

LEWIS AND CLARK AREA SERVICE COMMITTEE GUIDELINES

"Our message is Hope and the promise of Freedom"

~NA Basic Text~

MISSION STATEMENT

In accordance with the 9th Tradition of Narcotics Anonymous, the Groups in the Lewis and Clark Area (LCA) have created the Lewis and Clark Area Service Committee (LCASC) to further the fulfillment of our primary purpose, to carry the message of recovery to the still suffering addict.

ARTICLE ONE: DESCRIPTION

- 1.01** This service body shall be known as the Lewis and Clark Area Service Committee, hereafter referred to as LCASC. The LCASC was formed in July 2005.
- 1.02** The LCASC shall be comprised of duly elected trusted servants and recognized groups in the Lewis and Clark Area.
- 1.03** The LCASC shall serve the needs of member groups in the LCA, which includes, but is not limited to, the general geographic area from Jamestown, ND north, south and west to the state borders.
- 1.04** The LCASC is a member of the Upper Midwest Regional Service Committee (UMRSC) and is thereby represented at the NA World Service Conference.

ARTICLE TWO: PURPOSE

- 2.01** The purpose of the LCASC is to promote unity and to be supportive of its member Groups and to promote the fellowship of Narcotics Anonymous in our communities that we may better help the still suffering addict to find recovery.
- 2.02** The LCASC is accountable to the recognized Groups of the LCA and the NA fellowship as a whole.
- 2.03** The LCASC does not have any authority over the decisions or activities of any Group. It is suggested that any decision or activity that affects more than one Group or NA as a whole be brought before the LCASC for guidance.

ARTICLE THREE: OPERATING FUNCTIONS

- 3.01** The LCASC recognizes itself as a service committee of NA and as such will be guided by the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service, and the NA Guide to Local Service.
- 3.02** The LCASC shall maintain a mailing address, email address and bank account. The mailing and email addresses may be published on a meeting list.
- 3.03** The LCASC shall maintain a prudent reserve in its bank account of three (3) months projected expenses.

3.04 The LCASC shall vote at each Area Service Committee meeting which falls prior to the next UMRSC meeting, whether or not and how much to donate to the UMRSC.

3.05 LCASC financial policies shall include:

1. Monies donated shall be used to further our primary purpose.
2. All spending shall be approved by the LCASC and any funds advanced in anticipation of expected expenses shall be verified by receipt submitted to the LCASC Treasurer.
3. Accurate reporting of all funds and properties, both incoming and outgoing, shall be maintained and made available as necessary. A written report shall be submitted for review at all regular LCASC meetings.
4. No part of the properties, funds or assets of the LCASC shall be used to the benefit of any individual member or trusted servant of the LCASC.
5. Any four of the following trusted servants shall be designated as cosigners of the LCASC bank account: Chairperson, Vice chairperson, Secretary, Treasurer, Regional Committee Member (RCM) and Regional Committee Member Alternate (RCMA).
6. No two signers may reside in the same household.
7. One may not be a cosigner of a check payable to oneself.
8. Receipts are required for all disbursements.
9. The LCASC shall audit the books at random by an ad hoc subcommittee.

ARTICLE FOUR: MEETINGS

4.01 The LCASC shall hold regular business meetings on the second Saturday of January, March, May, July, September and November. Meeting dates may be changed if so approved by the LCASC.

4.02 LCASC meetings shall be hosted by recognized Groups in the LCA. The host Group shall secure a site and relay all necessary information to the LCASC as far in advance as possible.

4.03 The LCASC meeting agenda shall be prepared by the Chairperson

4.04 A Special Meeting may be called by the Chairperson or by written request of 50% of LCASC trusted servants.

1. The purpose of the meeting shall be stated in the call.
2. No business other than that stated in the call shall be conducted.
3. Location of the special meeting shall be determined by the LCASC.
4. At least 10 days notice shall be given if possible.

