

GRAYS HARBOR AREA  
Of  
NARCOTICS ANONYMOUS  
GUIDELINES

**It is highly recommended that each ASC member read these guidelines and other NA Literature to have a common understanding as to the responsibilities of each ASC member.**

**ARTICLE I - NAME**

*The name shall be Grays Harbor AREA of Narcotics Anonymous (aka GHANA). For the purpose of these guidelines, the terms Area Service Committee, ASC, Area, and Committee shall be one and the same.*

**ARTICLE II - PURPOSE**

*The ASC is a service structure created by all groups to serve the common needs of the groups and to act on their behalf. The ASC develops, coordinates, and maintains services, thereby leaving the groups free to carry out their primary purpose. The groups have the final authority over the service structure.*

**ARTICLE III - MEMBERSHIP**

[Section 1](#) *General membership in the ASC shall be open to all members of Narcotics Anonymous that share the stated purpose of the committee. Participants are ASC administrative officers, standing sub-committee chairpersons, and GSR's.*

[Section 2](#) *Narcotics Anonymous members who do not hold office as trusted servants in the ASC shall be considered observers @ AREA meetings and have the right to request the floor for the purpose of debating motions @ AREA meetings or during the sharing sessions.*

**ARTICLE IV - MEETINGS**

[Section 1](#) *The committee shall meet monthly in regular sessions.*

[Section 2](#) *Special meetings may be called by written request of the AREA chairperson. Special meetings may also be called by petition and by written request of a simple majority, which is 51% of all the voting members of the AREA. Special meetings shall deal with special business only.*

[Section 3](#) *The AREA secretary shall issue written notice of a special meeting to all members of the ASC @ least 10 days prior to that special meeting.*

[Section 4](#) *A quorum shall consist of 51% of the voting members.*

**ARTICLE V - VOTING**

[Section 1](#) *Voting on all ASC motions and elections will be done on a one-group/one-vote system.*

[Section 2](#) *The order of succession for voting members shall be:*

- A. *Group Service Representative (GSR)*
- B. *Group Service Representative Alternative (GSR-Alt.)*
- C. *Any members of Narcotics Anonymous designated by their group.*

[Section 3](#) *Any NA member may make a written motion and/or participate in discussions. A voting member must second the said motion.*

[Section 4](#) *Motions may be amended or withdrawn @ any time by the maker prior to voting. If the motion is amended, it must be re-seconded. If the motion is withdrawn, no further action is required.*

[Section 5](#) *In the case of a tie vote on any motion or election, the triumvirate of the ASC shall consist of the Chairperson, Vice-Chairperson, and the RCM 1. Each shall vote to decide the issue. If one or more of these officers are absent, RCM 2, Secretary, and Treasurer (in that order), shall replace the missing officer(s).*

[Section 6](#) *All motions require a simple majority vote of 51% in the affirmative to pass when the vote is taken.*

[Section 7](#) *Two-thirds majority vote in the affirmative is required for impeachment or other removal from office as stated in Article XII, Section 2 A, C, or D. A two-thirds majority vote is defined as two-thirds of the voting members in attendance when the vote is taken.*

[Section 8](#) *In all voting situations, abstentions have the effect of a non-vote.*

## **ARTICLE VI - ELECTIONS**

[Section 1](#) *At the regular ASC meeting in October, a nominating committee of no less than 3 and no more than 7 Narcotics Anonymous members shall be appointed by the AREA Chairperson. The purpose of the nominating committee is to inform the groups of the upcoming election. Nominations will be presented by the committee @ the November ASC meeting. Nominations from the floor will also be taken @ this time. The elections will take place @ the December ASC meeting and the newly elected officers will be in their positions @ the January ASC meeting.*

[Section 2](#) *All ASC officers and sub-committee chairpersons shall be elected by simple majority vote of voting members.*

[Section 3](#) *Each ASC officer and sub-committee chairperson shall hold no more than 1 AREA position.*

[Section 4](#) *In the case of removal or resignation, the ASC Chairperson shall appoint an interim service worker to finish the vacated term.*

