
ASC Policy

*2017
EDITION*

Tampa Funcoast Area of Narcotics Anonymous
Area Service Committee Policy
2017 Edition

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NA Service Prayer

God, grant us the knowledge that we may act according to your divine precepts .Instill in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, so that no addict, anywhere, need die from the horrors of addiction.

The Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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THE SERVICE UNITS OF NARCOTICS ANONYMOUS

The primary purpose of a NA member is to stay clean a day at a time and to carry the message of recovery to the addict who still suffers; by working with others.

The primary purpose of a NA group is to carry the message of recovery to the addict who still suffers by providing a setting for identification and a healthy atmosphere for recovery, where addicts can come to get help if they have a desire to stop using.

The purpose of an Area Service Committee is to be supportive of its Area and Groups and their primary purpose by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs.

The purpose of the Regional Service Committee is to provide service to its member Areas. An ASC and RSC are similar in nature and purpose but their functions are slightly different. An ASC serves the needs of its member Groups, while an RSC serves the needs of its member Areas.

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. We must always remember that as individual members, groups, and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned that internal strife cripples our fellowship and it prevents us from providing the service necessary for growth.

GROUP PARTICIPATION IN ASC

BECOMING A VOTING GROUP AND SCHEDULED MEETING

1. A representative of the meeting must inform the ASC that the meeting desires to become a group. That group may then request the following:
 - a. From the LDO— a new Group package.
 - b. From the ASC Secretary— be added to the list for ASC minutes.
 - c. From Public Relations and Helpline—be placed on the Tampa Funcoast Meeting Schedule.
2. At the third consecutive attendance to ASC, that group will become an ASC voting member.
 - a. Successful attendance to ASC is when the group is present and accounted for by each roll call. There are two roll calls at ASC. Missing one of these two roll calls at ASC defines that group as absent.
3. To maintain voting status a group cannot miss two consecutive ASC meetings.
4. The group will be removed from the mailing list after missing two consecutive ASC meetings.
5. To re-establish voting status the group's GSR (or Alternate) must attend and meet the attendance requirements of two consecutive ASC meetings.

REMOVAL FROM THE MEETING SCHEDULE

If there has not been a representative of the Group for four (4) consecutive ASC's, a group will be removed from the Tampa Funcoast Meeting Schedule. A group is not required to be a voting member of ASC to be placed on the Tampa Funcoast Meeting Schedule but they are required to inform the ASC that they are still meeting, at least once every 4 months.

REINSTATEMENT TO THE MEETING SCHEDULE

If a Group has been removed from the Tampa Funcoast Meeting Schedule, it may be placed back on the list by sending a representative to ASC. At ASC, they should notify the Public Relations and Helpline Chairpersons that they would like to be added to the next publication of the schedule.

ASC PARLIAMENTARY PROCEDURES

As a GSR your input at Area Service is essential to both your Group and the Area. It is important that you meaningfully participate. The opening of the meeting, the Secretary's report, the Treasurer's report, and reports from the Subcommittees are invaluable parts of the ASC meetings. It is in the reports that we see if our primary purpose is being fulfilled.

This is your ASC meeting. GSR's should pay close attention to these reports because you will be asked to accept, reject or accept them with corrections. Examples of corrections could include an error by the Secretary in recording a portion of last month's meeting or the Treasurer may have inaccurately reported your Groups' contributions to ASC.

ASC's business is based on "Robert's Rules of Order." **However, it's very important to remember that the spiritual principles in our Twelve Traditions, Twelve Concepts and ASC Policy always take precedence over "Robert's Rules of Order."**

ADDRESSING THE ASC BODY

All ASC meetings are open to all NA members.

1. Everyone has a voice on the floor.
2. Raise your hand and wait for the ASC Chairperson to acknowledge you before speaking.
3. Comments should be relevant and timely to what is going on in the meeting.

QUORUM

Quorum is defined as the number of voting Groups required to be present at ASC in order to conduct business. To protect our Group conscious, quorum is required before the ASC can proceed with the agenda. In the event quorum is lost during ASC, motions cannot be called to a vote. The procedure the ASC Secretary uses to establish quorum is outlined below.

1. Take attendance.
2. Determine the number of Groups present that have not missed more than two consecutive meetings.
3. Quorum for ASC is more than half the number of eligible voting Groups (e.g. - 60 Groups: quorum is 31; - 61 Groups: quorum is still 31.
4. Official quorum must be reached within 30 minutes after scheduled starting time.
5. Groups must be present for both roll calls scheduled on the agenda. If either roll call is missed, they are considered absent from ASC.

ATTENDANCE

Any member attending the ASC meeting has the option of signing the attendance list which is maintained by the Secretary. (This may prove helpful when required to show past attendance.)

ASC MEETING FORMAT

1. NA Service Prayer
2. Readings:
 - Purpose and function of the Service Units of Narcotics Anonymous
 - Service Meditation (from page 367 in Just for Today)
 - The Twelve Traditions
 - The Twelve Concepts
3. Welcome new attendees and Groups (New Group Package)

4. Secretary's Report – Motion to accept the minutes as is or with said changes.
5. Open Forum:
 - Floor is open to any GSR with Home-Group issues.
 - Floor is open to anyone wishing to address the ASC.
6. Roll Call: Groups, ASC Officers, Subcommittee Chairs
7. Addressing the ASC body
8. LDO Report
9. RCM Report
10. Subcommittee Reports – Motion to accept reports as is or with said changes.
11. Narcotics Anonymous related announcements.
12. Recess for said period of time (optional).
13. Roll Call (**confirm quorum**).
14. Treasurer's Report – Motion to accept the report as is or with said changes.
15. Old Business - Discussing a Motion
16. Elections
17. New Business
18. Regional Motions
19. Pass the Basket
20. Serenity Prayer

MOTIONS AND VOTING

The following guidelines are used to submit, discuss, and vote on motions presented at ASC.

1. **Types of vote**
 - a. 2/3 vote – Two-thirds of the votes cast (total Yes and No Votes) by eligible Groups.
 - b. Majority vote – More than half of the votes cast by eligible Groups.
 - c. Abstention – To abstain is not to vote. Abstentions are not counted.
 - d. The votes cast must at least equal quorum, if not the motion is tabled to the next ASC. If, at the next ASC, the votes cast still does not equal quorum then the motion dies.
 - e. In the case of an RSC motion, an abstention is carried as the vote of the ASC.
2. **Submitting a Motion**
 - a. Only those listed below can make or second motions.
 - i. GSR's, or in their absence, a designated representative of their Group.
 - ii. ASC Vice Chairperson, Secretary, Treasurer, RCM, and Subcommittee Chairs.
 - b. All motions must be in writing, seconded, and submitted to the ASC Secretary prior to new business. At that time, the motion becomes the property of the ASC body.
 - i. Intents should be clearly written. Avoid writing Tradition or Concept numbers without explanation.
 - c. The maker is required to be present only when the motion is initially read.

3. **Discussion of a Motion**

- a. The motion is read by the ASC Chairperson or ASC Vice Chairperson
- b. The maker is allowed to explain the purpose of the motion.
- c. Questions to the motion are taken.
 - i. A question begins with who, what, where, when and how.
 - ii. A question is one sentence.
 - iii. A question will not be allowed if it implies a pro or con.
 - iv. The Chairperson may limit questions to the motion.
- d. Pros and Cons are taken – usually limited to two cons and two pros.
 - i. The Chairperson will ask for a con first.
 - ii. If no con exists, pros are not presented.
 - iii. Under limited circumstances, the Chairperson may extend debate.
- e. A motion to amend is always in order.
- f. The **maker** may present a motion to withdraw the motion at any time prior to voting. It requires unanimous consent of the ASC.

4. **Processing of a Motion**

- a. After pros and cons, the Chairperson may:
 - i. Refer the motion to a Subcommittee or the Groups
 - ii. Call for a vote on the motion (motions to conduct business)
 - iii. Table to the next ASC
- b. A suggestion can be made from the floor on how to process the motion.
- c. A motion cannot be tabled more than once except at the discretion of the Chairperson.
- d. Any motions to permanently revise or establish new ASC Policy must be referred to Groups for two months before being called to a vote.
- e. Any motion referred to the Groups for more than one month should appear in the minutes as a motion awaiting Group approval and should include all attachments corresponding to the motion; budgets, guidelines, etc.

5. **Voting on a Motion**

- a. The Chairperson will call for a vote when the Groups indicate that they are ready to vote. This is usually after pros and cons or after it returns to floor from the Groups.
- b. Eligible GSR's will indicate their vote by raising their card.
- c. The ASC Chairperson votes only in the case of a tie.
- d. Motions to impeach a Trusted Servant, waive Policy, change ASC Policy or change RSC Policy requires a 2/3 vote. All other motions require a majority vote.
- e. A GSR may call for a "roll call" vote wherein every GSR is individually polled.
 - i. The request for a roll call vote is itself a motion.
 - ii. The motion to request a roll call vote is not debatable and requires a majority vote to pass.

6. **Motions to Appeal**

- a. The purpose of a motion to appeal is to reverse the decision of the Chairperson.
- b. The motion to appeal must be made immediately after a decision by the Chairperson.
- c. The motion to appeal requires a majority vote to pass.
- d. If the motion passes, the decision of the Chairperson is reversed.

7. Challenging a Motion

If a motion is voted on at ASC then the item cannot be challenged, changed, or reconsidered for three months.

EXAMPLES OF VOTE COUNTS

Quorum is one more than half the number of eligible voting groups. For example:

| <u>Eligible Voting Groups</u> | <u>Quorum</u> |
|-------------------------------|---------------|
| 62 | 32 |
| 63 | 32 |

Majority and 2/3's vote is based on the number of YES and NO votes cast:

| <u>Yes and No Votes Cast</u> | <u>Majority Vote</u> | <u>2/3 Vote</u> |
|------------------------------|----------------------|-----------------|
| 60 | 31 | 40 |
| 61 | 31 | 41 |
| 62 | 32 | 42 |

THE PURPOSE OF THE AREA SERVICE COMMITTEE

To fulfill our Fellowships' primary purpose, NA Groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

The Tampa Funcoast Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR's) from groups within a designated area who meet monthly to serve the specific needs of its member groups and the Area as a whole.

We can do together what we cannot accomplish separately. This is true in our personal recovery and is equally true in our service structure. In new NA communities, groups often perform basic services in addition to their meetings. Fulfillment of the full range of NA services (phone lines, hospital and institutions, public relations work, outreach, etc.) usually requires more money and people than a single group can muster on its own. The degree of organization necessary to carry out such responsibilities would divert most groups from carrying the NA message in their meetings.

Supporting groups is ASC's most important function. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to the ASC meeting for help. These situations are almost limitless in scope, but we have learned that we can accomplish much when we work together.

The groups have created the NA service structure to serve their common needs. Our Fellowship Service Boards and committees exist to help groups share their experience with one another, provide tools which

help a meeting function better, attract new members to recovery meetings, and carry the NA message further than any single group could alone. Because the groups have created the service structure; they have final authority over all its affairs.

ACTIVE PARTICIPATION IN ASC

To provide these services an ASC needs the active participation of all the GSR's. The group supports its ASC financially, spiritually and physically. It takes money to provide these services and it is a groups' responsibility to offer this support. As an Area grows the financial needs of a committee also grows. To provide a full line of services requires a steady, reliable flow of money. Some Areas provides these funds through Activities. These alternate courses of financial support are helpful but the bulk of responsibility still falls on the members of a group. It is the GSR's responsibility to:

1. Keep their group informed of all information presented at ASC and represent their groups' conscience in all ASC decisions.
2. Evaluate each vote in terms of the needs of those they serve.
3. Participate in helping to carry out the ASC's other specific functions, such as attracting new members, planning and implementing activities, and the aid given to groups with specific situations and services.

In order to coordinate its services the ASC elects officers and subcommittee chairs annually. Leadership and the ability to organize give the committee direction and incentive, which must come from its officers. If a GSR is elected to an ASC position they must resign the GSR position. A person may only hold one (1) position at the ASC, thus ensuring all groups equal representation.

ASC LOCATION

A site for holding the ASC meeting is required to have the following:

1. Minimum of 1,500 square feet
2. Minimum 12 tables and 80-100 chairs
3. Parking for all attendees (minimum of 50 spaces)
4. Commitment from landlord that we will not be bumped
5. Proper ventilation (A/C and Heat that operates)
6. Affordable
7. Sink with counter (kitchen preferably)
8. Separate restrooms for male and females
9. Public Facility
10. Recommended: PA system, podium, soda machine, coffee pot, literature case, tolerable acoustics

THE PURPOSE OF THE ADMINISTRATIVE COMMITTEE

The Administrative Committee consists of the ASC-Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Members and Policy Chairperson. In the event of a situation that must be handled prior to ASC, the Administrative Committee will meet to determine what action must be taken. The Administrative Committee is responsible for conducting audits of the Treasury.

