

# **POLICIES & GUIDELINES**



**NORTHEAST NEW JERSEY  
AREA SERVICE COMMITTEE  
(NENJASC)**

**OF**

**NARCOTICS ANONYMOUS**

2023/2024

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## 1. DEFINITION OF AN AREA SERVICE COMMITTEE

An Area Service Committee (ASC) is a committee made up of representatives (GRS's) from each group within the Northeast New Jersey Area, which meets monthly for the sole purpose of serving the needs of its member groups. This committee is formed on the assumption that it can do some things more effectively than the groups acting separately.

The service, which an ASC provides, is that of group support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its area service committee for help. These situations are almost limitless in scope to provide a full-line services; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions that are of help to the groups. ASC can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature, which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its area service committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer support. However, as an area grows, the financial need of the committee also grows. In order to provide a full line of service, it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternative courses of financial support are helpful, but the bulk of the responsibility still falls on the members of each group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in all committee decisions. GSR's should evaluate each vote in terms of the need of those they serve. In addition to this, a GSR participates in helping carry out the ASC's other specific functions. The attraction of new members, the planning and implementation of activities and the aid given to groups with specific situations are services which require much more effort than a monthly meeting.



## 2. GUIDELINES OF THE NORTHEAST NEW JERSEY AREA SERVICE COMMITTEE OF NA

### 2.1 NAME

The name of this committee shall be the Northeast New Jersey Area Service Committee of Narcotics Anonymous

### 2.2 PURPOSE

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the Northeast Area, to support the needs of these groups, to serve as a link between these groups and the New Jersey Regional Service Conference of Narcotics Anonymous, and to FOSTER UNITY.

### 2.3 PARTICIPANTS

This committee shall have two (2) classes of participants, that of voting the other non-voting. Only voting shall have voting rights. No person shall hold more than one voting membership.

### 2.4 VOTING PARTICIPANTS

The voting participants of this committee shall be the GSR's (Group Service Representatives) or the GSR Alternative in their absence or a group representative that has been given a proxy vote (07/00). The ASC Chairperson may vote only to resolve a tie.

### 2.5 NON-VOTING PARTICIPANTS

The non-voting participants of this committee shall be the Chairperson (except in the case of a tie), and the other ASC Officers and Subcommittee Chairpersons.

### 2.6 OBSERVERS

Narcotics Anonymous members not addressed elsewhere in the guidelines shall be classified as observers. Any NA member has the right to be an observer. Narcotics Anonymous members shall have the specific right to request the floor. The ASC Chairperson has the right to grant or deny such requests.

### 2.7 FUNCTIONS

- a. Communication and distribution of all information to and from all member groups of the Area through the Trusted Servants.

- b. Maintain steady distribution of Narcotics Anonymous literature to groups, Trusted Servants and Subcommittees.
- c. To conduct a monthly business meeting.
- d. To provide a Regional Committee Member for active participation in the NJ Regional Service Conference.
- e. To set up Subcommittees in order to carry out service functions.
- f. To offer encouragement and support of all GSRs.
- g. To provide a Service Workshop for all GSRs to attend and learn about the 12 Traditions, 12 Concepts and to discuss any group problems. The Service Workshop starts one hour before ASC on the 2<sup>nd</sup> Sunday of each month. (AMENDED 12/95)
- h. In the absence of the ASC Chair and Vice Chair, the ASC meeting shall be chaired in the following manner:
  - a. Policy Chair
  - b. RCM
  - c. ASC Secretary
  - d. ASC Treasurer
- i. That all checks for Area business requires two (2) signatures (03/17)

## 2.8 MEMBER GROUPS

A member group of the NENJASC shall be defined as follows:

- a. Any NA group willing to be represented by a GSR at all regularly scheduled.
- b. Acceptance into the NENJASC is subject to approval of the voting members of the ASC.
- c. The group must meet the requirements of the definition of a NA group as defined in the LOCAL GUIDE TO SERVICE OF NA.

2.9 STANDING RULES OF THE NORTHEAST NJ AREA SERVICE

- a. The NENJASC will pay \$100.00 as rent for the meeting space (AMENDED 01/06)
- b. The NENJASC will meet on the 2<sup>nd</sup> Sunday of each month at 430 Westfield Avenue, Clark, NJ unless hosted by another facility or group (AMENDED 01/16) ASC will meet on the 3<sup>rd</sup> Sunday, rather than the 2<sup>nd</sup> Sunday during the month of May. Motion to meet virtually, if the facility becomes unavailable for any reason (07/23)
- c. The NENJASC Trusted Servants and Subcommittee Chairs, now known, as Steering Committee shall meet when deemed necessary by Chair or other Officers of the NENJASC
- d. That all flyers presented to the Northeast Area must have the NA logo or the anonymity symbol on them. (AMENDED 12/99)
- e. Quorum is defined as 2/3 of the of the average number of groups that attended ASC meeting for the past three months. (12/23). Once a quorum is established it does not need to be maintained in order to conduct business. (03/17)

ALL MOTIONS MUST BE HANDED IN NO LATER THAN 3PM (AMENDED 07/06)

2.10 AREA SERVICE COMMITTEE OFFICERS

The Officers of this Committee shall be:

- a. CHAIRPERSON
- b. VICE CHAIRPERSON
- c. SECRETARY
- d. TREASURER
- e. REGIONAL COMMITTEE MEMBER
- f. REGIONAL COMMITTEE MEMBER ALTERNATIVE
- g. POLICY CHAIR

2.11 ELECTION OF AREA SERVICE COMMITTEE OFFICERS

- a. All Area Chairs and Officers Commitment are one (1) year. Their term shall begin at the start of the following ASC meeting. No Officer shall hold more than one office at a time. (AMENDED 12/05). All Chairs and Officers be in attendance at 1pm.
- b. Any member of the ASC may nominate and elect to any ASC position.
- c. A member must be present to be nominated and elected to any ASC position.
- d. An ASC Officer has the right to re-commit once for another term if desired. (05/17)

2.12. PROCEDURES FOR ELECTION OF ASC OFFICERS AND SUBCOMMITTEE CHAIRS

- a. Nominations for all open positions, as well as any additional nominations for any office will be taken.
- b. Each nomination must be seconded.
- c. In the case of only one (1) nomination for a position at the time of elections, the nominee must be elected by a simple majority vote.
- d. The ASC Chairperson may also ask for volunteers.
- e. At the time of nomination, each nominee should state if he/she accepts the nomination.
- f. At the time of nomination, each nominee must state their qualifications for that position such as clean time, past service experience, etc.
- g. Election results will not be published by number.
- h. Chairpersons shall receive rent for a facility during the initial election month.
- i. A service member may be removed from their position for noncompliance, a 2/3 majority vote is required for removal. noncompliance includes but is not limited to the following:

1. Loss of abstinence.
2. Non-fulfillment of their duties as Chairperson.
3. Absent at two (2) ASC meetings.

## 2.13 DUTIES AND QUALIFICATIONS FOR NENJASC OFFICERS POSITIONS

### 2.13.1. CHAIRPERSON

The Chairperson presides over the monthly ASC meeting, casts the deciding vote in meeting with a firm yet understanding hand. The ASC Chairperson must be an active member of NA, have the willingness to serve, have NA service experience, have knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA, knowledge of Robert's Rules of Order, and minimum of three (3) (AMENDED 02/07) years of continuous abstinence from all mind- and mood-altering substances.

#### DUTIES:

- a. Open the ASC meeting at the appointed time by taking chair and calling the meeting to order.
- b. To recognize members or observers who are entitled to the floor.
- c. To take a voting member roll call.
- d. To confirm that quorum is met for each ASC meeting according to Standing Rules of NENJASC (01/14)
- e. To enforce Robert's Rules of Order.
- f. To respond to inquiries of members relating to parliamentary procedure in (Robert's Rules of Order) for factual information bearing on the business at hand.
- g. To be the co-signer of the ASC Bank Account.
- h. The Chairperson of the ASC shall have the authority to appoint Ad-Hoc Committees for such special purposes as may from time to time be deemed necessary to fulfill specific functions. The purpose of membership and duration of existence of any such Ad-Hoc Committee shall

be specifically designated by the Chairperson at the time of appointment.

- i. It is the Chairperson's duty to pay rent for ASC facility monthly. (03/17)
- j. During elections of those who will handle NA funds, the ASC Chair will inform members of requirements of Financial Responsibility Agreement. (04/17)
- k. The ASC Chair will ask the following questions of all nominees as a matter of course so that people do not feel singled out based on personalities: service experience, experience with handling funds, financial stability, source of income, clean time and financial stability. If elected, the Chair will also inform members to read and sign the Financial Responsibility Agreement. (04/17)

#### 2.13.2 VICE CHAIRPERSON

Vice-Chairperson performs the duties of the ASC Chairperson in the absence of the Chair. The Vice-Chairperson coordinates the activities of all subcommittees. Like the Chairperson, the Vice-Chairperson must be an active member of NA, have the willingness to serve, have NA service experience, knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA and have knowledge of Robert's Rules of Order, Candidates for Chairperson must have three (3) (AMENDED 2007) years continuous abstinence from all mind and mood-altering substances.

#### DUTIES:

- a. In the absence of the ASC Chairperson, to act as Chairperson.
- b. In the absence of the ASC Chairperson, the Vice-Chairperson assumes all responsibilities of the Chairperson.
- c. To coordinate the functions of the Subcommittees by attending Subcommittees where there is no Chair or Vice Chair. This includes, but is not limited to attending monthly meetings, getting support for the subcommittee

from other NA members, opening and paying rent on the facility where the subcommittee meeting is held. (03/17)

d. To be the co-signer of the ASC bank account

### 2.13.3 SECRETARY

The Secretary keeps accurate minutes of each ASC business meeting and mails copies to all ASC Officer's, Subcommittee Chairpersons and GSR's no longer than three (3) weeks prior to the next ASC meeting. These minutes should include the next months' ASC meeting agenda. Knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA. A candidate for Secretary must have a minimum of two (2) years of continuous abstinence from all mind- and mood-altering substances.

#### DUTIES:

- To keep a record of all proceedings of the ASC (minutes of meeting).
- To keep on file all ASC minutes and agendas, etc.
- To keep on file all subcommittee reports.
- To keep and maintain the ASC'S attendance sheets.
- To send out minutes by mail or by email to the direction of GSR'S/PROXIES no later than three weeks prior to the next ASC meeting. (AMENDED JAN '15)
- To have motion slips and group report forms available.
- To record all vote tallies and enter them in the minutes along with corresponding motions.
- Secretary's report should include:
  - Minutes
  - All motion forms entertained at ASC meeting (AMENDED 02/03)
  - A blank motion forms.
- To keep on hand at each NENJASC meeting a list of subcommittee chairs, area officers and area trusted

servants, with phone or email contact info and the term of their commitment (11/13)

#### 2.13.4 TREASURER

The ASC Treasurer is responsible for handling all funds distributed to and from the NENJAC and maintaining accurate records of all financial transactions for the ASC. The treasurer is the primary signer on the ASC bank account. candidates for treasurer must be an active member of NA, have the willingness to service, and have the knowledge of the Twelve Traditions of NA and a minimum of three (3) years of continuous abstinence of mind- and mood-altering substances. In addition, a candidate shall be gainfully employed prior experience as a treasurer either at a group level or committee level are recommended.

#### DUTIES:

- The custodian of the ASC funds.
- To give a financial report at each ASC meeting.
- To disperse funds as necessary in accordance with Committee decisions when funds are available.
- To maintain a prudent reserve as decided by the ASC.
- To ensure that all monies distributed are accounted for by receipt.
- To submit monthly bank statements along with financial reports each month and will be read during the Treasurer's Report. (AMENDED 08/95)
- To update the amounts of the operating expenses and prudent reserve on the treasurer's report to reflect all current balances if and when they may change. (05/14)
- To not accept personal checks.
- To have GSR'S not turn in large amounts of coinage but rather change money into bills.
- To follow the current Treasurer's Handbook of NA from the World Service Office.



- To make all deposits of monies collected seven (7) days after ASC is completed.
- That the area follows the 7<sup>th</sup> Tradition from the convention proceeds, after taking care of all area's needs (i.e., P. O. Box, storage, and rent for area facility for the year). send remaining monies to region. (AMENDED 06/04)
- When the Treasurer term is completed the chair or vice chair of the area to audit financial report/records by next ASC. They will advise the body at the next ASC of any discrepancies. (07/09)
- To make a full annual statement report at the end of term. (07/09)
- The outgoing Treasurer and new Treasurer meet to ensure that signature cards and online banking information have been updated by the following ASC meeting. (07/09)
- To provide all co-signers on the bank account with the online banking id and password. (07/09) The Treasurer will maintain the online payments (cashapp, zelle) from groups their email (01/24)
- The Treasurer is responsible for picking up the bank statement from AREA P.O. BOX in Roselle Monthly. (07/09)
- After all business is completed, the Treasurer will report the total monies collected at the day's meeting. (06/14)

#### 2.13.5 REGIONAL COMMITTEE MEMBER (RCM)

The RCM is to the Area what a GSR is to a group. The regional committee member represents the NENJASC conscience at the New Jersey Regional Service Conference. The RCM works as a two-way communicator, relaying information from area to region and from region to area. the position of RCM is immensely important because the RCM is a link in expressing the will of a loving god. An RCM must be able to work for the common good of NA, placing principles before personalities at all times. The RCM must attend all regional service committee meetings. a candidate for RCM must be an active member of NA, have the willingness to serve, have knowledge of the Twelve

Traditions of NA, have strong service experience, and preferably have had experience as a GSR and a minimum three (3) years of continuous abstinence from all mind-or mood-altering substances.

DUTIES:

- To represent the NENJASC at each NJRSC meeting.
- To provide the ASC Chairperson with additional agenda motion items appropriate for the next regular meeting of the NENJASC, giving enough time for motions to go to the groups for group conscience.
- To give a report at the ASC meeting following the RSC meeting covering the business of the RSC meeting.
- Act as channel between NENJASC and NJRSC, providing a two-way communication between NENJASC and the fellowship as a whole.
- To provide an accurate written report to NENJASC on all events, motions and issues covering all business of the previous RSC meeting.
- To carry and present requested motion from NENJASC to NJRSC.
- The RCM has a vote of confidence from the NENJASC. The RCM should use his/her judgment on matters where group consciousness is not available. If necessary, the RCM should make a motion at the RSC to commit to the group's conscience.
- To submit all new information or updated information relevant to member groups to the RSC to be included on the New Jersey Meeting Directory.
- To purchase and distribute the New Jersey Meeting Lists.
- To carry the NENJASC donation to the RSC meeting when monies are available.
- That the RCM is not to be a Chairperson of any subcommittee.

- That the Conference Agenda Reports (CAR's) be purchased by the NENJASC for each group and subcommittee by our current RCM.
- To provide a list of all motions from the Regional meeting into their report. (AMENDED 10/02)
- RCM should include Treasurer's Report from Region. (02/01)

#### 2.13.6 REGIONAL COMMITTEE MEMBER ALTERNATIVE (RCM ALT)

The RCM Alternative attends all RSC meetings, spending one year becoming familiar with the duties of RCM. In the absence of the RCM either at the ASC meeting or the RSC meeting, the RCM Alternative will assume the duties of the RCM. Candidates shall be an active member of Nam have the willingness to serve, have knowledge of the Twelve Traditions of NA, have had service experience (such as GSR), and a minimum of two (2) years continuous abstinence from all mind- or mood-altering substances. This member must be willing to become he RCM the following year or to become the RCM in the event that the RCM cannot complete his/her commitment, upon approval of the ASC,

#### DUTIES:

- In the absence of the Regional Committee Member to serve as RCM.
- To attend all RSC meetings.
- To work closely with the RCM to learn the duties of RCM.

#### 2.13.7 POLICY CHAIRPERSON

The Policy Chairperson is responsible for maintaining a current record of all ASC Policy Guidelines and motions that are passed by the ASC. The ASC Policy Chairperson should have a minimum of three (3) years of continuous abstinence of all mind- and mood-altering substances. Candidates for Policy Chairperson should be an active member of NA, have a willingness to serve and have knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

The position of Policy Chairperson shall be for a term of one (1) year only. (AMENDED 02/07)

DUTIES:

- Performs the duties of the NENJASC Chairperson and Vice Chairperson in their absence.
- To provide a report of updated policy matters and/or issues concerning policies for the NENJASC at each meeting.
- To incorporate newly approved, modified, or deleted policies into the NENJASC policy booklet.
- To respond to any inquiries relative to the NENJASC's approved policies and should therefore have some knowledge and record of said policies.
- That they attend ASC each month and have policies available.
- Update only Policies passed by the groups and distribute Policies to groups annually. (12/13)
- Be an active and attending member of the ASC Steering Committee.
- Clean time requirements for Policy Chair changed from two (2) to three (3) years in case the responsibility of chairing ASC is required. (11/13)
- Policy Chair is no longer a subcommittee, now known as an Area Officer.

2.13.8 COFFEEMAKER

Coffee maker committee is six (6) months, 90 days clean time requirement. Budget of \$150.00. Refer to special food list needed for facility. Must be at Area service facility one hour before area service begins. In charge of all set up and cleanup of refreshments. Must have receipt for reimbursement of funds. (REINSTATED 12/13)

## 2.14 COMMITTEES

### 2.14.1 STANDING SUB-COMMITTEES

- The ASC may establish sub-committees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval of the voting members of the ASC. Standing subcommittees may include, but is not limited to, administrative, public relations, literature review, activities, and any other standing subcommittees which shall be deemed necessary to carry on the work of ASC will elect subcommittee chairpersons. Subsequent officers of each subcommittee will be elected by the subcommittee membership.
- All standing Subcommittees of this ASC shall create and adopt guidelines, which are consistent with the Local Guide to Service in NA the Twelve Traditions of NA and from WSC approved handbooks and guides.
- The guidelines of each standing subcommittee shall be subject to approval and reviewed by the ASC as a whole.
- Each subcommittee chairperson, in their absence the Vice Chairperson all submit a written report to the ASC Secretary containing work in progress, financial report, and any other subcommittee activities.
- That all subcommittee chairs that have budget money produce all monies and receipts at ASC (07/11)
- That anything proposed or done by the Subcommittee is subject to ASC group conscience.
- As with all Subcommittees "trusted servants" (i.e., Vice Chair, Secretary, etc.) should be elected in that subcommittee. This includes the B.O.T., the chair should just report back to Area (01/04)

### 2.14.2 CURRENT STANDING COMMITTEES

- SERVICE WORKSHOP (SEE GUIDELINES)
- ACTIVITIES (SEE GUIDELINES)
- HOSPITALS AND INSTITUTIONS (SEE GUIDELINES)

- LITERATURE REVIEW (SEE GUIDELINES) (SUSPENDED 06/13)
- PUBLIC RELATIONS (SEE GUIDELINES)
- CONVENTION PLANNING (SEE GUIDELINES)
- B.O.T. OF CONVENTION (SEE GUIDELINES) (AMENDED 01/97)
- WEBSITE COMMITTEE (SEE GUIDELINES) (01/24)

#### 2.14.3 ELECTION OF SUBCOMMITTEE CHAIRPERSONS

- Subcommittee Chairpersons shall be elected as per the individual Subcommittee Policies/Guidelines (AMENDED 02/14)
- Any member of the ASC may nominate a member for a subcommittee chairperson position. A member must be present to be nominated and elected to a subcommittee chair position.
- Upon election to a subcommittee chairperson the member must resign from any other ASC position, including GSR, Subcommittee Chair and ASC Officer. See Area Service Committee Officers.

#### 2.14.4 QUALIFICATIONS FOR SUBCOMMITTEE CHAIRPERSONS

- The willingness to serve.
- Willingness to give the time and resources necessary.
- Willingness to attend Regional subcommittee meetings.
- Knowledge of the Twelve Steps, Traditions, and Concepts of NA
- Service experiences especially being involved with the respective subcommittee as a member of that committee.
- The ability to give Subcommittee direction.
- Complete abstinence from all mind- or mind-altering substances for a minimum of two (2) years (except for

B.O.T. & Convention Planning - SEE GUIDELINES FOR COMMITTEE)

- For other qualifications, see individual subcommittee guidelines at the end of this booklet.