ARTICLE FIVE: MEMBERS

- 5.01** Members must be clean to participate in the LCASC.
- 5.02** Any Group in the LCA who requests recognition may become a member of the LCA.
- 5.03** The boundaries of LCA may be changed by a 2/3 majority vote of GSRs present at that meeting, after proposed changes have been presented to the LCASC.
- 5.04** Any Group who wishes to can avail itself of LCASC services, if needed, without becoming a regular member of the LCA. This is a reflection of our purpose to promote the fellowship of NA in our communities.
- 5.05** Other members of NA may be recognized by the Chairperson, but are encouraged to use a regular LCASC member as a channel through which to communicate.

ARTICLE SIX: VOTING PROCEDURES

- 6.01** Voting, whether by voice, show of hands or secret ballot shall be determined by the LCASC Chairperson.
- 6.02** Group Service Representatives (GSRs) and elected Trusted Servants, with the exception of the LCASC Chairperson, shall constitute the voting body of the LCASC.
- 6.03** In the event of a GSR absence, that Group's GSR Alternate (GSRA) or a duly elected representative shall be welcome to carry the Group's conscience.
- 6.04** In the case of a tie, the Chairperson will cast the deciding vote.
- 6.05** No LCASC Trusted Servant, GSR, GSRA or duly elected Group representative shall carry more than one vote.
- 6.06** Any GSR, GSRA or LCASC Trusted Servant may introduce or second a motion.
- 6.07** Any NA member in attendance may participate in discussion.
- 6.08** GSRs and GSRA's who also hold a subcommittee position shall abstain from voting on that subcommittee's issues at an LCASC business meeting.
- 6.09** The LCASC Treasurer's report shall be consulted before any budgetary expenditure is voted on to determine whether funds are available.
- 6.10** A motion changing LCASC guidelines, policy or procedure can only be passed by a 2/3 majority vote by GSRs and LCASC Trusted Servants present at that meeting. The proposed amendment shall be submitted in writing and announced at a previous LCASC meeting.

ARTICLE SEVEN: TRUSTED SERVANTS

- 7.01** Trusted Servants shall consist of Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), RCM Alternate (RCMA) and standing subcommittee chairpersons.
- 7.02** Trusted Servants shall be elected by the voting body of the LCASC.
- 7.03** Trusted Servants shall be elected to serve a term of one year. Their term of office shall begin at the end of the regular meeting at which they were elected. In the case of a position being filled later than the regularly scheduled election, the term of office shall run until the next regularly scheduled election for that position.
- 7.04** A Trusted Servant may serve up to two consecutive terms in the same position.
- 7.05** An LCASC Trusted Servant may hold only one Trusted Servant position at a time; however, a Trusted Servant may carry the Group conscience if so directed by the Group.

ARTICLE EIGHT: ELECTIONS

- 8.01** LCASC positions to be filled at the regular meeting in January shall be Chairperson, Vice Chairperson, Secretary and Treasurer.
- 8.02** LCASC positions to be filled at the regular meeting in September shall be RCM, RCMA and standing subcommittee chairpersons.
- 8.03** Nominations shall be open to all members of NA with a willingness to serve and who meet the qualifications.
- 8.04** A nominee should be present at the time of their nomination. In the event that a nominee is unable to attend the meeting at which the nomination takes place, an explanation of absence and an expression of willingness to serve will allow the nomination to be accepted.
- 8.05** A nominee must be present at the time of election.
- 8.06** When elections are held for RCM, the RCMA shall be automatically nominated. Other nominees also may be considered.
- 8.07** When elections are held for Chairperson, the Vice Chairperson shall be automatically nominated. Other nominees also may be considered.
- 8.08** A position may be left vacant until such time as there is a willing and qualified nominee. Duties of the vacant position shall be assigned to another trusted servant as recommended by the LCASC Chairperson in the case of an office and by the LCASC Vice Chairperson in the case of a subcommittee chairperson. Notice of intent to fill a vacancy shall be provided at a regular LCASC meeting.

8.09 Elections to fill a vacancy shall occur within two regular LCASC meetings after the vacancy arises.

ARTICLE NINE: REMOVAL OF TRUSTED SERVANTS

9.01 No LCASC Trusted Servant shall be removed from office without cause.

9.02 A 2/3 majority vote of GSRs and LCASC Trusted Servants present at that meeting shall be required for the removal of any Trusted Servant.

9.03 Reasons for removal from office may include, but are not limited to, mismanagement of LCASC funds, not fulfilling the duties of the office or lack of attendance.