Administrative Committee Guidelines

1. Provide a list of transition items to the Secretary upon leaving office. Transition items could include: passwords, procedures and contacts. Conducts "Learning Day" workshops and orientations on relevant topics.
2. Administrative budget to include LDO budget

QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS

ASC CHAIRPERSON

Qualifications for ASC Chairperson:

1. Willingness and desire to serve
2. 2 years of continuous abstinence from all drugs
3. At least 1 year experience in the NA service structure
4. Time and resources to do the job
5. Ability to lead, communicate and organize

Responsibilities of the ASC Chairperson:

1. Familiar with ASC Policy, A Guide to Service in NA and the Twelve Traditions and Twelve Concepts
2. Arrange an agenda for and preside over the monthly ASC meetings
3. Enforce the rules of decorum and discipline
4. Attempt to be absolutely fair and impartial
5. Vote only in case of a tie
6. Co-Signer on ASC bank account and contracts with potential liability on the ASC
7. Attend Policy Subcommittee meetings
8. Arrange for Treasury audits by the Administrative Committee in Jan, April, July, and October, or whenever a new term begins. Audits are also conducted when directed by the ASC.
9. Acquire a majority vote of the Administrative Committee to temporarily suspend the duties of any ASC Officer in critical situations. Resignation is automatic in the event of misuse of funds or relapse. The Chairperson should take whatever further action is necessary to protect the ASC.
10. Available to assist any trusted servants with bank deposits of Area.
11. At January ASC, submit a line-item annual Administrative Committee Budget for expenses in the form of a motion. The motion will be referred to the Groups for two (2) months and must approved by a 2/3 vote. (The ASC Administrative Committee can request additional funds over the approved budget. This request must also be approved by a 2/3 vote, to run from March to March.
12. Create an Ad Hoc subcommittee chair for the annual Unified Learning Day event, as outlined on page 16 under Ad Hoc Subcommittees.

ASC VICE CHAIRPERSON

Qualifications for ASC Vice Chairperson:

1. Willingness and desire to serve
2. 2 years of continuous abstinence from all drugs
3. Active for at least six months in the Area NA service structure
4. Time and resources to do the job

Responsibilities of the ASC Vice Chairperson:

1. Familiar with ASC Policy, A Guide to Service in NA, the Twelve Traditions, and Twelve Concepts
2. Coordinate all Subcommittee functions and act as liaison between all of the Subcommittees to ensure proper coordination of responsibilities.
3. In the absence of any ASC Subcommittee Chairperson perform the duties of that Subcommittee Chairperson.
4. In the absence of the ASC Chairperson perform the duties of the ASC Chairperson.
5. In the absence of the ASC Secretary and ASC Alternate Secretary, with the help of the Administrative Committee, perform the duties of the Secretary, to include typing and distributing copies of the minutes to each GSR no later than two (2) weeks following the ASC meeting.
6. Attend Policy Subcommittee meetings.
7. Co-signer on the ASC bank account and contracts with potential liability on the ASC.
8. Available to assist any Trusted Servants with bank deposits of Area.
9. Facilitate a Round Table as requested by any ASC Subcommittee Chair.
10. Will possess and maintain ASC storage key.

ASC SECRETARY

Qualifications for ASC Secretary:

1. Willingness and desire to serve
2. At least 1 year of continuous abstinence from all drugs
3. Active for at least 6 months in the NA Service Structure
4. Time and resources to do the job
5. Ability to lead, coordinate and organize

Responsibilities of the ASC Secretary:

1. Familiar with ASC Policy, A Guide to Service in NA, the Twelve Traditions, and Twelve Concepts
2. Take accurate minutes, update Group contact/ mailing list and maintain an attendance sign-in sheet for each ASC meeting
3. Email rough draft of minutes to the admin body for approval before distribution
4. Type and distribute copies of the minutes and agendas to each GSR no later than 2 weeks following the ASC meeting; minutes may be emailed per GSR's request
5. All Regional motions that are referred to the Groups are to be listed in "New Business" under the heading of "Regional Motions"
6. Type and send any letters that the Administrative Committee dictates
7. Maintain ASC files and archives
8. Determine the voting status of the Groups and quorum at ASC
9. Conduct vote count for all motions and publish count in minutes
10. Inform the Helpline and Public Relations Subcommittees of any changes of Group status (See Removal from Meeting Schedule)
11. In the absence of the ASC Vice Chairperson, the Secretary will perform all duties of the ASC Vice Chairperson
12. Co-signer on ASC bank account and contracts with potential liability on the ASC

13. Attend Policy Subcommittee meeting
14. Available to assist any Trusted Servants with bank deposits of Area
15. Provide ASC Treasurer with a hard copy of all approved Subcommittee budgets
16. In the event of an ASC time or date change, the Secretary will contact the Helpline Chair to announce said changes on the Helpline message Board and to post on the ASC Website.

ASC ALTERNATE SECRETARY

The Alternates Secretary works closely with the Secretary learning the duties of the office and taking over in case the Secretary is unable to attend ASC. The requirements for the office are the same as for ASC Secretary. The Alternate Secretary must attend ASC for three (3) months of the last twelve (12) months immediately prior to nomination. The Alternate Secretary **is not a co-signer on the ASC bank account.**

ASC TREASURER

Qualifications of the ASC Treasurer:

1. Time, willingness and desire to serve.
2. At least 3 years of continuous abstinence from all drugs (cannot be waived).
3. Active for at least one (1) year in the NA service structure.
4. Basic knowledge of accounting procedures.
5. Ability to lead, communicate and organize.
6. Familiar with the ASC Policy, A Guide to Service in NA and the Twelve Traditions and Twelve Concepts.

Responsibilities of the ASC Treasurer:

1. Issue a receipt to all Groups/Members for contributions and/or literature orders made to ASC.
2. Provide ASC with a written report of contributions and expenditures at every ASC meeting.
3. Distribute money to pay bills as directed and keep accurate receipts, recurring bills for Subcommittees and ASC Administrative expenses may be paid online. All payments to members require a written check. Any check request submitted to the Treasurer should reference the appropriate budget or approved motion authorizing the expenditure.
4. In the event the ASC does not have enough money to meet all its financial obligations, the Treasurer will pay bills in the following order of priority.
 - a. Literature necessary to fill Group literature orders.
 - b. Helpline expenses (i.e. phone, beeper, answering service.
 - c. Rent for ASC meeting.
 - d. Administrative expenses (i.e. postage, copies of minutes, post office box.
 - e. Hotel cost for RSC meeting for designated attendees.
 - f. Motions from the floor.
5. Maintain ASC operating fund of \$4000.00
6. To have money in the amount of \$2,000 for startup of future conventions to remain in the ASC main account.
7. Send funds over the operating fund to the Florida RSC at the end of January, March, May, July, September, November ASC.

8. Required signer on the ASC bank account and on contracts with potential liability on the ASC. Two signatures are required. The other signers are the ASC Chairperson, the ASC Vice Chairperson and the ASC Secretary. However, the second signature for the Convention Hotel contract, is the Convention Committee Chair.
9. Place stop payment on checks whenever directed by ASC or (in an emergency) Admin Committee.
10. Provide copy of the ASC bank statements for the ASC minutes.
11. Provide copies of the monthly bill statements to Helpline.
12. Provide an annual report to the ASC that includes:
 - a. The yearly amount of contributions and literature expenses for each Group.
 - b. The yearly total of Subcommittee and ASC expenses.
 - c. The amount the Area has contributed to the RSC for the year.
13. Available for all audits, with 24-hour notice.
14. Do not borrow ASC funds.
15. Available to assist any Trusted Servant with bank deposits of Area.
16. Notify ASC Chairperson immediately upon any discrepancies in funds or deposits that should have been made by a Subcommittee Treasurer requiring a receipt or witness to prove such a deposit. Upon notification, ASC Chairperson will issue a moratorium to any further dealings of the involved Subcommittee Member.
17. Hold all monies generated by any Convention fundraising effort as earmarked money in the ASC bank account to be used only by the Convention Committee for convention business. Only the Convention Subcommittee Chairperson or Convention Subcommittee Treasurer can request Convention money. All approved seed monies remain in an earmarked account.
18. Accept money orders, checks from Group accounts, and/or cash. Money Orders and Group Checks are strongly suggested for literature orders. Personal checks for donations or literature orders are not accepted.
19. After having been notified of a deposit, verify within 24 hours of the next business day.
20. Once a week, pick up mail at Area post office box pertaining to bills and submit payment before due date.
21. Keep running balances of Subcommittee budgets (provided by ASC Secretary) and have the information available at all times during ASC meeting.
22. Attend Policy Subcommittee meetings.
23. Require a receipt within 30 days for all checks and list delinquent receipts on Treasurer's report.
24. Provide a standard Financial Report form.
25. Provide a standard Budget Submission form.

ASC ALTERNATE TREASURER

The Alternate Treasurer works closely with the Treasurer, learning the duties of the office and taking over in case the Treasurer is unable to attend ASC. The requirements for the office of the Alternate Treasurer are the same as for the Treasurer. The Alternate Treasurer must attend ASC for 3 months of the last 12 months prior to nomination. Because the Alternate Treasurer might have to assume the position of the ASC Treasurer, the clean time requirement cannot be waived. The Alternate Treasurer **is not a co-signer on the ASC bank account.**

REGIONAL COMMITTEE MEMBERS (2 DELEGATES)

Qualifications for Regional Committee Member are:

1. Willingness and desire to serve.
2. 2 years abstinence from all drugs.
3. Active for at least 1 year in the NA service structure.
4. Time and resources to do the job.
5. Ability to lead, communicate and organize.
6. Familiar with ASC Policy, A Guide to service in NA and the Twelve Traditions and Twelve Concepts.

Responsibilities of an RCM are:

1. Attend all ASC meetings in order to be able to represent the Group conscience of the ASC at the regional level.
2. Attend all RSC meetings and take part in any decision that affects the region, speaking as the voice of the ASC Group conscience. (The office of RCM is immensely important, for an RCM must be able to work for the common good, placing principles before personalities at all times)
3. Submit a written report summarizing all RSC activities, including how RCM voted on all motions.
4. Reserve and oversee the use of the RSC hotel rooms needed for two RCM's when RSC is more than 80 miles from the Tampa Funcoast Area, with the starting point being the ASC location. Different rooms will be reserved for male and female members.
5. Attend Policy Subcommittee meetings.
6. Prepare a written report stating motions made at the last RSC. This will be given to the GSR's at ASC before minutes go out. During the report, RCM can explain motions as necessary.
7. RCMs are reimbursed by half (1/2) for gas expenses when travel to RSC exceeds 80 miles from the point of ASC's current meeting location.

The reimbursement rate is determined by the current IRS Federal reimbursement rate, which at the time of this motion, was \$0.2825 per mile. This rate is listed as "business miles driven" by the IRS and rate is subject to change.

LITERATURE DISTRIBUTION OFFICER

Qualifications of LDO are:

1. Willingness and desire to serve.
2. 1 year of continuous abstinence from all drugs.
3. Active for least 6 months in the NA service structure.
4. Time and resources to do the job.
5. Ability to lead, communicate and organize.
6. Familiar with the Area Service Guidelines and Guide to Local Service.

Responsibilities of the LDO are:

1. Must have time and resources to do job, including the ability to receive and transport the literature.
2. Distribute the Groups literature purchases.
3. Purchase and maintain ASC's literature stockpile.
4. Provide monthly report with beginning & ending inventory, and amount ordered for the prior month.

5. Supply 25 meeting schedules per month to Helpline and 150 meeting schedules for the RSC.
6. Supply new Groups with the “New Group Package” which includes the following:

| | |
|--------------------------------|------------------------------------|
| 10 each “Welcome to NA” | 10 each “Recovery and Relapse” |
| 10 each “Am I an Addict” | 20 each “Meeting Schedule” |
| 10 each “Who, What, How & Why” | 5 each “color key tag” |
| 10 each “Sponsorship” | 1 each “Tampa Funcoast ASC Policy” |
| 10 each “Just for Today” | 1 each “A Guide to Service in NA” |
| 10 each “For the Newcomer” | 1 set of Reading Cards |
| 01 each “Treasurers’ Handbook” | |

ALTERNATE LITERATURE DISTRIBUTION OFFICER

The Alternate LDO works closely with the LDO learning the duties of the office and taking over in case the LDO is unable to attend ASC. The requirements for the office of the alternate LDO are the same as for LDO.

ELECTION OF ASC OFFICERS AND SUBCOMMITTEE CHAIRS

“The Second Tradition concerns the nature of leadership in NA. We have learned that for our Fellowship, leadership by example and by selfless service works and direction and manipulation fail. We choose not to have presidents, masters or directors. Instead, we have secretaries, treasurers and representatives. These titles imply service rather than control.

Our experience shows that if our Group becomes an extension of the personality of a leader or certain member, it loses its effectiveness. An atmosphere of recovery in our Groups is one of our most valued assets and we must guard it carefully lest we lose it to politics and personalities.” (Basic Recovery Text, Page 61)

ASC Officers should be elected from those members who are active in the ASC service structure. Prior experience as Group Secretary, Group Treasurer or subcommittee member is valuable.

