



North Dade Area Procedural Guidelines

Revised: July 2019 -2021

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS OF NARCOTICS ANONYMOUS SERVICE

- 1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.**
- 2. The final responsibility and authority for NA services rests with the NA groups.**
- 3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**
- 4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**
- 5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.**
- 6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.**
- 7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.**
- 8. Our service structure depends on the integrity and effectiveness of our communications.**
- 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.**
- 10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.**
- 11. NA funds are to be used to further our primary purpose, and must be managed responsibly.**
- 12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.**

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I. Name

The official name for this committee shall be the North Dade Area Service Committee, referred to as North Dade ASC or North Dade Area.

II. Description

The **North Dade ASC is a service body of Narcotics Anonymous directly responsible to the groups who have formed it.** It consists of group service representatives (GSRs) from NA groups within the North Dade Area, along with elected officers, subcommittee chairpersons, and coordinators. They meet monthly as the Area Service Committee to serve the common needs of the North Dade Area's groups and its members. All ASC meetings are open to any NA members.

III. Purpose

The North Dade ASC has been created by the Narcotics Anonymous groups of the North Dade Area to **develop, coordinate, and maintain the services that may be required by the North Dade Area groups to help further our primary purpose.**

The North Dade ASC shall provide a forum that allows the North Dade Area groups to effectively communicate their needs or concerns and share their experience with each other. The most important service the North Dade ASC provides, is its support to each group. Whenever a group has a specific situation or need, **which it has not been able to handle on its own**, it can come to the Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

In order to provide these services, **an ASC needs the active participation of its GSRs.** A group supports its Area Service Committee both **financially and emotionally. It is a group's responsibility to offer this support.** However, as an Area grows, the financial needs of the Committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. **Some Areas provide these funds through fundraising activities.** These alternate courses of financial support are helpful, **but the bulk of the responsibility still falls on the members of a group.**

IV. Services

The North Dade ASC shall provide a GSR orientation (open to anyone interested). **This orientation shall be organized and lead by the North Dade Area's Vice-Chair.** It shall include orientation on our Procedural Guidelines, the GSR Guide, the Twelve Traditions of NA and the Twelve Concepts of NA Service.

- . **All new groups shall be provided with a "Starter Kit". (As needed)**
- . **All active groups shall receive a copy of the Conference Agenda Report (CAR).**
- . **All participants of the ASC shall receive a copy of the North Dade ASC "Procedural Guidelines" provided by the ASC.**
- . **All GSRs shall receive a copy of the North Dade GSR Guide provided by the ASC Vice- Chairperson.**

V. Meeting

1. Regular Meeting

The regular meeting of the North Dade ASC shall be the second Sunday of every month, ***or can be changed upon the needs of the ASC***. All ASC meetings are open to any interested NA member.

2. Special Meeting

A special meeting or unscheduled meeting may be called to resolve a particular issue or question of significant importance or adopt resolutions pertaining to the ASC and NA as a whole. Special meetings may be called by any voting participant of the North Dade ASC, subject to a simple majority vote of the Administrative Subcommittee.

Proper notification of all voting participants is required, this being defined as a reasonable attempt by e-mail or phone to contact all voting participants. A (50%+1) majority of all voting participants must be present at a special meeting to establish quorum.

VI. Attendance

When a GSR is not present for two (2) consecutive ASC meetings, the group will no longer appear on the ASC Roll Call or part of quorum. The ASC secretary will contact the GSR in reference to their attendance and the consequences for nonattendance. When a GSR returns to the ASC meeting, the group will be placed back on the roll.

All elected participants or their representative are required to attend all ASC and Administrative Subcommittee meetings. In the event an elected participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, the ASC secretary will contact the representative. If there is no response *impeachment procedures shall automatically begin. *(See Impeachment – section XIX)

VII. Order of Business

An agenda is required for the necessary introduction of business (old or new) and must be made available to participants at the regular meeting of the ASC. The Agenda will follow the order below, ***(the order of business can be changed from the floor with a motion from a voting participant, the motion must be second and voted upon.)***

1. Call to Order

- ***Opening Prayer***
- ***Reading of the Tradition for the month***
- ***Reading of the Concepts for the month***
- ***Reading of North Dade ASC Purpose (III. Purpose)***
- ***Roll Call of Groups and Administrative Subcommittee***
- ***Quorum (determined from roll call)***
- ***Recognition of New Groups and New GSRs***

2. Secretary's Report ***(approval of last month's minutes)***

3. 1st Treasurer's Report ***(update from last ASC meeting)***

4. Old Business

- ***Resolution of Motions (Call to Vote)***

5. Reports

- ***Chair's Report***
- ***Vice-Chair's Report***
- ***Group Service Representative (GSR) Reports***
- ***Meeting List Coordinator's Report***
- ***Tax Compliance Report***
- ***Subcommittee Reports (standing subcommittees in alphabetical order)***

- *Ad-Hoc Subcommittee Reports (in alphabetical order)*
 - *Regional Committee Member (RCM) Report*
6. **Nominations/Elections** (for all open positions)
 7. **Open Forum** (for general discussion, group concerns, or issues raised by reports)
 8. **2nd Treasurer's Report** (update after group donations)
 9. **Donations**
 - *Regional Service Committee*
 - *Narcotics Anonymous World Services*
 10. **New Business**
 - *New Motions (no new motions will be accepted after New Business begins)*
 - *Discussion and Debate*
 - *Resolution of Motions (Call to Vote)*
 11. **Close of Session**
 - *Announcements*
 - *Review of Business*
 - *Notice of Next Meeting*
 - *Closing Prayer and Adjournment*

VIII. Participants

There shall be **two (2) categories of participants** in the North Dade ASC: **voting participants, non-voting participants (who are observers)**

1. Voting Participants

Each voting participant shall be allowed one (1) vote on all matters coming before the ASC. ***If the subcommittee chair is present the vice chair cannot vote.***

A voting participant of the North Dade ASC shall be defined as the following:

- *Group Service Representative (GSR) or GSR Alternate in their absence;*
- *ASC Chairperson in the event of a tie.*

2. Non-Voting Participants

Each non-voting participant shall be allowed to debate, question, enter, or second motions or nominations, present reports, present points of personal privilege, call for points of order, and question the Chairperson.

However, non-voting participants shall not be allowed to:

- *Vote on motions*
- *Vote on nominations*
- *Vote on any other matters requiring a vote*
- *Appeal the decision of the Chairperson*

A non-voting participant of the North Dade ASC shall be defined as the following:

- **Observers, Chair (except in a tie), Vice-Chair, Treasure, Assistance Treasure, Secretary, Assistant Secretary, and RCM**

3. Observers

Narcotics Anonymous members that are not addressed elsewhere in these guidelines shall be observers. Narcotics Anonymous members shall have the specific right to request the floor. ***The Chairperson has the exclusive right to grant or deny such request. The Chairperson's decision is subject to appeal and may be overturned by a vote of (50%+1) majority vote.***

IX. Quorum

A quorum of the ASC is the number of participants entitled to vote who must be present in order to conduct business. An official quorum must be established to conduct business. It is the Chairperson's duty to determine that a quorum is present.

1. Quorum Defined

The North Dade ASC may conduct business when a simple majority (50%+1) of voting participants are present.

2. Quorum Call

A quorum call from the floor is always in order. A quorum shall be established at the start of the ASC by roll call. ***That said quorum shall remain established until the end of the ASC meeting.***

X. Motion Procedures

All new main motions must be submitted by the start of New Business. Motions for new business shall be sorted into the following categories and entertained and resolved within each category in the order they are received.