9.04 The willful abuse of any drug while serving as a LCASC Trusted Servant shall constitute an automatic resignation from that service position.

9.05 The discussion of such action may be discreetly handled by an LCASC ad hoc committee consisting of the LCASC Trusted Servants and GSR's or their designated GSRA.

ARTICLE TEN: STEERING COMMITTEE

10.01 The Steering Committee shall be comprised of LCASC Chairperson, Vice Chairperson, Secretary, Treasurer, RCM and RCMA.

10.02 The purpose of the Steering Committee is to make recommendations to the LCASC and to perform any other duties expressly delegated to it by the LCASC.

10.03 The Steering Committee shall be subject to the direction of the LCASC and none of its acts shall conflict with any actions taken by the LCASC.

10.04 Recommendations may include, but are not limited to the following:

1. Combining of two or more subcommittee responsibilities if there is no elected subcommittee
2. Suspension of the activities of a subcommittee
3. Suspension or removal of an individual from a subcommittee
4. Removal of an LCASC Trusted Servant and request for a qualified replacement to be elected
5. Request for an audit of any funds under the control of LCASC Trusted Servants
6. Recommend ad-hoc committee chairperson to be appointed by LCASC Chairperson

10.05 The Steering Committee meets before the regularly scheduled meeting of the LCASC and at any other time deemed necessary.

ARTICLE ELEVEN: QUALIFICATIONS, DUTIES AND RESPONSIBILITIES OF TRUSTED SERVANTS

11.01 In general, all LCASC trusted servants should have the willingness and desire to serve; the time and resources to be an active participant; be willing and able to accept a one-year commitment; have an understanding of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application; be willing to train other members to replace them; be stable and show mature judgment.

11.02 Suggested Clean Time requirements:

1. Chairperson 2 yrs
2. Vice-Chairperson 2 yrs
3. Secretary 2 yrs
4. Treasurer 2 yrs
5. RCM 3 yrs
6. RCMA 2 yrs
7. Subcommittee Officers 1 yr

11.03 It is suggested that nominees for a Trusted Servant Position have a minimum of one (1) year of experience in NA service work.

11.04 Qualifications for Chairperson

1. Good communication and organizational skills
2. Good leadership abilities
3. The ability to facilitate and maintain order in an objective, tolerant and impartial manner

11.05 Duties and Responsibilities of Chairperson

1. Arrange the agenda for and preside over regular LCASC business meetings.
2. Distribute the agenda for the upcoming LCASC meeting to GSRs and Trusted Servants within 10 days of the meeting if possible.
3. Be in attendance at all LCASC meetings or make arrangements to have the Vice Chairperson carry out the responsibilities of the office.
4. Call the meeting to order; maintain committee procedures; announce in proper sequence all stages of area business according to the agenda; recognize members who are entitled to the floor; decide all questions of order; enforce rules regarding debate, order and etiquette; and otherwise conduct the meeting to expedite the business at hand.
5. Remain fair and impartial.

6. Refrain from discussing a motion when presiding. Chair may pass the gavel, however this procedure is generally not used to participate in the discussion of a motion.
7. State and put to a vote all motions that legitimately come before the LCASC.
8. Conduct the correspondence of the LCASC.
9. Is an ex-officio a non-voting member of all subcommittees.
10. Is a cosigner on LCASC bank account if so directed.
11. Make a report of the year's activities at the end of term and submit written copy of same to LCASC Secretary.

11.06 Qualifications for Vice Chairperson

1. Good communication and organizational skills
2. Good leadership abilities
3. The ability to facilitate and maintain order in an objective, tolerant and impartial manner

11.07 Duties and Responsibilities of Vice Chairperson

1. Be in attendance at all LCASC meetings or make arrangements with the LCASC to have a temporary qualified replacement carry out the duties and responsibilities of the office in their absence.
2. Perform all duties and have all powers of the Chairperson in his/her absence.
3. Coordinate all subcommittee functions in the absence of the subcommittee chair.
4. Is a non-voting member of all subcommittees.
5. Is a cosigner on LCASC bank account if so directed.
6. Make a report of the year's activities at the end of term and submit written copy of same to LCASC Secretary.

