



**Narcotics Anonymous**®

Great Lakes Area Service Committee

## GLASCNA Guidelines

Approved 8/12/07 Revised 10/14/07, 7/12/09, 10/9/10, 02/11/11, 12/11/11, 08/12/12, 12/09/12, 01/13/13, 2/09/14, 5/04/14, 07/13/14, 1/21/15, 10/09/16, 02/12/17, 04/09/17, 12/10/17, 01/14/18, 01/13/2019, 02/10/19, 04/14/19, 05/19/19 & 06/09/19

### Service Prayer

“God, grant us the knowledge that we may act according to your divine precepts. Instill in us a sense of purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, so that no addict, anywhere, need die from the horrors of addiction”

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## Section 1 **The Great Lakes Area Service Committee**

1.1 The Great Lakes Area Service Committee (GLASCNA) is a committee made up of Group Service Representatives (GSR's), Administrative Officers\*, and Subcommittee Chairpersons. It meets regularly to serve the specific needs of its member groups.

\*Administrative Officers: Chairperson, Vice Chair, Secretary, Treasurer, RCM

## Section 2 **Purpose of GLASCNA**

2.1 The purpose of GLASCNA is to provide services that would otherwise distract the groups from their primary purpose of carrying the message to the addict who still suffers. GLASCNA will adhere to these guidelines, the Twelve Traditions, Twelve Concepts, and A Guide to Local Service in all of its proceedings.

2.2 GLASCNA Area group to vote on any group wanting to join the GLASCNA NA Area.

## Section 3 **Financial**

3.1 Spending Priorities:

3.1.1 Area Service Committee (ASC) operational costs. \$280 prudent reserve

3.1.2 Literature

3.1.3 Hospitals and Institutions

3.1.4 Public information

3.1.5 Activities

3.1.6 N.C.R.R. \$200 reserve for startup money.

3.1.7 Outreach

3.2 All monies paid out must be paid out by Area check only.

3.3 All budgets must be approved by the voting body of the ASC.

3.4 All monies coming from the groups must be paid in the form of a check or money order payable to GLASCNA, and then deposited into the general funds to be dispensed by the ASC.

3.5 All requests for money must be in the form of a motion.

## Section 4 **Meeting Times and Location**

4.1 Second Sunday of every month, at 4:30p.m.

4.2 The meeting will last for two and a half hours unless a motion to extend the time is made, seconded, and passed by a simple majority of voting members.

4.3 To change the time and location, a motion must be made, seconded, and passed with a simple majority of voting members during a regularly scheduled ASC meeting.

(Note: A permanent change must be reflected in the inside front cover of our meeting schedule.)

4.4 Special meetings of the ASC may be called by the GLASCNA administrative officers.

4.4.1 The purpose will be stated in the agenda. No business other than that mentioned in the agenda will be conducted.

4.4.2 At least 7 days notice should be given to all committee members.

## Section 5 Quorum

- 5.1 A quorum of 3 GSRs must be established in order to conduct any business that requires a vote.
- 5.2 If no quorum has been established the meeting may continue by conducting business not requiring a vote.
- 5.3 All business requiring a vote will stop if the quorum is dissolved by GSRs leaving the meeting before it is over.
- 5.4 If the number of abstentions on a vote cause the total number of votes for and against a motion to go below 6 then the motion must be tabled.

## Section 6 Voting

- 6.1 Voting Eligibility:
  - 6.1.1 The GSR or the Alternate GSR for the group.
  - 6.1.2 Any member of NA designated by their group if the group does not have a GSR or if the GSR can't be in attendance at the ASC meeting.
- 6.2 One individual may not vote for two groups.
- 6.3 Criteria for a Simple Majority Vote:
  - 6.3.1 A simple majority is determined as one more than half of the quorum. All fractions are rounded down in considering half of the quorum. A quorum of 10 representatives has a simple majority of 6 yeas (10 divided by 2 equals 5, add 1 equals 6). For a quorum of 13 representatives, the simple majority is 7. (13 divided by 2 equals 6.5, rounded down to 6, and then add 1 equal 7.)
  - 6.3.2 The GLASCNA chairperson will only vote in the case of a tie.
- 6.4 Abstention Voting: A group representative may choose to vote in abstention for a variety of reasons. It must be understood that in all votes, an abstention affects the outcome. Below is an explanation of how an abstention vote affects motions at Area.
  - 6.4.1 Simple Majority – a vote of abstention on a question before the Area body requiring a simple majority will not be counted as a vote against the question on the floor. For example, the resulting vote for a quorum of 10 representatives is 4 yeas, 2 nays and 4 abstentions. This results as a vote of approval on the question before Area. This is because a simple majority vote was reached of the remaining representatives (the simple majority of 6 voters is 4).
  - 6.4.2 Regardless of its effect on a vote, an abstention will be recorded as an abstention in the Area minutes.

