

5/2023

Northern Kentucky Area Service Committee

POLICY AND ADMINISTRATION HANDBOOK

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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. In accordance with Tradition Nine of Narcotics Anonymous, the NKASCNA is directly responsible to those they serve and shall be respectful of the Twelve Traditions of Narcotic Anonymous in all of its affairs and matters of business.
 - 2. The NKASCNA serves 3 basic functions:
 - a. The primary function of this committee is to unify the Groups within its Area and to provide help and support to individual Groups.
 - b. The secondary function of the NKASCNA is to carry the message of recovery through its various Sub-committees.
 - c. The third function of the NKASCNA is to contribute to the growth of and enhance the quality of Narcotics Anonymous, as a whole, by helping to support the BARNAs.
 - 3. The NKASCNA 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 NKASCNA Guidelines
 - 5. The rules contained in the current edition of “Robert’s Rules of Order”, newly revised.
- C. The NKASCNA consists of:
 - 1. Elected GSR’s from the Home Groups of NKASCNA
 - 2. Elected Trusted Servants (i.e., Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, RCM Alternate, Policy and Administration Chairperson, Vice Policy and Administration Chairperson, Webmaster, Vice Webmaster, and Sub-committee Chairpersons)
 - 3. All Elected Trusted Servants shall have either a minimum of one-year clean-time or the clean-time stated otherwise in this Policy, whichever is greater. (3/4/2018)
- D. Scheduled Meetings: The Area Service Committee Meeting meets monthly on the first Saturday unless there is a conflict with holidays, by facility request, or exigent 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 application of the 12 Steps of Narcotics
 - 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.¹

SECTION II: VOTING PROCEDURES

- A. Voting members of the NKASCNA are: GSR's, GSR Alternates, in the absence of GSR, or official proxy representative. 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 voting members present for a simple majority vote to do business.
- C. Business of the NKASCNA shall be conducted by NKASCNA Policy in accordance with the Guidelines Used to Lead Our Group Conscience.
- D. All motions that make or change Policy shall be sent back to the Groups and requires 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 will then be returned to the floor for further deliberation and clarification.
- F. In case of a tie vote, the NKASCNA Trusted Servants would be asked to vote.
- G. After two (2) ties the Area Chairperson breaks the tie.
- H. All voting members and trusted servants of the NKASCNA, except Chairperson, may make motions. Only GSR's, GSR Alternates, or proxy representatives, may second motions.
- I. In accordance with 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. Hearing none, the motion shall be considered "passed by unanimous consent."
- K. GSRs can vote at area 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 the event of an emergent or time sensitive matter, a vote may be made same day if all voting members and NKASCNA trusted servants, except for area chair, have a vote and unanimously approve of the matter. To pass any motion made under this section a 2/3 majority must exist else the motion must be sent back to group. (4/2023)

SECTION III: FORMAT OF THE NKASCNA

- A. Chairperson calls the meeting to order
- B. The meeting opens with a moment of silence followed by the Serenity Prayer
- C. Read the Service Prayer, the 12 Traditions, and the 12 Concepts
- D. Roll Call
 1. Groups
 2. Administrative Committee
 3. Sub-Committee Chairs
- E. Recognition of new Groups
- F. Recognition of new GSR's
- G. Group Reports

¹ Guide to Local Services, page 25

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- H. Open Forum (up to 30 minutes)
- I. Chairperson's Report
- J. Secretary's Report
- K. Treasurer's Report
- L. RCM Report
- M. Sub-Committee Reports
 - 1. Webmaster
 - 2. H&I
 - 3. PI
 - 4. Literature
 - 5. Activities
- N. Policy and Admin report followed by 10-15 minutes spent on Policy, 12 Traditions, or 12 Concepts
- O. Old Business
- P. Nominations/Elections as needed
- Q. New Business
- R. 7th Tradition
- S. Announcements
- T. Set time, date, and location of next NKASCNA Meeting
- U. Motion to adjourn and close with Prayer of choice

SECTION IV: ADMINISTRATIVE COMMITTEE

A. CHAIRPERSON

- 1. One-year commitment
- 2. Three (3) years continuous abstinence from all drugs
- 3. One-year active service in Narcotics Anonymous
- 4. Handle and/or direct all correspondence of NKASCNA
- 5. To be one of the two co-signers on the NKASCNA bank account
- 6. Enforce the "rules of decorum and discipline" as well as "guideline of group conscience" at the Committee Meetings
- 7. Call "Special" NKASCNA Meetings as necessary
- 8. May in times of inclement weather and threatening travel conditions affecting any part or all of this Area, postpone an NKASCNA Meeting and inform members thereof
- 9. Train the Vice-Chair in the performance of the Chairpersons duties
- 10. Call and chair Administrative Committee Meetings as needed
- 11. Must attend Regional Service Committee when RCM and RCM-A are unable to attend.

