

POLICY AND PROCEDURE FOR  
THE BEAVER VALLEY AREA  
SERVICE COMMITTEE OF  
NARCOTICS ANONYMOUS

**[beavervalleyna.com](http://beavervalleyna.com)**

REVISED  
05/08/2019

# TABLE OF CONTENTS:

## GUIDELINES

Article I Name.....	3
Article II Purpose.....	3
Article III Standing Rules.....	3
Article IV Special Meetings.....	3
Article V Parliamentary Procedure.....	4
Article VI Members.....	4
Voting Members.....	4
Non-Voting Members.....	4
Article VII Addressing the Committee.....	4
Article VIII Election of Trusted Servants.....	5
Procedure.....	5
Nominations.....	5
Elections.....	5
Article IX Conduct of Trusted Servants.....	5
General Qualifications.....	5
Trusted Servants.....	6
Article X Attendance.....	7
Article XI Removal of Trusted Servants.....	7
Article XII Standing Subcommittee.....	8
Policy and Administration Subcommittee.....	8
Activities Subcommittee.....	9
Literature Subcommittee.....	10
H&I Subcommittee.....	11
Public Information.....	16
Website Subcommittee.....	19
Article XIII AD HOC Committees.....	20
Article XIV Amendment of Guidelines.....	21
Article XV Guidelines or Group Service Representatives Reports.....	21
Article XVI Financial Administration Procedure.....	21
Article XVII Miscellaneous.....	22

# GUIDELINES

## ARTICLE I

### NAME

The name of this committee shall be the Beaver Valley Area Service Committee of Narcotics Anonymous (hereinafter referred to as the BVASCNA or BVASC).

## ARTICLE II

### PURPOSE

The purpose of the BVASCNA shall be to administer and coordinate the activities common to and perpetuating the welfare of the Narcotics Anonymous Groups within the Beaver Valley Area. The BVASCNA shall support the needs of these groups in carrying the message of recovery to the addict who still suffers, to serve as a link between these groups and the Tri-State Regional Service Committee of Narcotics Anonymous, The World Service Office of Narcotics Anonymous and in so doing, foster unity among the member groups and individual members of this area.

For the purpose of these guidelines, the term “Narcotics Anonymous Group” or “Group” shall be as defined by the most recent and approved version of the “ A Guide to Local Services in Narcotics Anonymous” handbook.

## ARTICLE III

### STANDING RULES

- I. The Beaver Valley Area Service Committee of Narcotics Anonymous will meet on the first (1<sup>st</sup>) Sunday of each month at our regularly scheduled meeting place at 4:00 P.M, extenuating new meeting place.
- II. For the purpose of conducting business by the BVASC of Narcotics Anonymous, an established quorum shall be no less than 25% of the total number of existing home groups GSR’s. If the attendance falls below 25% of voting members at any time before the close of business, then all remaining business will be tabled until the next ASC.
- III. That an ABSTENTION during voting shall be viewed as a NON-VOTE and counted as neither yea nor nay.

## ARTICLE IV

### SPECIAL MEETINGS

- I. A special meeting of the BVASCNA may be called by the Chairperson, and shall only be called after the Chairperson gives sufficient notice to the members. The purpose of the meeting shall be clearly stated. No other business than that which is stated will be conducted. At least seven days notice shall be given.
- II. Any issue which may affect the Beaver Valley Area of Narcotics Anonymous as a whole in any way and which requires an urgent response shall be considered a need for an EMERGENCY MEETING. In this event, immediate notification should be given to the BVASC Chair, Vice

- Chair, or Regional Committee Member in that order. Upon this notification, every effort should be made by any or all of the trusted servants named above to contact all BVASC Group Service Representatives by any means possible in order to establish a quorum to take a vote on the issue. The vote shall be considered representative when at least 20% of the total number of existing home groups' GSRs are in attendance. A two-thirds (2/3) vote will be considered a majority.
- III. The voting members in any special meeting will be Group Services Representatives (GSR's) only.

## ARTICLE V

### PARLIAMENTARY PROCEDURE

The rules contained in the most current edition of "Roberts Rules of Order, newly Revised", shall be utilized to expedite the business of the BVASC in cases which they are applicable and in which they are not inconsistent with the Twelve Traditions, and the Twelve Concepts of Service for Narcotics Anonymous, these Guidelines, and any special rules that the BVASC may adopt.

## ARTICLE VI

### MEMBERS

This BVASC shall have two (2) classes of members only; they are described as voting and non-voting. Only voting members shall have voting rights. No Narcotics Anonymous member shall hold more than one membership in a class or combination thereof. (you have one vote)

### VOTING MEMBERS

The Voting Members of the BVASC shall be as follows:

1. Group Service Representatives (hereinafter referred to as GSR) or in the absence of the GSR the GSR Alternate may vote. These trusted servants should exist as described in the aforementioned Service Guide of N.A.
2. The BVASCNA Chairperson shall vote only in the event of a tie among the regular voting members.

### NON-VOTING MEMBERS

The Non-Voting members of the BVASC shall include all other attendees.

## ARTICLE VII

### ADDRESSING THE COMMITTEE

1. Narcotics Anonymous members ONLY shall have the specific right to request the floor.
2. The BVASCNA Chairperson has the exclusive right to grant or deny such a request.
3. The Chairperson's decision is subject to appeal and may be overturned by a majority vote in accordance with Robert's Rules of Order.
4. All attendees not specifically identified as members elsewhere in the guidelines shall be classed as "OBSERVERS".

## ARTICLE VIII

### ELECTION OF TRUSTED SERVANTS

#### ELECTION AND VOTING PROCEDURE

A process of elimination of nominees is to be used at all BVASCNA elections. When more than two nominees are present for the same position, the ones having the least votes are removed from contention. Another vote is then taken on the two remaining nominees, thus ensuring the clearest majority. Any eliminated nominee that is a GSR, will be called in for participation in the final vote. All elected positions are for a one (1) year term. All terms end in July, this includes filled vacancies.