## Section 7 Motions

There are two types of motions: main motions and parliamentary motions. For more information refer to the Guide to Local Services sample rules of order, page 105.

- 7.1 GSRs, Subcommittee chairpersons, and the officers of the Area (except the chairperson) are the only members of the meeting allowed to submit a main motion to the floor.
- 7.2 Only GSRs may second a main motion.
- 7.3 Main motions from a group conscience do not require a second.
- 7.4 All main motions will be written and given to the secretary on the approved form.
- 7.5 To amend, table, withdraw, or other types of Parliamentary motions refer to the Sample Rules of order in The Guide to Local Service, pages 105 to 108.
- 7.6 All motions must have an intent.
- 7.7 All motions which make or change policy must be taken back to the groups for a vote.
- 7.8 Motions which do not make or change policy are voted on at the ASC to determine if they should go back to groups.

## Section 8 **Debate and Discussion**

- 8.1 Debates and discussions are open to all NA members present.
- 8.2 Meetings will be conducted according to the rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants.
- 8.3 These rules are meant to be used as tools to help us reach an informed group conscience in a cooperative way. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.
- 8.4 Once the meeting is under way, only one matter will be before the committee at any time and no other discussion is in order. Please respect the Chairperson's responsibility to guide the process of this meeting.
- 8.5 Debate is the formal exchange of views on a motion on the floor. Unless otherwise specified by the Chair, debate on both main motions and Parliamentary motions is **limited to three pros and three cons** (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds. When the debate is concluded, the Chair will restate the motion and a vote will be taken.
- 8.6 Discussion: That which takes place when there is no motion on the floor, such as during a sharing session which “is a non-business portion of the agenda of most NA service boards or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary session” (Guide to Local Service in NA glossary).

## Section 9 **Nominations and Elections of Administrative Officers and Subcommittee Chairs**

- 9.1 Elections of trusted servant positions will be held in June.
  - 9.2 Nominations and statements of willingness must be submitted to the chair person at the May ASC meeting for the June election.
  - 9.3 For positions open through the year, nominations and statements of willingness will take place one month prior to voting.
  - 9.4 At the time of the nomination or statement of willingness, the chairperson will read the position requirements from the ASC guidelines. (See section 12: Duties and Responsibilities of Administrative Officers and Subcommittee Chairs)
  - 9.5 All members must be present to be nominated, state willingness, and be accepted.
    - 9.5.1 If a nominee misses two consecutive meetings, they must state their willingness again.
  - 9.6 If there is only one nominee for a position, then two-thirds vote of approval is required for election.
  - 9.7 Area officers and standing subcommittee chairpersons should not serve for more than two consecutive full terms. Time served on an interim basis would not count towards consecutive full terms. A full term will be six months or more.
- Mandatory questions to be asked for nominees stating willingness:
- 9.7.1 What is your clean date/clean time?
  - 9.7.2 Have you talked to you sponsor about stating willingness?
  - 9.7.3 What current services positions do you currently have?
  - 9.7.4 Have you not fulfilled a service position or ever misappropriated funds? *If yes, explain*

## Section 10 **Resignations and Removal**

### 10.1 Voluntary Resignation:

10.1.1 Given in writing to the Area chairperson in advance of the next Area meeting.

### 10.2 Mandatory Removal

10.2.1 Relapse during term of service.

### 10.3 Removal: A person may be removed from office for:

10.3.1 Failure to perform duties and responsibilities.

10.3.2 Breach of Traditions, the Concepts, or any unethical conduct inconsistent with the role of a “trusted servant.”

10.3.3 Any Area officer or standing subcommittee chairperson missing or failing to submit a written report for more than two Area meetings per term.

