groups are registered using the ASC address (GAASCNA, PO Box 81886, Albuquerque, NM 87190)
  - c. The GAASC Vice Chairperson must contact groups not represented at the GAASC for three consecutive months.
  - d. Cosigner of the GAASC bank account
  - e. Participates in the quarterly audit of all treasury records and bank accounts
  - f. Responsible for orienting all new GSRs
  - g. A minimum of four years continuous abstinence from all drugs is suggested.
3. Treasurer: The GAASC Treasurer receives contributions from the groups, administers the GAASC checking account, pays GAASC bills, reimburses officers/subcommittees for their budgeted expenses, keeps careful records of all transactions and reports on the financial condition of the ASC at each of its meetings.
- a. Responsible for promptly depositing all funds, paying all bills and keeping accurate records
  - b. Makes a report of all contributions and expenditures at each regular GAASC meeting as well as an annual report at the end of the calendar year
  - c. Cosigner of the GAASC bank account
  - d. Regularly checks the GAASC PO Box
  - e. The Treasurer's records shall be reviewed quarterly by the other cosigners of the GAASC bank account.
  - f. A minimum of five years continuous abstinence from all drugs is suggested.
  - g. The Treasurer may choose an Assistant Treasurer to mentor during the term of office who will have the minimum requirements for Treasurer at the end of the current Treasurer's term.

4. Secretary: The Secretary (and Assistant Secretary) is responsible for handling all ASC paperwork, correspondence and communication.
  - a. Take accurate minutes of all GAASC meetings.
  - b. Distribute minutes to all participants within ten days
  - c. Maintain an updated list of all participants
  - d. In the absence of a Historian, the Secretary performs the duties listed under that position, as well.
  - e. Participates in the quarterly audit of all Treasury records and bank accounts
  - f. A minimum one year of continuous abstinence from all drugs is suggested.
5. Historian: The Historian is responsible for maintaining GAASC files and archives as well as maintaining and understanding the documents listed in *Article X: Spiritual Guidance*.
  - a. Maintains records of changes to the *Guidelines* and major motions<sup>1</sup>, providing an updated version at the end of their term of service.
  - b. Participates in the quarterly audit of all treasury records and bank accounts
  - c. A minimum three years of continuous abstinence from all drugs is suggested.
6. Regional Committee Member 1 (RCM1): An RCM is to the GAASC what a GSR is to a group.
  - a. The RCM1 keeps the GAASC in touch with the larger world of NA by providing information on activities in neighboring areas, events sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.
  - b. The primary responsibility of the RCM is to provide two-way communication between the GAASC and the rest of NA, particularly with neighboring areas.

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<sup>1</sup> A "major motion" is any motion that changes guidelines or policy.

- c. The RCM represents the GAASC group conscience at the regional level and provides the GAASC with the agenda of the upcoming Regional Service Committee (RSC) meetings.
  - d. A minimum of three years continuous abstinence from all drugs and service experience as RCM2 is suggested.
7. Regional Committee Member 2 (RCM2): This is a two-year commitment with the first year spent becoming familiar with the duties of RCM while attending all GAASC and RSC meetings, and the second year spent as RCM1. A minimum of two years of continuous abstinence from all drugs is suggested.

## **ARTICLE VIII.**

### ***VOTING PROCEDURES***

Voting on all matters other than elections shall take place in the following manner:

- A. A quorum is needed for business to commence. A quorum is more than half of all active groups.
- B. Any participant may introduce a motion at any GAASC meeting.
  - 1. A GSR must second all motions.
  - 2. Both the person making the motion and the person seconding the motion must be present for the motion to be considered.
- C. Voting on all matters shall take place on a “one group, one vote” basis.
  - 1. Only representatives appointed by their groups (usually a GSR or Alternate GSR) may vote.
  - 2. In the event of a tie vote, the GAASC Chairperson may vote to break the tie. If the Chairperson declines to vote, the motion fails for lack of majority.
  - 3. No other GAASC administrative trusted servants, including subcommittee chairpersons, have voting ability at the GAASC meetings.
  - 4. Participants may cast a vote of “for”, “against” or “abstain.”
- D. A participant may only vote the conscience of one group.

