

*Northern Kentucky Area
Policy*

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SECTION I: THE NORTHERN KENTUCKY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

- A. Purpose and Function
 - 1. The Northern Kentucky Area Service Committee of Narcotics Anonymous (NKASCNA) consists of members working together to serve the Fellowship of NA but not to act as an authority over the Area. Under Tradition Nine of Narcotics Anonymous, the ASC is directly responsible to those they serve and shall respect the Twelve Traditions of Narcotics Anonymous in all of its affairs and matters of business.
 - 2. The ASC serves three essential functions:
 - a. The primary function of this committee is to unify the groups within its area and provide help and support to individual groups.
 - b. The secondary function of the ASC is to carry the message of recovery through its various Subcommittees.
 - c. The third function of the ASC is to contribute to the growth and enhance the quality of Narcotics Anonymous as a whole by helping to support the BARNA.
 - 1. The ASC shall provide a “Guide to Local Services” to homegroups. (8/6/2017)
- B. Guidelines Used to Lead Our Group Conscience
 - 1. The 12 Concepts of NA Service
 - 2. The 12 Traditions of NA
 - 3. A Guide to Local Service in NA
 - 4. The ASC Guidelines
 - 5. The rules contained in the current edition of “Robert’s Rules of Order” newly revised.
- C. The NKASCNA consists of:
 - 1. Elected Administrative officers (i.e., Chairperson, Vice-Chairperson, Secretary, Treasurer, RCM) (2024)

2. Elected trusted servants (i.e., Group service representatives, Subcommittee Chairs (Activities, Public Relations (i.e., Hospital and institutions, public information) Policy and administration, Webmaster, Vice webmaster) (2024)
 3. All Elected administrative offices and Trusted Servants shall have at least one year of clean time or clean time stated otherwise in this Policy, whichever is greater. (3/4/2018)
- D. Scheduled Meetings: The Area Service Committee Meeting will meet every month unless there is a conflict with holidays, by facility request, or extenuating circumstances. (4/2023)
- E. Six Points of Service: All Groups in the Northern Kentucky Area of Narcotics Anonymous must adhere to the Six Points, based on our Traditions, which describe an NA Group.
1. All members of a Group are drug addicts, and all drug addicts are eligible for membership.
 2. As a Group, they are self-supporting.
 3. As a Group, their single goal is to help drug addicts recover through the application of the 12 Steps of Narcotics Anonymous.
 4. As a Group, they have no affiliation outside of Narcotics Anonymous
 5. As a Group, they express no opinion on outside issues
 6. As a Group, their public relations policy is based on attraction rather than promotion.

SECTION II: VOTING PROCEDURES

- A. Voting members of the ASC are GSRs, GSR Alternates (in the absence of GSR), or official proxy representatives. A voting member may not carry the conscience of more than one group.
- B. A quorum shall consist of one (1) more than half of eligible voting members present for a simple majority vote to do business. To be an eligible voting member, a representative from the home group should be present at one (1) of the last two (2) ASC meetings. (2024)
- C. ASC Policy shall conduct the business of the ASC under the Guidelines used to lead our group conscience.
- D. All motions that make or change policy shall be sent back to the groups and require a two-thirds (2/3) majority of voting members present to pass.
- E. An abstention does not count in the total number of present voting members from whom a needed percentage is derived unless a situation occurs when there are more abstentions than the total of yes and no votes. The motion is then returned to the floor for further deliberation and clarification.
- F. In case of a tie vote, the ASC Elected Administrative Officers, besides the ASC chairperson, would be asked to vote.
- G. After two (2) ties, the Area Chairperson breaks the tie.
- H. All NA members, except the Area Chairperson, may make motions. Only GSRs, GSR Alternates, or proxy representatives may second motions.
- I. Under the 9th Tradition of Narcotics Anonymous, the NKASCNA is directly responsible to those they serve and shall be respectful of the Guiding Documents in all its affairs and matters of

- business, keeping the interest of the Narcotics Anonymous fellowship in the Northern Kentucky Area and around the world ever in heart.
- J. In some cases where there is little or no opposition to a motion, the Area Chairperson may elect to pass the motion with unanimous consent. The Area Chairperson will call for objections. If there are no objections, the motion is “passed by unanimous consent.”
 - K. GSRs can vote in the area meeting with a majority vote from the Area Service Servants only if the area body in attendance votes of necessity or importance. (12/3/2017)
 - L. In an urgent or time-sensitive matter, a vote may be made the same day if all NA members, except for the Area Chairperson, have a vote and unanimously approve of the matter. To pass any motion made under this section, a 2/3 majority must exist; otherwise, the motion goes back to groups. (4/2023)