### 10.4 Removal Procedures

10.4.1 Items (10.3.1, 10.3.2, 10.3.3) represent prerequisites for removal. They are not intended to mean removal is necessary or required in each case that these conditions exist. They are meant to be a guide for group conscience when removal proceedings are initiated.

10.4.2 To begin removal, a motion stating intent with due cause must be submitted.

10.4.3 The respondent is given time for a rebuttal. This would be the time for the GSRs to ask questions of the respondent.

10.4.4 The chairperson guides the debate and will move to close the discussion and take a vote on the motion to remove.

10.4.5 A closed ballot is taken. A two-thirds majority vote is needed to remove. The secretary will announce the results.

## Section 11 **Qualifications for Administrative Officers and Subcommittee Chairs**

The qualifications suggested here are meant as a guide to selecting trusted servants for the Area. Some individuals will not fit all the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighted as such when considering a nominee for a particular trusted servant position.

### 11.1 **All positions**

11.1.1 Willingness, time, and resources to serve.

11.1.2 Clean time requirements below. Personal maturity as well as experience with the steps, traditions, and concepts along with an understanding of the ASC policies.

### 11.2 **Chairperson**

11.2.1 Minimum one year GLASCNA service experience.

11.2.2 Resignation of all other ASC positions (including GSR).

11.2.3 Suggested clean time requirement 2 Years.

### 11.3 **Vice Chairperson**

11.3.1 Minimum one year ASC service experience.

11.3.2 Resignation of all other ASC positions (including GSR).

11.3.3 Suggested clean time requirement 2 Years

### 11.4 **Treasurer**

11.4.1 Minimum one year ASC service experience.

11.4.2 Be financially secure and good at managing his/her personal finances.

11.4.3 Resignation of all ASC positions (including GSR).

11.4.4 1 Year as group Treasurer

11.4.5 Suggested clean time requirement 3 years

### 11.5 **Secretary**

11.5.1 Minimum one year of NA service.

11.5.2 Organizational skills necessary to record meeting minutes.

11.5.3 Resignation of all ASC positions (including GSR).

11.5.4 Suggested clean time requirement 1 year

#### 11.6 **Regional Committee Member and Alternate Regional Committee Member**

11.6.1 Minimum one year of GLASCNA service experience.

11.6.2 Resignation of all other ASC positions (including GSR).

11.6.3 Suggested clean time requirement 3 years

#### 11.7 **Subcommittee Chairperson**

11.7.1 Minimum one year of NA service experience.

11.7.2 Resignation of all other ASC positions (including GSR).

11.7.3 Suggested clean time requirement 1 year

## Section 12 **Duties and General Responsibilities of Administrative Officers and Subcommittee Chairs**

### 12.1 **ASC Chairperson**

12.1.1 One year commitment.

12.1.2 Assures meeting starts and ends on time.

12.1.3 Co-signer of the GLASCNA checking account

12.1.4 Conducts meetings according to the approved format

12.1.5 Understands and upholds the GLASCNA guidelines and policies.

12.1.6 Serves as Chairperson of the \*Administrative Officers.

12.1.7 Assists in financial audits.

12.1.8 Attends all Area Service Committee meetings.

12.1.9 Responsible for informing the Subcommittee Chairs of their first and second absences (See section 10.3 to determine if removal from position may be necessary).

12.1.10 Reads the Motions, calls for business or policy and calculates the total votes.

12.1.11 In the absence of a secretary, all minutes, motions, flyers and GLASCNA business will be turned into the chairperson. The chairperson will turn all business into the GLASCNA archives in January and June.

\*Administrative Officers: Chairperson, Vice Chair, Secretary, Treasurer, RCM

### 12.2 **ASC Vice Chairperson**

12.2.1 One year commitment.

12.2.2 Assumes duties of the Chairperson in their absence, removal or resignation.

12.2.3 Serves as Vice Chairperson of the Administrative Officers.

12.2.4 Assist the Chairperson in carrying out his/her duties.

12.2.5 Orients newly elected officers and subcommittee chairs to the GLASCNA policy and guidelines.

12.2.6 Attends all Area Service Committee meetings.

12.2.7 Stays informed of subcommittees' projects and problems. Attends subcommittee meetings whenever possible.

12.2.8 If requested, assists Area subcommittee chairpersons with preparing their annual reports and budgets.

### 12.3 **ASC Secretary**

12.3.1 One year commitment.

12.3.2 Records and maintains GLASCNA meeting minutes.

12.3.3 Serves as secretary of the Administrative Officers.

12.3.4 Responsible for maintaining and distributing GLASCNA meeting minutes and other documents within 10 days of the ASC meeting. Minutes are to be distributed in hard form to any group that requests it and emailed to all attendees of the previous meeting.