#### 2.15 LITERATURE DISTRIBUTION CHAIR

- DELETED 11/14
- DELETED 11/13
- To raise prices of literature sold to the groups when the price is raised by the World. Price only to be raised to groups as much as it is raised by the World. (11/13)
- That the NENJASC Literature Distribution Chair submit monthly financial reports including receipt or packing slip from WSO and report of what the groups of Area purchased (Total) at ASC meeting including subcommittees such as PR and H&I (11/13)
- All literature orders are to be on the table no later than 3pm so the Literature Chair can have motion for literature order on time (07/06)
- DELETED 01/14
- DELETED 06/13
- To reflect Literature Subcommittee Chair position be reflected as a trusted servant of the Area (not a Subcommittee Chair of Area (02/03)
- NENJASC should purchase literature form the NY Regional Service Office in addition to WSO
- The Literature Chair have a vote of confidence (i.e., no Quorum needed) to order literature that does not exceed the monies collected (07/04)
- Increase Group Starter Kit amount from \$30 to \$55. Group Starter kit includes: 4 of each IP, (WWH&W, AM I AN ADDICT, SPONSORSHIP, FOR THE NEWCOMER, WELCOME TO NA, RECOVERY & RELAPSE, JUST FOR TODAY) 1 Basic Text, All Group

Readings, 6 meeting list, 4 of each key tag and a treasurer's handbook. (AMENDED 01/24)

- To create a new area service committee of "Co-Literature Chair" The clean time requirement and responsibilities for this position are the same as Literature Distribution Chair (AMENDED 02/06)
- Under duties of Literature Distribution Chair "The Literature Distribution Chair supply area service with an inventory of literature on hand prior to the current month's area service committee meeting. (09/10)
- Literature Distribution to order on-line through the Literature Consignment Program. This program requires a letter from Northeast Area Service giving consent for the literature order process to be conducted on-line through World Service of NA. The placement of the order will be followed by a written check from Northeast Area Service to be mailed to World Service in the amount of the order placed. (12/10)
- Literature Order made each month should reflect total of literature purchased by groups plus those of H&I and PR (06/13)
- To charge \$0.50 for statewide meeting lists, and to add this fee to Literature Order form (07/13)

### 3. GUIDELINES & RESPONSIBILITIES FOR AREA GROUP SERVICE REPRESENTATIVE

GROUP SERVICE REPRESENTATIVE (GSR) attends all NENJASC meetings every 2<sup>nd</sup> Sunday of each month, unless otherwise noted.

PLEASE NOTE: BELOW MAY BE USED AS A CHECKLIST OF PERFORMED DUTIES OR NEW GSR'S OR PROXY DURING EACH ASC MEETING:

- Acknowledge your group during attendance.
- DELETED (11/13)
- If you have any flyers or written announcements for circulation, please leave them at the designated area to be taken by other ASC members. Prepare any items necessary



for representing your group's consciousness on committee decisions. (i.e., votes that took place in your group, tie decision must be brought back to the ASC)

- If needed, turn in your literature order to the Literature Distribution Chair. (01/14)
- If needed, turn in your group's donation and literature money to the Treasurer. (01/14)
- State your presence during attendance.
- Each GSR must be an active participant.
- Evaluate each motion or vote in terms of the need of those they serve; actively take a vote (i.e., For, Against, or Abstain).
- Make any necessary notations as needed which you feel may be pertinent for your group, sometimes motions and policies are passed or announcements are made that are not on the present agenda, therefore keeping notes will keep you abreast of new issues and you will be prepared just in case you don't receive the next agenda.
- Please announce any special announcements or anniversaries during ORAL GSR GROUP REPORT.
- If you have any motions, please file them with the Secretary before 3pm. Form should show names of those who made and seconded the motion, type of motion, motion itself, and page number and section of the language in policy involved in the motion. It will then be read and expedited during the ASC meeting (08/13)
- Collect agenda information flyers, notes, and receipts etc. bring back to your home group.
- Depending on your group and its autonomy, every GSR should take all ASC information and motions to be voted on back to their home group for discussion and/or vote.
- HOLD ON TO EVERYTHING, RECORD KEEPING IS IMPORTANT!

- NOTE: If your group has any problems, or is in need of assistance from the ASC, first bring your situation to the ASC Workshop, which is held one (1) hour prior to every ASC meeting, the workshop may be able to assist you and your group in solving the situation or problem. Or the workshop may also guide you on how to present your problem to the ASC meeting (IF NECESSARY)
- All flyers presented to Northeast New Jersey Area must have the NA logo or the anonymity symbol on the (AMENDED 1998)

ALSO KEEP IN MIND THAT IF THERE IS ANYTHING THAT YOU DON'T UNDERSTAND, PLEASE ATTEMPT TO KEEP AN OPEN MIND AND ASK QUESTIONS

SHOULD YOU HAVE ANY QUESTIONS REGARDING THE ORDER IN WHICH ASC. AGENDA TAKES PLACE PLEASE REFER TO "SAMPLE MONTHLY NENJASC AGENDA" OF THIS POLICY BOOKLET.

PLEASE NOTE THAT ONCE A NEW GROUP HAS BEEN ACCEPTED IN THE NENJASC, IT IS THE GSR'S RESPONSIBILITY TO INFORM THE RCM IN ORDER TO BE LISTED IN THE NJ REGIONAL MEETING DIRECTORY.

#### 4. SAMPLE MONTHLY NENJASC AGENDA

MOMENT OF SILENCE, FOLLOWED BY THE SERENITY PRAYER

READING OF THE TWELVE TRADITIONS AND TWELVE CONCEPTS

ATTENDANCE

MOTION TO ACCEPT MINUTES OF PREVIOUS AREA SERVICE MEETING

AREA CHAIR/STEERING COMMITTEE REPORT(S)

TREASURER'S REPORT

GROUP REPORTS

OLD BUSINESS

NEW BUSINESS

MOTIONS

SUBCOMMITTEE AND AREA OFFICER REPORTS

- a. SERVICE WORKSHOP
- b. ACTIVITIES
- c. HOSPITALS AND INSTITUTIONS
- d. PUBLIC RELATIONS
- e. LITERATURE REVIEW (SUSPENDED 06/13)
- f. CONVENTION COMMITTEE
- g. B.O.T.
- h. WEBSITE COMMITTEE

RCM REPORT

NEW BUSINESS

NEW GROUPS

MOTION TO SET TIME TO ADJOURN

7<sup>TH</sup> TRADITION

MOTION TO ADJOURN

5. BUDGETS

- H&I prepaid literature to be \$250.00 per month (included in budget but available upon request). H&I expenses to be \$50.00 per month (08/13) Annual Learning Day \$300.00 (01/07)
- That the Coffeemaker is paid in advance \$150.00\* per month for refreshments as long as the receipts are being provided (REINSTATED 01/14 (2023\*))
- That the NENJASC donate \$57.00 bi-monthly for the expense of the running of the Regional Helpline. NENJASC Insurance \$66.00 bi-monthly to Region.

- That the NENJASC will purchase boxes of Meeting Lists as needed. This will be done by Business Motion voted on by GSR's (AMENDED 11/14)
- That the RCM and ALT RCM be reimbursed for gas and tolls which attending Regional Conference after submitting receipts to the Area. Does not apply for JAC Workshops.
- That \$150.00 per month advance is allotted to the ASC Secretary to cover the costs incurred in copying and mailing of the ASC monthly.
- The Treasurer will provide updates on Operating Expenses and Prudent Reserve amounts as needed. (11/14)
- PR expenses/operating expenses per month \$150.00 and have 75 meeting lists on reserve (AMENDED 04/03) PR Literature allotment from \$30.00 to \$150.00 a month.
- That the rent gets paid each month to the contracted facility in the amount of \$100.00 (04/23)
- That the NENJASC Activities Subcommittee is allowed to retain a prudent reserve of \$700.00, and that all monies are to be replenished after each event.
- Only business monies will be replenished in the next area (business monies include rent, flyers, etc. (AMENDED 01/01)
- DELETED 06/13 when Literature Review Subcommittee was suspended.
- The ASC send the RCM and Alt. RCM to MARLCNA with expenses paid for both the RCM and Alt. RCM.
- The Website Committee receives \$150.00 yearly to pay for our virtual meetings platform annually. (01/24)

Those expenses include hotel, transportation, registration (BASIC), \$50.00 food expenses per person for the weekend (AMENDED 01/07)

6. NENJASC OPERATING EXPENSES PER MONTH

ACTIVITIES	\$700.00
HELPLINE MONTHLY	\$28.50*PM/\$57 BI*
HOSPITAL & INSTITUTIONS EXPENSES	\$50.00
HOSPITAL & INSTITUTIONS LITERATURE	\$250.00
HOSPITAL & INSTITUTIONS LEARNING DAY	\$25.00*PM/\$300 YR*
INSURANCE TO REGION	\$33*PM/\$66 BI*
LITERATURE REVIEW	--
P.O. BOX MONTHLY PAYMENT	\$18*PM/\$216YR*
PUBLIC RELATIONS EXPENSES	\$150.00
PUBLIC RELATIONS LITERATURE	\$150.00
RCM BASIC & FOOD MARLCNA	\$37.50*PM/\$450.YR*
REFRESHMENTS	\$150.00
RENT FOR AREA SERVICE	\$100.00
SECRETARY	\$150.00
WEBSITE	\$12.50*PM/150.YR*
TOTAL	\$1817.00

\*PM-PER MONTH \*YR-YEARLY \*BI-BI-MONTHLY

7. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall be utilized to expedite the business of the committee in cases to which they are applicable and in which they are not inconsistent with Twelve Traditions, these guidelines and any special rules the committee may adopt.

7.1 PROPOSED PARLIAMENTARY POLICY FOR NENJASC

The following proposed policy is based on Robert's Rules of Order and has been composed using R.R.O. and WSO Guides and other sources. Their purpose is to allow this ASC to accomplish its purposes while allowing the greatest leeway for discussion and dissension.

7.2 MOTIONS ON VOTING PROCEDURES

- If there is a 1/3 abstention in any vote it will be held over to the next ASC one time only.
- That no one is noted in by acclimation. Pros and Cons, if any, will be heard before voting.

- For clarity purposes, all motions that are tabled back for Group Conscience will be discussed for 10 minutes before Area Service meeting ends.

### 7.3 MOTIONS

- To allow only Groups and Standing Subcommittee's to make Motions to ASC (AMENDED 12/10)
- That all Motions for the next NENJASC meeting be submitted to the ASC Chair with:
  - A person who seconds the Motion.
  - Written on a Motion form.
  - Page number and section references for language involved in the Motion.
- Debate - should be limited to two (2) Pros and two (2) Cons for each Motion.
- The majority of voting participants agree to extend debate (SEE MOTION TO EXTEND DEBATE).

#### 7.3.1. MAIN MOTIONS

There are two (2) types of Main Motions, Business Motions and Policy Motions.

- BUSINESS MOTIONS are those Motions that will not set or change or delete policy. (Example might be a Motion to create a committee to examine a tax situation or Motion to nominate someone to a WSC Committee Pool)
- BUSINESS MOTIONS require a simple majority vote to pass. The Chairperson will decide if a Motion is a Business or Policy Motion in the event of questions. The Chairperson decision may be appealed, SEE POINT OF APPEAL (A GUIDE TO LOCAL SERVICES IN NA).

#### 7.3.2 POLICY MOTIONS

- POLICY MOTIONS are those Motions which set, change or delete policy (Examples of Policy Motions are election, procedures, terms of office, prudent reserve, budgets, etc.)

- POLICY MOTIONS and amendments are taken back to the groups for a vote. (AMENDED 02/07)

### 7.3.3 SUB-MOTIONS

- SUB-MOTIONS are Motions that are made during discussion of Main Motions (BUSINESS/POLICY)

### 7.3.4 MOTION TO AMEND

- During the debate of a Motion a member feels that a Motion would benefit from a change to the language of the Motion, he/she can "Motion to Amend this Motion to read...". A MOTION TO AMEND requires a Second. If there is no second, the Motion to Amend is dead and debate returns to the original Motion. If a second is found, then the Amendment is debated and voted on. An Amendment requires a simple majority to pass. If the Amendment is passed the Amended Motion is then either debated further or it is voted on. If the Amendment fails, the original Motion is debated and voted upon.

### 7.3.5 MOTION TO CALL THE QUESTION

- MOTION TO CALL THE QUESTION is a Motion to stop debate and vote on the Motion that is on the table. It requires a second and is not debatable. If it did not second, the MOTION TO CALL THE QUESTION is dead. If a member is not ready to vote on a Motion or is confused about something, he/she should vote no on a MOTION TO CALL TO QUESTION. This Motion requires a majority to pass. If it passes, the Main Motion is voted on immediately. If it fails, the debate on the Main Motion is continued.

### 7.3.6 MOTION TO TABLE

- MOTION TO TABLE is one way to remove from the floor any Motion that is not ready to receive a vote, either because of lack of information on the Motion, or because a member feels a group conscience is needed on a Motion before they can vote or their group. A MOTION TO TABLE must include a time or date for the Motion to be tabled. It must be seconded and is not debatable, if a Motion to table passes, the Motion is then tabled to the time or date set. If it fails, the debate or voting on the Main Motion continues. This Motion requires a simple majority vote.

#### 7.6.7 MOTION TO REMOVE FROM THE TABLE

- This Motion is used to bring a Motion that has previously been tabled back before the body for debate and/or a vote before the time or date set in the Motion to Table. This Motion requires a second and it is debatable. It requires a simple majority to pass and if it passes the tabled Motion then becomes the Main Motion and is debated and voted upon. If a MOTION TO REMOVE FROM THE TABLE fails, the Motion referred to remains tabled until the time or date set.

#### 7.6.8 MOTION TO REFER

- This Motion is used to refer a Main Motion to a committee for further review, research or disposition. It requires a second, is not debatable and must pass by a simple majority. A Motion can be Referred to a standing subcommittee or an Ad-Hoc Committee (NOTE: AN AD-HOC COMMITTEE IS A COMMITTEE WHERE ALL MEMBERS ARE APPOINTED BY THE CHAIRPERSON OR THE AD-HOC COMMITTEE CHAIR IS APPOINTED BY THE CHAIRPERSON AND HE OR SHE THEN SELECTS THE COMMITTEE MEMBERS). The committee will take up the matter at its next meeting and report its findings or results to the body in a timely manner.

#### 7.6.9 MOTION TO RECONSIDER

- This Motion refers to any Policy Motion that has been in the last two (2) ASC's and certain conditions must exist before this Motion can be made.
  - The person making this Motion must have voted yes in the original vote.
  - He or she must have information that was not discussed at the time of the original vote.
- This Motion requires a second, is debatable, and requires 2/3 majority to pass.
- If any of the requirements for this Motion are not met, the Chairperson will rule the Motion out of order.



#### 7.6.10 MOTION TO WITHDRAW

- Once a Motion is made and debate begins the author can ask to Withdraw the Motion. The Chair must then ask if there are any objections. If there is even one objection the Motion cannot be withdrawn. This Motion does not require a second and is not debatable and must be unanimous.

#### 7.6.11 SUBSTITUTE MOTIONS

- SUBSTITUTE MOTIONS requires a second and it is debatable and requires a simple majority to pass. This is similar to a MOTION TO AMEND except that a complete Motion is substituted instead of just a portion of the Motion. If a SUBSTITUTE MOTION passes, it then replaces the original Motion as the Main Motion

### 8. GUIDELINES FOR THE NENJASC - SERVICE WORKSHOP

#### 8.1 PURPOSE

To help Groups and Group Service Representatives (GSR's) deal with group problems and other ASC business concerns. Also, the Workshop helps educate any member of Narcotics Anonymous with the Twelve Traditions and Twelve Concepts of NA using the Local Guide to Service.

#### 8.2 STRUCTURE

The Service Workshop starts one (1) hour before ASC meeting, at the ASC meeting facility. The Workshop must end no later than ten minutes before ASC meeting. However, if the Subcommittee feels there is nothing else to be done or said, a Motion to close along with a second can end the meeting earlier.

##### 8.2.1 TYPICAL SERVICE WORKSHOP STRUCTURE

The Service Workshop opens the meeting with a Moment of Silence and the reading of the Tradition of the Month. Reading Speaker (10 minutes)

- 12 Concepts Reading (5 minutes).
- Discussion on either the Tradition or Concept (10 minutes).
- Group Problems, Issues, and Solutions (15 minutes).

- Service Structure Role Review/Q&A (10 minutes).
- Close with the Serenity Prayer.

Even though this how typically it should be run, with group problems and ending on time should be the main concerns of the Workshop. If someone needs to share about a group problem, they can do so at any time once recognized by the Workshop Chair, even if it not during the time set aside for it. If there is no time left, and one or more of the above items have not been dealt with, the meeting still ends on time.

ALSO: There can be a CAR Workshop or anything of that sort during the Service Workshop, provided that the decision is made at the previous ASC or earlier and the ASC body agrees upon it (see Policy on how to make a Motion).

If a Group in the Northeast Area is not represented (no GSR present) for more than two (2) consecutive ASC meetings, it is the Service Workshop Chair's responsibility to find out why there is not a representation present.

### 8.3 COMMITMENT

The commitment requires two (2) or more years of continued abstinence from mood- or mind-altering substances. It is also required that the Chair should have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA. Willingness to serve and to attend the whole ASC meeting is also required. It is also imperative that the Chair shows up ten (10) minutes before the Workshop starts to help set up or to do anything necessary to begin the ASC meeting for some reason, the ASC Chair or Vice Chair must be contacted. If the Chair fails to attend the Subcommittee of the ASC meeting two (2) times in a row, the commitment is up for Review, no matter what the circumstances. ALSO: At the time the Service Workshop Chairperson is to follow the Robert Rules of Order and A Local Guide to Service, and the rules and regulations set forth in the Policy Guidelines of the ASC.

### 8.4 NENJAC SERVICE WORKSHOP FORMAT

- My name is \_\_\_\_\_ and I am an addict.
- Can we have a Moment of Silence followed by the Serenity Prayer?

- Is there anyone attending the Workshop for the first time? Introduce yourself first name only and group if you are representing one.
- Can someone please read the 12 Traditions? (BASIC TEXT)
- The purpose of this Workshop is to help members with group problems and other ASC concerns. The Workshop also helps educate any member of NA with the 12 Traditions and 12 Concepts
- This month we are on the tradition and concept of month.
- Open the floor to share on the Tradition and/or Concept.
- Group Problems and Solutions
- Service Structure Role Review and Q&A topics (This portion of the Workshop is dedicated to discussing topics that you want to learn - called Q&A Topics)
- Thank the Speaker
- Close the meeting with the Serenity Prayer

## 9. ACTIVITIES SUBCOMMITTEE GUIDELINES

These Guidelines, Policies and Procedures were revised, and updated using the Guide to Local Services of NA, NENJASC Policies and the World Service Board of Trustees, (02/03)

### 9.9 MISSION STATEMENT

To enhance NA's primary purpose...to further carry the message to addicts by providing an atmosphere of recovery aide the groups. To encourage newcomers and members to participate in social activities and to promote UNITY within our NA Community.

The Activities Subcommittee is a Subcommittee within our ASC that meets monthly within our area for the sole purpose is to serve our ASC members and groups.

### 9.10 PURPOSE

To organize events such as dances, picnics, campouts, Special speaker meeting...etc. Activities like these can provide a greater sense of community for our local NA fellowship and produce additional ASC income.

### 9.11 PARTICIPANTS

PARTICIPANTS - NA Members who have the willingness to serve.

#### 9.3.1. VOTING PARTICIPANTS

NA Members who have attended two (2) consecutive Activities meetings and attend monthly Activities meetings regularly.

#### 9.3.2. NON-VOTING PARTICIPANTS

Chairperson, the Chairperson may vote only in the event of a tie.

In the absence of the Chairperson, the Activities meeting shall be chaired in the following manner:

- Vice-Chair
- Treasurer
- Secretary

#### 9.4. STANDING RULES OF THE ACTIVITIES SUBCOMMITTEE

- Activities must meet in a facility and pay rent.
- All flyers and tickets must have the NA logo or anonymity symbol on them.
- Have an Agenda.
- All ideas for an event or money request are submitted in writing.
- All fundraisers for the NENJASC must come through the Activities Subcommittee.
- All monies for Activities to a facility be handled by check or cash from ASC. (03/95) add or cash (01/23)

#### 9.5. TRUSTED SERVANTS OF THIS COMMITTEE SHALL BE:

- CHAIRPERSON
- VICE CHAIRPERSON
- TREASURER
- SECRETARY

#### 9.6 ELECTION OF TRUSTED SERVANTS

##### 9.6.1. CHAIRPERSON

The Chairperson is nominated by active members of the Activities Subcommittee or nominated by a member of the ASC at ASC or a member can volunteer at ASC. The Members must be

present to be nominated and elected. Chairperson will be elected by GSR's at ASC Subcommittee Chairperson shall be elected to a term of one (1) year. Knowledge of 12 Steps, 12 Traditions and 12 Concepts. 1<sup>st</sup> month of commitment receives rent for facility if no standing committee. Their term shall begin at the start of the following ASC meeting. Upon the election to Activities Subcommittee Chairperson, the member must resign from any other ASC position.

#### QUALIFICATIONS AND RESPONSIBILITIES

- Willingness to serve.
- Willingness to give the time and resources necessary.
- Knowledge of the 12 Traditions and 12 Concepts of NA.
- Service experience, especially being involved with the Activities Subcommittee as a member of that Subcommittee.
- Ability to give Subcommittee directions.
- Complete abstinence from all mood- or mind-altering stances for a minimum of two (2) years.
- Attending Service Workshop and ASC Committee meetings.
- Attending the "Steering Committee" meeting to provide continuity for the ASC.
- Make sure monthly Activities meetings begin and end on time.
- Attending all Activities meetings and all functions.
- Bring accounting of all monies and cash in hand to ASC.
- Maintain an updated list of all Activities Chairperson within our Region, through RCM.