SECTION III: FORMAT OF THE NKASCNA

- The chairperson calls the meeting to order
- The meeting opens with a moment of silence followed by the Serenity Prayer
- Read the Service Prayer, the 12 Traditions, and the 12 Concepts
- Roll Call
 - Groups
 - Elected Administrative Officers
 - Sub-Committee Chairs
- Recognition of new Groups
- Recognition of new GSR's
- Group Reports
- Chairperson's Report
- Vice Chair report
- Secretary's Report
- Treasurer's Report
- RCM Report
- Sub-Committee Reports
 - Webmaster
 - Public Relations

- Literature
- Activities
- 12 step retreat
- Policy and administration
- Open Forum (up to 30 minutes) (7/2023)
- Old Business
- Nominations/Elections as needed
- New Business
- 7th Tradition
- Announcements
- Set the time, date, and location of the next ASC Meeting
- Motion to adjourn and close with Prayer of choice

SECTION IV: ELECTED ADMINISTRATIVE COMMITTEE

A. Elected Administrative Officers

a. CHAIRPERSON

1. One-year commitment
2. Three (3) years of continuous abstinence from all drugs
3. One-year experience in NA area-level service (revised 3/2024)
4. Handle and/or direct all correspondence of ASC
5. To be one of the two co-signers on the ASC bank account, if eligible
6. Enforce the “rules of decorum and discipline” as well as “guideline of group conscience” at the Committee Meetings
7. Call “Special” ASC Meetings as necessary
8. May, in times of inclement weather and threatening travel conditions affecting any part or all of this Area, postpone an ASC Meeting and inform members thereof
9. Train the Vice-Chair in the performance of the chairperson's duties
10. Must attend Regional Service Committee when RCM and RCM-A are unable to attend
11. At the beginning of the current chair’s term, the decision of the monthly meeting place and time is set with consultation from all present members at the January ASC meeting for that term (November 2024 area)

b. VICE-CHAIRPERSON

1. One-year commitment
2. Two (2) years of continuous abstinence from all drugs
3. Will assist the Chairperson in duties relating to ASC.
4. Chairs the ASC Meeting in the absence of the Chairperson.
5. Assumes responsibility for all Sub-Committees with no elected Trusted Servants (i.e., Chair or Vice-Chair)

c. REGIONAL COMMITTEE MEMBER (RCM)

1. Requires a minimum of three (3) years clean time
2. One-year active service at the area level.
3. Will carry the Area's Conscience and concerns to the Regional meeting.

4. Will carry the business and concerns from Region to Area for consideration.
 5. Submits a written report at each Area Meeting
 6. Coordinate with regional delegates to organize a CAR/CAT workshop or advise them of the location of the nearest one during the conference year.
 7. Trains RCM Alternate in the performance of duties of RCM
 8. Will bring matters affecting funding at Region back to groups (2020 1/1)
- d. REGIONAL COMMITTEE MEMBER ALTERNATE (RCM-A)
1. One-year commitment
 2. One (1) year of active service involvement in Narcotics Anonymous.
 3. Requires a minimum of two (2) years clean time
 4. Assists RCM in duties
 5. Carries out RCM duties in the absence of RCM on the Area or Regional level
- e. SECRETARY
1. One (1) year commitment
 2. Minimum of two (2) years clean time
 3. Minimum of one (1) year service involvement in Narcotics Anonymous
 4. Keep an accurate record of the proceedings at all NKASCNA meetings, including regular, special, and administrative meetings.
 5. Maintain a file of all ASC and Sub-Committee Reports submitted
 6. Email copies of all the minutes to each member of the ASC, elected administrative committee, elected trusted servants, and any request made via website or email within a timely manner to ensure time to discuss with home group meetings. (2024)
 7. Will maintain an updated list of all Trusted Servants of the ASC, Administrative Committee, GSRs, and Sub-Committee Chairs, including phone numbers and email addresses.
 8. Make available all blank forms regarding registration, motions, and reports at every ASC Meeting.
 9. Must utilize a word processing system such as Microsoft Office, emailing, and basic computer skills.
 10. Train the alternate secretary on the performance of their duties.
- f. ALTERNATE SECRETARY
1. One-year commitment
 2. A minimum of one (1) year clean time (11/2023)
 3. One (1) year of active service involvement in Narcotics Anonymous
 4. Assume the duties of the Secretary in their absence at the ASC Meeting
 5. Assists the Secretary in the performance of their duties
 6. Must utilize a word processing system such as Microsoft Office, emailing, and basic computer skills.
- g. TREASURER
1. One (1) year commitment
 2. Have a minimum of three (3) years clean time
 3. Have at least two (2) years of active service involvement in Narcotics Anonymous.