#### NOMINATIONS

- A) All members seeking a position must have their Beaver Valley Area home group nomination
- B) A GSR must second all nominations.
- C) All nominees for any area or regional service positions must have a "Home Group" in the Beaver Valley Service Area. (A 'Home Group' as defined in the N.A. Service Guide).
- D) Anyone from a Group in Beaver Valley Area willing to accept a nomination in any form (area, region, world, etc.) must be in attendance at the BVASCNA meeting in which that nomination will be accepted.

#### ELECTIONS

An election to fill a vacancy in a Trusted Servant's position shall occur at the next regular meeting of the BVASC. Notice of intent to fill the vacancy shall be provided to the groups as soon as the vacancy is reported.

EXCEPTION: An exception to the above mentioned could be made if the trusted servant who last held the position in question was reinstated by a majority vote of the GSR's.

## ARTICLE IX

### CONDUCT OF TRUSTED SERVANTS

All BVASCNA level Trusted Servants, as described by the Service Guide, are directly responsible to those they serve (which are the groups), and that their duties shall be carried out according to the most current version of "A Guide to Local Services in Narcotics Anonymous" except where otherwise directed herein.

### GENERAL QUALIFICATIONS FOR ALL POSITIONS

Willingness and a desire to serve, working knowledge of the Twelve Traditions, and the Twelve Concepts of Service for Narcotics Anonymous, previous experience, knowledge of BVASCNA Guidelines, and a home group in the Beaver Valley Area.

No BVASCNA trusted servant may hold an elected service position in any other area or regional service committee.

These trusted servant's terms of commitment should begin immediately following the meeting at which they are elected.

In accordance with the Guide to Local Service, in the spirit of rotation, No trusted Servant shall hold the same position for more than two (2) consecutive terms.

## TRUSTED SERVANTS

1. CHAIRPERSON: should meet the above general qualifications and have three (3) years clean, one (1) year minimum commitment. The chairperson arranges an agenda for and presides over the monthly meetings. At committee meetings they can only vote in case of a tie. A Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. If in the event of vacancy, the Chair will fill BOD, RCM, and Treasurer and may assist Vice Chair in the fulfillment of other vacancies.
2. VICE CHAIRPERSON: should meet the above general qualifications and have two (2) years clean, one-year minimum commitment. In the absence of the chairperson, the vice chairperson shall perform the duties of the chairperson. It will also be the responsibility of the vice chair to fulfill the requirements of a vacated trusted servant's position except Treasurer, RCM, and BOD until that position can be filled.
3. REGIONAL COMMITTEE MEMBER: should meet the above general qualifications and have three years clean. One (1) year minimum commitment. The RCM must attend all Tri State Regional Service meetings. The RCM shall have a copy of the Regional Service Meeting Report for each GSR. They should also have the financial resources to attend these meetings. The RCM is to the BVASC what the GSR is to the group.
4. ALTERNATE REGIONAL COMMITTEE MEMBERS 'A' and 'B': should meet the above general qualifications and Alternate 'A' should have two (2) years clean, one-year minimum commitment. Alternate 'B' should have one (1) year clean, two (2) year's minimum commitment. Alternates must attend at least three (3) Regional Service Committee meetings within their first year of service.
5. SECRETARY: should meet the above general qualifications and have one (1) year clean. One (1) year minimum commitment. The Secretary keeps accurate minutes of each ASC business meeting, types and distributes copies of the minutes to each GSR no later than one week following each ASC meeting. The Secretary should also regularly update a log of area policy actions. The log lists motions that the committee has passed regarding the activities of general officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. The Secretary should periodically distribute an updated log of policy actions to all area committee members.
6. VICE SECRETARY: should meet the above general qualifications and have six (6) months clean, one (1) year minimum commitment. Secretarial abilities are suggested. The vice secretary performs duties in the absence of the secretary. Refer to Secretaries qualifications as listed above. TREASURER: should meet the above general qualifications and have three (3) years clean. One (1) year minimum commitment. Experience in business, accounting, bookkeeping, is helpful. It's recommended that the area elect people to this position who are financially secure, are good at managing their personal finances, who inspires the trust of the committee, and who have substantial clean time. It is important that they read and abide by the Financial Administration Procedure in the POLICY section of this document.
7. VICE TREASURER: should meet the above general qualifications and have two (2) years clean, one (1) year minimum commitment. Experience in business, accounting, bookkeeping, is helpful. It's recommended that the area elects people to this position who are financially secure, are good at managing their personal finances, who inspires the trust of the committee, and who have substantial clean time. It is important that they read and abide by the Financial Administration Procedure in the POLICY section of this document..
8. AREA BOARD OF DIRECTORS REPRESENTATIVE: should meet the above general qualifications and have three (3) years clean, one (1) year minimum commitment. The BOD Representative is required to attend all Tri-State Regional Service Office Incorporated Board of

Directors meetings and must be free of felony theft convictions for at least five (5) years (mandatory). He/she must have the willingness and ability to devote the necessary time to the job, including financial resources. Previous service experience at group, area, or world level, or organizational experience outside the N.A. fellowship is helpful.

9. ALL SUBCOMMITTEE CHAIRPERSONS: General qualifications refer to Article XII of this document. The respective subcommittees, at the regular yearly election of the BVASCNA, will nominate for a vote of the GSR's approval candidates for subsequent Chairpersons of these committees trusted servants. See "Standing Subcommittees" on page 9.

## ARTICLE X

### ATTENDANCE

The following BVASCNA trusted servants are considered to have resigned if they miss two (2) consecutive meetings of the BVASCNA in their service year.

1. Chairperson
2. Vice Chairperson
3. Regional Committee Member
4. Secretary
5. Vice Secretary
6. Board of Directors Representative
7. Treasurer
8. Vice Treasurer
9. Policy and Administration Chairperson
10. Literature Chairperson
11. Vice Literature Chairperson
12. H&I Chairperson
13. PR Chairperson
14. Activities Chairperson

## ARTICLE XI

### REMOVAL OF TRUSTED SERVANTS

A simple majority of the vote of the attending GSR's is required for removal.

A Trusted Servant may be removed from their position for non-compliance.