#### 9.6.2 VICE CHAIR

The Vice Chair is elected within the Activities Subcommittee. The Vice Chair will be elected to a term of one (1) year.

#### QUALIFICATIONS AND RESPONSIBILITIES ARE:

- Willingness and desire to serve.
- Knowledge of the 12 Traditions and 12 Concepts of NA.
- Willingness to give the time and resources necessary.
- Service experience esp. being involved with the Activities Subcommittee, as a member of that committee.
- Assumes Chairs responsibilities in the Chairs absence.

- Complete abstinence from all mood- and mind-altering substances for a minimum of two (2) years.
- Attending all Activity meetings and all functions.

#### 9.6.3 TREASURER

The Treasurer is elected within the Activities Subcommittee. The Treasurer will be elected to a term of one (1) year.

##### QUALIFICATIONS AND RESPONSIBILITIES ARE:

- Willingness and desire to serve.
- Knowledge of the 12 Traditions and 12 Concepts of NA.
- Willingness to give the time and resources necessary.
- Complete abstinence from all mind-and mood-altering substances for a minimum of two (2) years.
- Keeps accurate records of all monies.
- Prepares and gives written detailed monthly report of all monies to each Subcommittee Member and to Chair to bring to ASC.
- Holds all money and will be responsible for said monies.
- Attending all Activity meetings and all functions.
- Assumes Chairs responsibilities in the Chairs and Vice Chair absence.
- Must have a source of income.

#### 9.6.4 SECRETARY

The Secretary is elected within the Activities Subcommittee. The Secretary will be elected to a term of one (1) year.

##### QUALIFICATIONS AND RESPONSIBILTIES ARE:

- Willingness and desire to serve.
- Knowledge of the 12 Traditions and 12 Concepts of NA.
- Willingness to give the time and resources necessary.
- Complete abstinence from all mind-and mood-altering substances for a minimum of two (2) years.

- Takes minutes at all Activity meetings.
- Prepares agenda and provides copies to all Activity members.
- Takes attendance and keep membership book updated.
- Keep Activities Information Website and Sanity Newsletter updated on events.
- Attending all Activity meetings and all functions.
- Assumes Chairs responsibilities in the Chairs, Vice Chairs and Treasurers absence, except in money matters.

#### 9.7 SAMPLE AGENDA

- Open with the Moment of Silence, followed by the Serenity Prayer.
- Reading of the Twelve Traditions and the Twelve Concepts.
- Attendance
- Minutes from previous Activities Subcommittee meeting.
- Treasurer Report.
- Planning Reports from members on upcoming events.
- Voting on matters needed for an event.
- Old Business not connected to an event.
- New Business not connected to an event.
- Motion to adjourn.

#### 9.8 POLICIES AND PROCEDURES

- Activities must meet in a facility and pay rent. Meetings will meet at a regularly scheduled time. (12/16)
- All flyers and tickets must have the NA logo or anonymity symbol on them.
- Have an agenda.
- All ideas for an event or money requests must be submitted in writing to the Subcommittee.
- Activities have regularly scheduled monthly meetings.
- Activities retain an Operating Expense of \$700.00 (AMENDED 04/10)
- Rent only will be replenished monthly from ASC. Operating expenses used for an event will be replenished from ASC after the event. (12/16)

- All receipts must be turned in for reimbursement.
- All finances to do with this Subcommittee will only be handled by the Activities Chair, Vice Chair, Treasurer or the ASC Chair, Vice Chair and Treasurer.
- Activities Subcommittee will be mindful of events in other Areas to coordinate Activities.
- All events where money will only be handled, two members must be present at all times.

SEE #9 FOR APPROVED MEMBERS TO HANDLE MONEY)

- Tickets for events will only be handed out to other members by the Treasurer, all members who received tickets must turn in all money received and unsold tickets before the event.
- Our Area will host the Regional Meeting once per year. Providing food and facilities, paid from Activities Budget. To be reimbursed from Region and our ASC.
- If any addict, who does not have money, attends an event which requires a donation they will be admitted for free.
- Any member who is unable to attend monthly meetings or an event must notify a trusted servant as soon as possible.
- No activity shall be held unless the price is the same for all.
- Only give away NA related items for prizes.
- Activities that include multiple areas must be presented in writing three (3) months before the proposed date (AMENDED 03/10)
- All Activities including events with other areas must be presented to ASC in writing 30 days before proposed date (08/10)
- That anything proposed or done by this Subcommittee is subject to ASC group conscience and a calendar of events must be presented.
- Must have written confirmation from a facility before tickets and flyers are made for an event.
- To be a voting member on the Subcommittee, you are eligible to vote at your second meeting in a row. (03/17)



## 10.NENJASC - H&I GUIDELINES

We, the Northeast H&I Subcommittee, adopt the World Service Area Guidelines in addition to the above, we also adopt the following:

- To become a member of the H&I Subcommittee you must attend two (2) consecutive Subcommittee meetings and two (2) consecutive Workshops. You will be eligible to vote and to be elected to Subcommittee positions at your second meeting.
- All Panel Chair and Panel Members are required to show up at the Subcommittee Meeting and Workshop each month.
- To become a member of an H&I Panel Member requires a 90-day period of clean time, unless the facility should require more. To speak on an H&I Panel requires a 6-month period of clean time.
- Any trusted servant that misses two consecutive Panel commitment meetings, Workshop meetings, or subcommittee meetings should come before the subcommittee for review.
- Panel Chairs are the only ones who can bring speakers into facilities.
- All Panel commitments of NENJASC H&I will be elected by a majority vote with the subcommittee expect H&I Chair who needs final approval at ASC Meeting. (AMENDED 08/14)
- All trusted servants of the NENJASC H&I will be elected by a majority vote with the subcommittee except H&I Chair who needs final approval at ASC meeting. (08/14)
- Panel Chairs are the only ones who can bring speakers into facilities.
- All Panel commitments of NENJASC H&I should have a Panel Chair/Panel Leader with Panel Members as facility requires. (AMENDED 08/14)
- Returning subcommittee members must attend one subcommittee and workshop meeting before being reinstated on an H&I Panel or having voting privileges. These privileges will be restored at their second meeting. A returning member would be defined as being absent from subcommittee for three (3) months.
- At every workshop, the subcommittee will read and discuss the 12 Tradition that corresponds to the month of the meeting.
- H&I subcommittee hosts an Annual Learning Day, with an annual budget of \$300.00 maximum. (AMENDED 01/07)

Remember: The purpose of H&I is to carry the message that no addict seeking recovery need die and that recovery is possible by living the 12-Steps of NA. Just as the fellowship of NA is dedicated to the Traditions, "Each group has but one primary purpose" (to carry the message to the addict who still suffers), so each member of the H&I Subcommittee needs to re-examine their commitment meeting from 5:30 until all business has been conducted. (AMENDED 08/14)

Regularly scheduled Subcommittee Meetings shall be held on the 3<sup>rd</sup> Saturday of each month. A Workshop will be conducted from 5:00 pm to 5:30 pm followed by the Subcommittee Meeting from 5:30 pm until all business has been conducted. (AMENDED 01/07)

This Subcommittee is allotted \$50 per month from Area to cover expenses. (08/13)

#### 10.1. DEFINITION & PURPOSE

The Northeast New Jersey Hospital and Institutions Subcommittee is a volunteer group from the Fellowship of NA, existing for the express purpose of carrying the message of recovery to the men and women "housed" in correctional institutions, hospitals and recovery houses. To effectively be helpful to the inmates, patients and residents, we must necessarily be governed by the individual rules of the institution we serve, and further impose certain standards on ourselves.

This Subcommittee shall be autonomous, but as a subcommittee of the Northeast New Jersey Area Service Committee we shall maintain effective liaison and cooperation with that committee.

#### 10.2 FUNCTIONS OF THE H&I SUBCOMMITTEE

- To conduct a regular business meeting and a regular scheduled Workshop every month.
- To serve as a communication link between local H&I committees at the regional and world levels.
- To serve as a distribution point of literature to the facilities and their clients.
- To coordinate all H&I financial matters and report these in full to the Area Service Committee.

- To conduct Workshops and Orientations on relevant topics.

### 10.3 STRUCTURE OF ELECTED OFFICERS

- A Service Board of Officers shall consist of Chairperson, Vice Chair, Secretary, Literature Coordinator and Panel Coordinator.
- Eligible voters include all committee members who have been in attendance at two (2) consecutive general committee meetings and two (2) consecutive Workshop meetings prior to an election.
- Any Committee Officer may be removed from their position by a majority vote of the H&L Subcommittee.
- All Officers except Literature Coordinator are elected from a term of one (1) year. The Literature Coordinator is elected for a term of six (6) months. All Officers will be eligible for re-election for a second term, followed by two (2) years of ineligibility.
- Any member of NA wishing to participate in the H&I Subcommittee must attend two (2) consecutive general meetings and two (2) consecutive Workshop meetings before joining.

### 10.4 QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

#### 10.4.1 CHAIRPERSON: ONE (1) YEAR COMMITMENT

Requires two (2) years uninterrupted period of being clean, plus a minimum of 6 months activity in institutional work with the NENJASC H&I Subcommittee. Must attend all Workshops and all Subcommittee Meetings.

#### RESPONSIBILITIES INCLUDE:

- Bringing before the general meeting of the committee such matters as should be acted upon by them.
- Carrying out policies and orders for the Subcommittee.
- Appointing Panel Chairpersons for Institutions served by the NENJASC H&I Subcommittee.
- Appointing special committee members when required.
- Ensuring the Traditions are upheld.

#### 10.4.2 VICE CHAIRPERSON: ONE (1) YEAR COMMITMENT

Requires one (1) year uninterrupted period of being clean, plus 6 months activity with the NENJASC H&I Subcommittee. Must attend all Workshops and all Subcommittee meetings.

##### REQUIREMENTS INCLUDE:

- Assuming the responsibilities of the Chairperson in the event of his/her absence.
- Helping coordinate new Panels.
- Assuming the responsibilities of the Literature Coordinator when the position is open and in the absence of the person filling the position.
- Attending Area Service once a month.

#### 10.4.3 PANEL COORDINATOR: ONE (1) YEAR COMMITMENT

Requires one (1) year uninterrupted period of being clean plus a minimum of six (6) months of active institutional work the NENJASC H&I Subcommittee. Must attend all Workshops and all Subcommittee meetings.

##### RESPONSIBILITIES INCLUDE:

- Assuming the responsibilities of the Chairperson or Vice Chairperson in the event of their absence.
- Acting as the liaison between the Subcommittee and the facilities.
- Ensuring that an experienced qualified member sits as a Panel Chair in the absence of a Panel Chair.

#### 10.4.4 LITERATURE COORDINATOR: 6-MONTHS COMMITMENT

Requires six (6) months of uninterrupted period of being clean. Must attend all Workshops and all Subcommittee meetings.

##### RESPONSIBILITIES INCLUDE:

- Attending Area Service each month to pick-up Literature.
- Being responsible for stamping Literature.
- Keeping an accurate/updated inventory of Literature on hand.

#### 10.4.5. SECRETARY: ONE (1) YEAR COMMITMENT

Requires at least six (6) months of uninterrupted period of being clean.

#### RESPONSIBILITIES INCLUDE:

- Keeping an accurate set of minutes at all meetings and distributing them to the Subcommittee members prior to the meetings.
- Keeping records of all committee members, including addresses and phone numbers.
- Keeping all hospital, institutions and recovery house guidelines, rules, and regulations
- Printing and/or copying H&I labels, flyers, etc.
- Maintaining updated mailing lists for all recipient area and regional committees.
- Attending all Workshop and all Subcommittee meetings.

#### 10.5 STRUCTURE OF PANELS

##### 10.5.1 PANEL CHAIRPERSON: ONE (1) COMMITMENT

Requires one (1) year of uninterrupted period of being clean, plus a minimum of three (3) months' activity in institutional work with the NENJASC H&I Subcommittee. Must attend all Workshops and all Subcommittee meetings.

#### RESPONSIBILITIES INCLUDE:

- Giving overall direction to their panel.
- Instructing Panel Members in institutional requirements, regulations and general rules covering H&I meetings.
- Furnishing up-to-date Panel lists for that institution to each Panel member.
- To verbally keep posted on H&I meeting attendance, problems and to report to the general committee at regular meetings.
- Contacting the Panel Coordinator when unable to attend a meeting.

Panel Chairperson must use their own discretion in choosing guest speakers. The quality may sometimes be more important than the quantity, remember we want to carry the message, not the disease.

#### 10.5.2 PANEL MEMBER: ONE (1) YEAR COMMITMENT

Requires 90-days uninterrupted period of being clean and a willingness to be of service. Must attend at least one (1) Subcommittee and Workshop meeting per month.

#### RESPONSIBILITIES INCLUDE:

- To be familiar with the Subcommittee and Institutions rules.
- To consistently attend meetings assigned to them, and if unable to make a meeting, contact the Panel Chairperson.

All Speakers must have at least 6-months of uninterrupted period of being clean and must be familiar with the rules and regulations of the Subcommittee and Institution.

#### 10.6 GENERAL INFORMATION

- Any member of the NENJASC H&I Subcommittee is automatically disqualified from further H&I activity upon the loss of their clean time but may again become eligible when they again are able to meet the requirements.
- Being clean for the purposes of this H&I Subcommittee shall be construed as freedom from the use of any narcotic drugs including alcohol and any other mind-altering drugs.
- Any members who do not meet those requirements or who refuse to abide by the rules and regulations of the institution being served shall automatically be relieved of any H&I Subcommittee assignments previously granted.
- NO NA meetings regularly conducted under the auspices of this Subcommittee shall be held in any institution, except under the direct supervision of a regularly delegated panel member specifically appointed by this Subcommittee.
- No member will involve themselves with any other activity at any institution that this committee

serves to avoid possible conflict and the resulting damage to:

- The inmate or patient on this inside.
  - The working ability and the privilege of this Subcommittee to carry the message inside this institution. For these reasons, no member will interfere with or use any influence in any institution, court, or hospital, nor with any judge doctor, probation officer or parole officer. Now will he/she make any comments or promises regarding employment, parole, probation or medical problems. WE CARRY ONLY THE MESSAGE OF NARCOTICS ANONYMOUS - recovery through spiritual help.
- 
- The clean time requirements for each institution must be strictly adhered to by all Panel Chairpersons, Panel Members and guest speakers.
  - NA Literature - life stories and/or NA principles or NA general information are to be the main topics of any NA meetings conducted within all institutions served by this Subcommittee. All speakers and Panel Members must strictly comply with regulations, confining their talks solely to NA recovery.
  - The authorities of all institutions and inmates served by this committee. All speakers and Panel Members must strictly prohibit excessive use of vile, profane or filthy stories.
  - No member of NA on parole will be allowed to participate in or attend an NA meeting in an institution being served by this Subcommittee without clearance by the authorities of these institutions.
  - Printed instructions, including those policy guidelines and regulations tailored to the specific requirements of each institution, will be complied with by this Subcommittee and given to every Panel Member so they may fully understand their responsibilities.
  - Members who fail to comply with these guidelines may be brought before the Subcommittee for review to determine their suitability as a Panel Member.

## 10.7 SPECIFIC PANEL POLICIES

The following is an outline of specific guidelines pertaining to each commitment held by the Northeast Area of H&I.

### 10.7.1 OVERLOOK HOSPITAL POLICIES

- Overlook Hospital commitment meets every Saturday from 11:00 am to 12 noon.
- Panel members must meet the NENJASC H&I Subcommittee Guidelines. Guest speakers can be used to fill open panel slots. All Panel Member and Quest Speakers must sign in and get a Guest Pass (08/14)
- The Overlook Hospital Panel has three (3) members (2-Panel, 1 Chair) slots.

### 10.7.2 HIGH FOCUS

- High Focus commitment meets 2<sup>nd</sup> Monday of every month from 6:30 pm to 7:30 pm. (2021)
- Panel members must meet the NENJASC H&I Subcommittee Guidelines. Guest speakers can be used to fill open panel slots. (2021)
- The High Focus Panel has three (3) members (2-Panel, 1 Chair) slots. (2021)

### 10.7.3 SOCIAL RECOVERY CENTER

- Social Recovery Center meets the 3<sup>rd</sup> Thursday of every month from 7 pm to 8 pm (2021)
- Panel members must meet the NENJASC H&I Subcommittee Guidelines. Guest speakers can be used to fill open panel slots. (2021)
- The Social Recovery Panel has three (3) members (2-Panel, 1 Chair) slots. (2021)

### 10.7.4 TRINITAS HOSPITAL

- Trinitas Hospital meets on Thursdays from 11 am to 12 noon (2024)
- Panel members must meet the NENJASC H&I Subcommittee guidelines. Guest speakers can be used to fill open panel slots (2024)



- The Trinitas Hospital has three (3) members (2-Panel, 1 Chair) slots. (2021)

## 11. PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

The following guidelines were created and are consistent with the Guide to Local Services in NA, the 12 Traditions of NA. The Regional/World Service Conference Public Relations and Helpline Guidelines and the Northeast Area Service Committee Policy Guidelines. As with these guidelines are subject to review and approval by the NENJASC.

### GEOGRAPHICAL AREAS

AREA: THE NORTHEAST AREA OF NEW JERSEY

REGION: NEW JERSEY REGIONAL SERVICE CONFERENCE

#### 11.1 DEFINITION

Public Relations is a Subcommittee of NA devoted to carry the NA message to government and private agencies, the public media, community leaders. Those in the helping professions and the community at large so the addict seeking recovery will be referred to NA. Public Relations is the NENJASC also shares responsibilities with the 24-hour Statewide Helpline.

#### 11.2 PURPOSE

The purpose of this Subcommittee is to inform the public and members of the fellowship of what we have to offer them, recovery from the disease of addiction through applying the 12 Steps and 12 Traditions. We serve within the 12 Traditions and the 12 Concepts to inform how and where NA are available, that it's free and it works.

#### 11.3 PUBLIC RELATIONS SUBCOMMITTEE RESPONSIBILITIES

- To open and maintain lines of communication between NA and the Public.
- To respond to all requests for Information in a timely and effective manner and ensure those requests are handled at the appropriate level of service.

- The Subcommittee is the accountable to the NENJASC Committee and directly responsible o those they serve, the NA groups. Anything proposed or done by the Subcommittee is subject to ASC group conscience.
- To never respond to NA requests alone or independent of the Subcommittee.
- To communicate and work in the Spirit of Unity with other Subcommittees and this Area and surrounding Areas as well as Region.
- To hold regularly scheduled meetings at the regular time and location. Other meetings may be called when necessary for special projects.

NOTE: WHEN SPECIAL MEETINGS ARE CALLED, DECISIONS MAY BE MADE WITH 50% OF THE VOTING MEMBERS' PRESENT ARE IN AGREEMENT.

#### 11.4 FUNCTIONS

Working within the Guidelines of the 12 Traditions, 12 Steps and 12 Concepts, the general information of this Committee include, but are not limited to:

- Assisting the group in the NENJASC in opening the lines of communication with their facility contact person through conducting presentations, telephone contacts and letters.
- Providing information about NA. To the community in general and he addict in particular, through individual and media contact, by means of posted bulletins, letter mailings, community awareness meetings, TV and radio public service announcements, conducted presentations and by any other means which can be utilized within the guidelines of the Traditions.
- Responding to letters/phone and other requests for information about NA and providing introductory literature packets and/or schedules when requested.
- May establish primary contact with hospitals and institutions through their response to Public Relations Projects. After initial communication or PR Presentation, all other matters concerning same will be turned over to H&I Subcommittee,'
- May at the discretion of the Subcommittee Members agreed to be responsible or, or assist with, any

project not previously listed, which falls within the boundaries of Public Relations as determined by these guidelines and the Area fellowship or at the request of the Northeast Area Subcommittee.

- Outreach to anyone who may have contact with the still sick and suffering addict including but not limited to private agencies, the public media, community leaders, the community at large, professionals, government officials, doctors, lawyers, counselors, detox and rehab treatment centers, probation officers, wardens, halfway houses, schools, military, neighborhood organizations, youth groups, suicide prevention and crisis center.
- Maintain updated Northeast Area Meetings Directory.
- Hold an Annual Learning Day.
- Hold Workshops throughout the year.

#### 11.5 DESCRIPTION OF COMMITTEE

- This Subcommittee shall consist of a Chairperson, Vice Chair, Secretary, Treasurer, full time and part-time Subcommittee Members.
- Any member of NA may attend this Subcommittee.
- Every NA member present at Subcommittee Meetings has an equal right and grant or deny requests for the floor from any non-NA Member.
- NA Member not addressed elsewhere in these guidelines and non-NA Members shall be classified as observers. Any NA Member has the right to be an observer. NA Members only shall have the specific right to request the floor. The PR Chair has the right to grant or deny requests for the floor from any non-NA Member.
- Any decisions made by this Subcommittee regarding projects or funding other than those specifically listed in these guidelines or already determined by the ASC, are subject to approval at monthly meetings of the NENJASC.