1. Financial Motions

- Motions for reimbursement of funds
- Motions to increase budget
- Other money motions

2. Other Business

- Group and Subcommittee Motions
- Procedural Motions (i.e. Guidelines)

3. RSC Motions

- Motions that require an Area conscience to be carried to the next RSC meeting

XI. Main Motions

A main motion is a formal proposal by an ASC participant requesting that the North Dade ASC take certain action. A main motion is a motion whose introduction brings new business before the ASC. All main motions must be made in writing and accompanied by a written intent. The motion should be clear, concise, and comprehensive so the ASC will not be voting on the perceived intent. Participants are encouraged to ask fellow participants for help in wording motions, especially those who feel uncertain of their writing skills. The maker of the motion must be present for a vote to be taken.

Until the Chairperson states the motion, the maker of the motion is free to modify or withdraw it as he or she pleases. However, once the motion is stated by the Chairperson, the motion becomes the property of the ASC and must be disposed of in some manner. The maker is no longer free to modify or withdraw it, except with the unanimous consent of the ASC. If the motion is offered in wording that is unclear, it is the Chairperson's duty to see that the motion is put into suitable form before stating it, making sure to preserve its content to the satisfaction of the maker.

A main motion reflecting **Group Conscience** as returned from groups will be voted on the next ASC meeting and shall not be subject to being over-ruled by Parliamentary Procedures.

1. Motion Begins

Once a motion is submitted in writing, it comes up for discussion during New Business. This motion, before it can be considered by the other participants at the ASC meeting, must be seconded by another participant of the ASC. A "second" is an indication that the idea deserves consideration of the other participant of the ASC. A second may be made, in writing, prior to submitting the motion, or it may come from the floor. A motion made by the Administrative Subcommittee may not be seconded by an Administrative Subcommittee participant of the ASC. If there is no second, the matter will die for lack of a second.

2. Motion Seconded

Once seconded, however, it becomes the business of the participant of the ASC to consider the motion and debate its pros and cons. The Chairperson will usually call upon the participant making the motion as the first affirmative (i.e., in favor of) speaker, who will have a few minutes to explain the intent of the motion. When he or she is through, the Chairperson will ask for other participants who wish to speak for or against the motion. Debate on main motions is limited to two (2) pros and two (2) cons. Under limited circumstances, debate may be extended.

3. Motion Voted

Unless a motion to amend the motion is proposed, seconded, and accepted, or the motion is tabled or referred to a subcommittee, then debate is concluded, and it is time to vote. (A two-thirds (2/3) majority vote is required to close, limit or extend debate.) A simple majority (50% plus one) of the votes cast by the voting participants is required for the motion to pass.

4. Unanimous Consent

This is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses **no opposition** to a motion, he/she will state that the motion is carried by unanimous consent, unless there is an objection.

If there is no objection to this, the minutes will reflect that all of the voting participants were in favor. If a participant objects to this, the matter will go to a vote as prescribed for the motion.

5. Out of Order

Once a motion has been made, the Chairperson may rule it **out of order**. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the ASC's Procedural Guidelines, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Any voting participant of the ASC who wishes to challenge a ruling made by the Chairperson may *appeal* that ruling (see: "*Point of appeal*" under "Other Procedures"). If no appeal is made, or if the decision of the chair is upheld, the ASC moves on to other business.

XII. Parliamentary Motions

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. A few that seems to be the most practical are discussed below.

1. Motion to ADJOURN **SIMPLE majority required** **Is NOT DEBATABLE**

Any participant of the ASC may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the Chairperson may declare the meeting adjourned without a motion.

2. Motion to AMEND **SIMPLE majority required** **Is DEBATABLE**

This is the most commonly used parliamentary motion. During debate on a motion, if a participant feels that the motion would benefit from a change in its language, that participant can say, "I move to amend the motion . . ." and suggest specific language changes in the motion, as long as the idea or subject is not changed. A motion to amend must be moved and seconded before it can be debated. When debate on the motion to amend is finished, a vote is taken. Then debate resumes on the merits of the main motion (as amended, if the motion to amend has carried). When debate is finished on the merits of the main motion itself, a vote is taken, and the ASC moves on to the next item of business. If the motion to amend does not pass, the ASC continues to debate the main motion, a vote is taken, and the ASC moves on to the next item of business.

3. Motion to CALL THE VOTE **TWO-THIRDS (2/3) majority required** **Is NOT DEBATABLE**

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a participant saying, "I call for the vote." It is another way of saying "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished.

You need not be called on. The Chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If a simple majority of the voting participation feels that no more debate is necessary, a vote is taken, and the ASC moves on to the next item of business.

4. Motions to RECONSIDER or RESCIND
MAJORITY required varies
Is DEBATABLE

Sometimes a participant feels that a motion the ASC has passed will prove harmful. That participant can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind: The motion must have been passed in either the last months or the current meeting. The participant making the motion must have information on the issue that was not available in the original debate on the motion. The participant must have been with the winning side in the original vote.

These limits are placed to protect the ASC from having to reconsider again and again the motions it passes while still allowing it to examine harmful situations it has created inadvertently. If any of these requirements are not met, the Chairperson will declare the motion out of order. ***The motion to reconsider requires a simple majority.*** The motion to rescind requires a simple majority, provided that participants of the ASC were informed prior to the meeting that such a motion would be made. ***If prior notice is not given, the motion to rescind requires a simple majority vote.***

5. Motion to REFER
SIMPLE majority required
Is DEBATABLE

Sometimes the ASC does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc subcommittee for further study. A participant saying, "I move to refer the motion to the such-and-such subcommittee" can do this. A motion to refer must be moved and seconded before it can be debated. If the motion to refer passes, the ASC moves on to the next item of business. If the motion to refer does not pass, the ASC may either continue debate the main motion or vote on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the ASC.

6. Motion to REMOVE FROM THE TABLE
SIMPLE majority required
Is NOT DEBATABLE

A motion that has been tabled can be taken up before the time originally set in the motion to table. Saying, "I move to remove from the table the motion to such-and-such" does this. If this motion passes, the motion that has been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table does not pass, the ASC moves on to the next item of business.

7. Motion to TABLE
SIMPLE majority required
Is NOT DEBATABLE

One way of disposing of a motion that is not ready for a vote is to table it. Saying, "I move we table this motion until such-and-such a date/meeting" does this. This motion is not debatable; if it is moved and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the ASC moves on to the next item of business. The tabled motion will be included in the ASC agenda on the date specified.

8. Motion to WAIVE OR SUSPEND THE RULES
UNANIMOUS CONSENT required
Is NOT DEBATABLE

When a participant of the ASC wishes to do something during a meeting that would violate one (1) or more of its own regular rules, it can adopt a motion to waive or suspend the rules. The proposed action cannot be in conflict with any of NA's guiding principles. Any suspension of the rules requires unanimous consent for approval.

9. Request to WITHDRAW A MOTION
UNANIMOUS CONSENT required
Is NOT DEBATABLE

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The Chairperson asks if there are any objections. If there is even one (1) objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn, and the ASC moves on.

XIV. Other Procedures

In addition to parliamentary motions, there are other ways in which participants may alter or clarify the proceedings. Here are a few of the most common:

1. Order of the Day
NO vote required
Is NOT DEBATABLE

If a participant of the ASC feels that business is going too far astray from the original agenda, that participant can help get things back on track. ***The participant may simply say out loud, "I call for the order of the day." This means, "I move that the Chairperson bring us back on track and conduct the meeting according to procedure, adhering to the agenda."*** This does not require a second, is not debatable, and does not even require a vote -- the Chairperson is obligated to enforce the request unless a simple majority of the body informs the Chairperson otherwise.