NON-COMPLIANCE includes but is not limited to:

- A. Loss of abstinence
- B. Non-fulfillment of their duties as described in the Service Guide or this document.
- C. Failure to meet attendance requirements

**RESIGNATION:** A BVASC Trusted Servant may resign by providing notice to the BVASC Chairperson in advance of the upcoming regular BVASCNA meeting. Upon resignation of a trusted servant, the Vice or Alternate shall assume that position, or the BVASC Chair or Vice Chairperson shall fill it, temporarily, until the following meeting for the election of that position.

## ARTICLE XII

### STANDING SUBCOMMITTEES

1. BVASCNA may establish subcommittees as necessary to perform certain duties. These subcommittees shall be formed upon approval of the voting members of BVASCNA. Current Standing subcommittees include but are not limited to:
  - a. Policy and Administration
  - b. Public Information
  - c. Hospitals & Institutions
  - d. Activities
  - e. Literature

And any other subcommittee, which shall be deemed necessary to carry on the work of the BVASC and shall exist on a continuing basis from year to year.

2. At the inception of these Standing Subcommittees, the voting members of the BVASC will nominate, then elect a Chairperson according to the by-laws of that subcommittee.
3. All standing Subcommittees, and any newly formed subcommittees of the BVASCNA shall create and adopt guidelines or by-laws which are consistent with the “A Guide to Local Services in Narcotics Anonymous”, the Twelve Traditions, and the Twelve Concepts of Service for Narcotics Anonymous, and the best information available from the World Service Conference in the form of the World Service conference approved handbooks and guidelines.
4. The guidelines of each subcommittee and any revisions thereof shall be subject to review and approval by the GSRs of the BVASCNA in accordance with the guidelines set forth in this document.

### POLICY AND ADMINISTRATION SUBCOMMITTEE

#### **Qualifications and Duties of Officers:**

**POLICY AND ADMINISTRATION CHAIRPERSON:** should meet the general qualifications in ARTICLE XII of this document and have two (2) years clean, one (1) year minimum commitment. In addition, the P&A Chair is expected to be knowledgeable of area policy, in order to effectively advise ASC meetings in accordance with these policies

#### **RESPONSIBILITIES:**

1. To attend and observe all regular meetings of the BVASCNA.
2. To advise and to present relevant information to the BVASC when necessary in order to guide the process of the committee in accordance with the Guidelines set forth in this document.
3. To review proposed policy and policy changes for adherence with the 12 Traditions of Narcotics Anonymous.
4. To compose and present to the BVASCNA, in approval form, all policy under review for the future vote of the GSR’s pending the review of their individual groups.

#### **P&A SECRETARY:**

P&A may appoint their own secretary. Clean time requirement: 90 Days.

#### **Guidelines:**

1. That the P&A Chairperson and the BVASC Secretary shall record and keep all policy.



2. That the P&A subcommittee shall follow Robert's Rules of Order, except where policy, guidelines, and the Twelve Traditions supersede.
3. Responsible for all correspondence, written, and verbal, with the World Service Office (i.e. mailing of new policies and updated by-laws).
4. Only standing members of the P&A Subcommittee may move, vote, or second a motion at any Policy and Administration meeting.
5. Standing members may be described as:
  - A. Policy and Administration Chairperson
  - B. Area Service Committee Chairperson
  - C. Area Service Committee Secretary
  - D. Area Service Committee Treasurer
  - E. All Subcommittees Chairpersons
  - F. Regional Committee Member and Alternates
  - G. Any willing member who attends two consecutive Policy and Administration meetings may also vote.
6. Must create and maintain accurate attendance sheets of each P&A meeting in order to identify and validate members who are qualified to vote and pass that information on to subsequent Chairmen.
7. The P&A Subcommittee must provide annually a digital copy of these guidelines to all BVA Home groups, or provide a written/hardcopy upon request, at the expense of the BVASCNA
8. P&A and BVASCNA Guidelines are updated each April and a copy with clear markings of the new approval date will be given to each GSR and Trusted Servant if changes, additions, or deletions are made.

## **ACTIVITIES SUBCOMMITTEE**

### **Definition and Purpose:**

The purpose of this sub committee is to plan various events for the benefit of the Beaver Valley Area Membership and the NA Fellowship at large. These events, activities and fundraisers, will promote a greater sense of community for the local NA fellowship and help unify the local membership participants. Although these events are permitted to produce an excess of income above the initial expense of production the activities are to enhance NA's primary purpose and are not to replace group contributions in the role of funding Area Service.

### **Activities Committee Officers:**

1. **ACTIVITIES CHAIRPERSON:** should meet the general qualifications in ARTICLE IX of this document and have two (2) years clean. One (1) year minimum commitment, transportation. Reminder: this member handles large sums of money. It's recommended that the areas elect people to this position who are financially secure.
2. **Activities Committee Vice Chairperson:** clean time requirement 1 year
3. **Activities Committee Secretary:** no clean time requirement
4. **Activities Committee Treasurer:** clean time requirement 1 year

### **Guidelines**

1. An Activities Committee group may be formed at the discretion of the Activities Chairperson to assist in the actual work of coordinating and staffing activities.
2. Group members will be volunteer members of the fellowship of Narcotics Anonymous.
3. During an activity, the Activities Chairperson and one (1) other Activities Subcommittee member with at least one (1) year clean must count and record all monies collected at the end of the activity. All figures must be signed by the Activities Chairperson and that member and a report given at the NEXT meeting of the Beaver Valley Area Service committee.
4. All funds of the Activities Committee will be held by the Area Treasury for distribution as required by the Activities Committee for future or current expenses of events.
5. All funding requested of the BVASC Treasury will be preceded by a written budget report defining the use of the funds.

6. All Activities Committee business with the Treasury must be conducted during the regular BVASCNA meeting.
7. The Activities Committee Chairperson will present to the Area Treasurer any remaining cash and all receipts for monies previously dispersed to him/her by the Treasurer. This will be done at the BVASCNA meeting immediately following the event and will total the entire amount of such disbursements plus any profits gained by the event.
8. The Activities Chairperson will be held accountable for any discrepancies in the above process.
9. Any purchases by the Activities Committee in the excess of \$200 must be preceded by 3 competitive bids for review by the BVASC Committee GSR's. This excludes food and general supplies.
10. The Activities Committee will ensure that any member handling monies at a BVASCNA event should have at least one (1) year clean time.
11. That the BVASCNA Activities Subcommittee should hold an anniversary celebration each JULY if funds are available.
12. There will be no raffles or gambling held at any Beaver Valley Area Service Committee sponsored function or fund-raiser.