B. VICE-CHAIRPERSON

- 1. One-year commitment, implied 2-year commitment, pending election as Chair the following year.
- 2. Two (2) years continuous abstinence from all drugs
- 3. Assists the Chairperson in duties relating to ASC.
- 4. Chairs the ASC Meeting in the absence of the Chairperson.
- 5. Assumes responsibility of 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. Carries Area Conscience and concerns to Region.
4. Carries business and concerns from Region to Area for consideration.
5. Submits a written report at each Area Meeting
6. Coordinate with Regional Delegate to organize a CAR/CAT workshop, or advise the location of the nearest one, during 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, implied 2-year commitment, pending election as RCM the following year.
2. One (1) year 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 to include: regular, special, and Administrative Meetings.
5. Maintain a file of all NKASCNA and Sub-Committee Reports submitted
6. Email copies of all the minutes to each member of the NKASCNA, Sub-Committee Chairs, and Administrative Committee no later than fourteen (14) days following each Area Meeting
7. Ensure that the minutes are posted to a password protected area on the NKASCNA webpage.
8. Maintains an updated list of all Trusted Servants of the NKASCNA, Administrative Committee, GSRs, Sub-Committee Chairs, including phone numbers and email addresses.
9. Make available all blank forms in regard to registration, motions, and reports at every NKASCNA Meeting
10. Must be able to utilize a word processing system such as Microsoft Office, emailing and basic computer skills.
11. Train the Alternate Secretary as to the performance of his/her duties

F. ALTERNATE SECRETARY

1. One-year commitment implied 2 year commitment, pending election as Secretary the following year
2. A minimum of two (2) years clean time
3. One (1) year active service involvement in Narcotics Anonymous
4. Assume the duties of the Secretary in his/her absence at the NKASCNA Meeting
5. Assists the Secretary in the performance of his/her duties
6. Must be able to 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 active service involvement in Narcotics Anonymous
4. To be the custodian to the Committee's Funds, as received from the Groups, Sub-Committees, and other NA Source
5. To be co-signer of the Committee's bank account and always one of the signers on any NKASCNA check
6. To make a report of receipts and disbursements at each regular Meeting from the Groups, Sub-Committees, or other NA sources.
7. Provide a current bank statement at the regular meeting.
8. To make a full financial report at the end of his/her term.
9. To disburse funds as necessary in accordance with Committee decisions when funds are available
10. Maintain the NKASCNA financial records and have current information on hand at the NKASCNA Meeting for verification and review when requested
11. Train the Alternate Treasurer as to the performance of the Treasurer's duties
12. The Treasurer shall be a signer on the main account and all sub-accounts at Huntington Bank. (2/5/2022)

H. ALTERNATE TREASURER

1. One-year commitment implied 2 year commitment, pending election as Treasurer the following year
2. Have at least two (2) years clean time
3. Have at least one (1) year active service involvement in Narcotics Anonymous
4. Be prepared to assume the duties of the Treasurer in his/her absence.
5. Assist the Treasurer in the performance of his/her duties as requested.

I. POLICY AND ADMINISTRATIVE CHAIR

1. One-year commitment
2. Have at least 2 years clean time
3. Have at least 1 year active service involvement in Narcotics Anonymous
4. Update the Policy as changes are made through the ASC
5. Send updated Policy to the Webmaster for inclusion on the NKYANA Webpage

J. VICE POLICY AND ADMINISTRATIVE CHAIR (10/1/2022)

1. One-year commitment implied two year commitment, pending election as Policy and Administration Chair the following year.
2. Have at least 1 year clean time
3. To be knowledgeable on policy, the Guide to Local Services, and Robert's Rules of Order.
4. To assist the Policy and Administration Chair to ensure our policy is updated in a timely manner.

K. WEBMASTER

1. One-year commitment
2. Have at least 2 years clean time
3. Have at least 1 year active service involvement in Narcotics Anonymous.
4. Update the on-line and printed meeting list.

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5. Post the NKYASCNA Policy on the webpage and replace as updated.
6. Post the NKYASCNA meeting minutes on a password protected area of the webpage.
7. Ensure the annual bill and monthly costs for the webpage are paid in a timely manner.
8. Shall be responsible for the area printer. (7/1/2018)
9. Shall be responsible for printing schedules for area. (7/1/2018)

L. VICE WEBMASTER (12/5/2021)

1. One-year commitment implied two year commitment, pending election as Webmaster/Printmaster the following year.
2. Have at least 2 years clean-time.
3. Provide support for the Webmaster.