1. ASC officers can not represent a Group and have no vote at the ASC meeting.
2. Any ASC officer may be removed during their term in office by a 2/3 vote.
3. No officer can serve more than two (2) consecutive terms, keeping with the Ninth Tradition and the principle of rotating leadership.
4. A term is 12 months from the designated time of General Elections to the next General Election.
5. Qualifications for all positions must be submitted in writing prior to election.
6. Time and resources to do the job

ELECTION PROCEDURES

All members nominated to an ASC position must be present at the time of nomination and election. In the case of an emergency, the nominee may be excused by a written letter of explanation submitted by a representative. The letter must be approved by a majority vote.

If policy regarding qualifications for a position is waived for an individual, then policy is waived for the position and sent back to groups, clarifying that the position is now open, minus those qualifications.

The Convention chairperson election process begins in the September, two (2) years before the convention.

For example, for 2016, the Convention chair is elected in 2014. The Tampa Funcoast convention is scheduled for 2014(30th anniversary), 2016, 2019(35th anniversary), 2021, 2024(40th anniversary), 2026, 2029(45th anniversary), etc. The convention is held between September and November.

When a position has been open for at least 2 months, any qualified nominee(s) effectively closes the position at the end of that ASC

NOMINATION AND ELECTION SCHEDULE

April ASC

1. Read the “Responsibilities of RCM and FRCNA Support Chair”

May ASC

1. Nominations taken for 2 RCMs and FRCNA Support Chair

June ASC

1. Nominations taken for 2 RCMs and FRCNA Support Chair

July ASC

1. Hold elections for 2 RCMs and FRCNA Support Chair
2. July is the transition month for the RCMs. At the July RSC, the newly elected RCMs will begin their responsibilities with the guidance of the outgoing RCM’s. One outgoing RCM will attend the July RSC to assist the new RCM’s. The outgoing RCM’s commitment ends on the last day of the month.

September ASC

1. Read the “Responsibilities of all ASC Officers and Subcommittee Chairpersons”
2. Open all positions for nominations in October
3. September minutes will list all open positions
4. GSR’s will obtain nominations from the groups for all open positions

October ASC

1. Nominations taken for all open ASC Officers and Subcommittee Chairpersons.
2. October minutes will list all open positions and current nominees.
3. GSR’s will obtain nominations from the groups for all open positions. Positions with nominees remain open until closed at November ASC.

November ASC

1. Additional nominations taken for all open ASC Officers and Subcommittee Chairpersons.
2. Nominations will then be closed for all open positions with at least one nominee.
3. November minutes will list:
 - a. All closed positions with nominees and their qualifications
 - b. All open positions (positions without nominees)
4. GSR’s should obtain Group conscience for voting at the next ASC on closed positions with nominees
5. GSR’s should obtain nominations from the groups for all open positions

December ASC

1. Hold elections for all ASC Officers and Subcommittee Chairpersons.

2. Unless a paper ballot is requested by a nominee, voting will be done by a visual count.
3. The nominee that receives the most votes is elected.

January ASC

1. This is the transition month for all ASC Officers. On the first day of the month, the newly elected Officers will begin their new responsibilities with guidance of the outgoing Officer. The outgoing Officer's commitment ends on the last day of the month.
2. Each ASC Subcommittee will elect its own Vice-Chairperson according to the guidelines of the Subcommittee.

RESIGNATION OR IMPEACHMENT OF ASC OFFICERS AND SUBCOMMITTEE CHAIRS

Resignations of ASC Officers and Subcommittee Chairpersons may be as follows:

Voluntary

Voluntary resignations are given in writing to the ASC Chairperson prior to ASC.

Involuntary

1. Involuntary resignations are automatic upon the following:
 - a. Missing two consecutive unexcused ASC meetings, an ASC Officer or Subcommittee Chairperson may be excused by a written letter of explanation as long as another representative is present. All letters must be approved by majority vote.
 - b. upon missing a third ASC meeting, within the officer's term, excused or not, that the officer is removed from office
 - c. Relapse during term in office.
2. An Officer may be impeached in the following circumstances:
 - a. Breach of Twelve Traditions.
 - b. Failure to perform duties and responsibilities.

Impeachment Procedures

1. A motion to initiate impeachment procedures, is passed. A majority vote is required to initiate impeachment proceedings.
2. Individual will be given notice in writing at least seven days prior to the ASC meeting.
3. Present the motion of impeachment with said due cause.
4. The respondent is given time for a rebuttal, if so desired, not to exceed five minutes.
5. A closed ballot is taken.
6. A 2/3 vote is necessary to impeach.

THE PURPOSE OF ASC SUBCOMMITTEES

The Tampa Funcoast Area Service Committee (ASC) has created various subcommittees to do the actual work involved in delivering its direct services. The ASC is responsible for developing and maintaining the subcommittees in each field of service and coordinating the work for each subcommittee with the work of the others. All subcommittees are open to all members of NA.

AD HOC SUBCOMMITTEES

An Ad Hoc is a temporary subcommittee that is formed to work on a specific situation or for a specific purpose that is not covered by any of the other Subcommittee. This subcommittee is dissolved once its purpose has been achieved. The Ad-Hoc subcommittee chairperson should have experience with the specific situation. Members are from the general fellowship or may be appointed by the Ad-Hoc chairperson or ASC chairperson.

QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEE CHAIRPERSONS

Qualifications of all Subcommittee Chairpersons:

1. Willingness and desire to serve.
2. Familiar with Subcommittee Guidelines, ASC Policy, A Guide to Service in NA, the Twelve Traditions and Twelve Concepts.
3. Not hold any other ASC position.

General Responsibilities of all Subcommittee Chairpersons:

Additional responsibilities are listed for each individual Subcommittee following this list. Responsibilities for all Subcommittee Chairpersons are:

1. Hold at least one monthly scheduled meeting of the Subcommittee.
 - a. All Subcommittee members will be given notice seven days in advance of any meeting.
 - b. All Subcommittee business meetings will be held in a public place.
2. Preside over the Subcommittee's monthly meetings.
3. Expedite action on motions referred to the Subcommittee.
4. Attend all ASC meetings. Must be present for both roll calls scheduled on the agenda. If either roll call is missed, the chairperson is considered absent from ASC.
5. Inform the ASC of Subcommittee activities, needs and other relevant information.
6. Submit a written report of the Subcommittee's monthly meetings.
7. Within 72 hours of the end of an event:
 - a. Deposit all event money in the ASC bank account and notify the ASC Treasurer with 12 hours, or
 - b. Give all money to the ASC Treasurer
8. Submit monthly financial report to ASC Treasurer for all events in the month having monetary transactions.
9. Have contracts that place a potential liability on the ASC reviewed, approved and signed by the ASC Treasurer (required) and another ASC Administrative Committee member who is a signer on the ASC's bank account.
10. Submit a year-end written report each January to the ASC. The written report includes the years' activities, accomplishments, specific problems or situations, financial records and plans for the coming year.
11. At January ASC, submit an updated set of Subcommittee Guidelines. If changes are made to the guidelines, a motion will be referred to the Groups for 2 months and must be approved by a 2/3 vote. If updated guidelines are not submitted, existing guidelines will be used.
12. At January ASC, submit a line item annual budget for expenses in the form of a motion. The motion will be referred to the groups for 2 months and must be approved by a 2/3 vote

- a. Annual budgets submitted in January to run from March to March.
13. Requests for funds over the approved budget must be approved by a 2/3 vote.
14. Subcommittees are to pay bills first, then pass the remainder of the funds to the Area.
15. Participate in the planning of and attendance of the annual Learning Day Workshop.
16. Attend Round Tables:
17. Provide a list of transition items to the Secretary upon leaving office. Transition items could include: passwords, procedures and contacts.

FUNCOAST AREA SUBCOMMITTEES AND POLICIES

ACTIVITIES SUBCOMMITTEE

The primary purpose of the Activities Subcommittee is to promote unity and fellowship for the Tampa Funcoast Area of Narcotics Anonymous. The Activities Subcommittee is responsible for:

1. Organizing and hosting events like dances, picnics, campouts, etc., in recovery-oriented atmospheres.
2. Holding at least 4 key events: New Year's Eve, Valentine's Day, Memorial Day and Halloween except during years that a Funcoast Convention is held.
 - a. During the year before the Tampa Funcoast convention is held, the convention committee will conduct the Halloween and New Year's Eve events as Funcoast convention fundraiser.
3. Notifying ASC of all events within a minimum of two (2) months in advance, for ASC approval.
4. Distributing flyers of upcoming events no later than the ASC meeting prior to the event.

Composition of the Subcommittee

This Subcommittee will consist of members of Narcotics Anonymous who have the willingness to serve and meet certain requirements. The structure of the Subcommittee will be as follows:

1. Subcommittee Officers" Chairperson, Vice-Chairperson, Secretary
2. General Members

Qualifications for Membership

General membership consists of any person expressing the desire to make a commitment to work with this Subcommittee. In all cases, members have the willingness to serve and be a member of the Tampa Funcoast Area of Narcotics Anonymous.

Qualifications for Activities Chairperson

1. Willingness and desire to serve.
2. Two (2) years continuous abstinence from all drugs.
3. Time and resources necessary to complete these duties.
4. Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts. Suggested previous experience as a working member of the Activities Subcommittee.

Responsibilities of Activities Subcommittee Positions

Chairperson

1. Hold at least one monthly scheduled meeting of the Subcommittee.
 - a. All Subcommittee members will be given notice seven days in advance of any meeting.
 - b. All Subcommittee business meetings will be held in a public place.

2. Preside over Subcommittee's monthly meeting.
3. Expedite action on motions referred to the Subcommittee.
4. Attend all ASC meetings.
5. Inform the ASC of the Subcommittee activities, needs and other relevant information.
6. Submit a written report of the Subcommittee's monthly meetings.
7. Within 72 hours of the end of an event,
 - a. Deposit all event money in the ASC bank account and notify the ASC Treasurer within 12 hours, or Give all money to the ASC Treasurer.
8. For ongoing weekly or bi-weekly events a prudent reserve will be requested. Any funds over the prudent reserve will be given to the ASC Treasurer or deposited in the ASC bank account within 72 hours of the end of an event.
9. Submit monthly financial report to the ASC Treasurer for all events in the month having monetary transactions.
10. Have contracts that place a potential liability on the ASC reviewed, approved, and signed by the ASC Treasurer (required) and another ASC Administrative Committee member who is a signer on the ASC's bank account.
11. Submit a year-end written report each October, to the ASC. The written report should include the year's activities, accomplishments, specific problems or situations, financial records and plans for the coming year.
12. At January ASC, submit an updated set of Subcommittee guidelines. If updated guidelines are not submitted, existing guidelines will be used.
13. At January ASC, submit a line item annual budget for expenses in the form of a motion. (The Subcommittee can request additional funds over the approved budget. This request must be approved by a 2/3 vote.)
14. All Subcommittees are to pay bills first, then pass the rest of the funds to Area.
15. Attend Round Table.
16. Secure location for Valentines dance before leaving office. The new chair won't have enough time.
17. Secure location for New Year's Eve function by June 1st of that year.
18. Will possess and maintain ASC storage key.

Vice-Chairperson

The Vice-Chairperson will assist and work closely with the Chairperson. In the absence of the Chairperson, the Vice-Chairperson will perform the duties of the Chairperson.

Secretary

The Secretary is responsible for recording accurate meeting minutes and attendance at each Subcommittee meeting and maintaining all records of the Subcommittee.

General Member

The general member will provide ideas, input and assistance to the Subcommittee.

Motions

Any Activity Subcommittee member may bring any motions of business to the floor.

Voting Members

A voting member is a person who has attended two (2) consecutive Activities Subcommittee meetings.

1. Voting privileges will be forfeited if a member misses two (2) consecutive meetings.
2. Voting privileges can be re-established by attending two (2) consecutive meetings.

Voting Procedures

1. A simple majority of the voting members present is required to pass a motion.
2. The Chairperson will exercise the right to vote only in the event of a tie.
3. A quorum of at least three (3) voting members must be present to vote on a motion.

Finances

1. Any person given the responsibility of handling NA funds must have a minimum of 1 year of continuous abstinence from all drug use.
2. An itemized budget is prepared prior to each event to support advancement of funds from ASC.
3. Within 72 hours of the end of the event:
 - a. Deposit all event money in the ASC bank account and notify the ASC Treasurer with 12 hours, OR
 - b. Give all money to the ASC Treasurer.
4. Submit an itemized monthly financial report to the ASC Treasurer for all events in the month having monetary transactions.

Agenda for Meetings

1. Opening Prayer
2. Readings of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
3. Reading of the minutes of the previous meeting
4. Old business
5. New Business
6. Closing Prayer

CONVENTION SUBCOMMITTEE

Conventions are held by members of Narcotics Anonymous to bring our Fellowship together in the spirit of recovery. Meetings, workshops and other activities are scheduled to encourage unity and Fellowship among our members. The convention is managed in such a manner as to accomplish three goals.

- To provide a suitable celebration of recovery.
- To be financially responsible
- To minimize the expense of those attending the convention.

Because service committees of Narcotic Anonymous sponsor conventions, they should always conform to the NA principles and reflect our primary purpose.

The convention committee is generally made up of members who are involved in the primary process. However, membership in the convention committee is open to all members of the Fellowship. The convention committee consists of an Administrative committee, Subcommittee Chairperson, and attending members.