2. Parliamentary Inquiry
NO vote required
Is NOT DEBATABLE

If a participant of the ASC wants to do something but does not know how it fits in with the rules of order, all a participant of the ASC has to do is ask. ***At any time, a participant may simply say out loud, "Point of parliamentary inquiry." The Chairperson must immediately recognize the participant so that the person may ask how to do such-and-such.***

The Chairperson will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

3. Point of Appeal
TWO-THIRDS (2/3) majority required
Is NOT DEBATABLE

Any time the Chairperson makes a decision, that decision may be appealed. ***Any voting participant of the ASC who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair."*** If the appeal is seconded, the Chairperson then asks, "On what grounds do you appeal my decision?" The voting participant states the reason(s). The Chairperson then speaks briefly to the intent of the ruling being appealed. The voting participant may not debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the Chairperson.

4. Point of Clarity
NO vote required
Is NOT DEBATABLE

This is a form of providing information in reference to a motion or item being discussed on the ASC floor. ***This is not a pro or a con.*** A point of clarity does not need a second; it is neither debatable nor to be voted upon. The participant raising the point of clarity may offer information to Chairperson or another participant of the ASC.

5. Point of Information
NO vote required
Is NOT DEBATABLE

If a participant of the ASC needs certain information before making a decision about a motion at hand, that participant can say at any time to the Chairperson, "Point of information." ***This means, "I have a question to ask," not "I have information to offer."*** A point of information does not need a second; it is neither debatable nor to be voted upon. The participant raising the point of information may ask the question of either the Chairperson or another participant of the ASC.

6. Point of Order
NO vote required
Is NOT DEBATABLE

If it appears to a participant of the ASC that something is happening in violation of the rules of order, and if the Chairperson has not yet done anything about it, the participant can ask the Chairperson for clarification of the rules at any time. ***The participant may simply say out loud, "Point of order." The Chairperson then says, "What is your point of order?" The participant then states the question and asks the chairperson for clarification. If the chairperson agrees that the rules are not being followed, the Chairperson says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chairperson says, "Overruled." This decision, as all others, can be appealed.***

7. Point of Personal Privilege

NO vote required

Is NOT DEBATABLE

If the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal PRIVILEGE:" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request requires no second, and the Chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the Chairperson will accommodate you.

XV. Discussion

Discussion or debate on main motions and most parliamentary motions is limited to two (2) pros and two (2) cons. Participants of the ASC speaking on an issue in debate have two (2) to three (3) minutes in which to speak. Under limited circumstances, debate may be extended. A simple majority vote is required to close, limit or extend debate. Only one (1) issue will be on the floor at any time. A participant of the ASC shall speak only when recognized by the Chairperson; to be recognized participants shall raise their hand.

XVI. Voting Procedures

The role of the GSR as a voting participant in North Dade ASC regular meetings goes beyond that of merely carrying information to and from the group he or she represents. GSRs, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day business of the North Dade ASC.

1. Regular Voting

All regular business voting shall be conducted by a show of hands vote. A simple majority vote (50% plus one) of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all regular business. The majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast. Certain motions require a simple majority vote to pass, these include:

- ***To change procedural guidelines***
- ***To close, limit or extend debate***
- ***To close nominations***
- ***To elect a participant of the ASC to office***
- ***To remove an elected participant of the ASC from office***
- ***To take business away from a subcommittee that has not made a decision or a report on it, and return that business to discussion on the floor***

A simple majority shall be determined from the total number of the votes cast; abstentions stand alone, and do not count as part of the votes cast. For example, when a vote is called for to accept the minutes or a treasurer's report, all those in favor signify by a show of hands and those opposed signify by a show of hands. All voting participants must raise hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at his/her discretion or may call for the matter to be returned to the groups for a Group Conscience decision and be brought back to the next ASC meeting.

2. Election Voting

All election voting shall be conducted by a show of hands vote. A simple majority vote of the voting participants present shall reflect the collective conscience of the ASC for all elections. The simple majority needed to pass a motion shall be determined from the total number of votes casted; abstentions stand alone, and do not count as part of the votes casted.

3. Procedure Voting (guideline changes)

All motions for procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions of change and the recommendations shall then be sent to groups to be voted on, at the following ASC meeting voted into policy. A simple majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect the collective conscience of the ASC for all changes to these guidelines. The simple majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

4. Abstentions

If an issue comes before the ASC that directly affects the groups or is thought to be of such importance to the NA fellowship, the Chairperson shall have the option to poll abstentions, if the Chairperson feels these abstentions would change the outcome of the motion.

XVII. Nominations

Our 4th Concept states: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

When selecting a participant of the ASC, we have a spiritual responsibility. If we place someone in a service position that does not have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service, *then we bear the responsibility* if this participant is unable to perform his/her responsibilities in a manner consistent with our principles. At the ASC meeting in June, nominations of ASC positions shall be solicited. ASC Participants who have not served two (2) consecutive terms shall be able to run for another term of office at the July ASC, unless they decline to run.

1. Nomination Procedure

At the time of nominations at the ASC meeting in July, the nominee must be present in to accept the nomination. Directly before the floor is opened for nominations, the Chairperson will state the qualifications and responsibilities of each position, as outlined in these guidelines.

A nomination shall be submitted only with the knowledge and consent of the nominee. Each nominee shall then state their qualifications for serving the fellowship as a whole (state clean time, a brief service history, and his/her qualifications for the position, and why they can and want to serve the fellowship). The participants of the ASC shall question each nominee concerning matters relevant to their possible election. Each nomination must be seconded. ***Once seconded, all nominations will be sent to groups to vote on, and then voted on at the following ASC meeting. All nominees must submit their written qualification to the Secretary to be included in the minutes.***

2. No Waiving of Guidelines

It is recommended that the North Dade ASC not waive guidelines. Motions to waive one part of the guidelines on a temporary basis should be rare and only used to solve a critical or **emergency situation** that is time sensitive. **A motion to waive or suspend guidelines shall require unanimous consent to pass.**

If a Guideline is not serving the needs of the ASC, it should be changed or modified. All procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions with their recommendations shall then be sent to groups to vote on, and then voted on at the following ASC meeting. A change in guidelines shall require a simple majority.

3. No Waiving of Clean time

It is recommended that the North Dade ASC not waive the stated clean time requirements in order to elect someone to a position. Motions to waive clean time on a temporary basis should be rare and only used to solve a critical or emergency situation. **A motion to waive the stated clean time requirements shall require unanimous consent to pass.**

XVIII. Elections

All ASC positions shall be open for nominations in June of each year. Nominees shall be presented to the ASC in July, and elections held in August. Persons elected will begin their service at the September ASC meeting. It is **recommended** that all out going trusted servants, turn over all materials necessary for the position and share as much information with the incoming trusted servant as possible, so that the transition is made a comfortable as possible, (Sharing is Caring the NA Way).

1. Election Procedure

Elections of ASC positions shall be conducted in August by show of hands. All nominees must be present at the ASC during elections time, however at the time for their desired position, the person or persons must leave the voting area. The Chairperson shall announce the election results. Election results shall not be published by number in the ASC minutes.

2. Single Nominee

In the case of only one (1) nomination at the time of elections in August, the nominee **must** be elected by a simple majority vote of the voting participants of the ASC.