[Section 5](#) *If a vacancy occurs in the positions of Chairperson or RCM 1, the Vice-Chairperson and the RCM 2 will assume all duties of said positions respectively.*

[Section 6](#) *All nominees for AREA officers and AREA sub-committee chairpersons shall be present @ both the November and December ASC meetings.*

## **ARTICLE VII - RESPONSIBILITIES**

[Section 1](#) *In addition to ASC members' duties outlined in this guideline, **"A Guide to Local Services in Narcotics Anonymous"** shall be incorporated herein for reference.*

[Section 2](#) *Each ASC member is required to maintain his/her clean time.*

[Section 3](#) *Each ASC officer and sub-committee chairperson shall submit monthly written reports and attend the ASC meeting.*

[Section 4](#) *All service related literature and documents are the property of GHANA. It is imperative that all outgoing ASC officers hand down all service related documents to the next committee member. It is the responsibility of the ASC to provide Sub-Committee Chairs with service guides as needed.*

[Section 5](#) *All sub-committees shall adhere to NAWS approved literature.*

## **ARTICLE VIII - OFFICERS AND DUTIES OF OFFICE**

**Section 1 AREA Chairperson:** Recommended clean time: **2 years.** Term: **2 years.**

### **Duties of the AREA Chairperson:**

- A. To conduct all AREA meetings in accordance with these guidelines, the Twelve Concepts of NA Service, and the Twelve Traditions of Narcotics Anonymous.
- B. To ascertain that a quorum is present @ the monthly AREA meeting.
- C. To call the meeting to order in accordance with the announced business agenda @ the appointed time.
- D. To recognize members or observers who are entitled to the floor.
- E. To state all motions and questions standing before the ASC.
- F. To rule out motions that are out of order.
- G. To conduct business in a manner compatible with the rights of members and observers.
- H. To decide all questions of order, subject to appeal, unless when in doubt, the Chairperson prefers to submit such questions to ASC for group discussion.
- I. To address all inquiries relating to factual information bearing on the business of the AREA.
- J. To declare the AREA meeting adjourned, either by vote, time prescribed, or in the event of an emergency.
- K. To conduct the AREA's general correspondence and distribute incoming mail.
- L. To be co-signer on the AREA bank account.
- M. To appoint all special committees and interim chairpersons of sub, ad hoc, and advisory committees.
- N. To coordinate and present the annual group inventory report to the AREA.

**Section 2 Vice-Chairperson:** Recommended clean time: **2 years.** Term: **2 years.**

### **Duties of the Vice-Chairperson:**

- A. To attend all regular monthly ASC business meetings.
- B. To assist the AREA Chairperson.
- C. The Vice-Chairperson is an ex-officio, non-voting member of all AREA committees.
- D. To act as AREA Chairperson in the absence of the AREA Chairperson.
- E. To attend all AREA sub-committee meetings as described in "A Guide to Local Service in Narcotics Anonymous."
- F. A Vice-Chairperson is to fill any vacant position and has a 2<sup>nd</sup> key for AREA mail.

**Section 3 Secretary:** Recommended clean time: **2 years.** Term: **2 years.**

### **Duties of the Secretary:**

- A. To attend all regular monthly ASC business meetings.
- B. To keep the minutes of all ASC regular and special meetings.
- C. To keep on file a copy of the AREA officer reports and motions, sub-committee reports and motions, and group reports and motions.
- D. To provide condensed versions of reports in the ASC meeting minutes.
- E. To provide copies of the last AREA meeting minutes by next ASC meeting to all ASC officers and groups.
- F. To keep copies of the AREA guidelines, including any additions or amendments. To carry 6 months of previous ASC meeting minutes to ASC meeting.
- G. To provide all committees with the forms required for the performance of their duties.
- H. To annually provide a current roster of committee members to the Chairperson and Vice-Chairperson and update when necessary.

- I. To maintain a log of AREA policy actions/motions passed regarding the activities of AREA administrative officers and sub-committees.

