

Green Mountain ASC Guidelines

Article I: Name

Section 1.0

Green Mountain Area Services Committee

Article II: Conducting Business

Section 2.0

Resolved that the GMASC adapt the following materials as policy: This material will be used in the order given below:

1. The GMASC Guidelines / GMA Archives
2. Guide to Local Services in Narcotics Anonymous (GTLS)
3. The 12 Concepts of NA Service and the 12 Traditions
4. Roberts Rules of Order

Article III: Subcommittee Meetings

Section 3.0

Subcommittees will announce one month prior the time and location of said meeting. All Subcommittee Chairpersons will be required to attend Area Meetings to give reports, answer questions and file reports to be included in Area Minutes.

Article IV: Motions

Section 4.0

Motions may be made by the following:

1. A GSR or a GSR/ALT in their absence.
2. Subcommittee Chairperson when pertaining to their subcommittee
3. Officers of the ASC when pertaining to their office.

Section 4.1

All motions will be submitted in writing as concisely as possible with a written intent.

Section 4.3

The maker of the motion shall have the option to have the motion returned for Group Conscience.

Section 4.4

Once an Area Business Meeting has started, no motions will be accepted. The Chairperson may call for a motion from the floor in order to facilitate business.

Article V: Voting Procedures

Section 5.0

The Voting Members of the Area Service Committee shall be the GSR's, or their alternates in the GSR's absence. The Chairperson shall only vote for purposes of resolving a tie.

Section 5.1

A quorum is established when the number of GSR's or their ALT's is one more than half of the average attending the last two Area Business Meetings.

Section 5.2

If a quorum is not established the following business may be conducted.

1. Collection of donations.
2. Disbursement of customary housekeeping expenses.
3. Acceptance of reports

Section 5.3

A standard motion passes when a majority (51%) of the voting members votes in the affirmative, not counting abstentions. Abstentions count as neither affirmative nor negative votes.

Section 5.4

Police Motions will need a 2/3 majority of voting members voting affirmative, after being tabled for group conscience.

Section 5.5

When the abstentions are greater than or equal to the majority vote, the motion will be tabled back to groups for a clearer conscience.

Article VI: Elections

Section 6.0

Nominations for services positions will begin at the August ASC Meeting and continue through the September ASC Meeting.

Section 6.1

Annual elections shall be held at the October ASC Meeting.

Section 6.2

All officers will be nominated at least one month prior to the meeting where the elections take place and be present for the nomination and the election.

Section 6.3

All nominations for open trusted service positions shall continue till positions are filled.

Section 6.4

A description of the office shall be read prior to the nomination and the election of each trusted servant position.

Section 6.5

The Regional Committee Members (RCM's) shall be elected for a period of two years on alternating years in order to provide continuity of representation between GMASC and ABCDRSC.

Article VII: Qualifications and Duties of Officers

Section 7.0

All ASC Administrative Officers and Subcommittee Chairs will be provided an official @gmana.org email account. These trusted servants will use only the provided email account when

- Communicating with members of the public or RSC/WSC trusted servants on behalf of GMASC
- Registering for accounts on behalf of GMASC (such as web hosting accounts, bank accounts, etc).

Section 7.1

A **Chairperson** arranges an agenda for and presides over the monthly meeting. They are also responsible for the correspondence, maintaining Area files, and Archives. The Chairperson shall be responsible for maintaining a calendar of events to best ensure our ability to avoid major conflicts. The Chairperson should be one of the co-signer of the ASC's bank account. A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand. The GMASC chair shall be accountable to delegate the responsibility of picking up the mail to a GMANA ASC member. Suggested clean time is two years.

Section 7.2

A **Vice-Chairperson** coordinates all subcommittee functions. In the absence of the Chairperson the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson should one of the co-signers of the ASC's bank account. The Vice-Chairperson will keep camp out archives. Suggested clean time is one year.

Section 7.3

A **Secretary** keeps accurate minutes of each ASC business meetings, types and distributes copies of minutes to each Area Officer and GSR no later than two weeks following each ASC Meeting. These minutes should be verified by the Chairperson before copies are made. The Area Secretary will keep an archive of Regional Minutes. The Area Secretary shall inform N.A.W.S. of the current Chairpersons and the contact numbers of Chairpersons by November of the election year. Suggested clean time is one year.

Section 7.4

A **Treasurer** shall make a report of contributions and expenditures at every regular ASC Meeting. Maintain a copy of each subcommittee's budget and track said budgets on a monthly basis. Prepare an annual end of year financial report. The Treasurer shall be a co-signer on the ASC's bank account. Suggested clean time is three years.

Section 7.5

A **Vice Treasurer** shall assist the Treasurer and be mentored by the Treasurer. The Vice Treasurer shall help prepare the area budget, review records, process donations, and issue receipts. Vice Treasurer is elected to a two-year term. After the first year, the existing Treasurer turns over all records, paperwork, and supplies to the Vice Treasurer, who will take over as Treasurer for the last year of the two-year term. Suggested clean time is two years.