Assumption of Office

All newly elected participants of the ASC shall assume the duties of their offices at the September ASC meeting. A participant may serve only one (1) ASC position at a time. **However, Ad-hoc or temporary assignments are the exception, and shall not be in conflict with current position held.** If a GSR runs for a position and is elected, upon election, he/she shall resign as GSR. Their group shall then elect a new representative, thus ensuring all groups equality of representation.

XIX Terms of Office

1. Regular Term

All participants of the ASC shall serve a one (1) year term to be elected in August, ***with the exception of the ASC Vice- Chair, NDACNA chair, and RCMA, which are two (2) year terms, (Due to special circumstances).***

2. Vacancies/Un-expired Terms

If there is a vacancy, un-expired terms may be filled according to election procedures.

3. Resignation

A participant of the ASC may resign by providing written notice to the Administrative Subcommittee. Upon resignation from office of the RCM or ASC Chairperson, a Priority Vote of Confidence shall be taken for the RCM Alternate or Vice-Chairperson to fill the position. This Priority Vote of Confidence shall require a simple majority vote. In the event that a position is filled by vacancy, the participant may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures.

4. Impeachment

An elected participant of the ASC shall receive a letter of "Intent to Impeach" from the Chairperson of the ASC, due to one or more of the following:

- Two (2) consecutive absences from ASC meetings
- Two (2) consecutive absences from Administrative Subcommittee meetings
- Failure to perform responsibilities as outlined in these guidelines
- Negligence in handling NA funds

All other grounds for impeachment shall be brought to the floor in the form of a motion. Motion to impeach is always in order and requires a simple majority vote by the voting participants. Any elected participant of the ASC that receives a letter of "Intent to Impeach" May appeal the decision in writing by the next Admin. Meeting.

5. Removal

An elected participant of the ASC shall be immediately removed from office by the Chairperson or Vice Chairperson of the ASC due to one or both of the following:

- Interruption of abstinence (Relapse)
- Theft of NA Funds

Our 10th Concept states: "Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal."

If a participant of the ASC feels they have been wrongly accused, that participant can petition the ASC to address their grievance, without fear of reprisal.

6. Re-election

In keeping with the principle of rotating leadership, it is ***recommended*** that no participant of the ASC serve more than two (2) consecutive regular terms in the same position.

XX. Financial

NA funds are to be used for the sole purpose of furthering our Fellowship's primary purpose. The North Dade ASC shall ensure that expenditures will help carry the NA message by vigorously applying the Twelve Traditions and Twelve Concepts to its financial procedures and practices.

1. Fund Sources

a) Group Donations

The North Dade ASC shall not accept **designated** or **earmarked funds**. The North Dade ASC shall accept cash from groups only. Personal checks shall not be accepted by the Treasurer.

b) Literature Sales

All literature distribution funds shall be turned in to the Treasurer.

2. Activities and Fundraisers

Sub-Committees

When holding events or fundraisers sponsored by the ASC, the chairperson and treasurer of that committee or designated person(s), all funds collected along with a detailed expense report accompanied with receipts must be turned in to the ASC treasurer at the next ASC meeting following the event.

Coordinators

When holding events or fundraisers financially sponsored by the North Dade ASC, the ASC treasurer, will be present at the activity to collect funds. For all events and/or fundraisers the North Dade ASC Admin. Sub-Committee shall operate as the Support committee for that coordinator's event/fundraiser. The ASC Treasurer and Coordinator is responsible for a detailed expense report with all receipts to be turned in at the next ASC meeting following the event.

Groups shall be held to the same criteria as Subcommittees/Coordinators when holding events financially sponsored by the North Dade ASC.

Any participant of the North Dade Area who handles or is responsible for ASC funds must have at least two (2) years of continuous abstinence and a steady source of income.

3. Checking Account

The North Dade ASC, on behalf of itself and all its Subcommittees, shall have only one (1) checking account. The North Dade ASC checking account shall require two (2) signatures on all ASC checks, consisting of any two (2) of the following:

- **Treasure, Chairperson, Vice-Chairperson, Tax Compliance person or Secretary**

Monthly bank account statements shall be sent to the Treasurer, at the North Dade ASC post office box, and to the home of the Tax Compliance Officer.

4. Deposits

At the end of the monthly ASC meeting, all deposit amounts must be verified by the Tax Compliance Officer. All deposits shall be made within seventy-two (72) hours of receipt. Any participant of the ASC that deposits funds must have at least two (2) years of continuous abstinence and a steady source of income.

5. Financial Records

All North Dade ASC financial records must be kept in a neat, accurate and orderly fashion and be available for inspection at the request of any participant at every regular North Dade ASC meeting.

6. Budgets

Each year, in October, the Chairperson, Treasurer, and Tax Compliance shall be available to meet with all of the Subcommittee Chairpersons and Coordinators to go over their proposed yearly budgets. All budgets shall be presented at the November ASC meeting for discussion and approval. In developing an annual (twelve month) budget, each participant shall list their total anticipated financial needs and obligations for the period in question and come prepared to justify the proposed expenditures before the ASC. Once a budget has been set by the ASC, any requests for distribution of funds that fall within the approved budget will automatically be paid by the Treasurer of the ASC, assuming funds are available.

All expenses, which are not included within the amounts of budgeted items or go above any item in the budget, shall require approval of the North Dade ASC in the form of a motion.

7. Financial Review

Once a year in September, the North Dade ASC, through a select committee, shall conduct a thorough review of the North Dade ASC finances. This select committee shall be coordinated by the Vice Chairperson and shall include the Treasurer, Assistant Treasurer, and Tax Compliance among its participants. If necessary, this committee may hire a professional accountant as a special worker to assist the committee in its review. The committee shall present a report of its findings to the ASC.

8. Operating Funds

These are funds of a set amount provided to the Administrative Subcommittee and each Standing Subcommittee to cover normal administrative costs for each month. Normal administrative costs include rent for a meeting space, copying of the subcommittee's minutes, etc. but do not include separately budgeted items such as H&I literature purchases or seed money for an Area-sponsored event. The amount of an operating fund is determined by the approved budget for each Subcommittee or Coordinator and replenished as necessary up to the approved budget limits.

9. Distribution of Funds

All distribution of funds by the Treasurer of the ASC shall be done in check form only. Any requests for distribution of funds that fall within the approved budget will automatically be paid by the Treasurer of the ASC, through a "Check Request Form" signed by the Vice Chairperson, assuming funds are available. For the purpose of accountability, the North Dade ASC requires all distribution of funds to be accompanied by a detailed expense report and receipt(s), within one (1) month or become liable for the funds. All expense reports and receipt(s) shall then be attached to the "Check Request Form".

Any requests for distribution of funds that include the signing of contracts shall be submitted to the Administrative Subcommittee at least one (1) month prior to anticipated due date. This shall give the Administrative Subcommittee time to review the contract for any legal issues.

10. Reimbursement of Funds

All reimbursement of fund by the Treasurer of the ASC shall be done in check form. There will be no cash reimbursements. No reimbursement shall be made without proper receipts or proof of payment. For the purpose of accountability, the North Dade ASC requires all reimbursements of expenses to be accompanied by receipts, and a "Check Request Form" signed by the Vice Chairperson. All receipts to be paid by the North Dade ASC shall be signed, dated, and an explanation of what the receipt is for put on the back. Questionable items for reimbursement shall be decided upon by the Administrative Subcommittee and, if refused, may be appealed to the North Dade ASC.

Any requests for reimbursement of funds, which are not included within the amounts of budgeted items or to go above any item in the budget, shall require approval of the North Dade ASC in the form of a motion.

11. Prudent Reserve

The North Dade ASC has determined that it is in the Area's best interest to maintain a prudent reserve. The North Dade ASC shall hold in reserve an amount equal to an average of the previous six (6) months' expenses (i.e., 6 months total expenditures divided by 6, equals prudent reserve amount).