4. Have at least one year of active service involvement in NA area-level service (2024)
5. To be the custodian of the Committee's Funds, as received from the Groups, Sub-Committees, and other NA Source
6. To be co-signer of the Committee's bank account (2024)
7. To report receipts and disbursements from the Groups, Sub-Committees, or other NA sources at each meeting.
8. Provide a current statement from the bank and virtual bank at the regular meeting.
9. To make a complete financial report at the end of their term.
10. To disburse funds as necessary by Committee decisions when funds are available
11. Maintain the ASC financial records and have current information at the ASC Meeting for verification and review when requested.
12. Train the alternate treasurer on the performance of the treasurer's duties.
13. The Treasurer shall be a signer on the main account and all sub-accounts. (2/5/2022)
14. There should be two signers on the bank account at all times; if the Chairperson is unable to be a signer on the account, then any eligible Elected Trusted servant can become a co-signer (2024)
15. Maintain virtual bank account (Ie, Venmo, Cash App, Zelle) along with prepaid phone number (2024)

h. ALTERNATE TREASURER

1. One-year commitment
2. Have at least two (2) years clean time
3. Have at least one (1) year active service involvement in Narcotics Anonymous (2024)
4. Be prepared to assume the duties of the Treasurer in their absence.
5. Assist the Treasurer in performing their duties as requested.

B. Elected Trusted Servants (2024)

a. GSR's (Group service representative)

1. Elected by the NA group to participate on the group's behalf in the ASC and the regional assembly.
2. Attend monthly ASC meetings or send a proxy representative to represent the group.
3. Be present for Roll calls to maintain voting status.

b. Subcommittee Chair (2024)

1. WEBMASTER

- a. One-year commitment
- b. Have at least 2 years clean time
- c. Have at least 1-year active service involvement in Narcotics Anonymous.
- d. Update the online and printed meeting list.
- e. Post the NKYASCNA Policy on the webpage and replace it as updated.
- f. Post the NKYASCNA meeting minutes in a password-protected area of the webpage.
- g. Ensure the annual bill and monthly costs for the webpage are paid promptly.
- h. Shall be responsible for the area printer. (7/1/2018)
- i. Shall be responsible for printing schedules for the area. (7/1/2018)
- j. Keep website, forms, and schedules up to date and current. (2024)

2. PUBLIC RELATIONS

- a. Have at least two (2) years clean time.
- b. Hold regular scheduled subcommittee meetings.
- c. Adopt or develop a Policy for the subcommittee and update it on the website.
- d. Submit monthly written reports to ASC meetings.

3. LITERATURE

- a. Have at least two (2) years clean time.
- b. Collect literature orders at ASC meetings to ensure money is counted and collected with ASC treasure.
- c. Distribute literature to home groups promptly.
- d. Update literature order forms to ensure printed order forms are provided at ASC meetings.
- e. Adopt or develop a Policy for the subcommittee and update it on the website.
- f. Submit monthly written reports to ASC meetings.
- g. Provide NA starter kit for approved new groups, including NA readings (Who is an addict, What is the NA program, Why are we here, What can we do, Traditions, JFT, We do recover) and 10 NA white booklets.

4. ACTIVITIES

- a. Have at least two (2) years clean time.
- b. Hold regular scheduled subcommittee meetings.
- c. Adopt or develop a Policy for the subcommittee and update it on the website.
- d. Submit monthly written reports to NKYASCNA meeting.