**Section 4 Regional Committee Member 1 (RCM 1):** Recommended clean time: **3 years.** Term: **2 years.**

**Duties of the RCM 1:**

- A. To attend all regular monthly ASC business meetings.
- B. To report to the ASC, the business conducted and the action taken @ the prior WNIRSC meeting.
- C. To represent the AREA @ each regular meeting of the WNIRSC either in person or by written report.
- D. To maintain regular contact in particular with neighboring ASC's.
- E. To attend as many RSC sub-committee meetings as possible or provide an alternate representative.

**Section 5 Regional Committee Member 2 (RCM 2):** Recommended clean time: **2 years.** Term: **2 years.**

**Duties of the RCM 2:**

- A. To attend all regular monthly ASC business meetings.
- B. To assist the RCM 1.
- C. To act as the RCM in the absence of the RCM 1.

**Section 6 Treasurer and Treasurer Trainee:** Recommended clean time: **2 years.** Term: **2 years.**

**Duties of the Treasurer and Treasurer Trainee:**

- A. To attend all regular monthly ASC business meetings.
- B. To be the custodian of all AREA general funds and to be co-signer on the AREA bank account.
- C. To provide the ASC with a monthly financial report and an end of the year financial report
- D. To disburse funds and pay AREA bills monthly or as necessary.

**Section 7 Treasurer Trainee:** Recommended clean time: **2 years.** Term: **2 years.**

**Duties of the Treasurer Trainee:**

- A. To attend all regular monthly ASC business meetings.
- B. To be the custodian of all AREA general funds and to be co-signer on the AREA bank account.
- C. To provide the ASC with a monthly financial report and an end of the year financial report
- D. To disburse funds and pay AREA bills monthly or as necessary.

**ARTICLE IX - STANDING SUB-COMMITTEE AND OTHER COMMITTEE OFFICERS AND DUTIES**

**Section 1 Literature Chair and Literature Trainee:** Recommended clean time: **2 years.** Term: **2 years.**

The Literature sub-committee consists of a chairperson and other volunteers.

**Duties of the Literature sub-committee:**

- A. To keep a stock of/and sell NAWS approved literature to individuals and groups in the AREA.
- B. To keep ASC aware of any correspondence from NAWS and of any new items available.
- C. To report monthly to the regular business meeting of the ASC.
- D. Work with any AREA conventions to provide literature if necessary.
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- B. To keep ASC aware of any correspondence from NAWS and of any new items available.
- C. To report monthly to the regular business meeting of the ASC.

D. *Work with any AREA conventions to provide literature if necessary.*

**Section 3 Hospitals and Institutions:** *Recommended clean time: 2 years. Term: 2 years.*

*The H & I sub-committee consists of a chairperson and other volunteers.*

**Duties of the H & I sub-committee:**

- A. *To unify the efforts of Narcotics Anonymous Twelve Step work within Hospitals and Institutions.*
- B. *To provide NAWS approved pamphlets, and schedules to Hospitals and Institutions in the Grays Harbor Area.*
- C. *To conduct meetings or panels for newcomers in Hospitals and Institutions in the Grays Harbor Area.*
- D. *To work in conjunction with the Public Information sub-committee.*
- E. *The H & I sub-committee shall report monthly to the regular business meeting of the ASC and provide a yearly budget.*

**Section 4 Phone Line:** *Recommended clean time: 2 years. Term: 2 years.*

*The phone line sub-committee consists of a chairperson and other volunteers.*

**Duties of the Phone Line sub-committee:**

- A. *To operate 24-hour help line for the Grays Harbor Area.*
- B. *The minimum clean time for NA member participation of the help line will be @ least 1 year.*
- C. *To list phone line numbers in the appropriate media throughout Grays Harbor County.*
- D. *The phone line sub-committee shall report monthly to the regular business meeting of the ASC regarding the number of calls received and the services provided within the Grays Harbor Area.*

**Section 5 Public Information:** *Recommended clean time: 2 years. Term: 2 years.*

*The P.I. sub-committee consists of a chairperson and other volunteers.*

**Duties of the P.I. sub-committee:**

- A. *To provide meeting schedules to appropriate public and private agencies as explained in the P.R. Handbook.*
- B. *To provide NAWS approved literature, when requested, to public and private agencies.*
- C. *The P.I. chairperson shall notify the AREA concerning public speaking engagements.*
- D. *All public speaking engagements shall be done with the Committee's approval and only with a minimum of 2 speakers @ any public event.*
- E. *To coordinate the printing and update AREA meeting schedules.*
- F. *The P.I. sub-committee works in conjunction with the H & I sub-committee.*
- G. *The P.I. sub-committee shall report monthly to the regular business meeting of the ASC and provide a yearly budget.*