12. Fiduciary Responsibility

In order to protect the participants of the North Dade ASC, the North Dade Area groups, and NA as a whole, The North Dade ASC shall strive to meet its financial obligations to society before its internal needs. To maintain fiduciary restraint, the North Dade ASC will make every effort to avoid debt, thereby minimizing the number of financial obligations incurred outside the Fellowship. After meeting its external debts, the North Dade ASC will disburse the funds it has been given according to the principles of our 5th Tradition and our 11th Concept (for example, H & I or PR needs, or possible donations to the RSC and NAWS would be accommodated before authorizing spending for a social event.).

The following non-deficit spending guidelines shall be used to pay expenses in the order given below:

- Payment of debts or expenses outside the NA Fellowship
- Payment of debts or expenses within the NA Fellowship
- North Dade ASC secretarial or administrative expenses
- Approved budgets of North Dade ASC Officers, Subcommittees or Coordinators
- RSC and NAWS donations
- All other approved North Dade ASC expenses

12. Misuse of Funds

All participants of the ASC shall be held accountable for funds and merchandise entrusted to them. ***ASC funds spent without prior approval from the ASC is considered misuse.*** Negligence in handling funds or merchandise is also considered misuse.

13. Theft of Funds

All participants of the ASC shall be held accountable for funds and merchandise entrusted to them. Theft will not be tolerated and shall be grounds for immediate removal from any position. Legal action may be appropriate and required in the fulfillment of the North Dade ASC's fiduciary responsibilities. A decision to take legal action is merely an option and does not compromise the spiritual principles of our Steps, Traditions, or Concepts. However, resorting to a legal remedy in an instance of theft should be an action of last resort and undertaken only after having previously, followed a number of steps. These steps shall include the following

- Conduct a thorough investigation to determine if theft has indeed occurred
- Immediately remove the participant(s) from their position
- Invite the participant(s) responsible for the theft to state their side
- Work out a plan for full financial restitution with the participant(s) responsible

Make it clear that the consequences of not fulfilling the “Restitution Agreement” could include legal action being taken against them.

If indeed theft has occurred and a plan for full financial restitution has been made, the participant(s) involved in theft shall not be eligible to hold an ASC position for at least one (1) year following full financial restitution.

If a plan for full financial restitution has not been made, then the North Dade ASC will consider the appropriateness of taking legal action. Such a measure shall be passed only by a simple majority vote of the voting participant of the ASC.

XXI. Other Financial Responsibilities

1. Corporation

The North Dade ASC shall be incorporated for the protection of its participants, its groups, the area itself, and NA as a whole. North Dade Area Service of Narcotics Anonymous, Inc. is incorporated in the State of Florida as a non-profit organization with a tax identification number, and is accountable not only to the ASC, but to the State of Florida and the IRS. For IRS purposes and financial accountability, (consulting, filing of forms, producing, and signing reports, etc...), the North Dade ASC has designated the Tax Compliance Officer or it's Treasure as the agent of the corporation.

2. Post Office Box

The Administrative Subcommittee shall establish and maintain a post office box address for receipt of bank statements and other official North Dade Area correspondence. The post office box shall be the official mailing address of the North Dade ASC and the key holders shall be the Chairperson and the Treasurer of the ASC.

3. Storage Area

The Administrative Subcommittee shall establish and maintain a storage unit to secure all ASC belongings, to include, ASC archives, literature, merchandise, decorations, cash registers, and all other items that are utilized by the North Dade Area. The key holders shall be the Chairperson and Vice Chairperson of the ASC, the ASC Treasure.

4. Website

The Administrative Subcommittee shall establish and maintain a website. The North Dade Area Service of NA, Inc., not an individual, shall own the website account and domain name. A notice shall be placed at the beginning of the website that signifies that it is the official website of the North Dade Area of Narcotics Anonymous. The information in the Website shall contain links and references to Narcotics Anonymous related information only.

XXII. ASC Officers

1. Chairperson

Qualifications

- Has been active for at least three (3) years in the ASC service structure of Narcotics Anonymous
- Has five (5) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall arrange for and preside over the monthly ASC meetings
- Shall coordinate provision of food and beverages, as well as setting up of the ASC meeting room
- Shall determine that a quorum is present
- Shall facilitate rules of order and discipline at the ASC Meetings, will keep discussion focused on the topic and within a reasonable time frame, will attempt to be absolutely fair and impartial
- Shall refrain from speaking to the merits of or engaging in debate upon motions pending unless requested to do so by a participant of the ASC, at which time the Chairperson may step down for discussion
- Shall send a letter of "Intent to Impeach" to participants of the Administrative Subcommittee who have missed two (2) consecutive ASC Meetings or Administrative Subcommittee Meetings
- Shall announce the coming of elections two (2) meetings prior to the election meeting
- Shall write all correspondence on behalf of the ASC
- Shall vote at the ASC meetings only to break tie votes; shall not make or second motions
- Shall be a co-signer of the North Dade ASC bank account

2. Vice Chairperson: This is a training position for two (2) years, followed by a two (2) year term as ASC Chair

Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
- Has four (4) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all Administrative Subcommittee duties
- Shall serve as Parliamentarian of the ASC meetings
- Shall assist the Chairperson in performing his/her responsibilities
- Shall assume the responsibilities of the Chairperson or any other Administrative Subcommittee participant in his/her absence
- Shall be a coordinator between all Subcommittees to assure coordination of functions and proper cooperation of responsibilities
- Shall conduct the GSRs Orientation
- Shall make and second motions at the ASC; but shall not vote
- Shall arrange and preside over all Administrative Subcommittee meetings
- Shall vote at the Administrative Subcommittee only to break tie votes; shall not make or second motions
- Shall be a co-signer of the North Dade ASC bank account

3. Secretary

Qualifications

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) years of continuous abstinence from all drugs
- Has general office and secretarial experience, and organizational ability
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall perform Roll Call for attendance at the ASC meetings
- Shall assume the responsibilities as the Chairperson if the chair is absence, only when the Vice- Chairperson, RCM and Alternate RCM are absent.
- Shall prepare, copy, and bring an agenda to the ASC meetings
- Shall give Secretary's Report at the ASC
- Shall maintain an updated mailing list of all North Dade ASC participants
- Shall keep an accurate record (minutes) of all ASC meetings
- Shall maintain copy and distribute ASC minutes to all participant of the ASC.
- An updated attendance list of groups and their GSRs, removing groups which have been absent two (2) consecutive times
- An updated attendance list of participants of the Administrative Subcommittee
- Shall copy and bring to the ASC, additional copies of the ASC minutes.

- Shall maintain and bring GSRs, Sub-Committee Chairs and Coordinators folders to the ASC with necessary forms included within each.
- Shall copy and bring to the ASC, Check Request, Meeting List Changes, Motion, Group Report and Subcommittee Report forms and any other forms that is deemed necessary for the ASC use.
- Shall maintain an archive of all North Dade ASC minutes, guidelines, subcommittee reports and North Dade ASC business and correspondence and make these records available to any participant of the ASC
- Shall make and second motions at the ASC; but shall not vote
- Shall maintain folders with necessary forms for GSRs, Sub-Committees Chairs and Coordinators.