11.08 Qualifications for Secretary

1. Good communication and organizational skills
2. The ability to impartially and accurately record what occurs at meetings

11.09 Duties and Responsibilities of Secretary

1. Be in attendance at all LCASC meetings or make arrangements with the LCASC to have a temporary qualified replacement carry out the duties and responsibilities of the office in their absence.
2. In the absence of Chairperson, Vice-Chairperson and RCM, call the meeting to order

- and preside until the immediate election of a Chairperson pro tem.
3. Keep accurate minutes of all proceedings in regular and special meetings of the LCASC. Minutes shall include a record of date, place and all those present; all reports; unfinished business and new business; any treasury requests or donations made; motions made and their disposition; and a summary of any other important and/or relevant discussions. At each regular LCASC meeting, the minutes of the previous meeting shall be read, corrected as needed and approved.
 4. Keep the LCASC official membership roll and to call roll when required.
 5. Maintain a confidential mailing list of all LCASC members, existing subcommittee officers and groups in the LCA.
 6. Type and distribute copies of the minutes to each GSR and Trusted Servant following each LCASC regular or special meeting. Include LCA meeting list and flyers when appropriate.
 7. Maintain LCASC records, files and archives, including but not limited to, subcommittee reports, meeting minutes, standing rules, special rules of order and guidelines; any amendments to these documents shall be properly dated, recorded and filed.
 8. Have current records available at all LCASC meetings.
 9. Furnish subcommittees with whatever documents are required for the performance of their duties.
 10. Send LCASC minutes to UMRSC, other Area Service Committees, and NA members on request.
 11. Send out notice of any LCASC Special Meeting within 10 days of said meeting if possible.
 12. Conduct any correspondence of the LCASC that is not a function of other officers or subcommittees.
 13. Is a cosigner on LCASC bank account if so directed.
 14. Make a report of the year's activities at the end of term and submit written copy of same to LCASC Secretary.

11.10 Qualifications of Treasurer

1. The ability to balance accounts and keep records
2. Ability to be thorough and accurate
3. Personal financial stability is required
4. Bookkeeping and accounting experience is desirable

11.11 Duties and Responsibilities of Treasurer

1. Be in attendance at all LCASC meetings or make arrangements with the LCASC to have a temporary qualified replacement carry out the duties and responsibilities of the office in their absence.
2. Is responsible for maintaining the LCASC bank account.
3. Collect all donations from individuals, groups and subcommittees. All cash donations are to be counted by the Treasurer and one (1) other Trusted Servant and noted in the LCASC minutes.
4. Deposit all monies received within two (2) business days.
5. Disburse funds per area conscience.
6. Supply copies of receipts for all income disbursements, and keep receipts for a period of seven (7) years.
7. Make a written report of all receipts and disbursements, and present a budget summary, actual versus projected, at each regular LCASC business meeting.
8. Is a co-signer on the LCASC bank account.
9. Make a full financial report at the end of their term to be submitted to the LCASC Secretary and to be audited by a special subcommittee if so directed by LCASC.

11.12 Qualifications of Regional Committee Member

1. The ability to travel as directed by the LCASC or requested by any group in the area
2. Good communications skills
3. Ability to work for the common good by providing communication between the area and the rest of the NA service structure, particularly the UMRSC

11.13 Duties and Responsibilities of Regional Committee Member

1. Be in attendance at all LCASC and UMRSC meetings or make arrangements to have RCMA carry out the responsibilities of the office.
2. Attend as many area and regional functions as possible.
3. Represent area conscience at UMRSC meetings and carry the LCA group conscience in any decisions that affect the region.
4. Present an area report to URMSC.
5. Make a report at each LCASC regular meeting covering all relevant business transpiring at the previous UMRSC meeting.
6. Notify LCASC of area conscience needs for agenda purposes and provide agenda to LCASC prior to the next UMRSC meeting.

7. Make arrangements for meeting place and relay information to UMRSC in a timely manner when LCA is hosting UMRSC meeting.
8. Perform all duties and responsibilities of the chair in the absence of the Chairperson and Vice Chairperson at LCASC business meetings.
9. Is a cosigner on LCASC bank account if so directed.
10. Make a report of the year's activities at the end of term and submit written copy of same to LCASC Secretary.