## **LITERATURE SUB-COMMITTEE**

### **Definition of Purpose and Function:**

The Literature Subcommittee will be responsible for the distribution of World Service Office (WSO) Approved Narcotics Anonymous literature as listed in the WSO order form. The basic function of this subcommittee is to provide literature for all groups in the Beaver Valley Area and to make available for sale local meeting directories and approved NA literature.

### **Qualifications and Duties of Officers:**

The Chairperson:

#### QUALIFICATIONS:

1. The candidate should meet the general qualifications as stated in ARTICLE IX of this document
2. The Chairperson will have a minimum of Two (2) years clean time.
3. It is suggested the chairperson be financially secure

#### RESPONSIBILITIES:

The Chairperson of this subcommittee is responsible for:

1. Conducting sales in a timely and courteous manner
2. Maintaining the proper levels of inventory
3. Arriving before the regularly scheduled area service meeting and set up the literature inventory in a way that can be easily seen and purchased by our members (the P&A Committee suggests discussion on the possibility that we designate a specific time for the Lit Chairs arrival like maybe 3PM or 'one hour before BVASC scheduled time')
4. Keeping an accurate record of the monthly sales
5. Keeping an accurate account of the inventory
6. Submitting an accurate literature sales and expense report at the end of the regularly scheduled area service meeting (the P&A Committee suggests that the statement include a reference to a standard report form which should be included in this document in the By-laws page)
7. Replenishing the inventory by purchasing literature at the Tri-State Regional Service Office

The Vice Chairperson:

## QUALIFICATIONS:

1. It is suggested the vice-chairperson have one (1) year clean time
2. It is suggested the vice-chairperson be financially secure.

## RESPONSIBILITIES:

1. Assist in all duties related to literature work.
2. Acts as Chairperson if, for any reason, the Chairperson is unable to attend literature subcommittee meetings or fulfill the duties of the position until he/she is able to resume or until the BVASCNA elects a replacement.

## Guidelines

1. The amount and identity of literature to be kept in the inventory will be established by the BVASCNA in the Master Inventory Document.
2. All funding for this committee will be from the BVASCNA Treasury, including the cost of printing literature order forms for the area's home groups
3. Transactions will be recorded and presented as part of the Chairman's monthly report to the BVASCNA
4. All sales conducted by the Chairman will be conducted during the regular Monthly BVASCNA meeting
5. Proceeds from all transactions will be turned over to the BVASCNA Treasurer immediately upon the conclusion of the Chairman's report.
6. All requests for purchases to replenish the stock will be made as part of the Chairman's report
7. All Literature Committee purchases will be conducted with a check from the Treasurer for the required amount from the prior month's purchase.
8. Amounts requested will conform to the BVASCNA's recommendation for a stockpile limit noted in the BY-LAW section of this document.
9. Literature Committee will ensure that any member handling monies at a BVASCNA event should have at least one (1) year clean time.
10. The Area will donate \$30.00 to help a NEW group get started.

## **HOSPITALS & INSTITUTIONS SUB-COMMITTEE GUIDELINES**

### **PREFACE TO THE GUIDLEINES**

This document is understood to reflect the thoughtful considerations of the Beaver Valley Area Hospitals and Institutions Sub Committee of Narcotics Anonymous and should not be in any conflict with the spiritual principles of Narcotics Anonymous (NA) or the NA World Service Guidelines. Therefore: the following information is considered prerequisite to any and all other documents on this subject including the H&I Handbook which should be referred to only in situations where specific issues are not addressed within the content of this document.

### **DEFINITION OF PURPOSE**

The Hospitals and Institutions Subcommittee (H&I) of the Beaver Valley Area Service Committee of Narcotics Anonymous (BVASC) is comprised of members of Narcotics Anonymous who are committed to the following Mission Statement:

To insure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life. From this day forward, may we provide the necessary services to that end.

This concept should always be our primary concern. This will insure that when an addict who is housed in any facility, hospitals, or institution reaches out for recovery, Narcotics Anonymous will be there in the form of H&I.

## **FUNCTIONS**

1. to carry the message of recovery to all facilities through our H&I panels
2. to present 'APPROVED NARCOTICS ANNONYMOUS LITERATURE' for the benefit of the clients of these facilities
3. to conduct a monthly business meeting
4. to host one H&I Workshop per year

## **THE PANEL**

1. Will never consist of less than two, or, more than five members
2. May include members who are currently in the H&I panel orientation / training process (This Co-Panel Leader is there to observe and learn only and should have only minimal contact with clients and will never be unsupervised)
3. The Panel Leader and Panel Member are the sole representatives of the Area Fellowship permitted at any facility during the time allotted for the H&I presentation except as discussed in Item '2' above

## **MEMBERS**

A Member of the Hospitals and Institutions Subcommittee is described as follows: Any member of Narcotics Anonymous willing to serve in the capacities described herein and willing to function under the direction of the guidelines set forth in this document. All members of the H&I Subcommittee should carry a strong NA message of recovery, and have an NA home group and an NA sponsor

## **GENERAL MEMBERS**

General members are those regular attendees of the monthly BVASCNA H&I Subcommittee meeting who have qualified as any or all of the following types of members in the past.

## **OFFICERS**

A body of Officers shall consist of a Chairperson, Vice-Chairperson, and Secretary

## **CHAIRPERSON**

### **Qualifications**

1. is selected by the members of the H&I committee from a pool of qualified general members of the H&I committee
2. the nominee is then presented to the BVASCNA and subsequently elected by the GSRs as directed in the BVASCNA Guidelines SPECIFICALLY referred to in: ARTICLE IX – Item 9. ALL SUBCOMMITTEE CHAIRPERSONS
3. Should meet the general qualifications and have two (2) years clean, one (1) year minimum commitment, previous H&I experience required.