#### 11.6 MEMBERSHIP

### 11.6.1 CHAIRPERSON

The Chairperson of this Subcommittee will be elected at the ASC meeting in accordance with the NENJASC Guidelines.

#### QUALIFICATIONS

Must have two (2) years uninterrupted clean time willingness to attend Regional Meetings, knowledge of the 12 Steps and 12 Traditions, service experience in Public Relations, the ability to give a Subcommittee direction, willingness to give time and resources necessary. The Chair will serve for a period of one (1) year or until the next Chair is elected. The Chair may be elected to serve no more than two (2) consecutive terms. The Chairperson will:

- Preside over all Subcommittee Meetings.
- Establish contacts, arranging for presentations, functions, the events and correspondence with organizations, businesses, institutions, groups or individuals regarding NA Public Relations.
- Being responsible for overall functions of the Subcommittee as defined in the Guidelines.
- Maintain two-way communication between their Subcommittee as the ASC and Regional Service Committees. If for any reason, they are unable to attend the Subcommittee meetings, they must inform the ASC Vice Chair in advance to allow him/her to attend that meeting as a resource and non-voting representative of the ASC.
- Attending monthly ASC meetings.
- Presents written and oral reports to the ASC and the Subcommittee.
- Keep all historical files (e.g., minutes of meetings, the reports of the ports on Special Activities, correspondents, etc.).
- Arrange times and agenda for meetings.
- Report to the ASC any plans for major PR's projects or expenditures.
- Attend Helpline Regional meetings as a voting member.
- Inform the Vice Chair in advance, as the event they are unable to attend Subcommittee.

- Attend Regional PR meetings or inform the Vice Chair in the event they are unable to attend.
- Pass on to the Regional Public Relations Subcommittee any requests that cannot be handled due to geographic distances.

In the event a Chairperson has two consecutive unexcused absences with no report handed in they shall be removed from the Subcommittee.

#### 11.6.2 VICE CHAIR

The Vice Chair of this Subcommittee will be elected at the regular Public Relations Subcommittee meetings.

#### QUALIFICATIONS

Must have one (1) year uninterrupted clean time and will serve for one (1) year, knowledge of the 12 Steps and Twelve Traditions. It is suggested that h nominee for the Vice Chair have previous service experience, preferably within the PR Subcommittee or at the Area level. The Vice Chair may be willing to take on the role of Chair at a later date. It is recommended that the Vice Chair have previous service experience, preferably within the PR Subcommittee or at the ASC level. The Vice Chair may be elected to serve for no more than two (2) consecutive terms. The Vice Chair will:

- Performs the duties of the Chairperson in the absence of the Chair.
- Hold Subcommittee meetings, attend the ASC and give a report in the event the Chair the Subcommittee at a later date.
- Assist the Chair in the functions of the Subcommittee, including the Regional PR meeting.
- Take minutes of the PR meetings in the absence of the Secretary.
- Act as PR events coordinator, keeping the Chair/Subcommittee informed on all progress.
- Provide a list of Speakers for school, professional, or public engagements.
- Coordinate mass mailings.
- Receive reports from Project Leaders.

- Conduct Helpline Workshop in the absence of the Chair.

IN THE EVENT A VICE CHAIR HAS TWO (2) CONSECUTIVES UNEXCUSED ABSENCES, NO REPORT, THEY CAN BE REMOVED.

#### 11.6.3 SECRETARY

The Secretary will be elected at a regular PR Subcommittee meeting.

#### QUALIFICATIONS:

Must have one (1) year uninterrupted clean time and will serve for one (1) year; the ability to develop a rating/type material and a clear concise this manner. It is recommended the Secretary has previous service experience, preferably within the PR Subcommittee or at the Area level. The Secretary will:

- Take accurate minutes of the business conducted at the Public Relations Subcommittee meetings.
- Handle all correspondence as directed by the Chair or the Subcommittee.
- Prepare a report prior to each meeting.
- Maintain files and records of communications including list of activities and contacts to be passed on to the subsequent Subcommittee members.
- Maintain an up-to-date list of all voting members of PR Subcommittee with records of attendance.
- Maintaining running list of telephone numbers of all Helpline volunteers.
- Contact all members when special meetings are arranged.

#### 11.6.4 TREASURER

The Treasurer will be elected at a regular PR Subcommittee meeting.

#### QUALIFICATIONS

Must have one (1) year uninterrupted clean time and will serve for one (1) year; knowledge of the 12 Steps and 12 Traditions. It is recommended that the Treasurer have previous service experience, preferably within the

PR Subcommittee, as a group or Subcommittee Treasurer or at the Area level. The Treasurer will:

- Be the custodian of the PR Subcommittee funds.
- Dispense funds as necessary in accordance with Subcommittee decisions.
- Pay all bills after approved by the Chair/Subcommittee.
- Keep all Subcommittee financial records.
- Provide the original receipts for all purchases and copies of same for ASC.
- Prepare financial records prior to PR Subcommittee meetings for presentations to the ASC.
- Prepare literature order prior to PR Subcommittee meetings.
- Maintain stock of literature, stamps, envelopes, mailing labels, etc. for all mailings.

#### 11.6.5 SUBCOMMITTEE MEMBERS

Members consist of part-time and full-time members. Depending on the type of commitment and amount of time they are willing to invest in PR service.

- Full-time member(s): maintain regular attendance of Subcommittee meetings. Participate in the planning and organizing of projects.
  - Part-time member(s): may not attend the Subcommittee regularly but are called upon to train, speak, do presentations, and share their experience. Part-time members should attend Subcommittee meetings once every three (3) months.
- Must attend two (2) consecutive meetings to become a Subcommittee member.
  - Public Relations speakers must have six (6) months' clean time and an NA Sponsor.
  - Subcommittee project leaders are responsible for maintaining communications with the Vice Chair.
  - Presentation volunteers must have six (6) months clean and have attended a presentation as an observer. A service member may be removed from their position for noncompliance by a 2/3 majority

vote. Non-compliance includes but is not limited to: Lost of abstinence, non-fulfillment of their duties, absence from two (2) consecutive Subcommittee meetings.

#### 11.6.6 PROJECT LEADERS

A Member may be assigned to lead a Project by the Chair such as Booth events, Community Awareness events, mass mailings, Community Outreach, etc. Subcommittee Members may volunteer or be nominated by the Subcommittee with a simple majority vote. The Leaders must adhere to the 12 Traditions and 12 Concepts, and the requirements as stated in the literature for each specific project. The time of their positions last until their commitment/project has been fulfilled. Volunteers must meet any clean time requirements for the Project.

#### 11.6.7 MOTIONS

- All voting members including Officers are allowed to propose a Motion.
- Must have a person who seconds the Motion and must be written on a Motion form.
- Any full-time Committee Member as a part of New Business may present Motions in writing to the floor.
- A Motion is presented to the Chair will be discussed, two pros/coms and then voted on.
- A Quorum is necessary to pass a vote.

#### 11.6.8 VOTING

A member shall have more than one voting membership. Part-time Members do not vote. As a Full-time Member and they are active and present, they are eligible to vote. Returning members have missed three (3) consecutive meetings and may vote after 1<sup>st</sup> Subcommittee meeting.

- The Chair only votes to break a tie.
- Voting members must attend two (2) consecutive Subcommittee meetings: may vote during the 2<sup>nd</sup> Meeting.



- Non-voting members are encouraged to bring suggestions and ideas to the Subcommittee and participate in all discussions.
- Quorum for the Subcommittee is a 2/3 vote.

#### 11.6.9 NEW BUSINESS

Any voting member or officer of the Subcommittee can introduce a new proposal. If another member of the Subcommittee 2<sup>nd</sup> the proposal, then it will be discussed until all members presents have a clear understanding of the proposed. Once all discussion is finished, the Subcommittee will accept two (2) pros and two (2) cons and then proceed to vote by a show of hands. A proposal brought up and defeated cannot be brought back up for a period of two (2) months.

#### 11.6.10 ELECTIONS OF SUBCOMMITTEE OFFICERS

All Trusted Servant positions are to be announced at the end of the current trusted servant's terms, and the elections are to be held one (1) month prior to the end of the current trusted servant's terms This is intended to provide training and assistance to the new trusted servant.

- Any person in attendance at the PR Subcommittee meeting may volunteer him or herself or nominate any other person present for that position. A Member must be present to be nominated and elected,
- Each nominee will have an opportunity to qualify his or her experience. Members of the Subcommittee will have the opportunity to ask any questions they feel relevant. Once all discussions are completed the nominees will leave the room, and the vote will be taken. The Member will be elected if 2/3 voting members present have chosen him/her.
- In the case of only one (1) nomination for a position at the time of elections, the nominee must be elected by simple majority vote.
- Term shall begin at the start of the following Subcommittee meeting; No Trusted Servant may hold more than one (1) office at a time.

#### 11.6.11 FUNDING

- This Committee main source of revenue comes from ASC.
- The expense for this Subcommittee shall not exceed \$150.00 per month, which covers copies, supplies, stationery, stamps, and other materials needed by this Subcommittee to provide services is assigned to it.
- Use of PR reserves for any purpose other than those incurred in the planning, presentation and execution of NENJASC approved projects or the assigned services of this Subcommittee must be approved by the Public Relations Subcommittee.
- The Subcommittee pay ren out of Subcommittee Budget from ASC.
- The Subcommittee receives \$150.00 worth of literature per month. (REVISED 05/04)

#### 11.6.12 STATEWIDE HELPLINE

In the Northeast Area, the Public Relations Subcommittee is responsible for the 24-hour Statewide Helpline.

#### RESPONSIBILITIES OF SUBCOMMITTEE

- To remain current on all information pertaining to the Statewide Helpline, which comes from the Area, Region and World.
- To maintain an up-to-date list of all volunteers,
- To inform the public that the Helpline is available 24-hours and encourage use of Helpline.
- To communicate any concerns/problems with the Helpline to the Area and Region.
- The Public Relations Subcommittee shall conduct no less than two (2) Helpline Workshop per year.
- The absence of the Chair, Vice Chair should conduct the Helpline Workshop.
- All current volunteers should be called by the PR Chairperson or PR Vice Chairperson and

notified of the Helpline Workshop date(s) and made aware of their requirements to attend.

- To contact all Members who signed up on the Helpline sheet, regardless of whether they have a year or not. The Workshop is open to everyone; there is no clean time to attend. However, we should encourage them to keep coming until they have the required clean time to serve on the commitment.

#### REQUIREMENTS TO SERVE ON THE HELPLINE

- One year clean
- Knowledge of the 12 Steps and 12 Traditions of NA
- Able to receive and return telephone calls.
- Regular NA meeting attendance.
- An NA Sponsor.
- In a clear answering machine message.
- To keep a Statewide NA Meeting directory on hand at all times.
- All Helpline volunteers must attend one (1) Helpline Workshop per year to remain in the Helpline volunteer commitment. (REVISED 11/05)

#### 11.7 A GUIDE TO NARCOTICS ANONYMOUS HELPLINE SERVICE IN NEW JERSEY

CONTACT NUMBERS (732) 933-0462 OR (800) 922-0401

We are dedicated to the proposition that no addict seeking recovery need ever die without having a chance to find a better way of life. (UPDATED 05/99)

You are performing a valuable service when you answer the telephone for NA. Your job requires compassion, reliability and persistence. You can express your compassion when addicts or their loved ones call NA and ask for help. It will take experience and persistence to effectively listen to the needs of the caller, so you can provide the appropriate referral to a meeting. Your commitment is vitally important both to yourself and to other addicts. Volunteer work is a part of the maintenance of our clean life; and your committed participation as a Helpline Volunteer is good service to people who need the message of NA.

Addiction is a disease that affects the whole family or environment where a using addict lives. Therefore, many calls come from the family and friends of addicts. NA does not deal with these problems. However, by listing ourselves in the telephone directory we invite calls from the public. We ought to treat callers well and talk to anyone who reaches out for help. Families and friends of addicts often feel isolated and ashamed. It is important to take a little time with these people because they may be reaching out for the first time. They need and deserve encouragement. Please refer family members of the addicts to Nar-Anon at (800) 322-5525.

It is important to determine if the caller is in immediate physical danger, or in need of immediate medical assistance. If the caller is asking questions and able to make arrangements to get to a nearby meeting within the next few hours, chances are you may want to arrange to either meet him/her there - or perhaps give him/her a ride and make arrangements for a ride.

In addition, it is important that we stay in touch with our addicted brothers and sisters who have called for help. NA is there, in their desperation, their higher power has guided them, and we want to remain available to them, as we would be if a family member or good friend was going to be hospitalized. If the addict begins recovery in a hospital, we may call him/her regularly to let him/her know that we care - or send a get-well card and follow that up with a visit. Literature, such as the Basic Text of Recovery can be given to him/her to read during a stay in the hospital, when the seriousness of his/her condition is very new in his/her mind. In any of these circumstances, we don't forget that an addict called NA and that as Trusted Servants, we follow through in carrying the message of recovery and helping the caller get to his/her first NA meetings.

#### HELPLINE SPREADS THE WORD TO THE SUFFERING ADDICT BY

- Sharing NA Meetings times and places
- One on one conversation with a recovering addict via the telephone.
- Setting up in-person 12 Step calls with the suffering addict (REMEMBER 2 ADDICTS TOGETHER CONSTITUTE A MEETING).
- Giving directions to NA meetings.
- Giving rides to Meetings when possible.

- Using referral numbers of other services without endorsement.

NAR-ANON (800) 322-5525 LOCAL POLICE/HOSPITAL EMERGENCY 911

#### 11.7.1 REQUIREMENTS

- One (1) year clean time and carry a NA message of Recovery.
- Willingness to receive and return calls at any hour of the day and night.
- A working knowledge and understanding of the 12 Steps and 12 Traditions of NA.
- Attendance at a Helpline Volunteer Workshop.
- Regular attendance at NA Meetings.
- A current Statewide NA Meeting Directory.
- Have a telephone answering phone device with a clear and simple message.
- Advise any other Members of your household that your name and number appear on a NA Helpline.

#### 11.7.2 GUIDELINES FOR REMOVAL OF HELPLINE VOLUNTEERS

- Relapse
- Continued failure to respond to Helpline calls.
- Taking physical emotional, sexual or financial advantage of a caller.
- Continued disregard of the 12 Traditions of Narcotics Anonymous.
- Disregard the written Guidelines.
- Not attending NA meetings on a regular basis.
- Failure to respond to Helpline updates. If a message is left and you do not return our call to inform us you are still clean and still wish to remain on the volunteer list you will be removed.

#### 11.7.3 METHOD OF REMOVAL OF HELPLINE VOLUNTEERS

- Voluntary resignation.
- Unanimous Group Conscience of the Helpline Committee.
- Notification of removal from the Helpline Volunteer will be made by telephone.

THE RECOVERING ADDICT WHO VOLUNTEERS TO BE AVAILABLE FOR HELPLINE 12 STEP VOLUNTEER WORK IS THE MOST ESSENTIAL ELEMENT TO THE SUCCESSFUL OPERATION OF THE NA PHONE SERVICE.

#### 11.7.4 GUIDELINES FOR ANSWERING CALLS

We are an information service only, where an addict can call to talk anonymously with a recovering addict. WE ARE NOT QUALIFIED TO HANDLE EMERGENCY OR CRISES SITUATIONS.

Our primary purpose is to stay clean, and to carry the NA message of recovery to the addict who still suffers. By far, the best way to make ourselves available to those who need help is to provide a Helpline Telephone Service, where someone can call and talk anonymously to a recovering addict. A common telephone number set and listed as Narcotics Anonymous in the Telephone Directory Services that purpose. The suffering addict can call this number without fear or arrest, receive information about NA Meetings times and locations, and perhaps make arrangements to meet someone and obtain transportation to an NA Meeting. The telephone service is the beginning of 12 Step work.

#### 11.7.5 THE PRIMARY OBJECTIVE IS TO GET THE PROSPECTIVE NEWCOMER TO AN NA MEETING

- If a call is a request for information about NA Meeting List, etc., make sure the caller receives the information, i.e., by mail, in person, etc.
- If the caller is requesting treatment information, please give the disclaimer: "Narcotics Anonymous is not affiliated with nor does I endorse any treatment doctor." Our Traditions require this. Direct people to the phone book or give names and locations of several non-profit facilities, do not indicate a recommendation for any specific one.
- Find out all you can about the caller. If he/she does not want to stop using, do not indicate a recommendation for any specific one.
- Be aware of your limits! It is okay if you cannot handle a caller. Just remember that you are doing the best you can.
- Use your own best judgment on whether people need to be 12-Stepped. Whether you handle it or send someone else, remember that NO ONE goes alone!!! Twelve Steps calls are always handled in pairs.

- Offer to meet with the caller in person, and/or take him/her to an NA Meeting, if he/she is open to it. If he/she does not want to see you or go to a meeting, do not force the issue.
- If you arrange to meet a caller, have another NA member go with you and take a current Meeting Directory with you, as well as a NA Pamphlet, if possible.
- Take someone with you (your Sponsor, or someone you know who has NA 12 Step experience).

Once you have taken the prospective newcomer to a NA Meeting, try to see that he/she gets telephone numbers and literature. Also, try to arrange transportation to other meetings, if needed. Remember that the newcomer is the most important person at any meeting. There are some situations where someone may require medical attention. Have the person contact 911 or their nearest hospital.

Please relay any comments, suggestions or problems to the Helpline Committee. We can improve this only way, through your comments and suggestions. You may mail suggestions to the following address:

NEW JERSEY REGIONAL SERVICE COMMITTEE  
P.O. BOX 4257  
TRENTON, NEW JERSEY 08610

#### 11.7.6 TYPES OF CALLERS

#### 11.7.7 THE ADDICT CALLING FOR HELP FOR HIMSELF/ HERSELF

Many of the calls are requested for meeting locations. These are mostly from NA Members. Some, however, are from newcomers who wish to remain anonymous. The requested information should be given without additional inquiry.

#### 11.7.8 PERSON CALLING FOR HELP FOR ANOTHER PERSON

The person could be any one of the following:

- FAMILY MEMBERS
- FRIENDS AND/OR
- TREATMENT CENTER

If a despairing third party calls NA the first inquiry must always be direct and to the point: "IS THE PERSON THERE?"

"WILL HE/SHE TALK TO ME?" If the answer is "NO", ask "DOES HE/SHE WANT IT?" If the answer is "No, but God knows he/she needs to...", it is sad but true that there is nothing we can do for such an addict. The addict himself/herself must ask for help. This is explained to the caller and he/she is advised to make the NA Helpline number available to the addict. The person calling for help for another person should be treated with kindness and the utmost patience. If the person is a relative of an active addict, offer them the number of NAR-ANON (800) 322-5523

#### 11.7.9 PERSON REGARDING A FELLOWSHIP MATTER

From time to time, calls come in from TV and radio stations, high schools or other organizations looking for information for public speakers. The calls should be referred to the Public Relations Subcommittee. They are prepared to handle Public Relations in the limitations of the Traditions.

In addition, students occasionally call requesting information. They want information for a school project and will take all the help you can offer. Again, direct them to the Public Relations Subcommittee.

Your tact and diplomacy are essential. We never have the right to take sides, express personal opinions or to say anything over the telephone that would reflect against the Traditions of NA. Good Public Relations with everyone is necessary.

NAR-ANON (800) 322-5525 LOCAL POLICE/HOSPITAL EMERGENCY 911

#### 11.7.10 TWELVE STEP VOLUNTEERS

The Twelfth-Step Volunteer is the person who will talk at length to the potential newcomer about NA either on the telephone or in person.

Experience has shown that the most successful Twelve-Step Volunteers possess certain assets, which are beneficial in the accomplishment of their responsibilities. These qualities include:

- A minimum of one (1) year clean time. Appropriate training (e.g., group orientation sessions, personal orientation, etc.).
- Knowledge of the 12 Steps and 12 Traditions of NA (e.g.,



the only requirement...our primary purpose...never endorse related facilities...non-professional, no opinion on outside issues...attraction rather than promotion...anonymity...etc.

- The willingness to serve.
- The willingness to give personal time.

After the 12 Step Volunteer receives more general information from the Phone Line Volunteers interchangeable, the Phone Line Volunteer may be the person responsible for talking at length with the caller.