5. POLICY AND ADMINISTRATIVE CHAIR

- a. One-year commitment
- b. Have at least 2 years clean time
- c. Have at least 1 year of active service involvement in Narcotics Anonymous (2024)
- d. Update the Policy as changes are made through the ASC
- e. Send updated Policy to the Webmaster for inclusion on the NKYNA Webpage
- f. Knowledge of policy, the Guide to Local Services, and Robert's Rules of Order. (2024)
- g. Form a committee meeting regularly to ensure accuracy and real-time policy. (2024)

SECTION V. ELECTIONS OF ASC TRUSTED SERVANTS

- A. Nominations for Administrative Committee Trusted Servants will be made in November. Voting for these Trusted Servant positions will be in December, with service beginning in January. (5/2023)

- B. Nominations for ASC Sub-Committee Chairs will be made in May. Voting for these Trusted Servant positions will be in June, with service beginning in July.
- C. Trusted Servants positions, with the following exceptions, are a one (1) year term: Ad-Hoc and interim Sub-Committee chairs.
- D. Clean time requirements for Elected Administrative Officers can be waived through a 2/3 vote of all members present.
- E. All nominees of a Trusted Servants position must be present at nomination and voting.
- F. Two Hatting
 - 1. No members shall hold more than one Elected Administrative Officer position at any one time.
 - 2. No member shall concurrently serve as a GSR and Elected Administrative Officer but can hold a subcommittee position.

SECTION VI. RESIGNATION AND REMOVAL OF TRUSTED SERVANTS

- A. Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the NKASCNA Chair before or at the time of resignation.
- B. Area Trusted Servants may be removed from office for any of the following reasons:
 - Relapse
 - More than two absences without prior notice
 - Neglect of duties
 - Disregard for Area Conscience
 - Disrespect for the Guiding Documents
 - Misuse of funds
 - Falsification of financial reports
 - Any act of theft or violence in the Committee meeting or towards NA Members.
 - Failure to follow guidelines used to lead our group consciousness.
- C. Removal of Trusted Servant
 - 1. Requests for resignation or notice of impending removal from office must be presented to the ASC as a motion and accompanied by an explanation.
 - 2. The Trusted Servant in question will be notified in writing by two (2) ASC Administrative Members 21 days before impending action.
 - 3. In the event of the resignation or removal of Sub-Committee Chairpersons, the Vice-Chair shall assume the Chair's duties and responsibilities until the scheduled time.
 - 4. Vice or Alternate positions may move into their implied commitments, respectively, in the case of resignation or removal upon a vote of confidence of the ASC.
 - 5. Anyone elected mid-term will serve the remainder of the regular term of office.

SECTION VII. ESTABLISHMENT OF SUB-COMMITTEES

- A. The ASC may establish sub-committees to perform specific duties. Sub-committees will be formed upon the approval of the members of ASC. Sub-Committees may include but are not limited to H&I, PI, Literature, Public relations, Phonenumber, Newsletter, Outreach, Policy,

Website and Activities, and any other Sub-Committees deemed necessary to carry out the work of the ASC.

- B. All Sub-Committees of NKASCNA shall create, adopt, and keep current guidelines consistent with the 12 Concepts, NKASCNA Guidelines, and World Service Conference Approved Handbook of Guidelines. These guidelines must be reviewed and submitted to ASC annually 2-3 months after taking the position.
- C. Subcommittees can request an annual, monthly, or bi-annual operating allotment to conduct responsibilities requested by ASC. (2024)

SECTION VIII. GENERAL ASC FUND POLICIES

- A. Area Prudent reserve:
 - 1. The Treasurer of the ASC shall maintain a prudent reserve of one thousand dollars (\$1000).
 - 2. A two-thirds (2/3) vote of all voting members is needed to change the prudent reserve.
- B. All expenditures, except for sub-committee and Trusted Servant operating allotment, must be approved by a 2/3 majority vote of the NKASCNA. All projects exceeding \$250 must be sent to the Home Groups for approval and finalized at the area meeting.
- C. .25 cents per mile travel expenses shall fund the RCM and RCM Alternate to the Regional Service Committee Meeting. A mileage statement is required. (1/2020)
- D. Donate a free NA literature starter kit to any new NA meeting that has had at ease one meeting in the NKY area last month. The group representative should request a literature starter kit that will be paid for by ASC.