4. Assistant Secretary: This is a training position, can be followed by a two (2) year term as secretary

Qualifications

- Has been active for at least six (6) months in the ASC service structure of Narcotics Anonymous
- Has one (1) year of continuous abstinence from all drugs
- Has general office and secretarial experience, and organizational ability
- Has access to a computer and printer, and is computer literate
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall assist the Secretary in performing his/her responsibilities
- Shall assume the responsibilities of the Secretary in his/her absence
- Some general idea of what was said during the ASC meeting
- Old and New Business motions, and Administrative recommendations
- Any other important business
- Shall make and second motions at the ASC; but shall not vote

5. Treasurer

Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
- Has three (3) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all Administrative Subcommittee duties as it pertains to ASC funds
- Shall act as the custodian of all North Dade ASC funds
- Shall keep an accurate recording of all financial transaction
- Shall bring to all ASC meetings all books and records for inspection by any participant of the ASC
- Shall present at all ASC meetings, a written and oral report of monthly contributions and expenditures, including projected expenses for the upcoming month
- Shall within seventy-two (72) hours of receipt, deposit all ASC funds into the North Dade ASC bank account
- Shall disburse funds as necessary in accordance with the decisions of the North Dade ASC
- Shall disburse all approved expenses in a timely manner
- Shall coordinate with Administrative Subcommittee to develop a prudent reserve that is adequate to serve the ASC
- Shall coordinate with Administrative Subcommittee to develop detailed annual (12 month) budget projections to be updated (every six months) and submitted to the Admin. Sub-Committee for discussion and approval
- Shall act as coordinator between the Treasurer and Literature Distribution Coordinator for the collection of ASC funds
- Shall return the checkbooks and all financial records at the end of the term of office to the ASC Chairperson
- Shall be a key holder of the ASC P.O. Box
- Shall regularly collect and distribute all ASC mail
- Shall make and second motions at the ASC; but shall not vote

6. Assistant Treasurer: This is a training position for two (2) years, followed by a two (2) year term as Treasurer

Qualifications

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) years of continuous abstinence form all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall assist the Treasurer in performing his/her responsibilities
- Shall assume the responsibilities of the Treasurer in his/her absence
- Shall participate in the budget development and annual financial review process
- Shall make and second motions at the ASC; but shall not vote

7. Regional Committee Member (RCM)

Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
- Has three (3) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- the ability to work for the common good, placing principles before personalities at all times
- Has a willingness and desire to serve in this capacity
- Has the willingness and ability to travel

Responsibilities

- Shall attend all ASC and RSC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall represent the "Group Conscience" of the North Dade ASC at the RSC, and shall vote on any motion at the RSC that has not been voted on by the ASC
- Shall maintain an updated and accurate binder consisting of ASC and RSC reports, regional activities calendar and yearly budget
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, and Vice-Chairperson
- Shall be a source of information and guidance for North Dade ASC participants on matters concerning the Twelve Traditions, the Twelve Concepts and all aspects of service in Narcotics Anonymous
- Shall take part in any decision which affects the RSC (speaking as the voice of the ASC)
- Shall present at all ASC meetings, a written and oral report of the business conducted at the RSC on current RSC and World issues
- Shall attend RSC Subcommittee meetings when the ASC Subcommittee Chairperson cannot attend.
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, no later than November of each year
- Shall make and second motions at the ASC; but shall not vote

8. Regional Committee Member Alternate (RCMA)

This is a training position for one (1) year, followed by a one (1) year term as RCM; therefore, it is a two (2) year commitment;

Qualifications

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous
- Has two (2) year of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has the understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness to serve two (2) years: one (1) year as Alternate and one (1) year as RCM;
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC and RSC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall assist the Regional Committee Member in performing his/her responsibilities
- Shall assume the responsibilities of the Regional Committee Member in his/her absence
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, and RCM
- Shall make and second motions at the ASC; but shall not vote

9. Tax Compliance

Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a working knowledge of non-profit corporation tax forms and filings
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall maintain an updated and accurate binder consisting of all ASC yearly budgets, ASC reports, corporate filings, tax forms, monthly treasurer's report, etc.
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall coordinate with Treasurer to develop financial statements and a prudent reserve
- Shall file forms, produce, and sign reports with the IRS, the State of Florida, and any other government agency necessary to maintain the corporation
- Shall submit to ASC an annual financial report, no later than October of each year
- Shall make and second motions at the ASC; but shall not vote
- Shall be a co-signer of the North Dade ASC bank account

XXIII. Coordinators

All Coordinators are elected positions. These persons are funded through the ASC budget. The Admin. Sub-Committee is designated to support the coordinator with their function in any manner necessary to obtain success, (i.e. planning events, selling of tickets for the financial funding of the events, setting up or cleaning up).

1. Entertainment

The purpose of the Entertainment coordinator is to help coordinate functions which will enhance recovery, build a sense of unity and belonging for members of North Dade Area. No addict seeking the celebration of recovery will be turned away from any North Dade free event, (i.e... dances, picnic, sporting events).

The major responsibility of the North Dade Entertainment coordinator is to

- Provide support to all subcommittees during their fundraisers
- Provide North Dade ASC with fun activities
- Provide fundraisers to aid with the financial stability of the ASC, as stated in the “ASC Purpose” as directed by the Admin. Sub-Committee

Any function planned by the Entertainment coordinator will to be presented to the North Dade Admin. Committee for review if approved, then to the ASC for approval. All functions held indoors shall be non-smoking. In keeping with the spirit of unity, the Entertainment coordinator **will not plan functions** during any North Dade Area function, North Dade ASC meeting, a Beach & Bay Area function or a South Dade Area function.

For accountability purposes, any of the activities financial responsibilities will be reviewed by the Admin. Committee, (i.e. the cost of venues, food, and entertainment of any type). All funds are to be entrusted to the ASC Treasure or designated servant at the close of each event or activity. The Coordinator will meet with the Admin. Subcommittee to plan and implement any and all activities and or fundraisers. The coordinator may recruit members of North Dade Area for service work at the time of an event.

Qualifications

- Has been active for at least six (6) months in the Entertainment committee
- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall maintain an updated and accurate binder consisting of yearly budget, calendar of events, ASC minutes, flyers of events, and expense reports with copies of receipts, including RSC travel,
- Shall distribute flyers for all functions two (2) months prior to function
- Shall coordinate with Treasurer to ensure all bills are paid for each event
- Shall make and second motions at the ASC; but shall not vote

2. Literature Distribution

The North Dade Area Literature Distribution Coordinator is a Narcotics Anonymous member who shall coordinate all ordering and distribution of NA approved literature to the fellowship of Narcotics Anonymous in the North Dade Area.

The purpose of the North Dade Area Literature Distribution Coordinator is to maintain a stock of NA approved literature that can be purchased by local groups at the monthly ASC meeting, and any other time as approved by the ASC. The amount and type of literature to be kept in inventory shall be presented to the Admin. Committee for discussion and approval.

The resale; price of all literature will be set by the North Dade Admin. and approved by the North Dade ASC. All profit organizations will be charged 20% over cost of all literature.

Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly literature orders and all literature order receipts, including RSC travel,
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall purchase all literature within a timely manner
- Shall ensure all literature is stored at the storage unit in a timely manner
- Shall transport all literature to and from ASC meetings
- Shall make and second motions, but shall not vote at the ASC

3. Meeting List

The North Dade Area Meeting List Coordinator is a Narcotics Anonymous member who shall coordinate, produce, and distribute an updated and accurate meeting list of Dade County.

Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly meeting list, and all meeting list changes
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall coordinate meeting list updates with Beach & Bay, South Dade, and South Atlantic Area's
- Shall provide an updated and accurate copy of the meeting list to the Website Coordinator one (1) week prior to monthly ASC meeting
- Shall provide an updated and accurate copy of the meeting list to the RSC Webmaster one (1) week prior to monthly ASC meeting
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel
- Shall make and second motions, but shall not vote at the ASC

4. Newsletter

The Newsletter Coordinator, produce, and distribute an effective newsletter to the fellowship of Narcotics Anonymous in the North Dade Area. In keeping with our First Tradition, personal recovery is made more available. The purpose of the Newsletter is to provide written communication designed to enhance recovery and build NA unity. The information in the Newsletter shall contain NA news, upcoming events and personal experiences with recovery in NA. The Newsletter Coordinator will not use articles or quotes from non-NA sources.

Qualifications

- Has been active for at least three (3) to six (6) months on the Newsletter team
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall hold at least one (1) monthly meeting
- Shall own, read and understand the World Services Newsletter Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly newsletter
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall distribute the monthly newsletter in a timely manner
- Shall request volunteers to submit articles, poems, clean dates, etc.
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel,
- Shall make and second motions, but shall not vote at the ASC

5. Local Translations

The Local Translations Coordinator ensure local linguistic minorities in the North Dade Area and the fellowship at large are effectively informed about recovery, the service structure of our Area, Region and World Services, and to have access to recovery-oriented and service-related materials in their native language.

The purpose of the Local Translations Coordinator is to promote NA unity by ensuring that the written NA message is available in the language spoken by local members, and to translate and/or proofread recovery and service-related materials from NA bodies or individuals so that NA members not fluent in English can feel a sense of belonging and take a fuller part in the life of our NA community at the group and Area levels.

The Local Translations Coordinator will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Local Translations Coordinator shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Qualifications

- Has been active for at least six (6) months in the Local Translations Service Structure.
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has a fluent command of both the English and local language (reading, writing, speaking, listening)
- Has a working knowledge of NA recovery and service literature, as well as other publications, in English and local language
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall hold at least one (1) monthly meeting with Admin.
- Shall own, read and understand the World Services Translation Basics Manual
- Shall maintain an updated and accurate binder consisting of yearly budget, including RSC travel, translated material, minutes, flyers, and expense reports with copies of receipts
- Shall provide all material to be translated or proofread
- Shall make and second motions, but shall not vote at the ASC

6. Website

The Website Coordinator oversee and maintains an updated and accurate website for the North Dade Area fellowship of Narcotics Anonymous and the general public.

The purpose of the Website Coordinator is to provide communication designed to enhance recovery and build NA unity. A notice will be placed at the beginning of the website that signifies that it is the official website of the North Dade ASC of Narcotics Anonymous, Inc. The website account and domain name shall be owned by the North Dade Area Service of Narcotics Anonymous, Inc., not an individual. The Website Coordinator will not use information from non-NA sources. Access to the website shall be by username and password provided by the Website Coordinator.

The information in the Website shall contain links and references to NA related information only. Since information on the website is accessed from around the world, only helpline phone numbers, and NA service offices shall be included on these web pages. Anonymous e-mail addresses will be provided for contact information and technical maintenance. The Website Coordinator will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Website Coordinator shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend, The Admin. Subcommittee.

Qualifications

- Has been active for at least six (6) months in the Website Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall attend all Public Relations Subcommittee meetings
- Shall own, read and understand the World Services PR Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, flyers, minutes and expense reports with copies of receipts, including RSC travel
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall maintain passwords for account and administration of message boards
- Shall maintain disk with a history of all files and incoming messages
- Shall make and second motions, but shall not vote at the ASC

XXIV. Standing Subcommittees

Any Subcommittee Chairperson who cannot attend the RSC must submit a request to the RCM, to stand in for him/her at the RSC prior to the meeting date.

In the event any Administrative Subcommittee participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, notification to that member that impeachment procedures shall commence automatically, unless he/she contact the secretary of the ASC.

Once a year, immediately following the Service Inventory, the Administrative Subcommittee should review the procedural guidelines of the ASC and develop recommended changes if it is found that they would better serve the Area at its present stage of development, maturity and level of services provided.

All motions for procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions with their recommendations shall then be sent to groups to vote on.

1. Administrative

The purpose of the Administrative Subcommittee is to coordinate the services that are offered to the groups through the North Dade ASC. The responsibilities may include but are not limited to group outreach, research on business, legal or tax issues, finding resolutions for controversies, mediating disputes, and conducting periodic audits of North Dade Area finances. The participants who are elected to serve on this subcommittee have usually served their home group and area and have gained the experience necessary to qualify them for these positions of trust.

The Administrative Subcommittee shall consist of the following: ***This committee is chaired by the ASC Vice-Chair (This Committee consist of NON-VOTING MEMBERS)***

- Chairperson of the ASC
- **** Vice-Chairperson of the ASC – Chairs the Admin Committee***
- Secretary of the ASC
- Assistant Secretary of the ASC
- Treasurer of the ASC
- Assistant Treasurer of the ASC
- Regional Committee Member (RCM) of the ASC
- Regional Committee Member Alternate (ARCM) of the ASC
- Tax Compliance of the ASC

The Administrative Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Administrative Subcommittee shall meet at the discretion of the facilitator, which is the Vice-Chair of the North Dade ASC. The meeting will be held before the ASC monthly meeting.

Responsibilities of the Facilitator:

- Shall attend all ASC meetings for their full duration
- Shall fulfill all of the Administrative Subcommittee duties
- Shall arrange and preside over all Administrative Subcommittee meetings
- Shall hold at least one (1) monthly meeting of its membership

2. Helpline

The purpose of the Helpline Subcommittee is to provide a phone line service where the general public can call and talk anonymously with a recovering addict 24 hours a day, 7 days a week. The Helpline Subcommittee shall provide meeting times and places with brief directions. Any referral given by the Helpline Subcommittee shall be without endorsement.

The Helpline Subcommittee is a committee made up of Narcotics Anonymous members with at least one (6) months of continuous abstinence who can help maintain an effective phone line service where the general public seeking help and/or information can call and have a one on one conversation with a recovering addict via the telephone.

The Helpline Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Helpline Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Helpline Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Helpline Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, subcommittee minutes, subcommittee shift workers schedule, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall communicate with answering service to ensure proper function
- Shall provide subcommittee with updated meeting list monthly
- Shall be the 24 hours back up for all shifts
- Shall submit to the ASC for approval, a detailed annual budget including, RSC travel, subcommittee plans, special events, workshops, etc.
- Shall make and second motions, but shall not vote at the ASC

3. Hospitals and Institutions

The purpose of the Hospitals and Institutions Subcommittee is to conduct H&I presentations that carry the NA message of recovery to any addict in jails, hospitals and institutions whose attendance at regular NA meetings is restricted. Any presentation initiated by the Hospitals and Institutions Subcommittee shall be in cooperation with the Public Information Subcommittee.

The Hospitals and Institutions Subcommittee is a committee made up of Narcotics Anonymous members who initiate, coordinate and conduct all local NA H&I presentations within the North Dade Area of Narcotics Anonymous.

The Hospitals and Institutions Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Hospitals and Institutions Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the H & I Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall hold at least one (1) meeting monthly of its membership
- Shall own, read and understand the World Services H & I Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, subcommittee minutes, subcommittee presentation roster, subcommittee flyers, subcommittee literature orders, and subcommittee expense reports with copies of receipts
- Shall ensure the Subcommittee has literature and updated meeting list monthly
- Shall be accountable for all distributed literature
- Shall submit to the ASC for approval, a detailed annual budget including, including RSC travel, subcommittee plans, special events, workshops, etc.
- Shall make and second motions, but shall not vote at the ASC

4. Public Information/Public Relation

The purpose of the North Dade Area Public Information/Public Relation Subcommittee is to open and maintain communication between the fellowship of Narcotics Anonymous in the North Dade Area and the general public, and between the ASC, RSC and WSC levels of service. The Public Information/Public Relation Subcommittee shall respond to all requests for health fair and public presentations in a timely and effective manner. The Public Information Subcommittee provides informational packet mailings, media PSA's, posters, and basic text donations to local libraries.