#### 11.7.11 THINGS TO CONSIDER

Going personally to meet the caller may have potential for significant safety problems. The following points should be considered before making a 12 Step call in person:

- Has the caller used today? Does it sound safe to meet the caller?
- Before the meeting with the caller, let them know you have to find another volunteer to accompany you. NEVER GO ALONE!!!
- Make sure that at least one of the volunteers is the same gender as the caller. MEN WITH MEN AND WOMEN WITH WOMEN.
- Try to meet in a neutral public location. A diner, restaurant, or shopping center would be ideal. Meeting a newcomer in your home or in their home is an unnecessary risk. Inform the caller as to the specific time you will arrive and meet them out front. If meeting to pick up the addict at their home is unavoidable, consider the circumstances and take the necessary precautions, be sure to remember your personal recovery and safety first.
- Ensure that all arrangements for meeting the caller are accurate and understood by both parties.
- Upon arranging to meet the caller, it is suggested that the volunteer bring a current Meeting List, some NA Pamphlets, and a White Book.
- Tell someone where you are going and call him/her when you get there.
- Don't stop anywhere on the way to a Meeting, especially at the suggestions of the newcomers.

- The NA program has one must that applies to everyone: NO DRUGS OR PARAPHENALIA BE IN YOUR POSSESSION. It is important that the volunteer tries to ensure that the newcomer follows this requirement. This is for the protection of the volunteer, and the fellowship, and its groups.
- Once an addict has been taken to a meeting, the 12 Step volunteer may help the addict obtain telephone numbers and transportation to other meetings.

#### 11.7.12 IDENTIFY STATEMENT

In Narcotics Anonymous, we are presented with a dilemma. When NA members identify themselves as: "Addicts and Alcoholics", "cross addicted" or talk about living "clean and sober", the clarity of the NA message is blurred. To speak in this manner suggests that these are two diseases; that one drug is separate from the rest. Narcotics Anonymous makes no distinction between drugs. Our identification as addicts is all-inclusive, allowing us to concentrate on our similarities, not our differences.

The above statement is offered in the Spirit of NA Unity. Please remember this request is not made in order to rule, censor or dictate behavior. We make this request to help provide an atmosphere of recovery. Where we can hear the simple un-confusing and life-saving message of NA.

#### 11.8 PHONELINE AND TWELVE STEP VOLUNTEERS DO'S AND DON'TS

##### 11.8.1 DO'S

- Do always identify yourself with your first name only and state you are an addict.
- Do always have the necessary material (White Booklet, Meeting Lists, NA pamphlets, 12 Step list and phone line log) close to the telephone, in order to avoid delay and confusion.
- Do find out what the caller needs. Ask questions,
- 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 NA.
- Do remember to be helpful and polite to callers.
- Do make appropriate referrals when necessary.

- Do keep a log of all the calls you answer.
- Do contact the Phone Line Chairperson if problems arise.
- Do use the 12 Step list.

#### 11.8.2 DON'TS

- Don't argue with people whose views of addiction differ from yours or NA's, If the caller does not want to stop using, do not try to persuade him/her to stop.
- Don't try to handle calls that you are not qualified to answer.
- Don't give medical advice.
- Don't give out other people's names or telephone numbers.
- Don't answer questions about who was at an NA Meeting (e.g., to police officer, probation officers, or significant others. However, general information may be size of meeting, NA open to all age groups, etc.)
- Don't glorify active addiction by telling war stories.
- Don't talk to the press or television representatives. Refer them to Public Relations.

## 12. LITERATURE REVIEW SUBCOMMITTEE (SUSPENDED 06/13)

The following Guidelines were created and consistent with the Guide to Local Services in NA the 12 Traditions of NA, Regional/World Service Committee Policy Guidelines, as such, these guidelines are subject to review and approved by the Northeast Area Committee.

### GEOGRAPHICAL AREA

AREA: THE NORTHEAST AREA OF NEW JERSEY

REGION: NEW JERSEY REGIONAL SERVICE CONFERENCE

"GOD, GRANT US THE KNOWLEDGE THAT WE NA WRITE ACCORDING TO YOUR DIVINE PRECETS, INSTALL IN US A SENCE OF PURPOSE. MAKE US SERVANTS OF YOUR WILL AND GRANTS US A GOND OF SELFLESSNESS THAT THIS MAY TRULY BE YOUR WORK, NOT OURS, IN ORDER THAT NO ADDICT ANYWHERE NEED DIE FOM THE HORRORS OF ADDICTION." (BASIC TEXT, 5<sup>TH</sup>, PG VXI)

### 12.1 PURPOSE

The purpose of this Subcommittee is to carry Area's conscience regarding NA approved Literature as well as provide review of an input opportunity to the ASC for Literature developed by the World Board. The Subcommittee

also served as a forum for the ASC to create and/or suggest the development of new literature. "So that others may experience the freedom of recovery from addiction we have found, we dedicate ourselves to carrying the message of Narcotics Anonymous in written form." (BASIC TEXT, 5<sup>TH</sup> EDITION, PAGE XVI)

## 12.2 LITERATURE REVIEW RESPONSIBILITIES

- The Subcommittee is accountable for the Northeast Areas Service Committee and directly responsible to those they serve, the NA Groups. Anything proposed or done by the Subcommittee is subject to ASC Group Conscience.
- To seek input on "review-form" and "approval-form" Literature from Members and Groups.
- To compile, edit, and review material for submission on the NJ Regional Service.
- To respond to all requests for information regarding NA approved Literature in a timely manner.
- To consider proposals to develop new Literature from Members/Groups in Northeast Area Service.
- May accept assignments or special projects from the World/NJRSC.
- To communicate and work in the Spirit of Unit with other Subcommittees in this Area and surrounding Areas as well as Region.
- To hold regularly scheduled meetings at a regular time and location, other meetings may be called when necessary for special projects.
- Pay monthly rent to Meeting facility and provide receipts to Area, copy on file.
- To hold Literature Workshops as needed.
- To hold an Annual Literature Learning Day.

## 12.3 DESCRIPTION OF COMMITTEE

- This Subcommittee shall consist of a Chairperson, Vice Chair, and Secretary, full-time and part-time Subcommittee Members.
- Every NA member present at Subcommittee Meetings is encouraged to input ideas and information.
- NA Members not addressed elsewhere in these guidelines and non-NA Members shall be classified as observers. Any NA Member has the right to be an observer. Na

Members only shall have the specific right to request the floor. The Literature Review Chair has the right to grant or deny requests from the floor from and non-NA Member.

#### 12.4 CHAIRPERSON

- Requires two (2) years uninterrupted clean time.
- Have knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Have prior service experience, preferably in Literature Review.
- Have the ability to give Subcommittee direction and motivation.
- Preside over all Subcommittee Meetings.
- Inform the Vice Chair in advance, in the event they are unable to attend Subcommittee.
- Be responsible for overall functions of the Subcommittees and the ASC as a Regional Literature Committee.
- Arrange times of agenda for meetings.
- Maintain two-way communication between their Subcommittees and the ASC, and Regional Literature Committee.
- Attend monthly Area Service, Steering Committee and Regional Literature Review Meetings. If for any reason they are unable to attend either meeting, they must inform the Literature Review Subcommittee Vice Chair in advance to allow him/her to attend.
- Presented written and oral reports to the ASC and Regional Literature Committee.
- Keep all files (e.g., Minutes of Meetings, reports. Literature projects, etc.)  
In the events the Chairperson has two consecutive absences with no report handed in; they shall be removed from the Subcommittee.

#### 12.5 VICE CHAIR

The Vice Chair will be elected at the Literature Review Subcommittee Meeting. It is suggested that the nominees for the position of Vice Chair be willing to take on the role of the Chair at a later date. The Vice Chair will serve for one (1) year and may be elected to

serve for no more than two (2) consecutive terms. The Vice Chair must:

- Have one (1) year of uninterrupted clean time.
- Have knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Performs the duties of the Chairperson in the absence of the Chair.
- Hold Subcommittee Meetings in the absence of the Chairperson.
- Take minutes of the Subcommittee Meeting in the absence of the Secretary.
- Have prior service experience, preferably in Literature Review.
- Have the ability to give the Subcommittee direction and motivation.
- Inform the Chair and/or Secretary in advance if you are unable to attend the Subcommittee.
- Attend monthly Area Service, Steering Committee and Regional Literature Review meetings in the absence of the Chair. Must provide written and oral reports. If for any reason they are unable to allow him/her to attend.

In the event the Vice Chairperson has two (2) consecutive unexcused absence with no report handed into ASC, they shall be removed from the Subcommittee.

#### 12.6 SECRETARY

The Secretary will be elected at the Literature Review Subcommittee Meeting. The Secretary will serve for one (1) year and may be elected to serve for no more than two (2) consecutive terms. The Secretary must:

#### QUALIFICATIONS AND RESPONSIBILITIES

- Have one (1) year uninterrupted clean time.
- Have knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- Ability to take accurate minutes and distribute them at the next Subcommittee Meeting.
- Handle all correspondence as directed by the Chair or the Subcommittee.

- Maintain an up-to-date list of all voting members with records of attendance.
- Maintain running list of telephone numbers for all Subcommittee Members.
- Contact all members when special meetings are arranged.
- Performs the duties of the Chairperson in the absence of the Chair and Vice Chair.
- Hold Subcommittee Meetings in the absence of the Chair and Vice Chair.
- To attend monthly ASC meetings, in the absence of the Chair and Vice Chair (with oral and written reports)
- Have prior service experience.
- Inform the Chair and/or Vice Chair in advance, if you are unable to attend the Subcommittee Meetings.
- Provide receipts for all expenses of the Subcommittee.

## 12.7 MEMBERS

Members consist of part-time and full-time Members depending on the type of commitment and amount of time they are willing to invest in Literature review Projects.

### 12.7.1 FULL-TIME

Members maintain regular attendance at Subcommittee meetings.

### 12.7.2 PART-TIME

Members may not attend the Subcommittee meeting regularly but are called upon a train, speak, do workshops, learning days, and share their experience. Part-time Members should attend Subcommittee Meetings once every three (3) months.

### 12.7.3 MEMBERS

Must attend two (2) consecutive meetings to become a Subcommittee Member.

## 12.8 MOTIONS

- All voting members including Officers are allowed to propose a Motion.
- In any full-time committee member as a part of new business may present Motions.
- Motions presented to the Chair will be discussed, two (2) pros/two (2) cons, and then voted on.

## 12.9 VOTING

- Part-time Members: Do Not Vote. Full-Time Members: Are Active and Present and Eligible to Vote.
- Returning Members: has missed three (3) consecutive Subcommittee Meetings; may vote after first Subcommittee Meeting.
  - The Chair only votes to break at the time.
  - Voting Members must attend two (2) consecutive Subcommittee Meetings; may vote during the second meeting.
  - A quorum of simple majority is necessary to pass the vote.

## 12.10 BUDGET

- SUBCOMMITTEE RECEIVES A BUDGET OF \$25.
- SUBCOMMITTEE RECEIVES A LITERATURE BUDGET OF \$50 EACH MONTH, AS NEEDED (02/09)

## 12.11. NEWSLETTER GUIDELINES

The following guidelines were incorporated using the World Newsletter Handbook as well as the Guidelines from NJ Regional Newsletter Policies. The Newsletter was drafted in December 2008 and the first "official" NEWSLETTER was published in January 2009.

- The 12 Traditions are the guidelines for writing and editing the Newsletter.
- The name of the Newsletter shall be "My Gratitude Speaks".



- Subcommittee must bring suggestions for change of name to the Area and Area should be given opportunity to be involved in renaming.
- The Newsletter is published bi-monthly.
- Being on time with distribution of Newsletter is very important.
- Area should be notified if distribution is changed (i.e., monthly, quarterly, annual, etc.)
- Any NA Member may submit articles and/or topics.
- Consent forms must be signed for Area Newsletter (writes).
- World Service Copyright and Consent Forms must be signed by writers (and members names appearing in the articles) to give permission for NAWS to print any of the articles.
- Permission to be printed in NAWS publications will be decided by the authors and individual members listed in the article.
- Release will not be granted without consent from members.
- No non-NA sources should be used.
- No affiliations.
- No endorsements.
- Only cite from NA (note source at the end)
- NA related material only.
- All material is subject to Literature Review Subcommittee approval.
- If material is inappropriate for Newsletter, members may re-address/submit it at Area.
- Proofreading is done by Subcommittee Members.
- No profanity.
- No offense language.
- No controversial topics.
- Should use NA language.
- The cost of printing comes out of the Literature Review Budget.
- Expense for Newsletter should be kept to a minimum, we should remain prudent.

#### 12.11.1 CHAIR

- Literature Review Subcommittee Chair has final responsibility for Area Newsletter.

- Responsible for editing, proofreading, printing, etc.
- Must ensure that members/writers are in agreement with editing.

#### 12.11.2 VICE CHAIR

- Responsible for editing.
- Overseeing the Newsletter in the absence of a Chair.

#### 12.11.3 SUBCOMMITTEE

- Responsible for assisting with proofreading.

### 13. GUIDELINES FOR THE NENJASC CONVENTION OF NA (02/21)

#### 13.1 BOARD OF TRUSTEES (NENJAC) PURPOSE

The primary purpose of the BOT is to take care of the corporate, and legal issues that affect the Convention Committee such as: (AMENDED (02/21)

- Signing legal contracts
- Negotiating future Convention sites and vendors
- Federal and State filings.
- Interacting with lawyers and business on behalf of the Convention Committee.
- Other such duties as indicated in the By Laws of the Northeast NJ Area Convention of NA Inc. (N.E.N.J.A.C. of NA, Inc.) (AMENDED 02/21)

The number of Trustees shall be thirteen (13) no less than three (3). We must have three (3) to conduct business. (AMENDED 02/21) Per out Bylaws, the BOT Chair can take quorum from whoever is present at the BOT meeting, if business must be handled.

\*\*\*NON-VOTING OFFICERS - BOT CHAIR/FACILITATOR. ONLY VOTE TO BREAK A TIE!!\*\*\*

- BOT Chair, and the BOT Vice Chair are voted by the Board of Trustees. They are nominee, until approved by the N.E.N.J.S.C.

- The length of commitment for BOT membership is a minimum two (2) years, maximum five (5) years. After the completed term one must step down for one (1) year before, one can qualify for BOT membership, or any Planning Committee commitment that will make one BOT eligible. (Ex: Convention Chair, Treasurer, Asst. Treasurer). (AMENDED 02/21)
- Clean time requirement for BOT membership is five (5) years.
- All BOT members will review the Treasurer's Report on a monthly basis.
- A BOT member will be assigned to audit Merchandise before and after each event.
- No Officer shall hold the same position no more than two (2) terms consecutively.
- The following members of the BOT: Chair, Vice Chair, Convention Chair, and Treasurer, negotiate contracts with Hotel for Convention sites. (AMENDED 02/21)
- All contracts must be approved and finalized by the BOT.
- The BOT will meet once a month before ASC.
- It is suggested that all BOT members should have Planning Committee experience.
- The BOT meeting is to be held on the Thursday before the ASC meeting, followed by the Convention Planning Committee Meeting.

### 13.2 OFFICERS

The affairs of the Corporation shall be managed by its Board of Trustees. The Board of Trustees needs members of the Corporation. The Officers of the BOT shall be as follows:

- BOT CHAIR
- BOT VICE CHAIR
- SECRETARY
- TREASURER
- CONVENTION CHAIRPERSON
- ASSISTANT TREASURER (AMENDED 02/21)

### RESPONSIBILITIES OF THE BOT

- To use and retain the Corporation seal.
- To carry out duties assigned to them by the Convention Committee and/or the NENJASC.

- To present a report, which includes a Treasurer's Report reflecting current financial status, to the NENJASC at each of its meetings.
- The BOT reports to, is directly responsible to, and abides by all decisions of the NENJASC.
- To assign members to assist each Subcommittee during the Convention.
- To oversee and maintain insurance policies as the Board sees necessary.
- Attends and supports the Convention Committee events.

\*\*IN CARRYING OUT THE DUTY, THE BOARD AND ITS MEMBERS ARE EXPECTED TO ABIDE BY THE SPIRIT OF THE 12 STEPS, THE 12 TRADITIONS AND THE 12 CONCEPTS OF NARCOTICS ANONYMOUS. \*\*

\*\*THE RELATIONSHIP BETWEEN THE CONVENTION COMMITTEE AND THE BOT IS TO BE ONE OF COOPERATION ON ALL CORPORATE, LEGAL, AND FINANCIAL MATTERS WITHIN BOTH THE CONVENTION PLANNING COMMITTEE AND THE CONVENTION CORPORATION. (AMENDED 02/21). \*\*

**\*\*BOT MEETINGS**

- BOT Chair or BOT Vice Chair presides over the monthly meeting.
- For voting purposes, all and only BOT members are voting members except the BOT Chair/BOT Vice Chair (whomever is facilitating the meeting). Vote only to break a tie. (UPDATED 02/21)
- The only members of the BOT that can only hold one office or commitment are the BOT Chair. All other members can fulfill other commitments within the convention Planning Committee. (PER BYLAWS UPDATED 02/21)

**\*\*TAX IDENTIFICATION NUMBER**

- The Tax ID Number is used by the Planning Committee with the implied permission of the BOT Chair for any NENJAC of NA related dealings with outside enterprises. The BOT Chair and Treasurer are the keepers of the Number. The Number is not to be distributed to, or used by any other NA function or group outside of the NENJAC of NA without express written consent of the BOT. (UPDATED 02/21)

**\*\*THE CORPORATE SEAL**

- This is to be used when Corporate Resolutions are passed. Banks and other enterprises usually provide their own resolution forms that the appropriate BOT members fill out, sign, and emboss with the Seal. The BOT Chair and the Treasurer are the keepers of the Seal. (UPDATED 02/21)

### 13.2.1 CHAIRPERSON

The Chair shall be the principal officer of the Corporation and shall supervise and control all the business and affairs of the Corporation. The Chair shall preside over all meetings of the membership and the Board of Trustees. He or she shall have all such powers as may reasonably be construed as belonging to the Chief Executive of the Non-Profit Corporation. The Chair is a liaison between the Corporation and Area. The BOT Chair's responsibility is to maintain an updated ledger of all financial transactions for the Corporation.

- Should have working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts. (UPDATED 02/21)
- If three (3) missed meetings without contact, must step down. (AMENDED 02/21)
- Two (2) missed meetings without contact, brought up on review. (REVIEW IS THE COMMITTEE QUESTION ONE'S LEVEL OF COMMITMENT). (AMENDED 02/21)

\*\*THIS POSITION WILL BE THAT OF RECOMMENDATION/NOMINEE, BY THE OUTGOING MEMBERS OF THE CURRENT CONVENTION YEAR, UNTIL THE FINAL APPROVAL OF THE NENJASC, AFER THE CLOSING REPORT HAVE BEEN GIVEN TO THE BOT IN DECEMBER, WHICH HIS THE END OF THE CONVENTION YEAR). (UPDATED 02/21)

\*\*BOT CHAIR REMAINS IN THEIR POSITION UNTIL THEIR SUCCESSOR IS ELECTED. (PER THE BYLAWS OF NENJAC OF NA, INC.) (UPDATED 02/21)

### 13.2.2 VICE CHAIR

Is elected at the Subcommittee Meeting. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of the Chair's inability or refusal to act. Should have working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts. (UPDATED 02/21)

If three (3) missed meetings without contact, must step Down. (AMENDED 02/21)

Two (2) missed meetings without contact, brought up on review. (REVIEW IS THE COMMITTEE QUESTION ONE'S LEVEL OF COMMITMENT). (AMENDED 02/21)

### 13.2.3 SECRETARY

The Secretary shall keep the minutes and records of the Corporation in appropriate books. Make sure that all notices are given in accordance with these BYLAWS or as provided by law, keep the seal of the Corporation and affix same to corporate documents. Keep a list of all Members and their mailing addresses and in general, perform all duties incidental to the office of Secretary and such other duties as may be assigned by the President or the Board of Trustees. The Secretary should have good typing skills and some knowledge of office procedures. Should have working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts. (UPDATED 02/21)

### 13.2.4 TREASURER

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation. In general, perform all the duties incidental to the office of Treasurer and the other duties as may be assigned by the Chair or Board of Trustees. The Treasurer maintains an updated ledger for transactions of the corporation as well as the Planning Committee Chair.

\*\*THE TREASURY RECORDS (BOOKS)

\*\*THE TREASURER IS RESPONSIBLE FOR THE COMMITTEE'S RECORDS

- THE CHECK REGISTERS
- THE JOURNAL
- THE LEDGER
- DEBIT CARD

The Treasurer must have the books available to present at all Planning Committee, and BOT Meetings.

### THE BANK ACCOUNT

The NENJASC Committee has incorporated itself under the

Northeast NJ Area Convention Committee of NA., Inc. Only one bank account is to be used for Convention business. There will be three (3) authorized signatures on the bank account, the BOT Chair, Convention Chair, and the Treasurer.