Convention Committee Meetings

All subcommittee meetings should take place at a regularly scheduled time and location and follow the current edition of "Robert's Rules of Order." The purpose of these meetings is to gather and share

information regarding the planning of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.

Meetings are scheduled monthly; until four months prior to the convention when they are held every two weeks; then at two months prior they are held weekly. An agenda or format should be prepared prior to meetings.

All Subcommittee's hold separate meetings prior to the convention committee meetings. The Subcommittee Chairpersons must submit written reports, recommendations and other details about their areas of responsibility.

Voting Members

1. A voting member is defined as a person who has attended two (2) consecutive meetings.
2. Members may vote at their second consecutive meeting.
3. Voting privileges will be forfeited if a member misses two (2) consecutive meetings.
4. Voting privileges can be re-established by attending two (2) consecutive meetings.
5. Subcommittee voting privileges are determined by the same guidelines

Agenda

1. Open with moment of silence followed with the Serenity Prayer
2. Read the Twelve Traditions and the Twelve Concepts.
3. Read and approve the minutes of the last meeting.
4. Open floor (to bring to the floor agenda items not covered in any other area.)
5. Chairperson's report (review progress to date and relay recent information.)
6. Treasurer's report (update on expenses and new balance.)
7. Subcommittee's reports (reports include goals and progress of each committee.)
8. Old business carried over from the last meeting.
9. New business to be undertaken before the next meeting.
10. Close with the Serenity Prayer.

Finances

Accountability, prudence, and integrity are of the utmost importance when handling convention funds.

1. All monies collected from any event should be turned in to the convention treasurer within 24 hours
2. 2 years clean time to handle any convention subcommittee funds.
3. Check requests must be submitted to convention treasurer to obtain any funds.
 - a. Convention chairperson or convention treasurer must sign all check requests.
 - b. Check requests should be completed at least one month prior to the date that the funds are needed.
4. Receipts are required for all transactions that involve convention funds.
 - a. Receipts and an event financial report are due at next scheduled meeting.
 - b. Receipts and "returned cash" total should equal amount of check received.
 - c. The convention treasurer should give a receipt for all cash money received.

- ## RESPONSIBILITIES AND QUALIFICATIONS FOR CONVENTION ADMIN COMMITTEE

Administrative Committee and clean time requirements is composed of the following:

- a. Chairperson, Vice Chairperson, Treasurer 3 years clean
- b. Secretary 1 year clean
6. Subcommittee Chairpersons and their clean time requirements:
 - a. Arts & Graphics, Registration, Convention Information, Program, Merchandising, Fundraiser/Entertainment 2 years clean
 - b. Hotel & Hospitality 3 years clean

Administrative Committee

1. The convention Chairperson is elected by the Funcoast Area and carries out the conscious of the overall committee. The remaining Administrative Committee members are elected by the convention Committee.

2. The convention Chairperson, Vice-Chairperson, Secretary and Treasurer functions as the Administrative Committee of the convention and holds separate administrative meetings.
3. Ensures that the various Subcommittees work together and assists Subcommittees which may need help. However, it is not necessary to involve itself directly in the specific working of each Subcommittee.
4. Discuss the performance of the Subcommittees, the convention budget, and other matters, which affect the convention. Results of discussions are included in the reports at the convention Committee meetings.
5. Drafts a schedule of meeting dates for the convention subcommittee to be approved by the convention subcommittee and distributed to all members. It is advisable to use a consistent day and time.
6. Makes monthly reports to the ASC. Comments and suggestions from the ASC are included in the Chairperson's report at the beginning of each committee meeting.

Chairperson

The Convention Chairperson has three (3) years clean, prior convention experience and administrative abilities.

1. Secures meeting location.
2. Organizes Subcommittees and delegates major tasks to specific Subcommittees. Stays informed of the activities of each subcommittee, provides help when needed, and helps to resolve conflicts.
3. Keeps activities within the principles of the Twelve Traditions and within the purpose of the convention.
4. Monitors the fund flow and overall convention costs and helps organize the subcommittee's budgets.
5. Prepares a budget for the Administrative Committee.
6. Co-signer on check request forms.
7. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
8. Allows the Subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
9. Prepares the agenda for the convention Committee meetings and Administrative Committee.
10. Votes only to break a tie.
11. Chairs the convention Committee meetings as well as the convention.
12. Must attend all Funcoast ASC meetings and give updated reports.
13. Will possess and maintain ASC storage key.

Vice-Chairperson

Have three (3) years clean, prior convention experience and administrative abilities.

1. Acts as Chairperson if the Chairperson is unavailable.
2. Coordinates Subcommittees and attends Subcommittee meetings in order to ensure that they get necessary support to do a good job.
3. Work closely with the Chairperson to help delegate responsibilities to Subcommittee Chairpersons.
4. Assume the responsibilities of any Subcommittee that does not have a Chairperson.

Secretary

Must have one (1) year clean, service experience, and good typing skills.

1. Keep minutes of all committee meetings and Subcommittee reports.

2. Maintains a list of names, address and phone numbers of committee members.
3. Minutes are to be provided to administrative committee and subcommittee chairpersons first.

Treasurer

Must have three (3) years clean, accounting skills, service experience with conventions or other large scale NA activities and accessibility to other committee members (especially the registration committee.)

1. Works with the chairperson and vice-chairperson to prepare a budget for the convention
2. Keep records of all income and expenditures.
 - a. Saves all receipts.
 - b. Maintains a separate, detailed report of all monies received from each Subcommittee.
3. Deposits all funds received within 48 hours from the end of the event.
4. Reviews subcommittee reports for any discrepancies from the approved budget. This information should be included in the Treasurer's report.
5. A complete financial report is due at the 2nd ASC meeting following the end of the convention.

RESPONSIBILITIES AND QUALIFICATIONS FOR CONVENTION SUBCOMMITTEE CHAIRPERSONS

Maintains accurate records of the activities of the subcommittee, as well as an inventory and all correspondence. Financial reports, including expenditures and receipts are to be included with each subcommittee report. The subcommittees of the convention committee work together. Each subcommittee can decide to use the services of another subcommittee or complete an area of business itself. Cooperation and consideration are the keys that make it work.

Arts & Graphics Subcommittee

The purpose of this Subcommittee is to work closely with all other Subcommittees to provide promotional material needed for events before and during the convention.

Responsibilities

1. Design and printing of a banner and convention posters.
2. Work with fundraising to provide flyers and tickets for upcoming events.
3. Works with merchandise to design coffee cups, T-shirts or other merchandise.
4. Present designs for each item to the full convention committee for approval.

Convention Information Subcommittee

The purpose of this Subcommittee is to provide information about the convention to the NA Fellowship and certain agencies outside the Fellowship. Members chosen to serve on the Subcommittee should have a good understanding of the Twelve Traditions, especially as they apply to Public Relations.

Information

1. The Committee will provide a description of the planned event, to indicate:
 - a. Date, Location, Contact, Costs, other pertinent information
2. All information must be up-to-date and accurate.
3. Preparation and distribution of flyers, programs, and a map of the area may be necessary.

Distribution

1. The distribution list includes:

- a. GSR's from the Tampa Funcoast Area
- b. Tampa Funcoast ASC Newsletter
- c. RCM's throughout the Florida Region
- d. World Services for inclusion in the NA Way and the Internet Calendar
- e. Local Treatment Facilities
- f. Other Regions or distribution targets will also be considered.

Responsibilities Before, During, or After convention

1. Develop and maintain a distribution list (before)
2. Prepare information for distribution as it becomes available (before)
3. Distribute information as it becomes available (before)
4. Provide convention chair with distribution list for future use (after)

Fundraising/Entertainment Subcommittee

The purpose of this subcommittee is to help raise funds to finance the convention while providing entertainment for our members at a minimal cost. In Narcotics Anonymous whenever we need to "raise funds" we do so from our own membership. We do not affiliate ourselves with anyone. **Under no circumstances** do we accept contributions from any outside source.

Responsibilities Before the Convention

1. Plan at least one fundraiser every month and one at the hotel where the convention is to be held; if at all possible. The reason for this is to generate excitement and to show the fellowship the facility and hopefully get them to register and secure a hotel room.
2. During the year before the Tampa Funcoast convention is held, the convention committee will conduct the Halloween and New Year's Eve events as Funcoast convention fundraiser.
3. The Fundraising chairperson should stay in touch with the ASC Activity chairperson and provide any support that they feel they may need.
4. The Fundraising chairperson should attend all fundraisers for support and collect any funds generated; then turn them over to the convention treasurer.
5. The Fundraising chairperson is responsible for securing the DJ's and the location for the fundraisers, purchasing food, drinks and decorations.
6. The Fundraising Chairperson is responsible for recruiting subcommittee members to assist with the collection of monies, through the sale of raffle tickets, food and or drinks.
7. Anyone handling money must have two (2) years clean time.
8. Posters and flyers should be printed and passed out at least a month prior to the fundraiser.
9. Research should be done in the surrounding areas to ensure that there are no other NA functions being held at the same times.

Responsibilities During the Convention

1. Arranges the entertainment for the convention. There are many activities that the subcommittee can put on. For example, dances, pool parties, comedy shows, tug-of-war, coffee shop with either professional or fellowship entertainers, volleyball, and many other games or contests.
2. Time for each event should be included in the Convention Program.

Hotel & Hospitality Subcommittee

The purpose of this Subcommittee is to secure a host hotel for the convention and to coordinate all hotel-related functions of the convention Committee. As the hotel liaison, this Committee's effective communication between the Hotel and the convention Committee is an absolute necessity. Most of the committee's work is done in the early planning and especially during the convention.

Hotel Selection and Contract

The hotel contract is one of the most important items in planning the convention. Important points for Hotel selections:

1. All convention representatives should present themselves in proper attire and professional manner when meeting with the hotel staff.
2. Compare several hotels to be financially responsible and to minimize expense to the members.
3. Secure a site as soon as possible, since many planning functions depend on the hotel site.
4. Have all commitments from the hotel written in the contract.
5. Present three bids to the convention Committee for review.
6. The contract should be completely read and discussed by the Convention committee and ASC treasurer to avoid unexpected costs.
7. The Hotel & Hospitality chairperson is the liaison between the hotel and the Convention committee before, during, and after the convention.
8. Get program schedule from Program subcommittee for hotel contract negotiations.
9. Negotiate minimum costs for food, coffee, audio-visual equipment, and parking.
10. Workshop setup to include podium, microphone, and recording table (setup theater style).
11. Secure rooms for Hospitality and Marathon meetings.
12. Secure locations for Merchandise and Registration.
13. Inform the hotel that several banners will need to be hung up in the meeting rooms.
14. Discuss room block requirement and have written in the contract.
15. Inform the hotel staff that all events will be alcohol-free.
16. The Convention chairperson, vice-chairperson, or Hotel & Hospitality chairperson are allowed to sign for charges to the master hotel account.

A professional baby-sitting service may be contracted to accommodate the needs of N.A. members with small children. Ask the hotel representative, if they have agencies they already work with or consult local business directories.

Hospitality Room

A room that will remain open for assigned hours. The following items are suggested:

1. Coffee, snacks or fruit (at least in the morning).
2. Board games, backgammon, cards, chess or checkers.
3. N.A. literature, Meeting lists, and N.A. flyers.
4. Board for notes and communication between conventioners.

In the Hospitality room, clearly display the rules at all times. Suggested rules are:

1. Hours of operation.

2. No smoking, sleeping, gambling allowed.
3. Keep noise level low for consideration of other hotel guests.
4. No unattended children allowed.

Responsibilities Before the convention

1. Project attendance figures and plan for the most effective use of available space.
2. Coordinate with Program Subcommittee and the hotel the workshops setup, time and locations.
3. Coordinate with Merchandise and Registration on room/table setup, times and locations.
4. Submit for Convention committee approval all food and beverage selections, prices, and quantities.
5. The cost of the food to the members should at least equal the cost paid by the convention Committee.
6. Work with Registration Subcommittee to stay informed of the number of meals sold.
7. Guarantee the actual number of meals sold to the hotel 48 hours prior to the convention. Hotels usually prepare for 5% over the guaranteed amount.
8. Determine cutoff times and amounts for coffee service.
9. Provide centerpieces for banquet tables; if necessary.
10. Get names and numbers for daytime and nighttime hotel contacts during the convention.
11. Determine hours of operation for Hospitality and Marathon meeting rooms as allowed by the hotel.

Responsibilities During the convention

1. Verify workshops, speaker meetings and banquet rooms are set up correctly and on time.
2. Verify all equipment is working properly, especially the PA system.
3. Stay informed of coffee consumption and keep within limits.
4. Be present when final bill is settled and verify all charges.
5. Before conventioners begin to checkout, get total number of rooms purchased by conventioners (good information for next convention).
6. Have Hospitality and Marathon meeting rooms open during the assigned hours.

Responsibilities after the convention

1. Verify bill has been settled completely.
2. Verify no damage has been attributed to members, if damage has occurred inform the Convention committee and determine restitution.
3. Send a "Thank You" or (complaint) letter to appropriate hotel manager.
4. Organize and archive all hotel contracts, receipts and correspondence for future reference.
5. Begin working on hotel site for next convention, if possible.