**Section 6 Activities:** *Recommended clean time: 2 years. Term: 2 years.*

*The Activities sub-committee consists of a chairperson and other volunteers.*

**Duties of the Activities sub-committee:**

- A. *Activity committee maintains a bank account and reports monthly to ASC.*
- B. *To plan and oversee activities to enhance the group's primary purpose and to provide a sense of unity among NA members.*
- C. *Such clean activities may include, but are not limited to be: Dances, Camp-outs, Special Meetings, etc.*
- D. *The Activities sub-committee shall report monthly to the regular business meeting of the ASC and provide a yearly budget.*

**Section 7 Archives:** *Recommended clean time: 2 years.*

*The Archives sub-committee consists of a chairperson and other volunteers.*

**Duties of the Archives sub-committee:**

- A. The Archives sub-committee acts as the custodian of GHANA archival material.
- B. The Archives sub-committee shall report monthly @ the regular business meeting of the ASC.
- C. Compile and maintain inventory.

Section 8 **WEBSERVANT: will be inserted @ the end of these guidelines**

**ARTICLE X - RESIGNATIONS**

Section 1 **Voluntary**

Notice to be given in writing to the ASC Chairperson prior to the next ASC meetings.

Section 2 **In-voluntary**

**These grounds represent the prerequisite for removal:**

- A. Any AREA officer or sub-committee chairperson missing more than 3 GHANA ASC meetings.
- B. Any AREA officer or sub-committee chairperson reporting relapse during their term in office.
- C. Any AREA officer or sub-committee chairperson failing to perform the duties and responsibilities of their office.

Section 3 **A 6-month Moratorium**

Will be required for any service member resigning or removed from their position prior to completion of their term. The only exception will be when their resignation is to fill a newly elected position.

**ARTICLE XI - GENERAL DUTIES**

Section 1 All sub-committee and special committees shall comply in all their actions with the following documents in succession.

- A. The current publication of these guidelines.
- B. Past AREA motions.
- C. The Twelve Concepts of NA Service.
- D. The Twelve Traditions of NA.
- E. A Guide to Local Service in Narcotics Anonymous.
- F. The current publication of all NAWS approved NA handbooks.

**ARTICLE XII - MOTIONS AND AMMENDMENTS**

Section 1 All motions sent back to the groups will state the following considerations:

- A. Who will carry out the motion?
- B. What is the task?
- C. Why are we doing this particular task?
- D. How will the task be carried out?
- E. What is the financial impact?

Section 2 Any voting member may propose an amendment to these guidelines @ a regular meeting of the ASC. The proposal must be seconded and submitted in writing. Debate shall be heard. The proposal



to amend shall be taken back to the groups and voted on @ the next regular ASC meeting. A 2/3<sup>rd</sup>s majority of the voting members present is necessary to amend.

Section 3 The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies a time.

### **ARTICLE XIII - GENERAL BANK ACCOUNT**

Section 1 All monies accumulated from group contributions shall be maintained in a general-fund bank account and disbursed by the AREA Treasurer for paying obligations.

Section 2 All expenditures made by the Committee shall be paid by check.

Section 3 All checks shall be required to have 2 of the following signatures:

- A. Treasurer and Treasurer Trainee
- B. Chairperson
- C. RCM 1

Section 4 In the event that a check is made payable to one of the authorized signers of the AREA bank account, the payee shall not be authorized to sign said check; another authorized signature is required.

Section 5 Expenditures from the Treasury shall only be made in one of the following manners:

- A. Upon proof of payment from vendors.
- B. Submittal of itemized expense voucher from vendor with receipts forthcoming within 30 days. Further payments to that service member will be contingent upon proof of payment.