#### BEFORE THE CONVENTION

- Once elected and confirmed by NENJASC, the Treasurer should start the books immediately.
- The bank account signatures be updated. It may be necessary to complete new signature cards and a corporate resolution (provided by the bank). They may require a copy of the Corporation's Articles of Incorporation and its BYLAWS.
- The BOT Chair and prior Treasurer are keepers of these documents. The BOT may entrust the BOT Secretary to temporarily archive these, but their safekeeping is still the responsibility of the BOT Chair.
- Incoming funds should be counted and recorded by the Treasurer with receipts being provided.
- The Treasurer must deposit all funds into the bank within 24 hours (UPDATED 02/21). Disbursement should take place only at the Planning Committee Meetings by direction of the Convention Committee per Motion or by receipt submitted for budgeted items. (UPDATED 02/21)

#### SUBCOMMITTEE BUDGETS AND SPENDING

With the Convention Chair and Treasurer assistance, the Subcommittee should submit budgets for projected expenses as soon as possible. Prior Convention minutes are a useful source of information. The Board of Trustees must review and approve all budgets. (UPDATED 02/21)

If three (3) missed meetings without contact, must step down. (AMENDED 02/21)

Two (2) missed meetings without contact, brought up on review. (REVIEW IS THE COMMITTEE QUESTION ONE'S LEVEL OF COMMITMENT). (AMENDED 02/21)

- Open and/or maintain the Bank Account for the NENJAC Committee of NA Inc. Two (2) signatures are required for all checks written.

- Upon request, is available to assist with the preparation of Subcommittee Budgets.
- Submits a written financial report at all Convention Planning Meetings and BOT Meetings, including the monthly Bank Statement.
- Writes all checks and is responsible for maintaining a file for all receipts for all payments.
- Responsible for documenting all fund flow in and out of the Convention Committee.
- With BOT assistance, establishes a cash deposit plan for, during, and immediately following the Convention.
- Oversees the preparation and filing of annual federal and state tax documents.
- Within sixty (60) days of the close of the Convention, submits and completes financial report to the Convention Committee, the BOT and the NENJASC. (via the BOT Chair)
- Works with the incoming Treasurer with the process of closing the books and starting the books for the coming year.
- Has one vote. On Motions moving from Planning to BOT, Treasurer will vote only at BOT meetings.

#### 13.2.4.1 ASSISTANT TREASURER

Same requirements as Treasurer. Five (5) year (non-waivable clean time requirement) and operates as trainee. In the event the Treasurer defaults on their commitment the Assistant may be presented to NENJAC for election to Treasurer and appointment to the BOT.

The Assistant Treasurer has a note at all Planning Committee Meetings, (UPDATED 03/21)

#### 13.2.5 CONVENTION CHAIRPERSON

The Convention Chairperson organizes Subcommittees and delegate major tasks to specific Subcommittees. Stays informed of the activities of each Subcommittee and aids whenever needed. Acts as a liaison between members of the BOT and the Planning Committee. Ex: Your able to vote at your second consecutive meeting,

\*\*This position will be a recommendation/nominee of the body of the current Convention year, until final approval by the NENJASC, after the final report is given to the body of the Convention Committee in December.



\*\*Convention Chair stays in position until their successor is elected. (Per BYLAWS of NENJAC of NA, Inc.) (AMENDED 03/21)

\*\*Flyer should be brought to Area Service 60-90 days, before Decembers' recommendation/nomination meeting, to let the groups know about the meeting. (AMENDED 03/21)

#### 13.2.6 VOTING PROCEDURES

- In order to be a voting member, you must attend two (2) consecutive BOT meetings, and be a member of the BOT. You're able to vote at your second consecutive meeting.
- At a full body meeting, which is Convention Planning Committee and BOT. Only BOT members vote on matters pertaining to money.
- If a member is absent from two (2) consecutive meetings, when they return, they will be considered inactive to vote. Can regain voting privileges by attending two (2) consecutive meetings, can vote at the second meeting.
- Members should make sure their attendance is recorded at each meeting, If any member misses three (3) consecutive meetings. (Based on the attendance register). Will be asked to step down. Two (2) missed meetings, without contact, one is up for review. (Review is when the entire body questions that servant's level of commitment).
- Novembers' meeting is to closeout all bills. Finalize the Convention. Taxes.
- The final/closing of all records is brought to Area. With a request for send money for the next Convention Planning Year in motion form. The two (2) recommendations/nominees for the next Convention Chair/BOT Chair are brought to Area at this time. Final approval is made by the NENJASC (AMENDED 03/21)

\*\*The new Convention Planning Year begins in January.

\*\*At the Election Meeting in January, outgoing members that have attended the last two (2) consecutive meetings, will be allowed to vote. If not, enough members are in attendance, the elections should be tabled until the next meeting.

- Only Officer that can't serve on both bodies is the BOT Chair/President. (Per our BYLAWS NENJAC of NA Inc.)  
\*\*\*\*\*Discuss further (AMENDED 03/21)

### 13.2.7 MONEY HANDLING AT CONVENTION

- Depending on which Subcommittee is calling for a money drop. The Chair or Vice Chair of that Subcommittee, BOT member and Treasurer will be handling the call.
- The money is counted and signed off on the drop sheet, with three (3) signatures.
- The Subcommittee Chair or Vice Chair that needs the drop are responsible for removing the money for the register. (AMENDED 03/21)
- The money is then taken to the hotel safe by the Treasurer, BOT Chair and Vice Chair along with a H&H member for security purposes. The money is then put into an envelope and initialed by each member present, along with what Subcommittee it came from.
- The Treasurer will be responsible for holding the safety deposit key to the hotel safe.
- Anyone who steals or misappropriates NA funds, assets, or assists that thief, is automatically ineligible from serving in any Convention Committee position for five (5) years. Will be held accountable legally as well. (AMENDED 03/21)

### 13.3 PURPOSE

Northeast NJ Convention Area Conventions are held annually/biannually, by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage Unity and Fellowship along with carrying our message. Because Conventions are hosted by service committees of Narcotics Anonymous, they should always conform to the NA principles and reflect our primary purpose. (AMENDED 03/21)

THE CONVENTION GUIDELINES DO NOT SUPERSEDE OUR 12 CONCEPTS OF SERVICE OR OUR 12 TRADITIONS. (AMENDED 03/21)

#### 13.3.1 PLANNING COMMITTEE

Hosting a Convention is tremendous responsibility that requires significant planning, dedication, and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior Convention experience, or have the willingness to learn, and serve. The Planning of a Convention requires

the combined efforts of many people. Care should be exercised during the Planning process to involve as many groups and individuals as possible from the Northeast Area.

#### 13.4 CONVENTION COMMITTEE MEETINGS

All Convention Committee Meetings should take place at a regularly scheduled time and place and follow an orderly agenda. The purpose of these meetings is to gather and share information regarding the planning and carrying out the Convention. Effort should be made to encourage participation and support from all members. Prior to the first Convention Committee Meetings, the Area elects a Chairperson to preside over Convention Committee Meetings and activities.

Executive and Subcommittee Chairpersons are usually elected at the first committee meeting, Election of Officers should be based on qualifications and experience. Voting privileges are extended to each member of the Convention Committee (REFER TO 13.2.6 VOTING PROCEDURES).

All Subcommittees hold separate meetings prior to Convention Committee meetings. The Subcommittee Chairpersons submit reports, recommendations and other details concerning their areas of responsibility, at the monthly Convention scheduled monthly until four (4) months prior to the Convention at which time they take place weekly. It is advisable to schedule several hours to conduct Convention Committee business. (AMENDED 03/21)

#### 13.5 THE CONVENTION COMMITTEE

- The Executive Committee carries out (executes) the conscience of the overall Committee.
- It functions as the administrative committee of the Convention and can hold separate, periodic and special Subcommittee meetings.
- The results of these discussions are included in reports at Convention Committee meetings. The Executive Committee drafts a meeting schedule.
- It is advisable to choose a regular day and time on which meetings will be held and schedule all meetings at that time throughout the duration of the planning period, Once the schedule is approved by the Convention Committee it is distributed to all members.

- The Convention Committee consists of an Executive Committee, Subcommittee Chairperson and attending member.

THE EXECUTIVE COMMITTEE AND SUBCOMMITTEE CHAIR POSITIONS ARE IDENTIFIED AS FOLLOWS:

EXECUTIVE COMMITTEE-POSITIONS REQUIRE FIVE (5) YEARS CLEAN TIME

- CHAIRPERSON
- VICE CHAIRPERSON
- SECRETARY
- TREASURER
- ASSISTANT TREASURER

SUBCOMMITTEE CHAIRPERSONS AND CLEAN TIME REQUIREMENTS

HOTEL & HOSPITALITY (H&H)	THREE (3) YEARS
FUNDRAISING AND ENTERTAINMENT (F&E)	FIVE (5) YEARS
CONVENTION INFORMATION (CI)	THREE (3) YEARS
REGISTRATION	FIVE (5) YEARS
ARTS & GRAPHICS (A&G)	THREE (3) YEARS
PROGRAMMING	FIVE (5) YEARS
MERCHANDISING	FIVE (5) YEARS

### 13.6 THE EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the Convention and holds separate, periodic and special subcommittee meetings if necessary. Its function is to ensure that the various subcommittees work together and to assist subcommittees which need extra help.

#### 13.6.1 CONVENTION CHAIRPERSON

Five (5) years clean time. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service. Active participation in NA.

#### RESPONSIBILITIES

- Organizes Subcommittee and delegate major tasks to specific Subcommittees. Also stay informed of the activities of each Subcommittee and provide help when needed.

- Help resolve personality conflicts.
- Keeps activities within the principles of the 12 Traditions, 12 Concepts and in accord with the Purpose of the Convention.
- Monitors the flow of funds, overall Convention costs and helps organize Subcommittee Budgets. Prepares a budget for Executive Committee expenses.
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- Allows the Subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- Votes only to break a tie.
- Chairs the Convention Committee meetings, as well as the Convention.
- Makes regular reports to ASC and takes final donation check to ASC within sixty (60) days of the close of the Convention, with BOT Chair.
- Two (2) missed meetings, consecutively, without advance contact. Up for review. (REVIEW IS WHEN RHE COMMITTEE ADDRESS ONES LEVEL OF COMMITMENT. (AMENDED 03/21)
- The Chairperson shall be that of a nominee until approved by the NENJASC.

#### 13.6.2 VICE CHAIRPERSON

Five (5) years clean time. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service. Active participation in NA.

#### RESPONSIBILITIES

- Acts as Chairperson if Chairperson is unavailable.
- Coordinates Subcommittees and attends Subcommittee meetings as necessary to ensure they get the support needed to do a good job.
- Works closely with the Chairperson and Subcommittee Chairs on problem areas prior to and during the Convention.

- Vice Chair will fill in, in the absence/vacancy of a Subcommittee Chair,
- Two (2) missed meetings, consecutively, without advance contact. Up for review. (REVIEW IS WHEN THE COMMITTEE ADDRESS ONES LEVEL OF COMMITMENT.)
- Votes at all meetings. Do not vote, if facilitating meeting,

### 13.6.3 SECRETARY

Five (5) years clean time. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service. Active participation in NA.

#### RESPONSIBILITIES

Keeps minutes of all Committee meetings and Subcommittee reports and checks on funds, receipts as needed from the Treasurer.

- Distributes minutes of previous meetings.
- Maintains list of names, addresses, phone numbers, and email addresses of Committee members for committee use. (UPDATED 03/21)
- Keeps extra sets of minutes for members who request a copy.
- Two (2) missed meetings, consecutively, without advance contact. Up for review. (REVIEW IS WHEN THE COMMITTEE ADDRESS ONES LEVEL OF COMMITMENT.)
- Votes at all meetings. Do not vote, if facilitating meeting,

### 13.6.4 TREASURER

Five (5) years clean time. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service. Active participation in NA.

#### RESPONSIBILITIES

- Maintains a bank account for the Convention Committee. (OPENING AND CLOSING AN ACCOUNT REQUIRES THE INVOLVEMENT OF THE CORPORATION STATUTORY AGENT/BOT CHAIR.)

- Obtains signature cards and is one (1) of the three (3) authorized signers on the checking account. (SIGNERS ARE USUALLY BOT CHAIR, ASSISTANT TREASURER, CONVENTION CHAIR. BUT CAN BE OTHER COMMITTEE MEMBERS, IF NECESSARY (UPDATED 03/21))
- Makes prompt deposits to the Convention bank account of all funds received prior to and during the Convention. Twenty-four (24) hours. (UPDATED 03/21)
- Keeps accurate and updated records of all expenditures and receipts.
- Writes all checks and pays all bills. Keeps debit card for online payments, if necessary.
- Submits a written financial statement from the previous month.
- Maintains separate records for individual revenue generating Subcommittees. (REGISTRATION, FUNDRAISING, AND MERCHANDISING). Use a money receipt book with copies, in order to give receipts to the Subcommittee members who have turned in funds. This should be carefully maintained. All money received should be transferred to the Convention Treasurer asap. If the Treasurer cannot be reached, please contact the Assistant Treasurer or BOT Chair. Following the protocol of handling of funds will help prevent loss of fluids, and it keeps the Treasurer's records updated allowing accurate appraisal of the Conventions financial status throughout the planning process.
- Utilizes the WSC approval financial guidelines whenever possible.
- Balances books at the end of the Convention. Submits final financial statement, and prepares final check for donation to the NENJASC, and the BOT Corporation.
- Keeps records available for independent audit.
- Maintains P.O. Box for the Convention and distributes incoming mail to appropriate Subcommittees. (THIS RESPONSIBILITY IS SHARED WITH THE REGISTRATION CHAIRPERSON/SUBCOMMITTEE).
- Two (2) missed meetings, consecutively, without advance contact. Up for review. (REVIEW IS WHEN THE COMMITTEE ADDRESS ONES LEVEL OF COMMITMENT.)

- Votes at all meetings. Do not vote, if facilitating meeting.

#### 13.6.4.1 HELPFUL HINTS FOR TREASURERS

Have an accountant check your work. Save all receipts in case you get audited by the IRS. The Convention Committee/BOT Treasurer is the only one to handle checks, and debit card. (UPDATED 03/21)  
All items pertaining to the Treasurer should be at all meetings.

#### 13.6.5 ASSISTANT TREASURER (UPDATED 03/20)

Five (5) years clean time. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service. Active participation in NA.

#### RESPONSIBILITIES

- Assist and support the Treasurer prior to, during, and after the Convention.
- Assume Treasurers responsibilities if the need arises.
- Reviews financial records. Use a receipt book with copies in order to give receipts to the Subcommittees who have turned in funds. This should be carefully maintained. All monies received should be transferred to the Treasurer asap. If the Treasurer cannot be followed to help prevent a loss of funds. It also keeps the Treasurer's records updated allowing for an accurate appraisal of the Conventions financial status throughout the planning process.
- The use of receipt books with copies, and ID number is a part of the Guidelines for the Northeast NJ Area Convention of NA, Inc.
- Two (2) missed meetings, consecutively, without advance contact. Up for review. (REVIEW IS WHEN THE COMMITTEE ADDRESS ONES LEVEL OF COMMITMENT.)
- Votes at all meetings. Do not vote, if facilitating meeting.

#### 13.6.5.1 HELPFUL HINTS FOR BUDGETS

\*\*The importance of making a budget for the Convention and Subcommittees needs to be emphasized. At this stage



of planning, the Committee should list as many financial responsibilities as possible. All Subcommittees should write a budget and adhere to it fairly closely throughout the planning period.

\*\*The Arts and Graphics Subcommittee projects a monetary figure for flyers, programs, banner, literature, and other displays and graphics that will be used at the Convention. The Programming, Convention Information and Registration Subcommittees estimate the cost of mailings, paper, envelopes, and other office supplies needed to carry out their duties.

\*\*The Fundraising Subcommittee sets a budget based on the entertainment which will be used at the Convention. This Subcommittee also sets a new budget each month which includes the expenses of designing flyers, or mailings. For the sake of expediency, the Fundraising & Entertainment Subcommittee maintains a petty cash fund to aid in its operations.

\*\*The Hotel & Hospitality Subcommittee projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the Convention. A reasonable projection of participation is a figure between the forty (40) percent and sixty (60) percent above the pre-registrations, depending on the efficiency of the Fellowship.

### 13.7 SUBCOMMITTEES

Nominated or appointed from Convention Committee members. Subcommittee Chairpersons should have general qualifications as outlined below. Specific service or experience should be considered prior to election. It should be clearly understood that the Subcommittees have specific service responsibilities to perform, and make sure that every task assigned is carried out. (FOR MORE INFO, PLEASE REFER TO CONCEPT FIVE) (AMENDED 03/21)

Two (2) consecutive missed meetings, without advance contact, the Planning Committee will review your level of commitment.

\*\*In addition, NENJAC Subcommittee Chairs, as well as Executive Committee members, may be removed by a simple

majority of the voting body for any of the following reasons:  
(UPDATED 03/21)

- Excessive absenteeism without notification.
- Neglect of duties.
- Misuse of any NA funds or falsification of financial statements.
- Any act of theft, violence, or threat of violence against any member of NA.
- Misrepresentation of outside 3<sup>rd</sup> party with intent to inappropriately bind (financially or legally), the Planning Committee.
- Each Subcommittee Chairs hold regularly scheduled Subcommittee meetings. If you cannot attend, please have the Vice Chair attend with the report, or send the Convention Chair your report.
- Subcommittee Chairs hold regularly scheduled Subcommittee meetings.
- Creates an agenda which includes the Readings of 12 Traditions and 12 Concepts.
- Bring a written report to every monthly Convention Planning Committee meeting, with the details of their meeting. If you cannot attend, please have the Vice Chair attend with the report, or send the Convention Chair your report.
- All major decisions concerning the Convention are made by the group conscience of the entire Convention Committee.
- Subcommittees are to maintain accurate records of all Subcommittee activities, as well as all correspondence.
- All financial reports, including needs, expenditures and receipts are to be included with each Subcommittee report.
- All Subcommittee's serve together...In the Spirit of Unity.
- No receipts...No reimbursement!!

#### 13.7.1 REGISTRATION

##### DEFINITION AND PURPOSE

- Subcommittee meets monthly. Biweekly three (3) months before the Convention. More frequently as the Convention gets closer.

- Get at least three (3) bids for merchandise to be purchased for the Registration packages.
- Pick up mail, at least once a week. Chair or Vice Chair.
- In order to have Registration packages done early, ensure the merchandise is delivered at least one (1) month prior to the Convention.
- Registration table will be open Frida at 5pm. (SET UP WILL BE AT 4PM). Open at 8 am Saturday, (SET UP AT 7AM).
- Once this is decided on, it will be presented to the Convention Planning Committee for approval.
- Purchase postage, envelopes, postcards, for announcements (REQUEST BUDGET FROM CONVENTION PLANNING COMMITTEE).
- During the Convention, in order to deposit money in the Hotel safe, the Chair or Vice Chair calls the Treasurer, BOT Vice Chair and the Convention Chair before removing any monies from the register.
- All drops will be recorded, initialed on the drop sheet by the Treasurer, BOT Chair, BOT Vice Chair, and the Convention Chair before removing any monies from the register.
- Usually, the first people Convention attendees meet are those members manning the Registration tables. How well they are greeted in many ways sets the tone for how well the Convention comes off. Smooth, prompt, orderly and hospitable service is the key ingredients to successful registrations. The Registration Subcommittee is one of the busiest Subcommittees of any Convention. Although most of the intensive work is carried out in the weeks just prior to and during the Convention. Its responsibilities begin with advance planning.

#### 13.7.1.2 ELECTION OF OFFICERS AND CLEAN TIME REQUIREMENTS

The Chair is elected by the Convention Planning Subcommittee.

- CHAIRPERSON                      FIVE (5) YEARS
- VICE CHAIRPERSON              FIVE (5) YEARS
- SECRETARY                        FIVE (5) YEARS

### 13.7.1.3 DUTIES OF OFFICERS

#### CHAIRPERSON

Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service. Active participation, in Narcotics Anonymous. Willingness to give the time and resources needed to accomplish his/her commitment. Show patience and tolerance.

- Coordinates all activities relating to Registration.
- Presides over all Subcommittee meetings.
- Keeps logs of all Registrations for the Convention. The Treasurer, and Convention Chair, should also keep an updated copy for accountability purposes.
- Coordinate with the Treasurer for all Registration monies collected.
- Attending all Planning Committee meetings and giving a written report of all the Subcommittee activities.
- Two (2) consecutive missed meetings, without advance contact, will review your level of commitment. (REVIEW IS, THE COMMITTEE WILL ADDRESS YOUR LEVEL OF COMMITMENT).
- Has a key to the P.O. Box. Should be checked weekly.

#### VICE CHAIRPERSON

Five (5) years clean time. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service. Active participation in NA. Suggested that the Vice Chair attend all Planning Committee meetings along with the Chairperson.

- Acts as the Registration Chair in the absence of the Chair.
- Fulfill all the above, and whatever is assigned by the Chair.

## SECRETARY

Five (5) years clean time. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service. Active participation in NA.