Merchandise Subcommittee

The purpose of this subcommittee is to provide recovery related merchandise for sale before and during the convention. The Merchandise chairperson keeps accurate records of sales and inventory and has that information available for the committee throughout the sales period.

Responsibilities Before Convention

The merchandising effort of any convention is to generate funds to ensure the success of the event. All funds generated should be used to further enhance our Fellowship.

1. The Merchandising subcommittee should be business minded and have a good understanding of the Twelve Traditions; especially regarding the sale of NA related items.
2. Three different bids for merchandise should be submitted to the Convention committee for review.
3. The Convention committee will determine where pre-convention merchandise is sold (e.g. NA events, meetings, ASC etc.).

Responsibilities During Convention

1. Merchandise store hours should be coordinated with Program and Hotel & Hospitality subcommittees to assure proper scheduling.
2. Ensure merchandise subcommittee members are available to man merchandise room or table
3. Responsible for the storage of all items in a secure place and the delivery of all receipts to the Convention treasurer, along with an accurate inventory.

Responsibilities After Convention

1. Submit a statement of the remaining inventory including records showing all merchandise ordered, expenditures, and sales to the Convention Treasurer to assure accountability for all merchandise and expenditures.
 - a. Due one (1) week from the close of the convention.

Other Merchandise and outside vendors

There may be representatives from other NA areas or conventions wanting to sell items for other NA events. This is usually allowed on the last day of the convention. This allows conventioners the opportunity to purchase these items at one time and place as well as foster unity. The committee should plan for the space and scheduling of these sales. It is important that the committee be reasonably sure that such sales will benefit the Fellowship. Other NA licensed vendors may be contacted to enhance merchandising and funding of the convention.

Program Subcommittee

The purpose of this subcommittee is to provide speakers and workshops that promote the NA message of recovery.

Responsibilities

2. Have regular scheduled program meetings.
3. Plans all the workshops and meetings at the convention.
4. Selects potential speakers, workshops, and workshop chairs for the convention program.
 - a. All speakers and workshops are to be brought to the full Committee for final approval.
5. Draft and print the program for the actual convention
 - a. Work with Fundraising, Merchandise and Registration to schedule events

Speakers and Program Participants

1. The basic qualification for participation on the program of a NA convention is membership in NA.
2. Speakers who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery and incorporate the Twelve Steps and Twelve Traditions, assure a NA message is given at a NA convention.
3. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Main Speakers

1. A main speaker should have minimum of five (5) years clean time and shares his/her personal experience of recovery in Narcotics Anonymous.
2. Has a NA Sponsor who has a Sponsor.
3. Lives the program and the Twelve Steps of Narcotics Anonymous.
4. The Program Subcommittee will submit two choices of Speakers for each of the Main Speakers meetings, in order of preference, to the Convention Committee. The final choice rest with the Convention Committee as a whole.
5. Whenever funds are available, a speaker's travel expenses are paid, to assure attendance and participation.
6. A complimentary room may be provided to the speaker to defer travel expenses.

Workshops

1. A workshop Speaker should have minimum of three (3) years clean time and shares his/her personal experience of recovery in Narcotics Anonymous.
2. Workshops are held to satisfy the needs of our membership for specific topics and services related to NA.
3. Workshops should be for the newcomers, service minded persons, and spiritual discussions.
4. Workshops allow members to ask questions and learn about various aspects of the program and recovery.
5. Schedule similar workshops consecutively, rather than at the same time. This allows interested members to attend an entire series of related workshops.

Recording of Speakers and Workshops

1. Get three (3) bids from audio recording companies for the convention.
2. Obtain a written contract from recording company with specific costs and requirements.
3. Inform all speakers and workshop participants that they are being recorded
4. Convention Committee holds the copyrights to all convention recording.

No-Shows

One of the main problems in scheduling is speakers and workshop chairs who don't call to cancel or show up for their commitment. To avoid confusion:

1. Inform speakers and workshop chairs that sign-in is required.
2. Provide sign-in roster and include location in convention program
3. Include the specific location and times of commitment on roster.
4. In the event of a no show, the Program subcommittee should have a replacement available

Registration Subcommittee

The purpose of this Subcommittee is to greet the convention attendees and to insure the smooth, prompt, orderly and hospitable service of the distribution of the registration packages. The organization and planning by this committee is very important.

Responsibilities

Begin with the advance planning of the drafting of the flyers and registration forms, which must be done well in advance (at least six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for the flyers and pre-registration forms should also be established at this time.

1. Develop flyers and registration forms along with Arts & Graphics subcommittee.
2. Provide copies of flyers and registration forms to the Convention Information subcommittee.
3. Chairperson should have a clear understanding of handling registrations & monies generated.
4. Chairperson coordinates with ASC treasurer weekly to pick up registrations mailed to the PO Box.
5. Chairperson maintains registration records and ensures registration money is transferred to the convention committee treasurer prior to the full convention committee meetings.
6. Maintain log of all registrant information, convention items purchased, and money received.
7. If free registrations are given out as part of promotional activities, a careful record must be kept of what is provided and to whom.
8. For registration sales made prior to the convention, numbered cash receipts should be used as a confirmation to the convention. The convention committee chairperson, in conjunction with the Registration chairperson and convention Treasurer, should establish a good working system for handling cash registration received at the fundraising activities.
9. Activities are conducted within the scope of the budget authorized by the full committee.
10. When funds are needed for expenses, they are obtained from the convention Treasurer.
11. Cash received by the Registration Subcommittee should not be used for expenses, as it can result in confusion and possible misuse of funds.

Responsibilities Before the convention

1. Records of all registrations, events, breakfast, lunches or banquet tickets sales should be updated at least once a week, in order to keep the full committee updated on the financial status.
2. Registration log is numbered, in alphabetical order on each registrant, and contains all information of the registrant, events, breakfast, lunches and banquet purchased.
3. Registration Subcommittee is responsible for preparing a complete package. The package may include the following.
 - a. Convention Program
 - b. Marathon Meeting List
 - c. Name Tag or Badges
 - d. 'Tickets' for Breakfast, Lunches, Banquet and Dances (should be numbered and logged)
 - e. Souvenir Item (NA phone books, Pad, Pens, Magnets, etc.)

Responsibilities During convention

1. At least two tables should be set up in the hotel lobby and manned by at least two NA Subcommittee members during registration hours.
2. Provide subcommittee members manning the registration tables with a list of all members registered.
3. A record of all registration packages handed out; should be recorded, including indigent packages.
4. New Registrations during the convention should be handled by a convention committee member.
5. The number of breakfast, lunches or banquet tickets available for sale will be determined by the convention committee.
6. Monies on new registrations should be counted every 2 hours by 2 of the following: Registration chairperson, Convention treasurer, or Convention chairperson.

FRCNA SUPPORT SUBCOMMITTEE

This Committee is comprised of up to twelve (12) members. Two (2) members for each FRCNA subcommittee: Entertainment, Hospitality, Marathon, Merchandising, Programming, and Registration. The purpose is to help the FRCNA BOD to gather and share information about the planning and execution of the convention.

Composition of the Subcommittee:

1. Subcommittee officers: Chairperson, Vice-Chairperson, Secretary
2. General members

Qualifications of Positions:

Chairperson and Vice-Chairperson

1. 1 year abstinence from all drugs
2. The time and resources necessary to complete the duties of the position
3. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

Secretary & General Member

1. Have the willingness to serve.
2. Be a member of Tampa Funcoast Area of Narcotics Anonymous.

Responsibilities of Positions:

Chairperson

As the liaison between the committee and ASC the chair will gather the information from the members and provide a summary report for ASC.

Vice-Chairperson

The vice-chairperson will assist and work closely with the chairperson as necessary. In the absence of the chairperson, the vice-chairperson will perform the duties of the chairperson.

Secretary

The secretary is responsible for recording accurate meeting minutes and attendance at each subcommittee meeting and maintaining all records of the subcommittee.

General Member

The general members will attend their respective FRCNA Subcommittee at the host hotel each month and report back the information concerning their subcommittee.

ASC will provide male & female rooms, maximum of 3, for FRCNA Support subcommittee members when required meeting are more than 90 miles away from Tampa, based on ASC location.

ASC will reimburse FRCNA Support subcommittee members for cost of gas for transportation to required meetings unless covered by the region.

HELPLINE SUBCOMMITTEE

The purpose of the Helpline is to carry the message of recovery to those who call our helpline. By informing those who reach out to us we attempt to make NA available to any addict seeking recovery. We accomplish this task by giving out meeting information, sharing our experience, strength, and hope or putting the caller in touch with another recovering addict through the use of Twelve Step volunteers.

The membership of the Helpline subcommittee is open to all recovering addicts. The Helpline meets once a month at a time and location that is generally convenient to most members. The meetings are conducted with the following format:

1. Open with the Serenity Prayer
2. Reading of the Twelve Traditions, Twelve Concepts, and our Purpose
3. Chairperson's report
4. Secretary's report (minutes from the prior meeting)
5. Schedule Call Coverage Rotations
6. Open Forum
7. Old Business
8. Elections
9. New Business
10. Close with the Serenity Prayer

Voting

A member of the Helpline subcommittee is eligible to vote upon attending two (2) consecutive Helpline meetings. In order to vote a member must maintain attendance at the monthly subcommittee meetings. Missing two consecutive meetings will result in the loss of the ability to vote until the second consecutive meeting after the absences. Members are encouraged to contact the Meeting Coordinator prior to missing a meeting if possible. An attendance sheet is circulated at every meeting and it is the member's responsibility to make sure that they sign in at each meeting. If circumstances prevent advance notice of an absence, the member should contact the Meeting Coordinator to discuss the most recent meeting.

1. For most matters of business a simple majority vote is required for passage.
2. For establishing (or waiving) policy a 2/3 majority of the voting members is needed for passage.
3. Quorum is 25% of the voting members.
4. The Chairperson will vote only in the event of a tie. The Chairperson is not required to break a tie but may return the item to the committee for further consideration at the next regularly scheduled meeting.

Chairperson

Requirements:

1. A willingness and desire to serve in the position
2. One year abstinence from all drugs
3. One year experience on the Helpline subcommittee
4. The time and resources necessary to complete the duties of the position
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

Duties/Responsibilities:

1. Organize and schedule volunteers
2. Work with all Helpline Communication services
3. Attend all ASC meetings and submit monthly reports

Vice-Chairperson

Requirements:

1. A willingness and desire to serve in the position
2. One year abstinence from all drugs
3. One year experience on the Helpline subcommittee
4. The time and resources necessary to complete the duties of the position
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
6. Attend at least 6 ASC meetings per year

Duties/Responsibilities:

1. In the absence of the Chairperson, the Vice-Chairperson will temporarily perform all the duties of the Chairperson
2. Provide a copy of subcommittee guidelines to each member of the subcommittee
3. Provide at each subcommittee meeting to each Cell Phone Volunteer a call log and 5 of the following: White booklet, Am I an Addict, Welcome to NA, and Meeting Schedule

Cell Phone Coordinator

Requirements

1. A willingness and desire to serve in the position
2. One year abstinence from all drugs
3. Six months experience on the Helpline Subcommittee
4. The time and resources necessary to complete the duties of the position
5. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts

Duties/Responsibilities

1. Responsible for the cell phone rotation during the month.
2. Assist volunteers with any difficulties that may arise.
3. Responsible to check the system and resolve any problems.
4. Access the system to make any and all changes regarding meeting information and events.
5. Assist incoming Cell Phone Coordinator in making transition for a month.
6. Make test calls to ensure helpline is working

Secretary

Requirements

1. A willingness and desire to serve in the position
2. Six months abstinence from all drugs
3. The time and resources necessary to complete the duties of the position
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

Duties/Responsibilities

1. Keep accurate minutes of all subcommittee meetings
2. Maintain all correspondence and logs of attendance sheets
3. Distributes monthly minutes in each meeting

Meeting Coordinator

Requirements

1. A willingness and desire to serve in the position
2. Six months abstinence from all drugs
3. The time and resources necessary to complete the duties of the position
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

Duties/Responsibilities

1. Responsible to contact all Subcommittee members prior to the monthly meeting
2. Update and distribute accurate 12 Step volunteer lists and flyers

Cell Phone Volunteer

Requirements

1. Attend two consecutive Helpline meetings and one workshop
2. A willingness and desire to carry and be responsible for cell phone
3. One year abstinence from all drugs
4. Develop knowledge of the 12 Steps, 12 Traditions and 12 Concepts
5. Attend meetings on a regular basis

Duties/Responsibilities

1. Respond to all calls in a timely manner
2. Keep a log of all 12 Step and Emergency calls received
3. Attend all Subcommittee meetings
4. Maintain equipment in good working order and use for Helpline purposes only
5. Report communication problems to Cell Phone Coordinator (if not available, contact Vice-Chairperson)
6. To give or obtain accurate instructions to assist an addict in attending a meeting.

Twelve Step Volunteer

Requirements:

1. One year abstinence from all drugs.
2. A willingness to carry the message to the addict who still suffers.
3. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Attend at least 2 Helpline subcommittee meetings to orientate on section XII 12-Step guidelines.