Section 6 The committee shall make available funds to assist the following, when funds are available and submittal motion upon approval:

- A. P.I.
- B. H & I
- C. Secretary
- D. Treasurer
- E. Webservant
- F. Phone Line

Section 7 The Treasury shall maintain a prudent reserve of 3 months expenses.

Section 8 All ASC budget requests shall be submitted to the Treasurer, and shall be approved by the GHANA ASC on a monthly basis.

Section 9 The Committee shall have a Yearly Review Committee consisting of the ASC Chairperson and 2 other officers, excluding the Treasurer. Any recommendations of the Yearly Review Committee shall be reviewed with Treasurer immediately upon completion.

Section 10 After a quarterly review, they have a group conscience on the amount to send down to the service structure.

### **ARTICLE XIV - AREA INVENTORY**

Section 1 May or June, the ASC will hold an AREA Inventory meeting and request input from all groups in the AREA, regarding what has been done and how the message has been carried to the still suffering addict by the officers, standing sub-committee chairpersons, and GSR's.

- A. To clearly understand the purpose of the AREA Inventory a member should read "A Guide to Local Service in Narcotics Anonymous," in The AREA Service Committee section "AREA Inventory."

[Section 2](#) The results of the AREA Inventory shall be provided @ the following ASC business meeting, in May or June.

## **ARTICLE XV - DISSOLUTION**

*Should dissolution of the GHANA occur, any funds, after all debts and obligations have been paid, shall be evenly dispersed: 50% to the Washington Northern Idaho Regional Service Committee and 50% to NAWS.*

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## **CONTINUED. ARTICLE IX, Section 8 WEBSERVANT:**

### **Website Policy and Webservant Requirements and Duties**

#### **Website Policy**

1. The website's main focus is to use existing technology to uphold NA's primary purpose
2. The website for this area shall be named "GHA-NA.ORG" and the uniform resource locator (URL) shall be registered as (Grays Harbor Area of NA) with expressed permission of ICANN (Internet Corporation for Assigned Names and Numbers).
3. Maintenance of the area web site will be the responsibility of the Webservant, accountable to the Grays Harbor ASC (Area Service Committee).
4. Online Narcotics Anonymous (NA) information will contain links or references only to information provided by other NA areas, regions, Narcotics Anonymous World Services (NAWS), or activities related to the Grays Harbor Area of Narcotics Anonymous (GHA-NA). The only exceptions will be links or references required to use content on the site, or to find meetings and events. These exceptions are made with discretion accompanied by proper disclaimers of non-affiliation.
5. *Personal* names, phone numbers, email addresses, or other identifying information regarding individual members will not be disclosed. However, first names, last initials, and phone numbers/email addresses may be used when approved by the GHA-NA subcommittee and when the consent of the member is obtained.
6. Maintenance of meeting information should provide, at least, the minimum of a current, organized, daily meeting list along with time and address to provide a route to attend the meeting.
7. Any external links, including maps, flyers, word documents, images, PDF's, or otherwise, should always open in a new, separate window, keeping our web site open until the end user closes it.
8. Specific money interactions, financial or otherwise, within ASC or Region will not be disclosed online with exception of area group donations (Area Minutes).
9. The Helpline information phone number will always be boldly presented and emphasized for anyone searching for assistance.
10. There will be a secondary resource selected and held responsible for all secured access (usernames, passwords, etc.) to the website host, DNS servers, and/or email.



11. The following statement of NA registered graphics permission should be included “The NA logo, the stylized letters "NA", and the circle-diamond symbol are all registered trademarks of NAWS and are used with permission” in accordance to the Intellectual Property Bulletin --  
[http://www.na.org/admin/include/spaw2/uploads/pdf/FTP/English/NA\\_Logos\\_Please\\_Read\\_FIPT\\_Bulletins\\_1\\_and\\_3\\_before\\_downloading\\_files/FIPT\\_Bulletin\\_3.pdf](http://www.na.org/admin/include/spaw2/uploads/pdf/FTP/English/NA_Logos_Please_Read_FIPT_Bulletins_1_and_3_before_downloading_files/FIPT_Bulletin_3.pdf)
12. All individual stylized images, graphics, and graphic designs (PNG, JPEG, GIF, TIFF, RAW) created and used on the website are the sole property of GHA-NA with the exception of previous copyright material.
13. A date stamp and link to contact the webservant will be located near the bottom of every main page to leave a record of updated data.