- Keeps accurate files. Takes minutes at all meetings and whatever other duties are assigned by the Chair or Vice Chair.
- Development of Registration form and Convention flyer in conjunction with the Arts and Graphics Subcommittee. This should be done as asap. This allows for review by the Convention Committee and distribution. (NOTE: THE CONCEPT AND DESIGN OF FLYERS IS IMPORTANT BECAUSE THEY MAY REPRESENT NA TO THE PUBLIC).
- Distribution, and create Convention flyer/Registration form. (NOTE: COMPLETED REGISTRATION FORMS CAN BE KEPT AND UTILIZED FOR A MAILING LIST FOR THE NEX YEAR'S CONVENTION).
- Because Pre-Registration takes place at Fundraising & Entertainment activities, coordination of efforts with the Subcommittee is very important.

## HANDLING ALL FUNDS

- All Pre-Registration money/funds collected must use a Receipt Book with copies attached.
- All Registration money/funds collected on the days of the Convention, Friday, Saturday and Sunday must use Receipt Book with copies.
- All money/funds should be carefully maintained and should be transferred to the Convention Treasurer as quickly as possible.
- Not only does this help prevent loss of funds, but it keeps the Treasurer's records updated allowing an accurate appraisal of the Conventions financial status throughout the planning process.
- All Registration and Pre-Registration information, (NAME, ADDRESS, PHONE, EMAIL ADDRESS), collected should be kept in a binder so that the following years Convention,

Registration Subcommittee can send out Pre-Registration information to them.

- The Registration Subcommittee also proposes items to be included in Registration Packets. Once approved by the Convention Committee, they are ordered.
- Scheduling and staffing the Registration table during the Convention. This includes selecting a location and arranging for the use of multiple cash registers.
- Maintain separate records for Registrations, Pre-Registrations, as well as banquet and brunch sales tickets. (GIVE AN UP-TO-DATE ACCOUNTING TO THE CONVENTION CHAI, TREASURER/ ASSISTANT TREASURER)
- Registration packets for NA members who are unable to pay are sometimes provided by the Registration Subcommittee on a limited basis. (AS DETERMINED BY THE CONVENTION COMMITTEE, AND FINAL APPROVAL BY THE BOT)
- It is important to remember the Registration fee is designed to defer the costs incurred for the facility/hotel, and function of the Convention. These costs can var and will at times be unpredictable.
- Registration fees are not intended to be a charge for meetings.
- Keep in mind that no Convention has indicated that they have turned away an addict who is unable to pay. However, there are methods by which this can be handled. The most popular method is to provide a place at the Registration table where an individual with no money may go and a committee member responsible for making this type of determination can be found (AMENDED 03/21)
- Members of the Committee can be instructed to send people to this area to solve these problems when they arise. Specific reference to this is generally not announced or written. (AMENDED 03/21)
- Policy on this matter should be developed by the Registration Subcommittee and presented to the Convention Committee for approval long before the Convention is held (FINAL APPROVAL IS BY THE BOT) (UPDATED 03/21)

- Prior notification from a hospital or institution of the number of residents planning to attend who may not have the ability to pay would be helpful and should be encouraged. Should be forwarded to the Convention Information Subcommittee.
- Due to the sensitive nature of this issue, it is essential that all members of the committee working in the Registration Area be informed of the procedures involved and know the Convention members who are authorized to discuss and act on these requests. (CONVENTION INFORMATION SUBCOMMITTEE). (AMENDED 03/21)
- The Registration price should be set after careful examination of budgets and estimated attendance. Once this has been established, Subcommittees should consider the possibilities of under-budgeting and incorrect attendance projections.
- If this should occur the Registration price was set too low. The ramifications for Registration and meals cannot be overstated.
- Banquet prices are usually formulated from a fixed amount negotiated with the Hotel. A common problem which can occur is that hotels may negotiate a price for the meal, and not include the tax and gratuity, and service charge which accompany catered events.
- Careful focus of this essential is determining the price of banquet and brunch tickets.
- Once the price of the meal, tax, and gratuity are established, attention should be placed on the possibility of not sticking in the estimated banquet/brunch count until as close to the Convention as possible. (AMENDED 03/21)
- Hotels require prior notification of the number of people attending the banquet or brunch. It's important to balance low attendance, unexpected additional meal costs along with other related expenses.

**\*\*RESPONSIBLE MANAGEMENT OF FUNDS:**

"NA funds are to be used to further our primary purpose and must be managed responsibly," Our eleventh (11) Concept points out how very important NA funds are.

In keeping with the spiritual principles of this Concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

\*\*THEFT CAN BE AVOIDED BY CONSISTENTLY AND DILIGENTLY FOLLOWING RESPONSIBLE FINANCIAL PRIVILEGES AND PRACTICES. THE PAIN AND CONFLICT CAUSED WHEN ONE OF OUR MEMBERS STEALS FROM US, AS WELL AS THE LOSS OF FUNDS THAT COULD HAVE GONE TO HELP THE STILL SUFFERING ADDICT, POINTS TO OUR RESPONSIBILITY TO PREVENT THEFT FROM HAPPENING IN THE FIRST PLACE. MOST THEFT OF FELLOWSHIP FUNDS OCCURS WHEN PRECAUTIONARY MEASURES ARE NOT IN PLACE OR ARE IN PLACE BUT ARE NOT USED. SOME OF US HAVE HESITATED TO EITHER INSTITUTE OR USE THESE MEASURES BECAUSE IT MAKES US UNCOMFORTABLE. WE BELIEVE THAT THEY ARE INSULTING TO THE PEOPLE WE ASK TO SERVE, OR THEY SEEM TOO TROUBLESOME TO FOLLOW. HOWEVER, THE VERY BEST SAFEGUARD AGAINST THEFT IS TO REMOVE THE OPPORTUNITY TO STEAL. IT IS FAR MORE UNCOMFORTABLE AND TROUBLESOME TO DEAL WITH THEFT AFTER IT HAS TAKEN PLACE, THAN TO TAKE MEASURES TO PREVENT IT IN THE FIRST PLACE\*\*  
(AMENDED 03/21)

#### 13.7.1.4 DETERMINING REGISTRATION FEE FOR THE CONVENTION

The best way to do this is to look at the previous year's Treasury Report. Add up the totals of the following expenses:

- Executive Expense
- Programming
- Arts and Graphics
- Registration - Hotel and Hospitality
- Convention Information
- Coffee (if applicable)
- Rental (if applicable)

After these expenses are added together add in any other expenses that the current Convention Committee expects to incur. Divide this total by the number of members that you think will register.

Another way in which to protect ourselves is to have one Registration Fee in advance and another fee at the door. (AMENDED 03/21)



#### 13.7.1.5 FINANCES

\*\*\*THE REGISTRATION SUBCOMMITTEE DETERMINES THEIR BUDGET WHICH WILL BE BROUGHT TO THE CONVENTION PLANNING COMMITTEE FOR APPROVAL. (CONVENTION CHAIR BRINGS TO THE BOT FOR FINAL APPROVAL). THE REGISTRATION SUBCOMMITTEE CONDUCTS ITS ACTIVITIES WITHIN THE SCOPE OF THE APPROVED BUDGET. WHEN FUNDS ARE NEEDED FOR EXPENSES, THEY ARE OBTAINED FROM THE CONVENTION TREASURER.

Undeposited cash received by the Registration Subcommittee should not be used for Subcommittee expenses, as it can result in confusion and possible misuse of funds.

All monies collected will be turned over to the Convention Treasurer or Assistant Treasurer.

- As each Registration is received, a record should be made indicating information about the registrant and all monies received.
- If free Registrations are given out as part of promotional activities, the Subcommittee must keep careful records of what is provided and to whom.
- When Registrations are made at fundraising events, receipts are used as confirmation to the Convention.
- One cash receipt book is kept, and all entries are made onto the daily ledger.
- Receipts are also given to all people Registering for the Convention. A copy of all receipts is kept by the Registration Chair, Vice Chair and Treasurer or Assistant Treasurer.
- During Registration hours at the Convention, the Chair and Vice Chair collect the Registration monies. Other members are helping by distributing the packages etc.
- The Chairperson or Vice Chairperson is responsible for radio in for drops to the safe. It is suggested not to keep excessive cash in the register and to make a drop every \$400 - \$600.
- The record/ledger system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Convention Committee/BOT.

- The record/ledger of all Registrations, Banquet and Brunch tickets sales should be updated at least once a week, in this way, the full Committee can be apprised of the financial status.
- A duplicate record system should be maintained for all Registration activities showing name, address, town, state, zip, email and itemized what events the individual paid to attend at the Convention. (AMENDED 03/21)

#### 13.7.1.6 CONFIRMATION MAILINGS

Confirmation cards are to be mailed to all Pre-Registrants prior to the Convention. Most Conventions only send confirmation cards for Registration which are received by the announced cutoff date, the cutoff date for Pre-Registrations is included on the Convention flyer. The following is an example of a simple confirmation:

YOUR CONFIRMATION NUMBER FOR THE NENJAC OF NA, INC IS \_\_\_\_\_ . PLEASE BRING THIS CARD WITH YOU WHEN YOU PICK UP YOUR REGISTRATION PACKET AT THE CONVENTION.

#### 13.7.1.7 CONVENTION REGISTRATION PACKAGES

THE REGISTRATION SUBCOMMITTEE IS RESPONSIBLE FOR PREPARING A COMPLETE REGISTRATION PACKAGE.

THIS INCLUDES:

CONVENTION PROGRAM  
 NAMETAG OR BADGE  
 TICKETS (BANQUET, BRUNCH, DANCE, ETC.)  
 SOUVENIR ITEMS (NA, PHONEBOOK, KEY TAGS PEN ETC.)

#### 13.7.1.8 SHIFT OR WORK TEAM

The number of teams needed to work the Convention will be determined by anticipated attendance and length of Registration hours.

#### 13.7.2 CONVENTION INFORMATION SUBCOMMITTEE

## DEFINITION AND PURPOSE

The Convention Information Subcommittee disseminates information concerning the Convention to the NA fellowship, and any interested institutions and the general public.

### 13.7.2.1 FUNCTIONS OF THE CONVENTION INFORMATION SUBCOMMITTEE

\*\*Convention Information determines the number of Convention Registration flyers to be effectively distributed. The Subcommittee also collects addresses of all ASCs within the New Jersey Region and the ASC's (Area Service Committee's) and RSC's (Regional Service Committee's) throughout the fellowship in order to set up a distribution network for Convention Registration flyers.

- Convention Information should attend as many Conventions/and events as possible to handout Convention flyers. Convention Information informs the Fellowship about all upcoming fundraisers and other pertinent Convention Information.
- Convention Information sends a mailing out six (6) months prior to the Convention, informing other Areas and Regions about the upcoming Convention. Four (4) months prior to the Convention a second mailing, (flyers/Registration forms) goes out to all Regions. Forty-five (45) days prior to the Convention the last mailing is sent out to the Areas that have expressed interest.
- Six (6) months before the Convention, a letter is sent out inviting Hospital, Institutions, and Halfway Houses in the area to the Convention. (See Sample letter attached).

\*\*Convention Information contacts the Regional Public Relations Chair (PR), to get a press packet should any press show up at the Convention. Convention Information answers all questions pertaining to the Northeast New Jersey Area Convention of Narcotics Anonymous (AMENDED 03/21)

### 13.7.2.2 ELECTION OF OFFICERS AND CLEAN TIME

The Chairperson is elected by the Convention Planning Committee. All other officers are elected by the Subcommittee.



We will supply your clients free of charge, with a Convention package that includes name tag and programs. The name tags enable your clients to attend all meetings and workshops.

We ask that if you decide to attend, please contact us no later than (one month prior to the Convention), provide us with the number of clients that you are bringing, so that we may plan accordingly. We ask that you have one (1) staff member for every five (5) clients that attend, we ask that all staff members Register, or make a donation.

Enclosed is a copy of our Convention Registration flyer. Please make this information available to your clients.

Thank you for your consideration and we look forward to your prompt response on this matter.

Sincerely,

Name or Convention Information Chair.

#### 13.7.3.1 THE PROGRAMMING SUBCOMMITTEE

##### DEFINITION AND PURPOSE

Is largely, but not solely responsible for the agenda available to those attending our Convention. A strong Convention program will lay the groundwork for members to participate in and enjoy the process and celebrate recovery.

- Propose a plan for all workshops and meetings. This would also include topics, times, and locations. An attempt should be made to have a balance of workshops for newcomers, old timers, service in NA, and spirituality.
- It is important to schedule similar workshops, (or those expecting large attendance) consecutively rather than at the same time. This allows interested members to attend a series of workshops, rather than having to choose between two or more than would like to attend.
- Members of the Programming Subcommittee select potential main speakers for approval by the

Convention Committee. The workshop speakers are chosen solely by the Programming Subcommittee.

- It is very important to listen to updated CD's no more than one (1) year old. That the speakers share a clear NA message of recovery.
- It is also very important that the Programming Chair have a Subcommittee that wants to serve and not just serve to pick friends who they know for speakers (favoritism).
- Speakers being considered should be people who identify themselves as addicts and attend NA meetings to sustain their recovery. These qualifications ensure NA members hear an NA message.
- The best speakers for Conventions are those who address recover as if their lives, as well as the lives of the listeners depend on it.
- Recognizing the diversity that exists in NA, it is strongly suggested that particular attention be paid to choosing speakers who represent the cultural diversity of the fellowship.
- For our Convention, 40% of the workshops will be represented by the Northeast Area at all Conventions, if applicable. (Either chairing or sharing).
- Send a flyer to the ASC to the groups asking for participation, at least ninety (90) days before the Convention. (AMENDED 03/21)
- The Opening Speaker should be from the Northeast NJ Area.
- Three (3) process for each Main Speaker to be approved by the Convention Planning Committee, with the Subcommittee's recommendation.
- It is strongly suggested that four (4) months, before the Convention. The Subcommittee meets more consistently, to ensure that speakers are picked on time, and confused. A printed program detailing the Convention's scheduled activities should be developed, produced and available to Registration for inclusion in packets and distribution at the Convention.
- Once speakers have been selected, the Programming Subcommittee keeps in contact with them to ensure their attendance. A list of qualified alternates should be established in order to select

replacements for speakers who fail to arrive due to unforeseeable events. (AMENDED 03/21)

### 13.7.3.2 ELECTION OF OFFICERS AND CLEAN TIME

The Chairperson is elected by the Convention Planning Committee. All other officers are elected by the Programming Subcommittee:

CHAIRPERSON	FIVE (5) YEARS
VICE CHAIRPERSON	FIVE (5) YEARS
SECRETARY	ONE 1 YEAR

#### \*\*CHAIRPERSON

Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service. Willing to give the time and resources needed to accomplish his/her commitment. Should show patience and tolerance.

- Attends all Planning Committee meetings. Communicate with other Subcommittee Chairs, stay informed of other Subcommittee activities.
- Chairs Subcommittee meetings. Prepares the agenda prior to the Subcommittee meeting.
- Delegate different tasks to Subcommittee members.
- Keeps activities within the principles of the 12 Traditions of NA and in accordance with the purpose of the Convention.
- Prepares a budget for the Subcommittee to submit to the Planning Committee for approval. (Final approval is by the BOT).
- Votes in the Subcommittee meetings only to break a tie.
- Chairs the Opening Friday night meeting at the Convention.

#### \*\*VICE CHAIR

Five (5) years clean time. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service. Active participation in Narcotics Anonymous.

- Attend the Convention Planning Committee meetings when the Chairperson is unable to attend.

- Suggested that the Vice Chair attend all Planning Committee meetings along with the Chairperson.
- Chairs the Subcommittee meetings in the absence of the Chairperson.
- Works closely with the Chairperson in coordinating different tasks as within the Subcommittee.

**\*\*SECRETARY**

One (1) year clean time. Active participation in Narcotics Anonymous.

- Keeps accurate minutes of all Subcommittee meetings.
- Types minutes of Subcommittee meetings and has them available at the following meeting for distribution.
- Keep files of all Subcommittee minutes and agendas.
- Circulate an attendance sheet at each Subcommittee meeting.

**13.7.3.4 SUBCOMMITTEE MEETINGS**

All Subcommittee meetings should take place at a regularly scheduled meeting time and place, At the first Subcommittee meeting Trusted Servants of the Subcommittee should be elected. (VICE CHAIRPERSON AND SECRETARY). Meetings should follow an agenda.

**\*\*MEETINGS AGENDA**

Should be made prior to the scheduled Subcommittee meeting, so the business can flow in a smooth manner). Suggested format:

- Open with a Moment of Silence followed by the Serenity Prayer.
- Reading of the 12 Traditions of NA.
- Reading of the 12 Concepts of Service.
- Read and approve the minutes of the last Subcommittee meeting.
- Chairperson's report to the Subcommittee.
- Old Business
- New Business



- Review of business to be covered at the next Subcommittee meeting.
- Closing.

#### 13.7.3.5 SUBCOMMITTEE BUDGET

An itemized budget must be submitted to the Planning Committee as early as possible, keeping in mind the following:

- Speaker's travel expenses
- Chairperson and speaker flyers
- Stationer
- Readings of the Convention meetings
- Hearing impaired translators
- Literature
- Any spending monies by any Subcommittee member must first be approved by the Subcommittee vote,
- No receipts, no reimbursement.

#### 13.7.3.6 THE CONVENTION

##### REQUIREMENTS FOR SPEAKERS AND CHAIRPERSONS

- MAIN SPEAKERS - Five (5) years clean time. This includes the Opening Meeting, Banquet, Brunch. Opening speakers will be from the Northeast Area.
- TOPIC SPEAKERS - One (1) year clean time, Meeting Chairs One (1) year also.
- STEP SPEAKERS - Three (3) year clean time. Meeting Chairs One (1) year also.

#### 13.7.3.7 MEETING AT BANQUET/SATURDAY NIGHT CELEBRATION

- The Convention Chairperson opens the Banquet/Saturday Night Celebration meeting.
- The full body is recognized. BOT/Treasurer as well as everyone on the body.
- After both bodies are recognized. The Convention Chair will turn the celebration over to the Programming Chair.
- Who's an Addict.
- What's the NA Program.

- Why Are We Here.
- How It Works.
- 12 Traditions.
- We Do Recover.
- Anonymity Statement.
- Press Statement.
- Responsibility Statement.
- State Recognition.
- Total Amount of Clean Time. (CI Chair will give the number).
- Introduce the Main Speaker (Programming Chair).

#### 13.7.3.8 SPIRITUAL BRUNCH

The Vice Chairperson of the Convention Planning Committee Chairs the meeting after the Brunch is over. (Suggested Readings, Introduce the Speaker, Close with JF & Serenity Prayer).

#### 13.7.3.9 MEETING ROOMS

Meeting rooms should be selected by size. Once the Programming Subcommittee has determined which topics will draw the most participation, and in which time frame will draw the most attendance, according to the approved timetable, the largest rooms should be used.

#### 13.7.3.10 PROGRAMMING CHAIR RESPONSIBILITIES

- The Chairperson should establish a time scheduled and individual areas to monitor for Subcommittee members. The Chairperson should ensure that each member on duty has a list of all Speakers and Chairs.
- A walkie-talkie is helpful to ensure the smooth flow during the Convention.
- The Chair coordinates with other Subcommittee Chairs, (Hotel & Hospitality) regarding walkie-talkies, which help resolve any problems that may occur during the Convention.

#### 13.7.3.11 SUBCOMMITTEE MEMBERS RESPONSIBILITIES

Programming Subcommittee members' responsibilities are to maintain communication with the Programming Chair or Vice Chair as to the status of the meetings.

\*\*This includes the following:

- Assigned Speakers and Chairs are present.
- All Suggested readings are available, and to include, The Anonymity Statement, The Responsibility Statement.
- Recording personnel are present.
- That an atmosphere of recovery is maintained.
- All meetings start and end on time.

#### 13.7.4 MERCHANDISE SUBCOMMITTEE

##### PURPOSE AND DEFINITION

The Merchandise Subcommittee is a Subcommittee of the Northeast NJ Area Convention Committee. It is responsible for raising funds through the Merchandising of Convention memorabilia in order to offset Convention costs.

##### 13.7.4.1 FUNCTIONS OF THE MERCHANDISE SUBCOMMITTEE

- The Merchandising effort of any Convention should be based strictly on the need to generate funds to ensure the success of the event.
- Too often the Merchandising efforts of the Convention Committee detract from the primary focus. The focus of any Convention is the celebration of recovery.
- Our efforts to generate funds from our members should be based solely on what is necessary to ensure the Convention is successful.
- Every Convention Committee wants to be able to provide commemorative items for the Convention attendees, however, the efforts to do this should not be done in such a way that a department store atmosphere is not created.
- The Merchandising Subcommittee should be fairly business-minded and have an understanding of the 12 Traditions, especially regarding the sale of NA-related items.