Duties/Responsibilities:

1. Never go alone on a twelve step call
2. Do not give out the names and/or phone numbers of any NA members
3. Meet the caller in a public place, not at their home
4. Men work with men and women work with women
5. We carry the message, not the addict
6. Keep the 12 steps and 12 traditions in mind

Subcommittee Member Requirements

1. Complete abstinence from all drugs.
2. A willingness to carry the message to the addict who still suffers.

Duties/Responsibilities

1. Attend all Subcommittee meetings and workshops.
2. Assist with the function of the Subcommittee as needed.
3. Cannot accept money from a Helpline caller under any circumstances.

Removal From The Helpline

A member will be removed from the Helpline Subcommittee for either of the following reasons:

1. Absence from two consecutive Subcommittee meetings.
2. Use of the phone services for anything other than Helpline purposes.
3. Any other violation, as deemed warranted by the subcommittee.

Tradition violations will be dealt with as matters of principle rather than personality. All concerns regarding a possible violation of the Traditions of NA will be brought before the committee. If, after a group conscience, a violation has been determined to have occurred; a notation in the minutes will be made to reflect the thinking of the Subcommittee in this matter. This will be done to provide guidance for current and future volunteers.

When concerns exist that may result in the removal of a volunteer from the committee, the Chairperson and Vice-Chairperson will notify the volunteer of the concerns for the purpose of discussion of the issues at hand. If **BOTH** the Chairperson and Vice-Chairperson agree that the removal is necessary the member will be informed of that decision and the member will be asked to return and Helpline equipment to the Chair or Vice-chair. If the affected member disagrees with the removal they can appeal the decision through application of the 10th Concept. This appeal will be placed on the agenda at the next regularly scheduled meeting of the Subcommittee.

Guidelines For Answering Helpline Calls

Get the caller on the phone BEFORE identifying yourself as an addict. Follow guidelines for Crisis Calls from section below. We carry the message of recovery to the caller when we share that:

1. Our primary goal is to get the addict to a meeting.
2. The program works.
3. We were once suffering ourselves.
4. We care and are willing to help.

Keeping a Log of Calls

Logs are turned in to the secretary at every subcommittee meeting. The log is important for the following reasons:

1. Means of keeping a record of the types of calls received;
2. By tracking the types of calls we can better train our volunteers on how to handle the calls.
3. Let us verify the number of calls that we receive each month against the billing of our service provider.

Calls from Family Members

Many calls come from family members or friends who are concerned with the welfare of the person who is using drugs. We must remember that our primary purpose is to carry the message to the addict who still suffers. If the addict is there and is willing to talk with the volunteer, GREAT; if not it is suggested that the

family member attend an open discussion meeting to find out more about NA. It can be suggested that the caller bring along the addict who is still suffering. The family member can be asked to give the Helpline number to the addict. Always treat the family member with kindness and respect. We need to keep in mind and convey our 6th Tradition (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) when talking with family members. Various reference materials have been supplied to assist in contact with family members. If the caller is a family member, provide guidance for Naranon and 211 referral services.

Requests for Information

Helpline volunteers will sometimes receive calls from a number of different sources including the media (radio, TV, newspapers, magazines, etc.) and law enforcement agencies. The way we handle these calls will determine how these agencies look at the program of Narcotics Anonymous. It is imperative that any time a member of the media calls that we refer them to the Public Relations Subcommittee. The referral to PR is best accomplished by obtaining what type of information the caller is seeking and then contacting the Helpline Chair (or Vice Chair). The Chairperson will pass the information along to the PR subcommittee as well as contacting the caller to assure them that we are taking the needed steps to process their request. Occasionally, the caller may attempt to gather information while working under a deadline; remember that the deadline affects the caller and not NA.

Twelve Step Calls

There are times when a caller may not be able to attend a meeting without the support of another member or needs to speak at length with someone. Obtain the following information from the caller before contacting the Twelve-Step volunteer:

1. First name of the caller
2. Age and gender of the caller
3. Telephone Number and Zip code where the caller lives
4. What types of drugs the caller has been using
5. Does the caller need medical attention before attending a meeting?
 - a. If yes, DO NOT pass the call to a 12 step volunteer, have the caller seek medical treatment and call us back. (see Crisis Calls section)
 - b. If no, contact a Twelve Step volunteer in that area and pass along the info.
6. If difficulty is experienced in locating a volunteer, re-contact the caller and let them know you are still working on finding someone to assist them.

Helpline And Twelve Step Volunteers Do's & Don'ts

Do's

- DO** Do always identify yourself with your first name only and state that you are an addict.
- DO** Do always have the necessary materials (white booklet, meeting list, NA pamphlets, Twelve Step list, and Phone log) close to the telephone, in order to avoid delay and confusion.
- DO** Do find out what the caller needs; ask questions.
- DO** Do, if you are returning a call, be certain that the person requesting help is on the line before identifying yourself as an addict or mentioning Narcotics Anonymous.

- DO** Do remember to be helpful and polite to all callers.
- DO** Do make appropriate referrals when necessary.
- DO** Do keep a log of all calls you answer.
- DO** Do contact the Helpline Chairperson if problems arise.
- DO** Do use the Twelve-Step list.

Dont's

- DON'T** Don't argue with the person 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/her to stop.
- DON'T** Don't try to handle calls that you are not qualified to answer.
- DON'T** Don't give medical advice.
- DON'T** Don't give out other people's names or telephone numbers
- DON'T** Don't answer questions about who was at an NA meeting (to police officers, probation officers, or significant others). However, general information may be given about NA's make-up (variance in size of meeting, NA open to all age groups, etc.).
- DON'T** Don't glorify active addiction by telling war stories

Crisis Calls

Always take them seriously. If you are not sure what to do use the helpline callout list below. Contact someone and ask for help. Ascertain if the individual is alone. Find out their address if possible. Once the type of crisis is determined refer them to the appropriate agency. If you hear evidence of domestic violence, abuse, or if the caller appears to be suicidal, you will need to make an individual decision on what to do. You can ask the caller for permission to call whomever you think needs to be notified. If the person is alone and appears to be having physical problems or seizures you, as an individual, may decide to call 911.

Helpline Callout List

1. Paging Coordinator
2. Chairperson
3. Vice-Chairperson
4. Another Volunteer

List of Emergency numbers

| | |
|----------------------------------|----------------|
| Police, Fire and Ambulance | 911 |
| Suicide/Crisis Prevention Center | (813) 234-1234 |
| Poison Control (Florida) | (800) 282-3171 |

| | |
|-------------------------------|----------------|
| Rape Crisis | (813) 234-1234 |
| Child/Adult Abuse | (800) 962-2873 |
| Hillsborough Information Line | (813) 272-5900 |

Disclaimer

“NA is not affiliated with any other organizations and does not endorse the services that may be provided by them.” State the disclaimer when providing the number for any service or organization outside of NA in accordance with our Traditions.

HOSPITALS & INSTITUTIONS SUBCOMMITTEE

The ultimate goal of H&I work is to carry our message of recovery to any addict whose attendance at regular NA meetings is restricted. A strong and stable H&I Subcommittee, with support and willingness from the local NA community, is crucial if we are to do this.

After many years of experience with various types of H&I meetings/presentations, we recommend the “panel system” as the most effective. The H&I meeting sponsored or conducted by a particular NA group does not allow for the H&I Subcommittee to have enough influence over the meeting and defeats the Subcommittee system our Fellowship utilizes. We then lose the benefit of the full-time consideration of H&I matters that an H&I Subcommittee provides. This often gives rise to problems in communication and consistency.

There is occasionally some confusion with the terms “panel system” and “panel format.” The panel system refers to the general approach to structuring your H&I effort, which uses panel presentations. The “panel format” refers to the specific way in which a given panel structures its presentation. A Subcommittee using the panel system has a “panel coordinator” who oversees several different H&I commitments to assure that communications between the facility and the H&I Subcommittee are going well. Each H&I meeting has a “panel leader/panel Chairperson,” who makes all the necessary arrangements to put on the meeting itself. “Panel members” are those who attend the meeting to share their recovery. A variety of formats can be used within such a panel system.

The Area H&I Subcommittee plays a central role in the overall H&I service effort. It initiates, coordinates and conducts all NA H&I meetings within the area. It is the hub of H&I planning and organization. It meets regularly at least once a month. Its Chairperson reports to and is accountable in all matters to the ASC. The Subcommittee is composed of the H&I Chairperson, the H&I Vice-Chairperson, the H&I Secretary and other elected officers as well as any other members of the Fellowship who wish to be involved.

Responsibilities

1. Provides a monthly forum to pool experiences. “I can’t - We can!”
2. Prepares H&I Policies and guidelines for the H&I Subcommittee’s and the ASC’s approval.
3. Serves as a communication link between local H&I meetings/presentations and H&I Subcommittees at the Regional and World levels.
4. Selects the individuals who are to conduct the H&I meetings.
5. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
6. In cooperation with Public Information, makes all initial contacts with facilities.
7. Is responsible for all H&I oriented services within the Area.

QUALIFICATIONS AND RESPONSIBILITIES OF H&I OFFICERS

The responsibilities of the Subcommittee Officers are shown below, but the list is only a summary. Officers will often do a lot more than this outline describes. The success of Subcommittees depends upon the dedication and leadership of good officers.

Chairperson

1. 3 years abstinence from all drugs.
2. 2 years on H&I Subcommittee
3. 1 year service commitment, 2 term maximum
4. Facilitate all monthly scheduled meetings of the subcommittee.
5. Attend all H&I business meetings and new member orientations.
6. Keep discussion on topic, in an impartial manner.
7. Prepare an agenda for each subcommittee meeting.
8. Ensure that the Traditions and Concepts are upheld.
9. Attend ASC meetings, submits a monthly written report of the subcommittees meetings, including a Treasurer's report as required.
10. Keep ASC informed of Subcommittee activities, needs and other relevant information.
11. Expedite action on motions deferred to the Subcommittee
12. Submit a year end written report at the Tampa Funcoast ASC.
13. Comply with all H&I Guidelines.

Vice-Chairperson

1. 2 years abstinence from all drugs..
2. 1 year on H&I Subcommittee.
3. 1 year service commitment, 2 term maximum
4. Attend all H&I subcommittee business meetings and new member orientations.
5. Help chairperson keep proceedings orderly.
6. Act as chairperson in the absence of the Chairperson.
7. In the event the office of chairperson becomes vacant, serve as chairperson until confirmed by the ASC or until a new chairperson is elected.
8. Assist in the absence of all subcommittee officers.
9. Comply with all H&I Guidelines.

Secretary

1. 6 months abstinence from all drugs.
2. 1 year service commitment.
3. Attend all subcommittee business meetings and new member orientations.
4. Take an accurate set of minutes at each business meeting and new member orientations.
5. Provides a copy of the minutes for download on area website; excluding any personal information like phone numbers or addresses.
6. Keep an updated active member list as well as who would like to go the H&I presentations.
7. Maintain an ongoing file of all correspondence and minutes.
8. Comply with all H&I Guidelines.

Literature Coordinator

1. 6 months abstinence from all drugs.

2. 1 year service commitment.
3. Order and distribute literature.
4. Attend all H&I Subcommittee business meetings.
5. Comply with all H&I Guidelines.

Panel Coordinator

1. 3 years abstinence from all drugs.
2. 2 years on the H&I Subcommittee.
3. 1 year service commitment.
4. Assure that the presentations are conducted in accordance with the Policies of the H&I Subcommittee and the rules of the facility.
5. Conduct a minimum of 3 unexpected visits to facilities per month.
6. Be eligible for access to all assigned presentations, yet not assigned to hold a position on a panel.
7. Be available to assist on all panels when needed.
8. Comply with all H&I Guidelines.

Panel Leader

1. 1 year abstinence from all drugs.
2. Minimum of 1 year on H&I Subcommittee.
3. Assure meetings start and end on time.
4. Report all problems to the Panel Coordinator and include in the regular panel report to the Subcommittee.
5. Attend at least one new member orientation every 3 months.
6. Comply with all H&I Guidelines.
7. Contact appropriate person(s) in a timely manner, when not able to make meeting.
8. Do not bring anyone who is not a part of H&I, other than a Guest Speaker.
9. Listed below are the suggested guidelines for Panel speakers:
 - Recommended clean time of at least 1 year
 - If speaker has between 6 months and 1 year clean, it is then the Panel leader's responsibility to use care and due diligence when qualifying this speaker
 - The Panel leader must inform speaker(s) about the facility's expectations
 - The Panel speaker should not use profanity
 - The Panel speaker must comply with all H&I guidelines

Panel Member

1. 6 months abstinence from all drugs.
2. Have completed 2 consecutive H&I business meetings and orientations.
3. Willingness to share a clear NA message with the full understanding of an H&I presentation.
4. A clear understanding of the Fellowship and the Policies and Concepts relevant to the H&I presentation; is essential.

5. Attend four H&I presentations to listen and observe how an H&I presentation is conducted.
6. Comply with all H&I Guidelines
7. Contact appropriate person(s) in a timely manner when not able to make meeting.
8. Be on time.
9. Must be voted in as a Panel Member by the Subcommittee.

H&I Member

1. No clean time requirement
2. Must attend 2 consecutive H&I business meetings and orientations.
3. Comply with all H&I Guidelines.