### **Responsibilities**

1. Must attend all H&I Subcommittee meetings and BVASCNA meetings
2. is a voting member of the Regional H&I Subcommittee and will attend all of its meetings

3. Is a primary source of all communication between the Beaver Valley Area H&I Subcommittee and the Regional H&I Subcommittee
4. is responsible to insure that good relations are maintained between the subcommittee and the facilities that it serves
5. is responsible to ensure that all panel leaders and panel members comply with all guidelines as they are described in this document
6. Is responsible to give a monthly report to the BVASC of all expensed, including an accurate inventory account of the literature in each facility, as well as, a dollar amount needed to replenish the literature inventory
7. Will be the holder of the literature stockpile
8. Should be aware of all matters that effect H&I in the Beaver Valley Area

## **VICE CHAIRPERSON**

### **Qualifications**

1. is selected from a pool of qualified general members of the H&I committee
2. is elected by the members of the H&I committee during an election held after the annual elections of the BVASCNA
3. must have one year continuous abstinence

### **Responsibilities**

1. Must attend all H&I Subcommittee meetings and BVASCNA meetings
2. Acts as Chairperson if, for any reason, the Chairperson is unable to attend the H&I Meeting

## **SECRETARY**

### **Qualifications**

1. is selected from a pool of qualified general members of the H&I committee
2. is elected by the members of the H&I committee during an election held after the annual elections of the BVASCNA
3. the Secretary must have one year continuous abstinence

### **Responsibilities**

1. Creates and keeps an accurate set of minutes of all Beaver Valley H&I Subcommittee meetings.
2. Will attend all H&I and BVASC meetings
3. Must maintain a file of all correspondence to facilities and copies of letters to the H&I committee from all entities. These files should be available for review at each H&I meeting and at the BVASC meeting.
4. Maintains an updated file of all policies of the various facilities the subcommittee works with
5. Maintains an updated list of all subcommittee members
6. Maintains a schedule of all Panel Leaders and Panel Members showing the Name, Address and Phone Number of each and the facility and date of their commitment

## **COMMITTEE MEMBERS**

Committee Members shall be described as those members of the Hospitals and Institutions Subcommittee of the Beaver Valley Area Service Committee of Narcotics Anonymous who will be the on site representatives of this committee and will compose the 'PANEL' for the purpose of carrying out the mission of this committee

## **PANEL COORDINATOR**

Panel Coordinators will be nominated and subsequently elected by the H&I committee members from a list of previously trained (see GENERAL INFORMATION Article 'D') and qualified members of the Beaver Valley Area Narcotics Anonymous membership.

1. a candidate must have one year continuous abstinence
2. six (6) months previous commitment as a Panel Leader in the Beaver Valley Area H&I

### **Responsibilities**

1. Must attend all regular H&I subcommittee meetings
2. Is the primary contact for a specific facility
3. Must verify that all facility requirements are being followed to the letter
4. Checks with Panel Leaders about local inventory of approved items for each facility
5. Verifies that all meetings are beginning and ending on time
6. Reports any problems or issues of any significance immediately to the H&I Chairperson
7. Maintains regular contact with Panel Leaders of their particular facility in order to fulfill the above responsibilities
8. Will accompany the Panel Leader into a facility for the purpose of making an initial contact with the facility principal contact
9. Will supply the Panel Leader with a copy of an "Orientation Package" and "H&I Guidelines"
10. is responsible to make sure that the literature that remains in the facility is in a protected and secure place
11. If any H&I commitment in the Beaver Valley Area is not filled by a Beaver Valley Member the commitment should be open to any member of the Tri-state Region of NA.

## **PANEL LEADER**

The Panel Leader is selected from a list of pre trained (see GENERAL INFORMATION Article 'D') and qualified members of the Beaver Valley Area Narcotics Anonymous Membership volunteers must have 12 months continuous abstinence

### **Responsibilities**

1. Will maintain regular communications with the Panel Coordinators of their facility for the purpose of reporting all information, good and bad, of the events and logistics relevant to their meeting
2. Must report to the their Panel Coordinator as soon as possible after their presentation but no later than the next BVASCNA regular meeting
3. Makes sure his/her meeting begins and ends on time
4. Must represent a strong NA message of recovery from addiction
5. Must be willing to comply with all of the H&I committee's and Facility guidelines, regulations, and restrictions
6. Must carry the NA message of recovery in a responsible way
7. Oversees and maintains an atmosphere of recovery during the facility meeting
8. is responsible to make sure that the literature that remains in the facility is in a protected and secure place
9. Failure to execute the above responsibilities for two consecutive months or for three months in a service year will constitute Non-compliance and require the H&I Committee to replace the Panel Leader immediately

## **CO-PANEL LEADER**

### **Qualifications**

Co-Panel Leaders must have at least six (6) months continuous abstinence and the willingness to serve

NOTE: Training or experience in H&I work, are not necessary since the Co-Panel Leader will not conduct a meeting/presentation. ALSO: All Co-Panel Leaders are required to be accompanied by a Panel Leader or the H&I Chairperson into a facility.

If any H&I commitment in the Beaver Valley Area is not filled by a Beaver Valley Member the commitment should be open to any member of the Tristate Region of NA.

#### **TERMS OF NON-COMPLIANCE**

1. any subcommittee Officer or Member who relapses will automatically be removed from the subcommittee
2. any subcommittee Officer or Panel Coordinator will be removed after missing two consecutive monthly H&I meetings, or three meetings within the service year

#### **PANEL MEMBERS (SPEAKERS)**

##### **Qualifications**

1. must have one year continuous abstinence
2. Judged to have a strong N.A. message of recovery, an NA Home Group and NA Sponsor.
3. willingness to comply with all of the H&I Subcommittee guidelines and the guidelines of the facility where you speak

#### **LITERATURE**

#### **INVENTORY**

1. Literature will be provided by the BVASCNA to the H&I Subcommittee at no cost
2. The monthly H&I budget should not exceed \$250, including literature, workshops, and any need deemed necessary to support the functions of the subcommittee as voted by the BVASCNA.
3. The principal operatives for each facility shall be responsible to inventory literature at the end of every meeting, using the most recent approved inventory form, and compare notes with others who share responsibility at this facility in order not to duplicate orders
4. Literature will be stocked by, and in the possession of the H&I Chairperson
5. Stockpile inventory will be picked up by the H&I Chairperson or his designate no later than the next regularly scheduled meeting of the BVASCNA

#### **DISTRIBUTION**

1.the APPROVED literature titles for distribution (i.e.: Information Pamphlets and Meeting Lists and Serial Publications) will be compiled on a 'Regional Literature Order Form' and strictly adhered to as 'Approved' and 'Required' by all Panel Operatives

#### **GENERAL INFORMATION**

1. Any NA Member who is involved with any target facility on a professional or volunteer basis will not participate in the panels serving the addicts in that facility. The intent of this restriction is to avoid a possible conflict and the subsequent damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility
2. For these same reasons, no H&I member will interfere with or use the influence in any facility, court, or hospital, nor with any judge, doctor, and probation or parole officer.
3. H&I members will not make any comments or promises regarding employment, parole, probation or of a medical nature. We carry ONLY a message of Narcotics Anonymous: recovery from addiction through our spiritual program.