- The practice of allowing commercial vendors to sell their products at an NA Convention violates our Sixth Tradition and should be strongly discouraged.
- Anytime there is a person or group of people selling merchandise at an NA Convention, other than the Merchandising Subcommittee, we are, in fact, sanctioning the idea that it is alright for individuals to generate personal profit in the name of our Fellowship.
- Any funds generated from our Convention should be used to further enhance our Fellowship. Careful consideration should be made in negotiating the purchase price of items selected for sale.
- All items selected by the Merchandising Subcommittee should be purchased the items, then the possibility of a consignment agreement should be investigated. This will ensure that all Merchandising done at the Convention is done by the Merchandising Subcommittee or its equivalent body.
- The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the Convention Committee for approval.
- Attached to the budget should be a complete summary of information regarding the ordering, marketing, and shipping of the items selected for sale at the convention. (i.e., individual item prices, service charges, consignment agreement terms if applicable, and the time frames for obtaining the items).
- The Merchandising Subcommittee is responsible for communicating with the Hotels and Hospitality Subcommittee for the provision of space for the sale of Merchandise at the Convention site.
- Merchandise hours should be coordinated with the Programming and Hotels & Hospitality Subcommittee to assure proper scheduling with the facility management.
- The Merchandising Subcommittee is responsible for the storage of all items in a secure place. Delivery of all receipts promptly to the Convention Committee Treasurer along with an accurate list of remaining items in the inventory.
- This should be provided on the Sunday at the close of the Convention report. The after-Convention inventory should be put into storage.

- In addition to the statement of remaining inventory, a complete set of records showing all Subcommittee order for Merchandise, expenditures, and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.
- On occasion there will be Committee representatives from other NA Conventions or similar activities, (i.e., State, Regional, World Convention Committee's) at a Convention. Many times, these Committees would to:
  - selling items from a previous or upcoming NA event. This should be allowed, as long as it does not conflict with the merchandising effort of the sponsoring Convention Committee.
- One very practical approach is to establish a specific time and place for these to take place. This not only simplifies the situation for the sponsoring Committee, but also allows Conventioneers the opportunity to purchase items from these Committees at one time in one place.
- It is customary for the Committee to submit a letter of intent, in advance, if they would like to come sell their merchandise. It is important that the Host Committee be reasonable sure that will benefit the Fellowship.
- This opportunity should not be provided to commercial vendors. Although these steps may seem a bit excessive, they are necessary to ensure that proper accountability is always maintained.
- Finally, we all have a responsibility to ensure that our Fellowship, and not individuals, profit off funds generated at NA Convention.

#### 13.7.4.1 ELECTION OF OFFICERS AND CLEAN TIME

The Chair is elected by the Convention Planning Committee. All other officers are elected by the Merchandise Subcommittee.

CHAIRPERSON	Five (5) years
VICE CHAIRPERSON	Five (5) years

#### 13.7.4.2 DUTIES OF OFFICERS

Working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service. Active participation in NA. Willingness to give time and resources to fulfill his/her commitment. Has patience and tolerance.

- Coordinates all activities relating to the Merchandise Subcommittee.
- Sets up all meetings for its Subcommittee and presides over them.
- Willing to attend as many NA activities and Conventions as possible in order to sell merchandise and raise awareness about the Convention.
- Financially responsible.
- Set up merchandise one (1) hour early before each event. Audit merchandise before and after each event, with a BOT member.
- Keep inventory sheet after each event, (what's sold/what's left). All monies are turned over to the Treasurer.

#### \*\*VICE CHAIR

Same qualifications as above for the Chair. Willing to act as the Merchandise Chair in the absence of the Chair.

#### 13.7.4.3 FINANCES

##### BUDGET

The Merchandise Subcommittee submits a budget to the Planning Committee for money to be spent on the purchasing of merchandise for the Convention, early in the Planning year, along with a start-up budget. The Budget is submitted to the Planning Committee, with final approval by the BOT.

##### ACCOUNT RECORDS:

There shall be two (2) account books kept accurately and up to date, one (1) book is kept by the Merchandise Chair/Vice Chair, and the other by the Convention Treasurer. The books and reports will reflect all the expenses of the Merchandising

Subcommittee. A receipt book should also be used for all transactions.

ACCOUNT TITLE AND TAX NUMBERS:

The Merchandising Subcommittee comes under the Northeast NJ Area Convention of NA inc. The Merchandising Subcommittee will use the tax number granted to the Corporation in any and all transactions where it is required.

13.7.4.4 MERCHANDISE DEVELOPMENT

- Three (3) bids are needed from vendors on merchandise for the Convention store. They will be presented to the Convention Planning Committee, with final approval by the BOT.
- Artwork will be supplied by the Arts & Graphic Subcommittee.
- The full Convention Planning Committee will make the final choice on artwork selected for all merchandise.
- Merchandise can be purchased under a consignment agreement. (Terms of payment agreement).

13.7.4.5 MERCHANDISE STORE

- The only people with access to the Merchandise store are the Merchandise Subcommittee Chair, Vice Chair Convention Planning Chair, and Committee members, and the BOT. (when the store is closed).
- During Merchandise store hours at the Convention, the Chair, Vice Chair are the only persons manning the cash registers, If the Chair and Vice Chare are not available, the Planning Committee Chair or a designated responsible member of the Subcommittee will step in. Must have five (5) years clean.
- The Chair or Vice Chair is responsible to radio in for drops to the safe, it is suggested not to keep excessive cash in the drawer and to make a drop every \$500.00 (AMENDED 03/21)

13.7.5 HOTELS & HOSPITALITY

## DEFINITION AND PURPOSE

Hosts of the Convention greet and welcome members as they arrive. Direct members to Convention Registration Area. Opens and operates a hospitality room where members Fellowship (i.e., meet and gather, as well as relax-play cards and other games, while have coffee). Maintains an atmosphere of recovery. Hotels & Hospitality is responsible for providing security during the Convention, meaning regulating high traffic areas, escorts to the safe, and overall safeguarding our members within the host facility.

### 13.7.5.1 FUNCTIONS OF HOTELS & HOSPITALITY SUBCOMMITTEE

- Answering any and all questions members may have.
- Maintains atmosphere of recovery.
- Open and operate a hospitality room where members of the Fellowship meet, relax or play other games, coffee etc.
- The Subcommittee should meet once a month or more frequently if necessary. Keeping in mind that the majority of problems arise from poor communication between the Hotels & Hospitality Subcommittee and other the Subcommittees.
- Almost everything that will be done by the other Subcommittees will hinge on how well Hotel & Hospitality performs and communicates.

### 13.7.5.2 ELECTION OF OFFICERS AND CLEAN TIME

The Chairperson is elected by the Committee Planning Committee. The other officers are elected by members of Hotels & Hospitality subcommittee, Requirements and qualifications are:

CHAIRPERSON	THREE (3) YEARS
VICE CHAIRPERSON	TWO (2) YEARS
SECRETARY	ONE (1) YEAR

Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service. Willingness to give the time and resources necessary to fulfill the commitment. Ability to exercise patience and tolerance. Active participation in NA. It is



suggested that there be varying amounts of clean time. Old times and newcomers alike.

#### 13.7.5.3 DUTIES OF OFFICERS

- Coordinates all activities related to the Hotels & Hospitality Subcommittee.
- Sets up all meetings for its Subcommittee and presides over them.
- The Chair should attend all Planning Subcommittee meetings, with a report.
- The Chair should always be present during the transfer of funds during the Convention.

#### VICE CHAIR

Performs all of the above, in the absence of the Chair. Perform whatever duties the Chair assigns.

#### SECRETARY

Keeps accurate files. Takes minutes of all meetings, and whatever other duties assigned by the Chair or Vice Chair.

#### 13.7.5.4 FINANCES

- The Hotel & Hospitality Subcommittee determines their budget which will be brought to the Convention Planning Committee for approval. Final approval by the BOT.
- The final budget (Convention) must include three (3) bids in writing for any significant expenses such as walkie-talkie equipment, T-shirts, etc.

#### 13.7.5.5 SHIFT OR WORK TEAM

Shifts for Hotel & Hospitality members will determine in the later dates as the Subcommittee grows. The suggested size of this Subcommittee is thirty (30) members. Fifteen (15) of which will be keep people who will be able to serve the entire Convention.

## 13.7.6 FUNDRAISING AND ENTERTAINMENT SUBCOMMITTEE

### DEFINITION AND PURPOSE

The Fundraising and Entertainment Subcommittee is a subcommittee of the Northeast NJ rea. The Fundraising and Entertainment Subcommittee raises funds to help finance the Convention Planning Committee through planned activities such as dances, talent shows, picnics, etc. It also plans entertainment such as dances at the Convention, Any Area Region is permitted to sell NA merchandise at the fundraisers. (08/02).

#### 13.7.6.1 FUNCTION OF THE FUNDRAISING & ENTERTAINING SUBCOMMITTEE

- The Subcommittee holds fundraisers to pay Convention start-up expenses, flyers, printing, postage, and any other financial support the Planning Committee needs.
- At these fundraisers the Merchandising Subcommittee can sell Convention Merchandise and the Registration Subcommittee sets up a table also.
- The Fundraising Subcommittee should set a monetary goal and try to achieve that goal before the Convention.
- Should put together a calendar of events of all Convention fundraisers. The calendar should be sent to all the groups within the Area,
- Provides entertainment at the Convention, like dances, or live bands. Which are usually scheduled for Friday and Saturday night.

#### 13.7.6.2 ELECTION OF OFFICERS AND CLEAN TIME

The Chairperson is elected by the Convention Planning Committee. All other officers are elected by the Subcommittee.

CHAIRPERSON	FIVE (5) YEARS
VICE CHAIRPERSON	FIVE (5) YEARS

Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service. Willingness to give the time and resources necessary to fulfill the commitment. Ability to exercise patience and tolerance. Active participation in NA.

### 13.7.6.3 DUTIES OF OFFICERS

#### CHAIRPERSON

- Hold regular Subcommittee meetings, with an agenda.
- Attending all Planning Committee meetings with a written report.
- Should be able to get volunteers involved with activities, as well as communicate effectively with all other Subcommittee Chairs.
- Secure locations for fundraisers.
- Three (3) bids are needed for Convention events, for DJ's or live bands, etc.
- Convention events should be planned three (3) to four (4) months in advance.

#### VICE CHAIRPERSON

- The Subcommittee Chair should keep accurate financial records.
- A financial report should be submitted to the Planning Committee after each fundraiser.
- Receipts have to be kept; the Subcommittee has a prudent reserve to start-up their fundraising efforts.
- The Subcommittee submits a Convention Budget to the Planning Committee for approval, final approval by the BOT. (Looking at the past years Treasurers' Report is a great tool to use).

### 13.7.7 ARTS & GRAPHIC SUBCOMMITTEE

#### DEFINITION AND PURPOSE

The Arts & Graphic Subcommittee is a Subcommittee of the Northeast NJ Aea Convention. Prior to the Convention, this Subcommittee is responsible for designing and/or printing of the banner, programs, tickets, flyers, Convention, posters and directional posters. The Subcommittee also submits designs for T-shirts, mugs and other Convention Merchandise.

#### 13.7.7.1 FUNCTIONS OF ARTS & GRAPHICS SUBCOMMITTEE

- This Subcommittee presents a variety of designs for T-shirts and other Convention Merchandise to the Convention Planning Committee for approval.
- The Subcommittee should have access to a large room during the Convention in which to work: banner and poster markers need a lot of space.

#### 13.7.7.2 ELECTIONS OF OFFICERS AND CLEAN TIME

CHAIRPERSON	THREE (3) YEARS
VICE CHAIRPERSON	TWO (2) YEARS

Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service. Willingness to give the time and resources necessary to fulfill the commitment. Ability to exercise patience and tolerance. Active participation in NA.

#### 13.7.7.3 DUTIES OF OFFICERS

##### CHAIRPERSON

- Attending all Planning Committee meetings with a written report.
- Holds monthly Subcommittee meetings with an agenda.
- Develops a budget to submit to the Planning Committee, which includes all printing, supplies and other expenses.
- Encourage members with artistic talents to get involved and solicit the help of as many members as possible, including newcomers.
- Present all ideas and designs to the full Convention Committee.

##### VICE CHAIRPERSON

- Takes the place of the Chair when the Chair is unavailable. Willing to do any tasks that the Chair delegates.
- The money is counted and signed off on the drop sheet, with three (3) signatures.
- The Subcommittee Chair or Vice Chair hat needs the drop are responsible for removing the money from the register (AMENDED 03/21)

- The money is then taken to the Hotel Safe by the Treasurer, BOT Chair and Vice Chair along with a H&H number for security purposes. The money is then put into an envelope and initialed by each member present, along with what Subcommittee it came from.
- The Treasurer will be responsible for holding the safety deposit key to the Hotel Safe.
- Anyone who seals or misappropriates NA funds, assets, or assists in that thief, is automatically ineligible from serving in any Convention Committee position for five (5) years. Will be held accountable legally as well. (AMENDED 03/21)

#### 14. WEBSITE SUBCOMMITTEE

The following guidelines were created and consistent with the Guide to Local Services in Narcotics Anonymous (Internet Technology), the Twelve Traditions of NA, the Regional/World Service Conference and the Northeast Area Service Committee, Policy Guidelines. As such, these guidelines are subject to review and approval by the Northeast Area Service Committee.

##### GEOGRAPHICAL AREA

AREA: NORTHEAST AREA OF NEW JERSEY  
 REGION: NEW JERSEY REGIONAL SERVICE CONFERENCE

##### DESCRIPTION

- This Subcommittee shall consist of a Chairperson, Vice Chair, Secretary and subcommittee members.
- Any member of NA may attend this subcommittee.
- Every NA member present at subcommittee meetings has an equal right and is encouraged to input ideas and information.
- Any decisions made by this subcommittee regarding projects or funding other than those specifically listed in these guidelines or already determined by the Area Service Committee, are subject to approval at monthly meetings of the Northeast Area Service Committee.

##### 14.1 DEFINITION

The NJ Northeast Area Website Committee is a subcommittee of the Northeast NJ Area Service Committee

(NENJASC) of Narcotics Anonymous (NA). The Northeast Website Committee (NEAWS) is composed of elected officers and interested NA members who have the desire and willingness to be of service consistent with the Twelve Traditions of NA, Twelve Concepts of Service of NA, and these guidelines.

#### 14.2 PURPOSE

The purpose of the subcommittee is to provide information about the NA program. Our Website (northeastasc.org) provides members and addicts, access to meetings within the Northeast Area and throughout the state, access to NA literature and information regarding upcoming events. Our website also features the daily Just For Today Meditation. Our website will also serve as a resource in the community and to reach professionals who come into contact with addicts.

#### 14.3 RESPONSIBILITIES

Placing information online is the responsibility of the (NEAWS). Accountability is to this subcommittee and to the Northeast Area in accordance with these guidelines. The source code on the site is the responsibility of the Website Subcommittee Chairperson elected by the Northeast Area, authorized members of the (NEAWS) may be given responsibilities for the updating of information on the site, as well as other tasks as directed by the Website Subcommittee Chair.

- The Subcommittee is accountable to the Northeast NJ Area Service Committee and directly responsible to those they serve, the NA groups. Anything proposed or done by this subcommittee is subject to ASC group conscience.
- To respond to all requests for post and information in a timely effective manner and ensure those requests are handled at the appropriate level of service.
- To receive meeting updates at the monthly NENJASC and other sources, and to display this information on the www in a timely manner.
- To communicate in the spirit of unity with all other subcommittee in this area and surrounding areas as well as Region to fulfill our primary purpose.
- To hold monthly meetings. Other meetings may be called when necessary or special projects. NOTE, when special meetings are called, decisions may be made when 50% of the voting members present are in agreement.

- Maintain up-dated Northeast Area meetings directly on the website.

#### 14.4 MEMBERSHIP

##### 14.4.1 CHAIRPERSON

The Chair of this subcommittee will be elected at the Northeast Area Service Committee meeting in accordance with the NENJASC Guidelines.

QUALIFICATIONS - must have two years uninterrupted clean time; knowledge of Twelve Steps; Twelve Traditions; Twelve Concepts, the ability to give subcommittee direction; willingness to give time and resources necessary. The Chair will serve for a period of one year and can be re-elected for one more term. The Chair may be elected to service no more than two consecutive terms.

- Attend monthly NENJASC meeting and present written reports. Provide a full financial report along with the original receipts and return unused budget.
- Preside at all subcommittee meetings.
- Inform the Website Vice Chair in advance, in the event they are unable to attend subcommittee meetings.
- Be the custodian of budgets for all Northeast Area Website (northeastasc.org) and virtual payments/financial decisions.
- Maintain an updated northeastasc.org website.
- At the direction of the subcommittee, obtain recommendations for webpage host and budget.

##### WEBSITE CALENDAR/VIRTUAL AND OTHER ACCOUNTS

- Maintain virtual and other accounts on the northeastasc.org website. Make payments for Northeast Area virtual account only; unless otherwise directed by Area Service Group Conscience.
- Prepare financial reports at the Website Subcommittee Meeting for presentation to the ASC provide the original receipts for all purchases.
- Disperse funds as necessary in accordance with subcommittee decisions.
- To provide update meeting list and any other pertinent information to the Regional Website contact be responsible

for overall functions of the subcommittee as defined in the guidelines.

- Maintain two-way communication between their subcommittee and the ASC and when necessary. NJ Regional Website Committee.

In the event a Chairperson has two consecutive unexcused absences with no reports handed in, they shall be removed from the Subcommittee.

#### 14.4.2 VICE CHAIR

The Vice Chair of this Subcommittee will be elected at a regular Website Committee meeting.

- Perform the duties of the Chairperson in the absence of a Chair.
- Hold subcommittee meetings, attend the ASC and give a report in the event the Chair is unable to attend.
- Assist the Chair in the functions of the Subcommittee.
- Take minutes of the Website meetings in the absence of Secretary.

In the event a Vice Chair has two consecutive unexcused absences with no report handed in, they shall be removed from the Subcommittee.

#### 14.4.3 SECRETARY

The Secretary will be elected at the regular Website Subcommittee meeting.

Qualifications - Must have one-year uninterrupted clean time and will serve for one year, the ability to develop written/typed material in a clear and concise manner.

#### SECRETARY WILL:

- Take accurate minutes of the business conducted at the subcommittee meeting.
- Handle all correspondence as directed by the Chair or the subcommittee.
- Prepare a report prior to each meeting.
- Maintain an up-to-date list of all voting members for all subcommittee members.



- Maintain running list of telephone numbers of all subcommittee members.
- Contact all members when special meetings are arranged.

#### SUBCOMMITTEE MEMBERS

- Must attend two consecutive meetings to become a subcommittee member.
- Participate in the planning and organizing of projects.

#### 14.5 PROCEDURES

##### MOTIONS

- All voting members including officers are allowed to propose a motion.
- Must have a person who seconds the motion and must be written on a motion form.
- Any committee member as a part of new business may present motions in writing to the floor.
- Motions presented to the Chair will be discussed, two pros/two cons, and then voted on.

##### VOTING

No member shall have more than one vote.

- The Chair only votes to break a tie.
- Voting members must attend two consecutive sub-committee meetings, may vote during the second meeting.
- Non-voting members are encouraged to bring suggestions and ideas to the subcommittee and participate in all discussions.

#### 14.6 ELECTIONS OF SUBCOMMITTEE

All trusted servant positions are to be announced at the area two months prior to the end of current trusted servant's term, and elections are to be held one month prior to the end of the current trusted servant's term. This is intended to provide training and assistance to the new trusted servant.

- Any person in attendance at the Website Subcommittee meeting may volunteer him or herself or nominate any other person present for the position. A member must be present to be nominated and elected.

- Each nominee will have an opportunity to qualify his or her experience. Members of the Subcommittee will have the opportunity to ask any questions they feel relevant. Once all discussion is complete the nominee(s) will leave the room, and a vote will be taken.
- In the case of only one nomination for a position at the time of elections, the nominee must be elected by a simple majority vote.
- Terms shall begin at the start of the following Subcommittee meeting. No trusted servant may hold more than one office at a time.

#### 14.7 GUIDELINES

##### WEBSITE BUDGET GUIDELINES

As per (NENJASC) motion, financial responsibility for maintaining domain registry and server functions is to be handled by the (NENJASC) Treasurer from regular Northeast Area funds. This motion reflects current \$150 per year, operational costs of the (NENJASC) Website platform. (01/24)  
NON-AFFILIATION

The NEAWC does not endorse or approve of the material accessible via offsite links. These links are provided only for information that is not available at this site for the sole purpose of helping addicts and others in their professional capacity.

##### PRIVACY AND ANONYMITY

Information via the www is accessible all over the world. We will not publish names, photographs, phone numbers, e-mail addresses, street addresses of individual members. We will publish phone numbers, HELPLINES, NA SERVICES OFFICES, and meeting places that are not in a member's home.

##### SECURITY

To ensure that materials remain available in the event of a server or personnel change, the WC will maintain up-to-date backups of the site and provide access to these backups to the Area Chairperson. In addition, the Website Subcommittee will maintain copies of all Website Chair emails to and from the website for possible inclusion in the Chair's monthly report to the Northeast NJ Area Service. (05/14/20)