## Webservant Requirements

- Have a minimum two (2) years clean time.
- Have at least one (1) year active involvement with the subcommittee or equivalent.
- Term of two (2) years.
- Maintain strict confidentiality regarding all usernames and passwords related to DNS and hosting/email server(s).
- Must attend meetings regularly, work the 12 steps of NA, working knowledge of the Traditions and Concepts of NA, The 12 Principles of NA, and have a clear NA message.
- Shall be subscribed to NAWS NEWS and NAWS UPDATE email communication/notification/correspondence.
- Able to meet communications needs (computer, internet access, telephone/cell phone, scanner, email, etc.).
- Have the willingness to give the time and resources to do the job.
- Strongly encouraged to attend the monthly Washington Northern Idaho Region Webservant meetings.
- Knowledge and understanding of the NA Public Relations Handbook, section two (2), chapter ten (10) as it relates to “Internet Technology” and special emphasis to “Web Servant Responsibilities.”  
[http://www.na.org/admin/include/spaw2/uploads/pdf/PR/Public\\_Relations\\_Handbook.pdf](http://www.na.org/admin/include/spaw2/uploads/pdf/PR/Public_Relations_Handbook.pdf).
- Have an awareness of the uses and risks of social networking sites, especially regarding the 12<sup>th</sup> Tradition.
- Have a working knowledge of current ASC policies and procedures.
- Maintain accountability and promote an atmosphere of recovery in every aspect (website is accessible to the entire world).
- Two (2) years working experience with desktop publishing, online searches, browsing, email, downloads, upload. see following
- Possess basic level computer skills though some duties require intermediate to expert computer skills. This includes familiarity with Information Technology (IT), Microsoft

Office Suite or comparable office productivity software, HTML programming/coding, TCP/IP management, Adobe Acrobat, PDF, data/graphics/graphics design and manipulation, working knowledge of File Transfer Protocol (FTP) and corresponding procedure/implementation, previous webmaster experience a plus, etc.

- The Webservant will, at all times, conduct themselves in a professional, courteous, considerate, and responsible manner.

## Webservant Duties

- Ensure the Domain Name Server (DNS) account (GoDaddy.com) is paid (if applicable) and up-to-date.
- Confirm the website hosting service on the regional server (WNIRNA) remains functional.
- Maintain a respectful, working relationship with any and all other IT and/or webservants in the general area/locale - particularly the hosting area servants.
- Set up and maintain email and email forwarding configurations and settings.
- Maintain and validate area website of *general* content and update at least once each month with suggested emphasis to bi-weekly updates.
- Accountable for completing area website updates within (3) three days after a request from ASC or group service representative (GSR).
- Generate and maintain a printable, area meeting schedule (PDF).
- Create and/or post group flyers, announcements and area activities, etc.
- Creates and maintains the H&I calendar.
- Submits monthly reports to the ASC meetings.
- Posts various online reports (ASC minutes, RCM reports).
- Respond in a timely manner to all NA related correspondence.
- Call upon regional webservant or related contact for assistance if/when necessary.
- Check the accuracy of all website related content and/or html links.
- Responsible to verify the accuracy of reciprocal links with other official NA websites and contact other area webservants of any such inaccuracies in association to our website.
- Maintains a backup copy (archive) of the website content.
- Complete and submit the Webservant /IT report form quarterly (every 3 months) reports to Region – in accordance to the Service Meeting schedule on the region website. (<http://www.wnirna.org/service-meetings>), see section "IT Services Subcommittee (Area Web Servants)."
- There may be other services the webservant provides due to varying competencies, circumstances, and/or requests from ASC or personal proposal.

**NOTE:** Region offers an alternate provision for those wishing to be of service as area webservant whereas an individual with minimal computer skills can still manage the area website. Note that the Website Policy and Webservant Requirements still apply.

This alternate process is outlined on the region website as follows under “What can IT Services offer your Area?” and “Content Management System (CMS) as your Area Website”.