Section 7.6

Policy Subcommittee Chairperson shall coordinate the activities of the Policy Subcommittee. Keep a set of GMA Archives. Keep the GMA Guidelines up to date according to monthly motions that have passed and distribute updated GMA guidelines to GMA officers. Suggested clean time is two years.

Section 7.7

Public Relations Chairperson is responsible for files, records and overall functions of the committee. The PR Chairperson arranges times and agenda for meetings, initiates all necessary correspondence, creates and maintains the yearly PR Budget and keeps the ASC informed of all ongoing PR activities. The PR Chairperson should attend regional PR meetings on a regular basis. Suggested clean time is one year.

Section 7.8

Hospitals and Institutions Chairperson attends all H&I Subcommittee and ASC meetings; as a voting member of the regional H&I subcommittee, they should attend 3 or more of its meetings. The H&I Chairperson maintains communications between the subcommittee, ASC, regional H&I subcommittee and assures communication between the committee and facilities served by the committee as well as compliance with policies of those facilities. Suggested clean time is 2 years.

Section 7.9

Activities Chairperson chairs all subcommittee meetings and prepares an agenda for each meeting. They attend each ASC meeting and submit a complete report. They are responsible for the annual budget and creation of Ad hoc committees and appointment of Ad hoc chairpersons as needed. Suggested clean time is 2 years.

Section 7.10

Literature Chairperson attends all subcommittee and ASC meetings and should attend regional meetings. The Literature Chairperson should be aware of all matters affecting literature in the GMA and provide communication between the subcommittee, the ASC and Regional Literature Subcommittee. Suggested clean time is 2 years.

Section 7.11

Camp Out Chairperson schedules, presides over and acts as parliamentarian of meetings of the committee and assures the usual activities and functions of the committee. The chairperson coordinates waste management services, arranges equipment delivery and pick up, reserves the camp for the following year, obtains a burn permit from Fire Officials and is a cosigner of the BTB checking account. Three Years clean time is recommended as well as relevant Area Committee Trusted Servant experience.

Section 7.12

A **Regional Committee Member** keeps their area in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

An RCM attends all regional and area service meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. It is recommended that nominees for RCM have (a) Service experience, (b) Willingness to give the time and resources necessary for the job, (c) A minimum of three (3) years clean.

Section 7.13

Regional Committee Member Alternate The recommendations for RCM – Alt are the same as RCM with the exception of a minimum of two (2) years clean.

Article VIII: Subcommittee Duties

Section 8.0

Each subcommittee will develop an annual budget. The subcommittee will maintain a copy of this budget, and submit a copy to the ASC Treasury. The budget will be tracked on a monthly basis.

Section 8.1

Submit financial information with the Subcommittee's Monthly report to ASC, including a beginning balance, any funds spent, and a closing balance.

Article IX: Removal of Officers

Section 9.0

An officer missing two consecutive meetings will be given until the third meeting, after being notified, to respond to the ASC before he/she may be impeached.

Article X: Standing Subcommittees

Section 10.0

Standing Subcommittees for the GMASC include but are not limited to:

1. Activities
2. Camp Out
3. Hospitals and Institutions
4. Literature
5. Policy
6. Public Relations
7. Sponsorship Behind The Walls

Section 10.1

The ASC can after a group conscience vote, remove from the list of Standing Subcommittees any subcommittee that remains inactive for one year.

Section 10.2

All subcommittees and ad hoc committees will present to the GMASC the guidelines for each subcommittee for approval of the GMASC.

Article XI: Fund Flow

Section 11

The GMASC shall have a prudent reserve amount consisting of the following:

The GMASC shall maintain such financial accounts as it from time to time determines necessary. The Chairperson, Vice Chairperson, and Treasure shall be co-signers of all GMASC financial accounts, as well as other Officers when appropriate. After monthly contributions and expenditures financial above and beyond the prudent reserve (Three months operating expenses of the ASC+20% contingency) shall be passed on accordingly, provided that the remainder of all subcommittee budgets are set aside in full.

Section 11.1

The total amount of the prudent reserve would be calculated from the average of monthly expenses of the ASC from the previous calendar year multiplied by 3.2 plus \$50.

Section 11.2

Amounts in excess of the prudent reserve are to be donated 75% to the ABCD Region and 25% to Narcotics Anonymous World Services, Inc. (8/14)

Section 11.3

Following the Back to Basics Camp Out, all excess funds above the \$1500.00 seed money for the following camp out received by the Back To Basics Camp Out committee shall be fund flowed directly to the GMASC.

Section 11.4

A ceiling of \$250 is in effect on expenditures not authorized by Group Conscience of the Area Groups.

Section 11.5

The RCM and the RCM/ALT be reimbursed expenses for basic registration, room, transportation, and \$15 a day for meals to MERL every other year during the CAR report.

Section 11.6

Subcommittees must notify ASC in advance of any fund distribution from the ASC Treasury. The request will be written into the Area Minutes.

Section 11.6.1

In the event emergency funding is required, the subcommittee chair will notify the ASC Chairperson and ASC Treasurer for approval until ASC can meet.

Article XII: Amendments

Section 12.0

These guidelines may be amended by a 2/3 majority Group Conscience Vote.