M. SUBCOMMITTEE CHAIRS (5/2023)

1. Have at least two (2) years clean time.
2. Hold regular scheduled subcommittee meetings.
3. Adopt or develop Policy for the subcommittee and update on website.
4. Submit monthly written reports to NKYASCNA meeting.

SECTION V. ELECTIONS OF NKASCNA TRUSTED SERVANTS

- A. Nominations for Administrative Committee Trusted Servants will be made in November. Voting of these Trusted Servant positions will be in December with service beginning in January. (5/2023)
- B. Nominations for NKASCNA Sub-Committee Chairs will be made in May. Voting of 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. A Trusted Servants of NKASCNA may serve a second year in that position if nominated and elected.
- E. Clean time requirements for Trusted Servants will not be waived at any time.
- F. All nominees of a Trusted Servants position must be present at nomination and voting.
- G. Two Hatting
 1. No members shall hold more than one Area Trusted Servants position at any one time, except for Sub-Committee Vice Chairs and temporary Committee Chairs.
 2. No member shall serve as a GSR and Area Trusted Servant concurrently except for Sub-Committee Vice Chairs and temporary Committee Chairs.

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 prior to, or at the time of resignation.
- B. Area Trusted Servants may be removed from office for any of the following reasons:
 1. Relapse
 2. Excessive absence without prior notice
 3. Neglect of duties
 4. Disregard for Area Conscience
 5. Disrespect for the Guiding Documents
 6. Misuse of funds

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7. Falsification of financial reports
 8. Any act of theft or violence in the Committee or towards NA Members.
- C. Removal of Trusted Servant
1. Request of resignation or notice of impending removal from office must be presented to the NKASCNA in the form of a motion and be accompanied by an explanation.
 2. The Trusted Servant in question will be notified in writing by two (2) NKASCNA Administrative Members 21 days prior to impending action.
 3. In the event of resignation or removal of Sub-Committee Chairpersons, the Vice-Chair shall assume the duties and responsibilities of the Chair until the time as scheduled.
 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 NKASCNA.
 5. Anyone elected mid-term will serve the remainder of the regular term of office.

SECTION VII. ESTABLISHMENT OF SUB-COMMITTEES

- A. The NKASCNA may establish Sub-Committees as necessary to perform certain duties. Sub-Committees will be formed upon approval of the members of NKASCNA. Sub-Committees may include, but are not limited to: H&I, PI, Literature, Phonenumber, Newsletter, Outreach, Website and Activities and any other Sub-Committees deemed necessary to carry out the work of the NKASCNA.
- B. All Sub-Committees of NKASCNA shall create, adopt, and keep current guidelines that are consistent with the 12 Concepts, NKASCNA Guidelines, and World Service Conference Approved Handbook of Guidelines.
- C. All expenditures except for sub-committee and Trusted Servant operating budgets, 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 area.

SECTION VIII. PRUDENT RESERVE

- A. The Treasurer of the NKASCNA shall maintain a prudent reserve of one thousand dollars (\$1000).
- B. A two-third (2/3) vote of all Home Groups is needed to change the prudent reserve.

SECTION IX. AUDITING AND INVENTORY

- A. The NKYASCNA shall have an auditing committee consisting of the Chairperson, Vice chairperson, Treasurer, Vice treasurer, and recording secretary of the Sub-Committee. One representative from each group, selected by the Chairperson, may participate on the committee. (1/2020)
- B. The audit shall take place between the election and seating of new Administrative Committee members. Elections take place at the January ASC meeting. Seating of new members takes place at the February ASC meeting. (1/2020)
- C. The ASC Inventory shall be taken annually in the month of July, chaired by the Area Chairperson, using the Inventory Tool from NAWS Area Planning Tool - Addendum A. (1/2020)

SECTION X. RCM TRAVEL FUND

The RCM and RCM Alternate shall be funded 25 cents per mile travel expenses to the Regional Service Committee Meeting. A mileage statement is required. (1/2020)

SECTION XII. NKYASCNA PAYMENTS

- A. The Phoneline expenditures and website expenditures shall be an automatic payment upon receipt of bill.
- B. H&I receives an automatic monthly allotment of \$350, unless H&I chair declines the allotment at the area service meeting if it is not needed. (6/4/2022)
- C. The Zoom account for area at an annual cost of \$149.00 shall be an automatic payment made upon the annual renewal date. (8/6/2022)
- D. The NKASCNA shall pay all shipping expenses.

SECTION XIII. GLOSSARY