11.14 Qualifications for Regional Committee Member Alternate

1. The ability to travel as directed by the LCASC or requested by any group in the area
2. Good communications skills
3. Ability to work for the common good

11.15 Duties and Responsibilities of Regional Committee Member Alternate

1. Serve as RCM and carry out all duties of that office in the absence of the RCM.
2. Be in attendance at all LCASC and UMRSC meetings.
3. Attend as many area and regional functions as possible.
4. Work closely with the RCM, assisting with the duties and responsibilities of the RCM in preparation for potential election to that office.
5. Is a cosigner on LCASC bank account if so directed.
6. Make a report of the year's activities at the end of term and submit written copy of same to LCASC Secretary.

11.16 Qualifications for Subcommittee Chairpersons

1. Good communication and organizational skills
2. Good leadership abilities
3. The ability to facilitate and maintain order in an objective, tolerant and impartial manner

11.17 Duties and Responsibilities of Subcommittee Chairpersons

1. Attend all LCASC business meetings or make arrangements to have their Vice Chairperson or other qualified temporary replacement carry out the responsibilities of the office.
2. Prepare and distribute Subcommittee meeting agenda.
3. Preside over subcommittee meetings, schedule and assign tasks and arrange workshops.

4. Ensure that the subcommittee has the necessary information, resources and materials to accomplish its goals.
5. Participate in as many UMRSC meetings and workshops as possible.
6. Provide copies of subcommittee guidelines and changes of officers to LCASC Secretary.

ARTICLE TWELVE: SUBCOMMITTEES

- 12.01** In order to further achieve our primary purpose a subcommittee system shall be used by the LCASC.
- 12.02** Participation in all subcommittee activities shall be open to all members of NA.
- 12.03** Each subcommittee is autonomous, but is directly responsible to the LCASC.
- 12.04** Each subcommittee shall consist of a chairperson elected by the LCASC and any other interested NA members. In order to better serve, a subcommittee may elect its own trusted servants to whom particular responsibilities are delegated.
- 12.05** Actions and meetings of standing subcommittees shall be guided by the LCASC, the Twelve Traditions of NA, the Twelve Concepts for NA Service and the NA Guide to Local Service.
- 12.06** Our subcommittees are responsible for the planning and implementation of specific tasks charged them by the LCASC. The initiation and finalizing of such projects shall occur during LCASC meetings. Major decisions and matters of Group Conscience concerning subcommittee activities shall be the responsibility of the LCASC as a whole.
- 12.07** Subcommittee guidelines shall be approved by LCASC.
- 12.08** Each subcommittee shall submit legitimate expenses to the LCASC Treasurer for reimbursement at LCASC meetings as needed. Any funds received in advance of expected expenses shall be verified by written receipt.
- 12.09** In order to maintain a policy of open communication and cooperation among the standing subcommittees, each subcommittee shall coordinate its efforts with other LCASC subcommittees via the Vice Chairperson. No standing subcommittee shall perform any duties of another standing subcommittee without previous consent from that standing subcommittee's chairperson and the LCASC Vice Chairperson.
- 12.10** Each subcommittee chairperson shall establish lines of communication with their corresponding UMRSC subcommittee and shall assist said subcommittee as necessary.
- 12.11** Each subcommittee shall coordinate as necessary with area GSR's.

- 12.12** Each subcommittee shall present a written report of their activities, special needs or requests at each LCASC regular meeting and submit report to LCASC Secretary.
- 12.13** Each subcommittee shall make a report of the year's activities at the end of their term and submit written copy of same to LCASC Secretary and to the incoming subcommittee Chairperson.
- 12.14** The duties and responsibilities specifically established for each LCASC subcommittee are as follows:

1. Activities

- a. The primary purpose of this subcommittee is to reach out to addicts and to promote NA unity. A secondary purpose of this subcommittee is to provide merchandise and raise funds for our area needs.
- b. This subcommittee is open to any NA member interested in reaching out to the newcomer.
- c. This subcommittee is responsible for holding area activities (dances, campouts, picnics and other events) that are attractive to the newcomer.
- d. This subcommittee shall create and distribute flyers and other information about all upcoming activities and may provide a table at area functions for display and sale of merchandise.
- e. All net proceeds from fund-raising activities shall be turned over to the LCASC Treasurer or distributed as directed by the LCASC.