- E. A simple majority of those present and voting shall be sufficient to carry any motion, except where noted.<sup>2</sup>
- F. The following items must be sent to the member groups for consideration. They will be included in the minutes and the GSRs will vote their group conscience at the following GAASC meeting:
  - 1. Amending or suspending these guidelines for any reason
  - 2. The creation or dissolution of any standing subcommittee
  - 3. Any actions that the voting participants agree to send to the groups

**ARTICLE IX.  
ELECTIONS**

- A. Notification of upcoming elections and the position's duties and requirements are to be announced and discussed at the GAASC meeting the month prior to the election and sent out in the minutes.
- B. Any NA member may make nominations for a GAASC position.
- C. Nominees must be present to be elected.
- D. Subcommittees will present their nominations first.
- E. A simple majority of voting GSRs is required to elect a member to any GAASC position.
- F. Upon election, members must resign any GSR position they currently hold. If elected to a GSR position during their term of service, they must resign their GAASC position at the beginning of the following GAASC meeting.
- G. An elected member shall assume the duties of office at the end of the meeting at which they are elected.
- H. No elected member shall hold more than one regular GAASC service position at any one time.
- I. No member shall be eligible to serve more than two consecutive terms in the same position.

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<sup>2</sup> See Article VI, C Article IX Section O, subsection 2; and Article XVI, D.

- J. Regular term of office is one year.
- K. Suggested clean time requirement is two years, unless otherwise stated.
- L. Regular Elections:
  - 1. December: Area Chairperson, Vice Chairperson, Treasurer
  - 2. January: Activities, H&I, Communications
  - 3. May: Phonelines, Literature
  - 4. August: Secretary, Historian, Outreach
  - 5. September: Public Relations Chair, RCM2 (current RCM2 moves into the RCM1 position)
- N. Special Elections:
  - 1. The chairperson may appoint members to fulfill vacancies on an interim basis to fulfill the duties until an election may be held and a member elected as outlined in *Article IX: Elections*.
  - 2. A member serving in an interim or ad hoc position need not resign an existing service position to serve.
  - 3. Elected members shall assume their duties at the end of the meeting at which they are elected.
  - 4. Term of office is until the next regular election for that position.
- O. Removal from office
  - 1. The GAASC must review the suitability of any trusted servant when any of the following occurs:
    - a. Relapse
    - b. Failure to attend, send representation, or send a written report to two consecutive GAASC meetings
    - c. Failure to perform the responsibilities of the position

2. A motion to remove a trusted servant from office must be made and seconded according to the procedures outlined in *Article VIII: Voting Procedures*. A two-thirds majority of the voting members present is required to carry such a motion.
3. Any member resigning or removed from their position prior to the completion of their term shall not hold any other position at GAASC for six months. The only exception will be when their resignation is to fill a newly elected position at the GAASC.

## **ARTICLE X. SPIRITUAL GUIDANCE**

The GAASC will operate upon the principles outlined in the following documents. If the question should arise as to which document takes precedence, then the document first listed shall prevail.

- A. *The Twelve Traditions of Narcotics Anonymous*
- B. *The Twelve Concepts for NA Service*
- C. *The Guidelines of the GAASC of Narcotics Anonymous*
- D. *A Guide to Local Services in Narcotics Anonymous*
- E. The current publication of all NA handbooks, including but not limited to:
  1. *Public Relations Handbook*
  2. *Hospitals and Institutions Handbook*
  3. *A Guide to Phonelines Service*
  4. *Handbook for NA Newsletters*
  5. *Literature Committee Handbook*
  6. *Group Booklet*
  7. *Treasurer's Handbook*
  8. *The IPs, Money Matters: Self Support in NA and Funding NA Services*

9. World Service Board of Trustee Bulletins and Service Pamphlets
10. The WSC "Rules of Order" as adapted from Robert's Rules of Order.

## **ARTICLE XI.**

### ***FINANCIAL RESPONSIBILITY***

- A. All money shall be kept in a checking account with the Chair, Vice Chair, and Treasurer as authorized signers.
- B. All expenditures are to be paid by single-signature check using vendor's name whenever possible, and no credit or debit cards shall be issued under the GAASC account.
- C. No one shall sign a check made payable to themselves.
- D. Anyone requesting GAASC funds is personally responsible for:
  1. Spending the money as intended
  2. Providing receipts for all expenditures
  3. Returning otherwise unaccounted funds
  4. If receipts are unavailable, the GSRs may vote to approve reimbursement based on suitable evidence of the expenditure.
- E. All mileage that is reimbursed for travel will be paid according to mileage rates published by the IRS for miles driven in service to charitable organizations.
- F. Administrative trusted servants and subcommittee chairpersons are required to submit any anticipated and all actual expenses in their reports.
- G. In the absence of the Treasurer, the other signers of the account shall perform the Treasurer's duties.
- H. The GAASC will forward money to the RSC and WSO on a monthly and quarterly basis as outlined in Article XIII.
- I. The quarterly financial audit shall be performed in April, July, October, and January.

**ARTICLE XII.**  
***FINANCE***

A. The prudent reserve of the GAASC shall be for emergency use only. It shall consist of two months recurring administrative and subcommittee non-contractual expenses.