Do's And Don'ts

DOs:

- DO** Make schedules of outside meetings available to residents.
- DO** Clarify the Facility's rules with anyone you bring in.
- DO** Avoid any personal relationship with residents
- DO** Get all agreements with the Facility in writing. (Where applicable)
- DO** Start and end on time.
- DO** Briefly explain what H&I is.
- DO** Make it clear that NA is separate and distinct from the Facility as well as other Fellowships.
- DO** Try to get residents involved, especially those in long term Facilities.
- DO** Obey all dress codes. Exercise common sense and dress appropriately.
- DO** Keep staff aware of your whereabouts at all times.
- DO** Stamp all literature you bring into the Facility with the local Helpline number.
- DO** Screen all Panel Members carefully, especially regarding clean time or other requirements.
- DO** Explain the language that we use ("addict," "clean," "recovery") and why we use it. (First Step and Sixth Tradition of NA)
- DO** Emphasize that in NA, recovery is available to any addict, regardless of the "type" of drug(s) used.
- DO** Emphasize the importance of getting to an NA meeting the first day out.
- DO** Emphasize the importance of getting a Sponsor and a Home Group, the ongoing nature of recovery, and the importance of attending meetings (suggest 90 meetings in 90 days).
- DO** Use the literature recommended for H&I work, if we are supplying the literature.
- DO** Encourage the Treatment Centers to supply NA literature on their own if at all possible.
- DO** Be selective about who you choose to take into H&I meetings. Clean time requirements are very important. People who sit on NA Panels should be able to

share a message of recovery in Narcotics Anonymous.

DON'TS:

- DON'T** Break another person's anonymity or tell his or her story.
- DON'T** Debate any issues involving the Facility's rules or regulations.
- DON'T** Discuss conditions within Facility or opinions about staff members.
- DON'T** Debate the merits of the Treatment Center's program or another Fellowship. Remember, we have no opinion on outside issues. The best approach is to focus on the positive and unique qualities of our program. Keep a Basic Text handy and read from it. It is the foundation of our program of recovery.
- DON'T** Sponsor residents in Facilities where H&I Presentations are carried.
- DON'T** Carry a presentation alone.
- DON'T** Comment on the methods used by the Treatment Facility. Not all facilities are Twelve Step based nor do their understandings of the steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the Facility's methods or to resident's comments.
- DON'T** Put too much focus on what it was like. They already know.
- DON'T** Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- DON'T** Carry excessive cash or wear expensive or flashy jewelry.
- DON'T** Show favoritism to any residents.
- DON'T** Take messages in or out of the Facility.
- DON'T** Give out any other person's address or phone number.
- DON'T** Carry in any contraband items, such as cigarettes (if applicable) or Weapons.
- DON'T** Rely on flooding a Treatment Center with literature to carry our message. The most powerful tool for carrying our message is the NA member.
- DON'T** Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.
- DON'T** Let the meeting run too long. Most Treatment Center residents' spend much of their day in meetings of one sort or another, often in the same room.
- DON'T** Don't record any part of a presentation for confidentiality purposes.
- DON'T** Bring in anyone who is not a part of H&I, other than the cleared Speaker.
- DON'T** Collect any money. This is not an NA meeting. It is an H&I panel.

NEWSLETTER SUBCOMMITTEE

The primary purpose of The Clean Times Newsletter is to carry the message to the addict who still suffers by building unity through communication.

Function

Guided by the Twelve Steps, Twelve Traditions, Twelve Concepts and the Handbook for Narcotics Anonymous Newsletter, provided and approved by WSO.

1. The information falls into several categories: NA news & upcoming events, personal experience with recovery from addiction, recovery related poetry and art, etc...
 - a. All decisions concerning the publication are made by voting members during scheduled Subcommittee meetings
2. All decisions concerning the publication and Subcommittee Policy are subject to questioning, revision, or reversal by the voting body of the ASC, to whom all Subcommittees are accountable.
3. General membership consists of all persons expressing a willingness to serve on this committee.
4. The Newsletter is printed bi-monthly.

Participation

1. To become a voting member two (2) consecutive meetings must be attended.
2. Voting privileges are maintained by attending two (2) consecutive meetings and active participation in the production process.
3. Only voting members may make a motion or engage in debate on such motion.

Chairperson/Editor: two (2) years clean time

1. Elected by The Tampa Funcoast Area Service Committee and must adhere to their guidelines regarding elected Officers.
2. Have an understanding of the responsibilities of the office, administrative capabilities and some knowledge in the editing, production and distribution of a newsletter.

Vice-Chairperson/Assistant Editor: nine (9) months clean time

1. Elected by the Subcommittee.
2. Abilities needed are the same as for the Chairperson.

Secretary/Typist: six (6) months clean time

1. Understanding of the duties of the position
2. Some secretarial or organizational abilities.

Treasurer: one (1) year clean time

1. Basic knowledge of accounting procedures
2. Works with the Chairperson/Editor and Distribution Manager
3. Keeps an accurate record of all transactions, including receipts for income and disbursements.

Distribution Manager: six (6) month clean time

1. Understanding of the duties of the position
2. Ability to create, organize and maintain a distribution schedule.

Editorial Policy:

1. Publishing priority will be given to items expressing experience, strength and hope and which carry the message of hope and freedom to addicts who still suffer.

1. Items expressing opinions or viewpoints will clearly (be) marked commentary and must include the author's name.
2. Items offering advice of any type are discouraged.
3. Items that the potential to create public controversy will not be published.
4. Items that may arouse discussion, debate or disagreement among the Fellowship are encouraged so as to represent the diversity of cultures, lifestyles and individual personalization of the Twelve Steps.
5. All items are subject to review and responsible editing for clarity of the NA message, grammatical clarity and size.
6. The newsletter will strive to carry the message, not the disease.
7. The arbitrary separation of alcohol from other drugs in the speaking and writing of some NA members contributes to a lack of understanding of our First Step. Therefore, we make the following edits; in the essays we print

If the writer states:

Alcohol and drugs

Clean and Sober

Alcoholic and addict

Sober

Sobriety

We print:

Drugs

Clean

Addict

Clean

Clean time or recovery

Agenda for Meetings:

1. Opening Prayer
2. Reading of the Twelve Concepts, Purpose and Function
3. Roll Call
4. Secretary's Report
5. Administrative Reports
6. Open Floor
7. Old Business
8. Elections
9. New Business
10. Review of Upcoming Business
11. Announcements
12. Closing Prayer

POLICY SUBCOMMITTEE

The general policies of Narcotics Anonymous are expressly stated in the Twelve Steps, Twelve Traditions and Twelve Concepts. The Tampa Funcoast Area Service Committee (ASC) Policy was created to provide structure and organization for the ASC to conduct its business efficiently and consistently. The Policy's Subcommittee's objective is the application of the Traditions, Concepts and Policies at the Area

level. The Subcommittee provides assistance to the ASC in applying the Twelve Traditions, Twelve Concepts and ASC Policies in the course of Narcotics Anonymous Service.

Responsibilities

1. Ensure updated and concise ASC Policy is available to the Groups and Members.
 - a. ASC Policy includes the ASC and Subcommittees' Guidelines
 - b. Every other year (2013, 2015...), provide updated copy of policy at the January ASC, in the other years (2014, 2016...) provide an addendum of adopted Policy motions at the January ASC.
 - c. Each Home Group and ASC Officer will receive one free update
 - d. Coordinate with the LDO to maintain 10 copies of ASC Policy to be available on the Literature order form at a minimal cost to cover printing
2. Review items that affect ASC Policy when directed by the ASC body. Items presented in committee will be reviewed if agreed upon by a majority vote of the Policy's Subcommittee. Items reviewed will include:
 - a. Does current Policy exist to cover item reviewed? If so,
 - i. Is current policy clear and concise?
 - ii. Is current policy being followed or adhered to?
 - b. Suggestions for creating new or improving current policy, or on how to adhere to existing policy
3. Review any motion presented or referred to the Policy Subcommittee. The motion review will include:
 - a. Does the motion create new Policy or change existing Policy?
 - b. Are the motion and intent clear and concise?
 - c. How and where the adopted motions would be incorporated into Policy?
 - d. Does the motion violate the Twelve Steps, Twelve Traditions or Twelve Concepts?
 - e. What impact would the motion have (i.e., financial, spiritual, time)?

Composition of the Subcommittee

The Subcommittee will consist of members of Narcotics Anonymous who have the willingness to serve. The structure of the Subcommittee will be as follows:

2. Subcommittee Officers: Chairperson, Vice-Chairperson
3. General members
 - a. All ASC Administrative Committee Members
 - b. RCM (2)
 - c. NA members

Qualifications for Membership

In all cases members must:

1. Be a member of Narcotics Anonymous.
2. Have the willingness to serve.
3. Have a desire to possess a working knowledge of the Twelve Traditions of Narcotics Anonymous.

Qualifications for Policy Subcommittee Officers

Chairperson

1. Willingness and desire to serve.
2. Two (2) years continuous abstinence from all drugs.
3. The time and resources necessary to complete these duties.
4. Knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
5. Previous experience as a working member of the Policy Subcommittee.

Vice-Chairperson

1. Willingness and desire to serve.
2. One (1) year continuous abstinence from all drugs.
3. The time and resources necessary to complete these duties.
4. Knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Qualifications for General Membership

General membership consists of any person expressing the desire to make a commitment to work with this Subcommittee.

Responsibilities of Positions

Chairperson

1. Responsible for the functioning of the Subcommittee. Arranges the time and agendas for and presides over all Subcommittee meetings.
2. Represents the Subcommittee at the monthly ASC meetings.
3. Responsible for the handling and accounting of any funds received or generated by the Subcommittee.

Vice-Chairperson

1. Assist and work closely with the Chairperson as necessary.
2. In the absence of the Chairperson, performs the duties of the Chairperson.

General Members

Provide ideas, input and assistance to the Subcommittee.

Motions, Voting Members and Voting Procedures

Motions

Any Policy Subcommittee member may bring a motion to the floor.

Voting Members

A voting member is defined as a person who has attended two consecutive Policy Subcommittee meetings.

1. Voting privileges are given at the second meeting.
2. Voting privileges will be forfeited if a member misses two consecutive Policy Subcommittee meetings.
3. Voting privileges can be re-established by attending two consecutive meetings.

Voting Procedures

1. A majority of the voting members is required to pass a motion.

2. The Chairperson will exercise the right to vote only in the event of a tie.
3. A quorum of at least three voting members must be present to vote on any motion.

Agenda for Meetings

1. Opening Prayer
2. Open floor for Policy related issues
3. Old Business
4. Elections
5. New Business
6. Close meeting

PUBLIC RELATIONS SUBCOMMITTEE

The primary purpose of Public Relations is to inform the public that Narcotics Anonymous exists and offers recovery from drug addiction through the program of Narcotics Anonymous. The Public Relations Subcommittee is responsible for making available timely, credible and accurate information on our Fellowship, to the public and more specifically, to that segment of our society most likely to come in contact with active addicts.

Function

1. Open and maintain lines of communication BETWEEN the following:
 - a. Narcotics Anonymous and the public.
 - b. Narcotics Anonymous and all City, County, State and Federal Governments.
 - c. Various Subcommittees within NA, to ensure an effective and timely response.
 - d. ASC, RSC, and WSC.
2. Carry a clear message of NA and what we are about, and that it is clearly within our Traditions.
3. General membership consists of all persons expressing a commitment to work for this committee.

Qualifications for General Membership

In all cases members will have or be:

1. Willing to serve.
2. A member of Narcotics Anonymous.
3. A working knowledge of the Twelve Traditions of Narcotics Anonymous.

Chairperson

1. A minimum clean time requirement of one (1) year continuous abstinence from all drugs.
2. Previous experience of at least six (6) months in serving the Public Relations Subcommittee; preferably as a member of the Administrative Committee.
3. An understanding of the responsibilities of the office; administrative capabilities, and some knowledge in the field of Public Relations.

Vice-Chairperson

1. Same as Chairperson except only (9) nine months continuous abstinence from all drugs

Secretary

1. A minimum clean time requirement of (9) nine months continuous abstinence from all drugs

2. An understanding of the duties of the position and some secretarial or organizational abilities

Task Force Head

1. A minimum clean time of (1) one year continuous abstinence from all drugs
2. Knowledge of the specific field of coverage and an interest in the field

General Member

1. A willingness to serve this committee

Responsibilities of Positions

Chairperson

1. Arranges times and agendas for and presides over all PR Subcommittee meetings and is ultimately responsible for the functioning of this Subcommittee
2. Administrator of ASC website
3. Represents this Subcommittee at Area Service and serves as Spokesperson for this committee at Regional Service
4. Responsible for requesting any funds from Area Service

Vice-Chairperson

1. In the absence of the Chairperson, the vice-chairperson performs the duties of the Chairperson
2. Administrator of ASC website
3. Responsible for coordinating all Task Force meetings and functions and represents all Task Forces at Public Relations meetings

Secretary

1. Responsible for maintaining accurate minutes of each Public Relations meeting and types and distributes copies of the same to each active member of the Public Relations Subcommittee. These minutes are to be verified by the Chairperson and distributed within one (1) week of previous meeting.
2. Handles correspondence for the Committee and maintains contact with all members of the Committee to advise them of meeting times and places.
3. The Secretary is responsible for maintaining all records of the Subcommittee and Task Forces.