2. Hospitals and Institutions (H&I)

- a. The primary purpose of this subcommittee is to carry the NA message of hope and the promise of freedom to those in hospitals and other institutions who cannot come to us.
- b. This subcommittee is open to any NA member who wishes to carry the message of recovery to the addict who cannot come to us.
- c. This subcommittee shall compile, maintain and update lists of all institutions in the LCA where a suffering addict may be found.
- d. This subcommittee shall establish contact and maintain cooperation with management and facilitators of hospitals and institutions in our area; coordinate meetings, panels and presentations; make literature available and arrange for any necessary forms.
- e. This subcommittee shall be aware of and protect the image of the fellowship of NA and shall abide by the rules and regulations of said hospitals and institutions.
- f. This subcommittee shall help unify efforts of NA members and groups who wish

to carry our message to those who cannot come to us by providing supplies, information, literature or materials and by coordinating its efforts with those members and groups.

3. Public Information

- a. This primary purpose of this subcommittee is to establish public relations based on attraction rather than promotion, to maintain NA's public image and to inform the general public that NA exists and that recovery from active addiction is possible through the fellowship of NA.
- b. This subcommittee is open to any NA member who wishes to carry the message to those who have not heard of us, or who may have misinterpreted us.
- c. This subcommittee is responsible for initiating activities that may include, but are not limited to the following:
- d. Establish lines of communication and cooperation, but not affiliation, between NA groups and those outside the NA community who have an interest in helping the addict who still suffers.
- e. Establish contact with professionals in public or private agencies.
- f. Provide information and guidance for press announcements, radio spots or public service announcements to further carry the NA message.
- g. Arrange public speaking engagements with any requesting facility or organization concerned with the disease and/or treatment of addiction.
- h. This subcommittee shall maintain archives of PI-related information and materials, and shall coordinate the distribution of such information and materials as needed.
- i. This subcommittee shall compile an area meeting list and shall update and distribute that list as needed. Roaming meetings and meetings held in homes shall not be included on the area meeting list. Recommendations for any and all changes to the meeting list shall be presented to LCASC for approval.
- j. This subcommittee may establish and maintain an area website, and develop guidelines for that website.
- k. This subcommittee may arrange for coordination of a telephone hot line or help line and may coordinate 12th step volunteer lists and other information needed for phone volunteers.

4. Literature

- a. The primary purpose of this subcommittee is to facilitate the NA message of recovery as it is achieved in writing.
- b. This subcommittee is open to any NA member with a desire to carry the message of recovery through NA approved literature.

- c. This subcommittee may coordinate the development of new literature and the review of unapproved literature by seeking input from NA members and groups.
 - d. This subcommittee may contribute written material to the UMRSC or WSC Literature subcommittees for the development of new literature.
 - e. This subcommittee shall maintain a stock of literature, including starter kits, for distribution to groups and members within the LCA.
5. Ad Hoc Subcommittees
- a. Ad hoc subcommittees may be formed by the LCASC as necessary to carry out the LCASC's purpose and shall exist only as long as its project and/or purpose is viable, or as determined by the LCASC.
 - b. Ad hoc subcommittees are directly responsible to the LCASC.
 - c. Ad hoc subcommittees shall consist of a chairperson and those appointed by LCASC and/or willing members.
 - d. Ad hoc subcommittee chairpersons shall be appointed by the LCASC Chairperson.
 - e. Ad hoc subcommittee chairpersons do not carry a vote on that ad hoc subcommittee's project or issue.
 - f. Any necessary funds shall be made available as approved by the LCASC. Any financial records and receipts shall be kept by the ad hoc subcommittee and submitted to the LCASC Treasurer.
 - g. Written reports shall be submitted to the LCASC at each regular meeting. A final report of findings, recommendations, actions, etc shall be submitted to the LCASC at the end of the ad hoc subcommittee's term.
 - h. All recommendations, actions and/or results shall be subject to LCASC approval.