**TRAINING:**

Observance of a minimum of one (1) meeting / presentation is required

Participation in at least one (1) H&I workshop each service year, that is sponsored by any H&I subcommittee of the Tri-State Region of Narcotics Anonymous  
H&I members will ensure that any member handling monies at a BVASCNA event should have at least one (1) year clean time.

**PUBLIC RELATIONS SUB-COMMITTEE GUIDELINES****I. DEFINITION:**

The Public Relations Committee (PR) of the Beaver Valley Area Service Committee of Narcotics Anonymous is a group of volunteer members from the Beaver Valley Area Narcotics Anonymous fellowship.

These guidelines are to be used in conjunction with the current WSC PR Handbook “A GUIDE TO PUBLIC INFORMATION”.

**II. PURPOSE:**

The PR Committee’s purpose is to offer accurate information to the public regarding the NA message of recovery from addiction. To that end, PR presents information about what NA is and when and where to find NA meetings.

**III. FUNCTIONS AND RESPONSIBILITIES:**

1. The PR subcommittee is directly accountable to the BVASCNA.
2. The PR committee’s activities will be carried out in accordance with Beaver Valley Area Service Committee of Narcotics Anonymous (BVASCNA) guidelines, the Twelve Traditions of Narcotics Anonymous and the 12 Concepts of Service of Narcotics Anonymous.
3. PR shall open and maintain the lines of communication between NA and the public as well as the Tri State Regional Service Committee and the World Service Office of Narcotics Anonymous.
4. PR shall respond to all requests for information in a timely and effective manner.
5. PR will see that all requests for information are responded to by the appropriate level of service.
6. PR may assemble and distribute introductory literature packets, as necessary.
7. PR will coordinate and present two (2) PR “Learning Day Workshops”, annually to be held in the Beaver Valley area.
8. PR shall work on specific projects such as but not limited to the following: Informational Packet Mailings, Media Public Service Announcements, Posters, Basic Text donations to area libraries, participation at Health Fairs, and Public Presentations.
9. PR will be responsible for or assist with any project, which falls within the boundaries of public information, held in the Beaver Valley area and sanctioned or recognized by the BVASCNA
10. PR will ensure that any member handling monies at a BVASCNA event should have at least one (1) year clean time.

**IV. BUSINESS MEETING:**

The BVASCNA PR subcommittee will meet regularly at 3:00 P.M. the first Sunday of each month prior to, and at the same location as, the monthly meeting of the BVASCNA.

**V. FUNDING:**

The monthly PR budget will be set at \$75/month excluding: 1) web hosting, 2) area meeting list. Any funds exceeding \$75 will be voted on by BVASCNA.

**VI. AMENDING GUIDELINES:**

The PR Committee may move to amend these guidelines by a 2/3 majority vote of the PR Committee members followed by presentation of the changes to the BVASCNA Committee and in accordance with “ARTICLE XIV—Amendment of Guidelines of this document.”



## **VII. MEMBERSHIP:**

Trusted Servants of the PR subcommittee will be identified as follows:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Web Servant

Other members will include any other concerned member of the Beaver Area Narcotics Anonymous fellowship in attendance.

## **VIII. VOTING MEMBERS:**

Any NA member has the right to address the PR committee with PR related business BUT votes may only be cast by the following members:

1. All Trusted Servants of the PR subcommittee (except the Chairperson) shall have the equal right of input and may vote on decisions made by the PR subcommittee.
2. The Chairperson may only vote in the event of a tie.
3. Any other NA member attending during a vote and wishing to vote must have attended in the preceding regular BVASCNA PR Subcommittee meeting.

## **IX. ELECTION OF TRUSTED SERVANTS:**

1. All Trusted Servants (except for the Chairperson as described in XI below) of the PR subcommittee will be elected in August at the beginning of the regular monthly meeting (irregardless of length of time served during present term).
2. Nominees will be of qualified members who are present for questioning during elections.
3. All qualified nominees for Trusted Servant must have an NA home group in the Beaver Valley Area.

## **X. GROUNDS FOR REMOVAL OF TRUSTED SERVANTS:**

1. Relapse will constitute automatic resignation of all Trusted Servants.
2. Any PR subcommittee member may be removed from service by a 2/3 majority vote of the PR subcommittee, except the Chairperson who can only be removed by the BVASCNA.
3. Two (2) consecutive absences of the regular meeting of the PR subcommittee shall constitute an automatic resignation of any PR commitment.
4. All members of the PR subcommittee will conduct themselves in a manner consistent with the NA message and these guidelines.
5. All Trusted Servants of BVASCNA PR shall attend at least One (1) PR “Learning Day Workshop” during their term of office.
6. All Trusted Servants shall attend the monthly BVASCNA PR subcommittee meetings.

## **XI. CHAIRPERSON:**

Election of the Chairperson is in accordance with BVASCNA guidelines during annual elections of BVASCNA Officers. Term of Office is One (1) Year in accordance with BVASCNA guidelines.

1. Qualifications:
  - a. Minimum of two (2) years continuous abstinence.
  - b. One year previous involvement in PR subcommittee.
  - c. A working knowledge of the 12 Steps, 12 Traditions of Narcotics Anonymous.
  - d. A working knowledge of BVASCNA guidelines and policy.
  - e. The ability to organize and serve this PR subcommittee.
  - f. The willingness to give the time and resources necessary to conduct the business of the PR subcommittee.
  - g. must meet general qualifications as listed in ARTICLE IX of this document
2. Duties:
  - a. Coordinates all PR subcommittee business and generates enthusiasm for projects planned by this PR subcommittee.