B. Additional money shall be set aside on a monthly basis to cover annual contractual expenses. These monies are over and above the prudent reserve and shall be disbursed by the treasurer when due.

C. The budget shall be determined annually by the GAASC through a planning and budgeting process. This process shall begin no later than the September GAASC meeting. The approved budget shall be an annual addendum to these guidelines

**ARTICLE XIII.**  
***ALLOCATION OF MONTHLY INCOME***

A. Fund the budget.

B. Replenish the prudent reserve (if necessary).

C. Once both Article XIII (A) & (B) are completely funded, then the remaining money shall be allocated to both contributions and to project based spending. The contribution to the Rio Grande Region shall be 10%, and the contribution to the NA World Services (NAWS) shall be 5%. The remaining 85% shall be available for project based spending. The treasurer shall hold any unused portion of the 85% until the end of each quarter.

D. At the end of the quarter, any funds remaining over the prudent reserve shall be donated, with 70% being contributed to the Rio Grande Region and 30% contributed to NAWS.

E. Motions shall be made for project-based spending during new business following the voting procedures in Article VIII, with a simple majority needed to approve.

F. All monetary motions on the table are to read in their entirety before discussion of any one motion begins.

**ARTICLE XIV.**

***PROCEDURE FOR FUNDS REQUEST***

- A. No standing GAASC subcommittee will have a petty cash fund or checking account separate from the GAASC treasury.
- B. If an ad hoc committee needs money they shall follow the procedure described in Article XIII (E) above.
- C. All approved expenses shall be paid by GAASC check.
- D. Any request for un-budgeted expenditures must be approved by a motion at a GAASC meeting. Those who are requesting these funds shall strive to ensure that the pricing is competitive.
- E. A full accounting of funds used, including receipts, must be turned over to the Treasurer.

**ARTICLE XV.**

***PROCEDURE FOR FUNDS RAISED FOR THE GREATER ALBUQUERQUE AREA SERVICE COMMITTEE***

- A. Two trusted servants of the hosting subcommittee will be present at all times during events and are responsible for the funds raised.
- B. Event and raffle tickets will be purchased by the GAASC Treasurer and checked out to the subcommittee. Tickets must be accounted for as cash.
  - 1. The Treasurer will issue a receipt to the person(s) responsible for the tickets.
  - 2. Missing tickets must be accounted for by the person signing the receipt.
- C. Immediately following the event, the two subcommittee trusted servants responsible for funds, tickets and/or merchandise will provide an accounting and will turn all items/funds over to a GAASC administrative trusted servant. The GAASC administrative trusted servant will issue a receipt at that time to the subcommittee. If any funds, tickets or merchandise are missing the subcommittee will be held responsible for their value.
- D. All funds should be deposited into the GAASC checking account as soon as reasonably possible, preferably within the next two business days.
- E. All merchandise shall be accounted for as cash.

1. Invoices for merchandise purchased must be turned over to the GAASC Treasurer.
2. The Treasurer shall issue receipts for merchandise listed on invoices to the person responsible for the merchandise.
3. Missing merchandise must be accounted for by the person signing the receipt.
4. Every effort will be made to recover any misappropriation of GAASC funds or merchandise up to and including legal action.
5. All funds raised by any GAASC subcommittee will be turned over to the GAASC as a contribution.

**ARTICLE XVI.**  
***AMENDMENT OF GUIDELINES***

- A. Any participant may propose an amendment to these guidelines at any GAASC meeting by following the voting procedures listed in *Article VIII*.
- B. To make a motion to change the *Guidelines*, a participant must:
  1. Cite the article and section of the *Guidelines* that his/her group would like to change.
  2. Cite the text to be changed.
  3. Offer the proposed language for the new guideline.
  4. Bring the motion to the GAASC Historian for review and guidance before presenting the motion.
- C. The proposed motion must be sent to the member groups for consideration.
- D. At the following meeting, a two-thirds majority of the GSRs present and voting will be required to amend the guidelines.
- E. An amendment goes into effect immediately upon approval, unless otherwise stated in the motion to adopt.

**ARTICLE XVII.**  
***ACRONYMS***

ASC	Area Service Committee
GAASC	Greater Albuquerque Area Service Committee
GAASCNA	Greater Albuquerque Area Service Committee of Narcotics Anonymous
GSR	Group Service Representative
H&I	Hospitals & Institutions
NAWS	Narcotics Anonymous World Services
PR	Public Relations
RCM	Regional Committee Member
RSC	Regional Service Committee
WSC	World Service Conference
WSO	World Service Office

**ARTICLE XVIII.**  
***ADDENDA***