The North Dade Area Public Information/Public Relation Subcommittee is a committee made up of Narcotics Anonymous members who help to create awareness of Narcotics Anonymous in the community.

The North Dade Area Public Information/Public Relation Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Public Information/Public Relation Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Public Information Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meeting
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Public Relations Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, correspondence letters, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc.
- Shall make and second motions, but shall not vote at the ASC

5. NDACNA (North Dade Area Convention of NA)

The purpose of the North Dade Area Convention of NA is to bring our membership together in the Celebration of Recovery. Meetings, Workshops, and other activities are scheduled to encourage unity and fellowship among our members and will reflect the primary purpose of Narcotic Anonymous. The NDACNA committee will carry out the financial and or contractual responsibilities of the bi-annual convention. This will be accomplished in accordance with convention guidelines. The convention committee will consist of an Executive Committee members are elected by the ASC. All Sub-committee chairs for the convention committee will be elected by the Executive Committee

Executive Committee

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Hotel Liaison

XXV. Ad-hoc Subcommittees

Ad-hoc Subcommittee shall be defined as a temporary committee created to serve a single purpose, and by doing so, after the objective is fulfilled its existence is no longer needed. The ASC Chairperson shall name the Ad-Hoc Subcommittee and appoint a Chairperson.

Chairperson Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee participants' duties
- Shall hold at least one (1) monthly meeting of its membership
- Shall maintain an updated and accurate binder consisting of budget, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall submit to the ASC a report of the Subcommittee's plans
- Shall submit guidelines to the ASC, for approval, within at least two (2) months
- Shall submit a budget to the ASC, for approval, within at least two (2) months
- Shall make and second motions, but shall not vote at the ASC

1. Twenty-Four Hour Room

The 24-hour room Ad-hoc Sub-Committee chair is appointed by the ASC chair. This person will select the remainder of the sub-committee, the committee provides a place for addicts to fellowship with each other during the Holiday Season, so that no addict need be alone. The committee establishes a location for addicts to meet, arranges for groups to hold meetings around the clock. The committee accepts food, drinks, and coffee donations from groups and NA members, ensures that the location of the 24-hour room always remains clean, and an atmosphere of recovery is maintained throughout the use of the building. The committee may hold fundraisers to help support the financial responsibilities.

2. Outreach Committee

The purpose of the North Dade Area Outreach Ad-hoc Sub-Committee is to help groups understand and implement the Twelve Traditions & Concepts of N.A., to ensure unity and our common welfare, to help, not hinder, to guide, not control. The committee is here to help, suggest, and direct those who are interested in resources available within the fellowship.

Responsibilities

Outreach committee are: To promote attendance and participation at the regular monthly North Dade Area service meeting of all groups in the area. To provide a format for meetings, groups business meetings, secretaries reports, GSR reports, and treasurer reports. To promote unity and better fulfill our "Primary Purpose" - to carry the message to the addict who still suffers. To dedicate (10) minutes at the ASC meeting to a Tradition and Concept of the month.

This committee, shall make and second motions, but shall not vote at the ASC

3. Guidelines Revision

Appointed by the ASC chair or Vice Chair for review and revising the ASC Guidelines

XXVI. Group Service Representative (GSR)

One of the first things a GSR does at the ASC Meeting, after giving the group's contribution to the ASC Treasurer -and getting a cup of coffee- is to fill out a Group Report Form. You will find these blank forms on the flyer table or ask the Assistant Secretary. GSRs, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day North Dade ASC business. Listen carefully and be sure to write down any announcements that you need to make your group aware of. If any issues come up where you need to vote, be sure you understand what is going on; if not, ASK. Don't base your vote on what everyone else does.

Pick up a sufficient number of copies of the RSC Activities Calendar of Events, together with any flyers, newsletters, etc. that you will find on the flyer table, and make them accessible to the members of your group, to make sure that your group is fully informed of the fellowship's on-going events.

Check the latest edition of the Dade County Meeting List. See to it that all information is correct. If not, please make sure to indicate the correct data in the "Meeting List Changes" form.

When a GSR is not present for two (2) consecutive ASC meetings, his/her group will no longer be on the Roll Call or part of quorum. When a GSR returns to an ASC meeting, the group will be included once again. The GSR of any group that has been removed from the Roll Call will not receive a copy of the monthly ASC minutes until said GSR returns to the ASC meeting.

XXVII. Service Inventory

Our 9th Tradition states: "N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve."

The North Dade Area Service Committee exists to carry the message of recovery in accordance with the principles of this tradition. As such, the North Dade Area Service Committee should always review itself periodically. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and some even fail. A service inventory will help the North Dade Area keep things on track.

A service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its services and participants, its growing pains, suggestions for improvement and its adherence to the Twelve Traditions of NA.

Emphasis should be given overall to how the North Dade Area is performing its responsibilities to the participants it serves. This inventory shall be done at least once a year in June but may be scheduled at other times if it is desirable to re-focus the Area on its mission.

Each participant of the ASC shall answer the questions contained in this format prior to arriving at the service inventory meeting. Other topics may be included that address current issues or concerns that the groups, the Area, the Region, or NA as a whole is facing at the discretion of the ASC. The service inventory shall include the following questions:

- Generally, the inventory can be broken into parts:
- How did I do in the performance of my duties?
- Do I show up?
- Do I know what I am supposed to do? If not, have I consulted the North Dade ASC Guidelines, the Guide to Local Services, or the person who held this position before me?
- Do I do what I am supposed to do?
- Do I represent my group's conscience?

- Do I keep my Group, Subcommittee or Area, informed about the Area, Region and World Services?
- How did the North Dade Area do in performance of its functions?
- As a representative of a meeting or subcommittee, do I feel confident that the North Dade Area will help my meeting or subcommittee resolve any problems it may face?
- Do the North Dade Area subcommittees serve the needs of my meeting or NA as a whole?
- Is my group's conscience being sought and heard when matters arise, which affected my meeting or NA as a whole?

Our 12th Tradition states: "Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities".

- Does the North Dade Area remember our 12th Tradition and do we "place principles before personalities"? We are a spiritual fellowship.

The function of the North Dade Area is to allow the message of recovery to be carried through the services we provide. When we respect each other, even though we might disagree, and adhere to the principles stated in each of our Traditions, are a unified entity serving the fellowship of NA within the North Dade Area.

XXVIII. Flyers and Printed Material

All flyers concerning announcements of NA functions at facilities not affiliated with N.A. must state so; i.e.: "NA is not affiliated with this facility."

When designing flyers or printed material remember that they are released in Hospitals and Institutions as well as other facilities which relate to NA. Appropriate use of language and artwork is crucial because these items, in a sense, represent NA to the public.

Any participant of the ASC may distribute flyers and other forms of printed material regarding announcements of N.A. functions. However, in an effort to avoid duplication of material, fees, annual effort, postage or other costs, all printed material will be made available during the ASC meeting.

All flyers and other printed material will be placed on display at a specific location and may be picked up before or after the ASC meeting or, one at a time, after an oral presentation to the ASC is made. All left over flyers and printed materials will be picked up by Literature Distribution Coordinator. In the absence of the Literature Distribution Coordinator, any participant of the Administrative Subcommittee can do it.