12.3.5 Maintains policy/motion log.

12.3.6 Responsible for GLASCNA correspondence.



- 12.3.7 Will maintain an official copy of the GLASCNA policy and guidelines and will inform the groups of any changes and give an updated copy to all new trusted servants at their first meeting.
- 12.3.8 Reviews submitted motions for clarity and orderliness before giving to the Chairperson.
- 12.3.9 Attends all Area Service Committee meetings.
- 12.3.10 Maintains a list of Area groups and contact information.
- 12.3.11 Responsible for circulating an attendance sheet.

#### 12.4 **ASC Treasurer**

- 12.4.1 One year commitment.
- 12.4.2 Maintains accurate account of the GLASCNA checking account including all income sources and detailed expenditures and gives a monthly written report.
- 12.4.3 As an incoming Treasurer, will audit previous year of the treasury activity.
- 12.4.4 As an outgoing Treasurer, will write a report of the previous year's Treasury activity. (Expenditures against the Budget).
- 12.4.5 Attends all Area Service Committee meetings.
- 12.4.6 Co-signer of the GLASCNA checking account.
- 12.4.7 Serves as an Administrative Officer.
- 12.4.8 Supports subcommittee treasurers.
- 12.4.9 Semi annual audits 1st week of September and 1st week of March.
- 12.4.10 Responsible to check the ASC PO Box monthly.(An alternate person can be elected by the group if location or time is an issue for the Treasurer)

#### 12.5 **Regional Committee Member (RCM)**

- 12.5.1 Two year commitment.
- 12.5.2 Attends all Area Service Committee meetings and all Regional Service Committee meetings.
- 12.5.3 Submits a written report to ASC on RSC meeting happenings including Buckeye Regional Service Committee of Narcotics Anonymous meeting minutes.
- 12.5.4 Submits a written report to RSC on GLASCNA business.
- 12.5.5 Serves as an Administrative Officer.
- 12.5.6 Carries the GLASCNA conscience to the RSC meetings.

#### 12.6 **Alternate Regional Committee Member**

- 12.6.1 Two year commitment.
- 12.6.2 Assumes duties of the RCM in their absence, removal or resignation
- 12.6.3 It is suggested the Alternate RCM attend 3 Regional Area meetings with the RCM per year.

#### 12.7 **Subcommittee Chairpersons**

- 12.7.1 One year commitment voted in June, but NCRR chair doesn't assume responsibilities until August
- 12.7.2 Attends all ASC meetings. The vice chair of the subcommittee can substitute when extreme circumstances prevent the chair from attending.
- 12.7.3 Gives a written report of subcommittee activity.
- 12.7.4 Gives an accurate account of monies spent by their subcommittee.
- 12.7.5 All requests for money must be in the form of a motion.
- 12.7.6 Follows all subcommittee guidelines as approved by ASC.

## Section 13 **Guideline Changes**

13.1 Any motion for a guideline change must automatically become a policy decision and go back to the groups for approval.