Task Force Head

1. Responsible for establishing contacts, arranging for presentations, events and correspondence with those groups or individuals in their particular field of coverage.
2. Responsible for supervising work for their Committee members.
3. Coordinate the activities of their Task Force with the Vice-Chairperson, to be reported to the Public Relations Subcommittee.

General Member

1. Provide their help and assistance as needed.

Agenda for Meetings

1. Opening Prayer
2. Reading of the Twelve Traditions
3. Reading of the minutes of the last meeting

4. Task Force reports
5. Old Business
6. New Business
7. Announcements
8. Closing Prayer

Motions, Voting Members and Voting Procedures

Motions

1. The Chairperson may present motions to the floor as a part of Old business
2. Motions may be presented to the floor by any voting member as part of New business.

Voting

1. Voting members of the Subcommittee are “all members in attendance excluding the Chairperson.”
2. In the event of a tie, the Chairperson will exercise their right and vote to break such a tie.
3. A simple majority of the voting members is required to pass a motion.

Website Purpose and Maintenance

The website is to provide accurate and up-to-date information about Narcotics Anonymous, especially the local NA Fellowship. By making this information available on the Internet, we hope to make ourselves more accessible to those with the desire to stop using drugs and to the community as a whole. Our Public Relations Policy is based on attraction rather than promotion. It is not our intention to promote the NA program, but it is our hope that those who are attracted to our way of life, will be able to find it easily.

Website Privacy Policy

We pledge to safeguard any personal information that you give us. Including e-mail addresses, etc. We will never make this information available to third parties for any reason. We will never use this information for any purpose other than to provide the service(s) which you request. We do not use “cookies.” Other than tabulating overall quantity of traffic to the site, we do not track visits to our site.

Responsibility Statement

This site is owned and operated by the Tampa Funcoast Area Service Committee of Narcotics Anonymous. The Tampa Funcoast ASC has delegated the operation and maintenance of its site to its Public Relations Subcommittee and that Subcommittee’s Internet Task Force. The Tampa Funcoast ASC is directly responsible to its member groups. Please direct all questions and/or comments about this site to our ASC. Thank you for allowing us to be of service.

Online Guidelines

Meeting change requests must be submitted through Area in order to be updated on the website. NA member’s personal contact information will not be published on the site. This includes phone numbers, postal and email addresses, and where possible, last names will be omitted.

Web Page Link Guidelines

The website will provide links to the following: NA World Services, Florida Region, NA literature and neighboring area websites. ASC minutes, newsletter, events flyers and subcommittee minutes may be posted on the website. The editor will remove past event flyers bi-weekly from the website.

Duties and Responsibilities

Administrator

1. Chair and Vice Chair of the Public Relations subcommittee
 - a. Keep hosting account and domain registration current.
 - b. Update the Contact Us page emails with those who currently hold subcommittee and Admin body positions.
 - c. If needed, perform minor adjustments to the website layout, structure, or functionality. If this cannot be accomplished by the Chair or Vice-Chair, then the work must be contracted out to a Special Worker selected by the subcommittee after receiving no less than two bids for the work, which must be supported by the current Public Relations budget.

Editor

Any willing Public Relations member may be elected by the committee to hold this position for a period of three months, as long as they also meet any qualifications.

1. Must have a minimum of six months clean
2. Update meeting schedules and, if needed, Subcommittee Meeting times at the end of each month, when the hard copy schedule changes are submitted to the printer.
3. Upload ASC Documents to the appropriate Downloads section: ASC Minutes, Budgets, Newsletter, and the soft copy Meeting Schedule provided by the printer.
4. Upload Events and Flyers and update the calendar with the Event details, such as: Picnics, Dances, Special Events, Home Group Anniversaries, Activities Events, changes to Subcommittee Meetings, and the like.
5. Respond to any website updates via email when the request is processed, and copy the response to the Chair and Vice-Chair to insure the updates are being completed.
6. In the event the Editor cannot fulfill his or her responsibilities, they will be fulfilled by the Chair or Vice-chair.
7. Meeting schedule changes must be handed off to the current Website Editor within 1 week of the ASC when the changes were picked up. (e.g. If ASC was on April 14th, then the meeting schedule changes should be submitted to the Website Editor no later than April 21st)

Qualifications

Administrator: Must hold the position of Public Relations Chairperson or Vice-Chair.

Editor: Must have a minimum of six months clean

ROBERT'S RULES OF ORDER

Parliamentary Inquiry – asking if a procedures in order.

Example: “Chairperson, is it in order for me to offer an amendment now?”

Point of Order – pointing out that something s out of order.

Example: “I rise to a point of order; there is already a motion on the floor.”

Point of Information – asking for clarifying information.

Example: “I would like to ask the speaker if this is a recurring situation?”

DESCRIPTIONS OF MOTIONS

The following descriptions are adapted directly from the 1989 WSC Rules of Order:

A. Adjourn:

Means to close the session immediately.

B. Amend: (a pending motion):

Means to modify the wording of a pending motion and is considered a primary amendment that is it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted,, the main motion is pending in the amended form; if the amendment is not adopted, the main motion is pending in its original form. An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending it its original form. A pending motion may be amended many times before final disposition: however, no more than one primary and one secondary amendment can be pending at any one time. A member’s vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion or vice versa.

The motion to Substitute, a form of the motion (to) Amend, proposes that a substitution shall come before the assembly in place of the pending resolution. During the consideration to Substitute, debate can go into the merits of the pending resolution and the proposed Substitute and both may be perfected by secondary amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried; the substitution comes to the assembly for vote.

C. Amend Something Previously Adopted:

Means to change a part of a motion already adopted. This motion can be moved by any member regardless of how they voted on the original question. There is also no time limit on when this motion can be made.

D. Appeal the Chair:

Means the ruling is taken from the Chairperson and decided by the assembly. By electing a Chairperson, the assembly delegates the authority and duty to make necessary rulings on questions of Parliamentary Procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chairperson unless they appeal the decision.

E. Commit or Refer to Committee:

Means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special or Ad-Hoc committee is needed, the committee can be formed in the same or amending motion.

F. Discharge a Committee:

Means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee or when the assembly wishes to drop the matter. There is no need for this motion then the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question. If the matter was originally given to the committee with subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

G. Division of the Question:

Means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

H. Lay on the Table:

Means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment of the matter dies for that session. However, the matter may be introduced at another session as a new motion. If the mover's intent is anything other than temporarily laying a matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely; Postpone Indefinitely; Objection to Consideration or vote against the motion. The motion lay on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chairperson to ask for the reason for Laying on the Table. Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would then be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.

I. Limit or Extend Debate

Means the assembly can exercise special control over the total time of debate, the time each member has to debate or the number of members who can speak on a pending motion or series of motions.

This motion cannot impose an immediate closing of debate: the appropriate motion then would be Previous Question.

J. Main Motion

The introduction of new business or in some cases the reconsideration or amendment of previously adopted business.

K. Objection to Consideration of the Question

Means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chairperson is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion. If the objection is sustained, the main motion cannot be reviewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however the same motion can be introduced at any succeeding session.

L. Order of the Day, to Call for...

Means any member can require the assembly to conform to its own agenda, unless the assembly then "Suspends the Rules" or "Changes the Order of the Day."

M. Parliamentary Inquiry

A question to the Chairperson for information on a matter of parliamentary procedure or the guidelines of the assembly bearing on the business being considered. It is the duty of the Chairperson to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chairperson is not obligated to answer hypothetical questions. The Chairperson's reply is not subject to Appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled Out of Order, to appeal such a ruling.

N. Point of Information

Is a request directed to the Chairperson or through the Chairperson to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A Point of Information is not used to create a discussion between two members. If the Point of Information is a question to a member who is speaking, the Chairperson will ask the member who correctly has the floor if he will yield to a Point of Information; the member has the right not to yield, since the time consumed for the Point of Information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

O. Point of Order

Means a member believes the rules of the assembly are being violated and is asking for recognition from the Chairperson to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order. This point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise Point of Order on minor irregularities, if it is clear that no one's rights are infringed on.

P. Postpone to a Definite Time (definitely)

Means to put off action on a pending motion until a definite day, meeting or hour, or until after a certain event. The motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond when the time to which a question has been postponed arrives, but questions can be postponed again if additional delay will not interfere with the proper handling of the postponed motion. When consideration of the question is resumed at the specified time the business is in the same condition it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if it had never been updated.

Q. Postpone Indefinitely

Means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without undesirable consequences.

R. Previous Question

Means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If previous Question is not adopted, debate continues. If adopted, the pending motion immediately goes to a vote.

S. Question (Point) of Privilege – To raise

Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order. The Chairperson rules (subject to Appeal) only on whether this matter should interrupt pending business. If the Chairperson rules yes, then the Question is handled depending on its original form. If originally phrased like a request, it is handled as such; if phrased like a main motion, the Question then requires a second; is debatable, amendable, etc., and is handled by the assembly. If there is not urgency, a Question of Privilege can be brought to the assembly as a regular motion and handled in the normal course of business.

T. Recess

Means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted. If a recess is provided for in the agenda, the Chairperson simply declares the assembly in recess. If the Chairperson does not announce a pre-scheduled recess at the scheduled time, a member can Call for Order of the Day. If the assembly wishes to postpone a pre-scheduled recess, it can move to suspend the Rules.

MOTION TABLE

MOTION TABLE

| TYPE | PURPOSE | INTERRUPT | SECOND | DEBATEABLE | VOTE |
|----------------------------|---|-----------|--------|------------|------------|
| Adjourn | To end the committee meeting | No | Yes | No | Majority |
| Amend | To change part of the language in a main motion | No | Yes | Yes | Majority |
| Amend by substitution | To alter a motion by completely rewriting it while preserving the intent | No | Yes | Yes | Majority |
| Appeal ruling of chair | To challenge a decision the chair has made regarding rules of order | Yes | Yes | Yes | Majority |
| Information, Point of info | To be allowed to asked a question about a motion being discussed—not to offer info | Yes | No | No | None |
| Main motion | An idea a committee member wants the committee to put into practice | No | Yes | Yes | Varies |
| Order of the day | To make the committee return to its agenda if it gets distracted onto another track | Yes | No | No | None |
| Order, point of | To request clarification of rule of order when it may appear they are being broken | Yes | No | No | None |
| Parliamentary inquiry | To ask the chair about how to do something according to rules of order | Yes | No | No | None |
| Previous question | To stop debate and vote right now on whatever motion is at hand | No | Yes | No | Two-thirds |
| Privilege, personal | To make a personal request of the chair or the committee | If urgent | No | No | None |
| Reconsider | To reopen for debate a motion previously passed | No | Yes | Yes | Majority |
| Refer, commit | To send a motion to a subcommittee or group before further discussion or vote | No | Yes | Yes | Majority |
| Remove from the table | To resume consideration of a motion previously tabled before the time set | No | Yes | No | Majority |
| Rescind, repeal | To void the effect of a motion previously passed | No | Yes | Yes | Two-thirds |
| Table | To put off further consideration of a motion until a later date and time | Yes | Yes | No | Majority |
| Withdraw | To allow a motion's maker to take back the motion after debate has begun | Yes | No | No | Unanimous |

The Twelve Traditions for NA Service

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. Narcotics Anonymous 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 films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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FUNCOAST ASC 2017 POLICY ADDENDUM

1. Motion #2016-27P

Motion: To Change item number (7) seven on page (11) eleven in policy to say, RCMs are reimbursed what the IRS allows for mileage reimbursement.

2. Motion#2017-1P

Motion: On page 16, #8 to say submits monthly financial report to ASC Treasurer and Secretary for all events in the month having monetary transactions.

3. Motion#2017-2P

Motion: Page 38 and 39 under panel member and H&I member ling item 2. To read have completed 2 H&I business meetings and orientations within 3 months.

4. Motion#2017-7P

Motion: To remove from the ASC Policy, on page 3, number 19, "pass the basket."

5. Motion #2017-9P

Motion: To change the section "Quorum," on page 2 of 2017 Funcoast ASC Policy to read as follows:

Quorum is defined as the number of voting Groups required to be present at ASC. The procedure the ASC Secretary uses to establish quorum is outlined below.

1. Take attendance.
2. Determine the number of Groups present that have not missed more than two consecutive meetings.
3. Quorum for ASC is more than half the number of eligible voting Groups (e.g. - 60 Groups: quorum is 31; - 61 Groups: quorum is still 31.
4. Official quorum must be reached before voting and elections can take place.
5. Groups must be present for both roll calls scheduled on the agenda. If either roll call is missed, they are considered absent from ASC.

Intent: To streamline both the process of ASC and inconsistencies in the current policy handbook. Additionally, it is not incorrect that we cannot conduct business without quorum. We only can't vote and have elections. Everything can be done.

6. Motion#2017-11P

Motion: Remove paragraph two in the section ASC Parliamentary procedure on page 2 of 2017 Funcoast ASC policy and add the following sentence to the end of the first paragraph: GSR's should pay close attention to these reports because you may have questions.