SECTION IX. AUDITING AND INVENTORY

- A. The NKYASCNA shall have an auditing committee consisting of the Elected Administrative Officers. One representative from each home group may participate on the committee. (1/2020) (2024)
- B. The audit shall occur between the election and seating of new Elected Administrative Officers committee members. Elections occur in December, and the seating of new members for the ASC meeting is in January.
- C. The ASC Inventory shall be taken annually in July, chaired by the Area Chairperson and policy, using the Inventory Tool from NAWS Area Planning Tool - Addendum A. (1/2020)

SECTION X. ASC PAYMENTS

- A. The Phoneline expenditures and website expenditures shall be an automatic payment upon receipt of the bill.
- B. The Zoom account for the area at an annual cost of \$149.00 shall be an automatic payment upon the annual renewal date. (8/6/2022)
- C. The ASC shall pay all shipping expenses for literature.
- D. The estimated cost of a prepaid phone is \$180 yearly, and payments are made every other month at \$30.

SECTION XIII. GLOSSARY

Area Service Committee (ASC)- A committee created to provide shared services for NA groups comprising GSRs, ASC officers, and subcommittee chairpersons in a locale. Usually, it is a part of a region to which it sends RCMs—also referred to in the document as NKASCNA.

Elected Administrative Officers- ACS committee members elected for a specific position to conduct ASC business: chairperson, vice chairperson, treasurer, vice treasurer, secretary, vice secretary, RCM, and RCM-A.

Group service representative (GSR)- Elected by an NA group to participate in the ASC and the regional assembly on the group's behalf.

Guide to local service- A resource to those in every country who have committed themselves to providing services necessary to carry our message to the still suffering addict. It is intended to help guide the needs of the NA community for conducting service throughout our NA community.

Hospitals and institutions (H&I)- A field of service usually covered by one ASC committee devoted to carrying the NA messages primarily to correctional inmates and treatment facilities. Apart from the NKASC Public Relations subcommittee.

Phoneline: An NA telephone contact service providing means by which any addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee. Apart from the NKASC Public Relations subcommittee.

Public information (PI)- A field of service usually covered by one ASC committee devoted to carrying the NA messages to government and private agencies, the public media, community leaders, those in the helping professions, and the community at large so that addicts seeking recovery will be referred to Narcotics anonymous. Apart from the NKASC Public Relations Subcommittee.

Public Relations- A committee formed to help get support for public resources provided by the NKASC. The subcommittee includes H&I, phoneline, public information and outreach.

Quorum- One more than half of eligible voting members are present. Eligible voting members must attend one (1) of the last two (2) ASC meetings. The old business is tabled until the next ASC if there is no quorum.

Regional Committee Member (RCM)- A person elected by an ASC to participate on the area's behalf on the regional service committee.

¹**Rules of decorum and discipline-** The meeting will be conducted according to the rules adopted from Robert's rules of order. This time-honored system for conducting business is the most straightforward way yet devised for getting a maximum amount of business done in a minimum time, regardless of the degree of disagreement among the participants.

Trusted Servant- An NA euphemism for "leader," "official," or "officer." Derived from NA's second tradition, NA leaders are known as "trusted servants" instead of governors.

¹ A Guide to Local Services

Twelve concepts for NA service- One of three bodies of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

Twelve Steps. One of three bodies of basic NA principles, the steps describe NA's regimen leading to personal recovery and spiritual awakening.

Twelve Traditions- One of three bodies of basic NA principles, the traditions guide the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

FORMAT OF THE NKASCNA

- The chairperson calls the meeting to order
- The meeting opens with a moment of silence followed by the Serenity Prayer
- Read the Service Prayer, the 12 Traditions, and the 12 Concepts
- Roll Call
 - Groups
 - Administrative Committee
 - Sub-Committee Chairs
- Recognition of new Groups
- Recognition of new GSR's
- Group Reports
- Chairperson's Report
- Secretary's Report
- Treasurer's Report
- RCM Report
- Sub-Committee Reports
 - Webmaster
 - Public Relations
 - 12 Step Retreat
 - Literature
 - Activities
 - Policy and Administration report
- Open Forum (up to 30 minutes) (7/2023)
- Old Business
- New Business
- Nominations/Elections as needed (November Elected trusted officers and Subcommittee chairs)
- 7th Tradition
- Announcements
- Set the time, date, and location of the next ASC Meeting
- Motion to adjourn and close with Prayer of choice