## Section 14 **Literature Guidelines**

- 14.1 That the literature subcommittee disposes of all old schedules in inventory each time schedules are revised.
- 14.2 That the literature subcommittee submits a written report to the Area Service Committee monthly, minimum requirements being:
  - 14.2.1 Report on all sales, purchases, outstanding balances, deposits and budget information.
  - 14.2.2 Report inventory.
  - 14.2.3 Report the next monthly meeting time and location.
  - 14.2.4 Report any other pertinent information.
- 14.3 That the literature chair performs a physical inventory to be done in May and November of each year.
- 14.4 That no group with a ninety-day outstanding balance is extended further credit.
- 14.5 That no individual member is extended credit.
- 14.6 That the literature subcommittee has an operating budget of \$20.00 for miscellaneous supplies and to be able to make change.
- 14.7 That all Group literature orders must be paid for in the form of a check or money order make payable to GLASCNA
- 14.8 That the literature subcommittee must be represented at each regional literature meeting.
- 14.9 That the literature subcommittee is responsible to the area (see the 9th tradition and the 5th concept.)
- 14.10 That the literature subcommittee carry a three month reserve of literature on a monthly basis
- 14.11 That the literature subcommittee proofread Area schedules before purchasing them.
- 14.12 Literature subcommittee reports to run on a calendar month basis.
- 14.13 All literature sales shall be accompanied with at least ½ payment; leaving balance with no more than \$50.00.
- 14.14 No Group shall have more than \$50.00 credit extended them at any time.
- 14.15 All flyers must have the N.A. logo.

## Section 15 **Activities Guidelines**

- 15.1 That it will be a GLASCNA Area guideline that no money is put out for an Area activity without an Area motion and a vote for such.
- 15.2 All flyers for outside activities must say “All pets must be leashed” if pets are allowed.
- 15.3 All flyers must have the N.A. logo.
- 15.4 All event flyers must say “No addict turned away”.
- 15.5 Submit a budget for an event prior to holding the event. The ASC must approve the budget prior to the event.
- 15.6 All flyers must be approved prior to the event.
- 15.7 Coordinate and plan activities that promote unity and fellowship in the NA community. Try to be conscience of other GLASCNA events going on when planning a new event.
- 15.8 Put on at least one event per quarter.
- 15.9 The POLAR BEAR brunch is to be put on by Activities every February. ,
- 15.10 Report the next monthly meeting time and location.
- 15.11 That the Activities subcommittee must be represented at each Regional Activity meeting.
- 15.12 That the Activities subcommittee gives an annual in/out cash flow accounting and expenditures in the month of May.

## Section 16 **Hospitals and Institutions (H&I) Guidelines**

- 16.1 Area to purchase N.A. letterhead stationary. This is to be used when conducting all H&I business.
- 16.2 Reference the H&I handbook for conducting meetings. If needed GLASCNA will provide.
- 16.3 All flyers must have the NA logo.
- 16.4 Report the next monthly meeting time and location.
- 16.5 That the H&I subcommittee must be represented at each regional H&I subcommittee meeting

## Section 17 **North Coast Recovery Roast Guidelines (NCRR)**

- 17.1 All NCRR fundraiser flyers must be approved by Area and state “All dogs must be leashed” if dogs are allowed.
- 17.2 NCRR Event flyer must be approved by Area and state “All pets must be leashed” if pets are allowed.
- 17.3 Reference GLASCNA NCRR subcommittee guidelines Revised on 10.06.09 for subcommittee positions and responsibilities. The ASC secretary will provide a copy to the NCRR subcommittee chair at time of their election.
- 17.4 All flyers must have the N.A. logo.
- 17.5 All event flyers and registrations must say “No addict turned away”
- 17.6 Only fundraiser flyers created by NCRR must be approved prior to the event.
- 17.7 Report the next monthly meeting time and location.
- 17.8 Responsible to submit a yearly budget at ASC meeting, suggested by February. N.C.R.R. has a \$200 reserve for startup money. (See section 3.1.6)
- 17.9 Responsible to provide a monthly treasurer report to ASC.
- 17.10 Responsible to provide a detailed financial summary at end of event to ASC.

## Section 18 **Public Relations (PR)**

- 18.1 Reference the PR handbook. If needed GLASCNA will provide.
- 18.2 All flyers must have the N.A. logo.
- 18.3 Report the next monthly meeting time and location.
- 18.4 That the PR subcommittee must be represented at each regional PR subcommittee meeting.

## Section 19 **Outreach Subcommittee**

- 19.1 Reference Outreach Resource Information handbook. If needed GLASCNA will provide.
- 19.2 All flyers must have the N.A. logo.
- 19.3 Report the next monthly meeting time and location.

## Section 20 **Webmaster Subcommittee**

## Section 21 **Ad Hoc Subcommittee**

- 21.1 This is a temporary subcommittee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.
- 21.2 The ASC chair can appoint people to this subcommittee.