- b. Prepares monthly subcommittee agenda, bringing before the subcommittee those matters that they should act upon.
- c. Make regular monthly reports to the BVASCNA on the status of area PR projects, regional PR business, or any other responsibility of the PR subcommittee.
- d. Rigorously maintains PR subcommittee archives that are to be given to the next PR Chairperson.
- e. Seeks out and maintains contact, for the purpose of sharing information, between the PR Subcommittee and other PR subcommittees in the Tri State Region of Narcotics Anonymous and the World level of NA service.
- f. Attends the Tri State Regional Service Committee Public Information Subcommittee business meetings quarterly and maintains monthly contact with Region.
- g. Is responsible to see that the PR Subcommittee conducts itself in a manner that will uphold the integrity of NA in all dealings with the general public.
- h. Gives a monthly report to the BVASCNA of all PR activities in writing including expenditures and presenting all valid receipts.

## **XII. VICE CHAIRPERSON:**

Elected by a majority vote of the PR subcommittee for a One (1) Year Term.

- 1. Qualifications:
  - a. Minimum one year continuous abstinence.
  - b. A working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
  - c. A working knowledge of BVASCNA guidelines and policy.
  - d. Six month previous PR experience or previous service experience at any level.
  - e. Willingness to give the time and resources necessary.
- 2. Duties:
  - a. Takes an active part in the direction of the PR subcommittee working closely with the Chairperson and assisting with organizational duties.
  - b. In the absence of the PR chairperson will chair the PR subcommittee business meeting.
  - c. In the event that the PR Chairperson is unable to perform his duties or upon his resignation the PR Vice Chairperson will automatically be nominated for election as Chairperson and presented to the BVASCNA for election by the GSRs.
  - d. Shall act as a lead Task Force Coordinator and assist the PR subcommittee in upholding the integrity of NA in all correspondence with the general public.
  - e. Attends the Tri State Regional Service Committee Public Information Subcommittee business meetings quarterly and maintains monthly contact with Region.

## **XIII. SECRETARY:**

Elected by majority vote of the PR subcommittee to a one-year term

- 1. Qualifications:
  - a. Minimum nine months continuous abstinence.
  - b. Willingness to give the time and resources necessary.
  - c. a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
- 2. Duties:
  - a. Keeps a complete archival record of the minutes and attendance of every regular and special PR subcommittee meeting and makes them available to all NA members upon request.
  - b. Presents minutes to the PR Chairperson no later than one week following each PR subcommittee business meeting.
  - c. Will have archival information, consisting of minutes and committee reports, available for review upon demand of any NA member.
  - d. Assists the PR subcommittee in developing or creating an information database for use by the PR subcommittee.
  - e. Assist with all typing needed for correspondence used in PR efforts.

- f. Maintains an inventory of official BVASCNA Letterhead stationary which is required for the conduction of all official PR correspondence.
- g. Will be available for official business as required by the PR Chairperson.

**XIV. PUBLIC INFORMATION PRESENTATIONS / SPEAKING TO NON-ADDICTS:**

All NA members that qualify for BVASCNA PR presentations or public speaking engagements will be selected by the PR subcommittee using the qualifications listed below.

- 1. Qualifications:
  - a. One year continuous abstinence.
  - b. Attendance of at least one PR workshop learning day.
  - c. Attendance at a minimum of two PR presentations as an observer.
  - d. Working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
  - e. Ability to follow established guidelines.
  - f. Presents a good image of recovery
  - g. Must have a Narcotics Anonymous Home Group in the Beaver Valley Area

**XVII. BEAVER VALLEY AREA of NARCOTICS ANONYMOUS—WEB SITE GUIDELINES**

**Purpose**

Our primary purpose is to present factual and timely information via the Internet in an interactive WEB PAGE format in order to inform the public, addicts and other interested people about NA Meetings, activities, and other relevant information about Narcotics Anonymous in the Beaver Valley Area and Tri State Region.

**Trusted Servants**

Web Servant – A qualified technical person chosen by the PR Subcommittee through the voting process in accordance with section IX of the PR Guidelines.

Elected by a majority of the PR Subcommittee members for a one-year term

Qualifications:

- 1. minimum 1 year continuous abstinence
- 2. knowledge and skills necessary to complete all tasks
- 3. resources necessary to access and modify web page on a regular schedule
- 4. working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous
- 5. 6 months previous experience in the NA service structure
- 6. Duties
  - 7. create or maintain a web page
  - 8. update information on the webpage monthly
  - 9. attends all PR subcommittee meetings
  - 10. Maintain passwords for account and administration purposes
  - 11. Remain current with internet and webpage technologies
  - 12. Verify that the web page is functioning fully on a regular periodic basis
  - 13. Regulate content to adhere to the 12 Traditions and these guidelines and the PR Handbook.

Web Servant Alternate – To assist the Web Servant in his or her duties.

Qualifications and Duties are the same as the Web Servant but there is only a 6 months continuous abstinence.

### **Responsibility/Accountability**

1. At least two members of the committee responsible for the Website should know everything about the site: Including, but not limited to, how to maintain it, how to update it, etc. This is to insure continuity across end of term personnel changes.
2. Funding of this activity will be conducted as part of the PR budget guidelines.
3. The Internet account that is attached to the page should be owned by the BVASCNA committee, not any individual.

### **Non-Affiliation**

Our online NA information will contain links or references only to NA related information.

### **Privacy**

Since information on the Internet is accessed from all over the world, only phone numbers of help lines, hotlines, and NA service offices will be included on these web sites. Anonymous e-mail addresses will be provided for contact information and technical maintenance.

### **Security**

To ensure that materials remain available in the event of server or personnel problems, both Web Servant's will maintain non-volatile media with a history of all files and incoming messages along with the current passwords for the Internet account and message board administration.

### **Content**

1. A notice will be placed at the beginning of the website that signifies that it is the official website of the Beaver Valley Area of Narcotics Anonymous.
2. Any committee approved graphic using one or more of the N.A. logos' (service symbol, N.A. symbol, etc.), will be registered with the World Service Office via email and a copy of the WSO confirmation filed with the R.S.O.
3. A link to Narcotics Anonymous World Services.
4. An E-mail link(s) may be provided for individuals to request additional information via email.

## **ARTICLE XIII**

### **AD HOC COMMITTEES**

The BVASCNA, by a majority vote of the GSRs, shall have the ability to create Ad-Hoc Committees for such special purposes as may occasionally be necessary in order to fulfill specific functions. An 'Ad-Hoc Committee' shall be defined as a temporary committee created to serve a single purpose. After the objective is fulfilled its existence is no longer needed and will immediately be disbanded.

The Participants and the duration or continued existence of any such committee may be specifically designated by the BVASC Chairperson at the time of appointment or upon the Chairperson's satisfaction that the task has been completed whereupon the Committee is no longer necessary.

## ARTICLE XIV

### AMENDMENT OF GUIDELINES

The guidelines set forth in this document may be amended after all of the following criteria are met:

1. First: by the recommendation of the Policy and Administration Committee after a discussion and vote by its members and participants.
2. Second: At the next area service meeting following the P&A meeting, P&A will present its recommendation for the proposed amendment to the BVASC GSR's. A vote to accept the recommendation for review by the Home Groups or refuse the proposal and revisit the need for the change and/or further action by the P&A subcommittee will be conducted.
3. Third: after consultation with their home groups and by a two thirds (2/3) majority vote representing the Beaver Valley Area Group Conscience as delivered by all GSR's at the next months BVASCNA meeting

## ARTICLE XV

### GUIDELINES FOR GROUP SERVICE REPRESENTATIVES REPORTS

1. Reporting of pertinent group business, including a group's experience that would benefit other groups and of BVASCNA. This should include any recent problems and resolutions.
2. Report of growth since the last BVASC meeting (i.e. average attendance and general welfare of the group).
3. Include Group Service Representative's current and complete address, phone number, email, and if willing, last name on the attendance sheet.
4. Current time and place of meeting.
5. Group donation to ASC
6. Be brief and to the point.
7. GSR's should review the World Meeting Directory to make sure their meetings are properly listed. Any changes should be sent to the WSO.
8. GSR's shall review and update meeting lists for changes, and consequently notify the RCM prior to the next Regional Service Meeting.

## ARTICLE XVI

### FINANCIAL ADMINISTRATION PROCEEDURE

1. That the BVASCNA online checking account is titled "Beaver Valley Area Service Committee of Narcotics Anonymous" AKA "BVASCNA".
2. That the BVASCNA online checking accounts shall have authorized signers consisting of the BVASCNA Chairperson, Vice Chairperson, and, in the instance of a vacancy of either position, a third trusted servant to be appointed by the BVASCNA, excluding Treasure and Vice Treasure, and two (2) signatures be required for all checks
3. The Chairperson and Vice Chairperson shall be the account administrators and oversee the areas online checking account.

4. The Chairperson shall set up the treasurer as an information only user to view online banking statements and perform treasure duties as set forth in this Article
5. Quick books shall be the account software used by BVASCNA
6. All passwords will be changed when new trusted servants are elected.
7. All funding of subcommittees is to be handled by the area treasury.
8. That all receipts to be paid by the BVASCNA are signed, dated, and an explanation of what the receipt is for put on the back, and that no expenditure is paid without a receipt.
9. That all funds raised during a BVASCNA activity are to be deposited into the BVASCNA general fund.
10. That all subcommittees requesting funds from BVASCNA must submit a written budget or estimate of proposed expenses for such period of time.
11. All financial business must be conducted at a regular BVASCNA area meeting. This includes literature being distributed only at Area service meetings.
12. That the BVASCNA's books be audited once a year after the July Regular BVASCNA meeting. Direction for this audit is to come from the Policy and Administration Subcommittee.
13. That any member handling monies at a BVASCNA event should have at least one (1) year clean time.
14. In the event a bad check is presented by any group or member at any time, that Group or member will be responsible for the check amount and all bank charges.
15. No BVASCNA checks will be issued in amounts exceeding the account balance.
16. That any Subcommittee Chairperson or Trusted Servant receiving money for any purpose from the Area Service Committee must present a receipt to the BVASCNA Treasurer within one (1) month or they become liable for the money.
17. Any amounts in excess of the prudent reserve, which are not earmarked for a special purpose, should be passed along to the next level of service each month.
18. Any purchases exceeding \$200 (i.e. area meetings lists, fundraising articles, etc.) must have three (3) bids presented to the BVASC.
19. The Area's prudent reserve shall be \$700.
20. Additional Treasures Responsibilities.
  - A. The Treasurer shall make a report of contributions and expenditures at every regular ASC meeting.
  - B. The Area Treasure shall reconcile the Area balance to bank statement monthly
  - C. The Area Treasure shall include a list of outstanding check in monthly report.
  - D. The Area Treasure shall follow up on all checks that remain outstanding for 60 days or more.
  - E. The Area Treasure shall handle voided check appropriately, ie. Adjust balance accordingly and record full date and reason for void.
  - F. The Area Treasure shall train Vice Treasure and or successor for Treasure position
  - G. The BVASCNA Treasurer, AT THE END OF HIS/HER TERM, must submit to the BVASCNA a complete and accurate financial report of all transactions occurring during his/her term in office.
  - H. The Area Treasure shall record full date (day/month/year) on all financial documents including checks.

## ARTICLE XVII

### MISCELLANEOUS

1. That when BVASCNA or its Subcommittees is considering the use, in any way, of a Group's meeting place the ASC must first get the approval of that group.
2. The BVASC must vote to accept this document in its entirety before it can be distributed to the GSR's and the fellowship at large as approved.
3. All mail concerning ASC and Area Subcommittees should be mailed to the Area P.O. Box without exception.

4. The ASC Chair, RCM, ASC Secretary, and Treasurer are responsible for picking up the Area mail.
5. All materials that will be distributed and possibly viewed by the public representing BVSCNA must be approved by ASC voting members.