

# GUIDELINES OF THE WYO-BRASKA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

## ARTICLE 1.

### Name and Boundaries:

The name of this committee is the Wyo-Braska Area Service Committee (hereafter referred to as WBASC) of Narcotics Anonymous (hereafter referred to as NA). This committee will service and include: In Wyoming – Albany, Goshen, Laramie and Platte counties. In Nebraska – Banner, Box Butte, Cheyenne, **Kimball, Dawes and Scotts Bluff** counties.

The WBASC also serves as a link between the NA groups of the Wyo-Braska Area and the Upper Rocky Mountain Regional Service Committee (hereafter referred to as URMRS) of NA. The WBASC shall be registered with the Narcotics Anonymous World Services, Inc. (hereafter referred to as NAWWS).

## ARTICLE 2.

### Purpose and Functions:

The purpose of the WBASC is to support the Wyo-Braska Area Groups in fulfilling their primary purpose by providing those services and sub-committees as deemed necessary by the groups. In the words of NA's Ninth Tradition, they "*create service boards or committees directly responsible to those they serve.*" In all its proceedings, the WBASC shall adhere to the Twelve Traditions and Twelve Concepts of Service of NA. **The WBASC is directly responsible to the groups it serves.** The WBASC is intended to foster unity and the common welfare of its member groups. Common welfare should come first; personal recovery depends on NA unity.

An NA group is described as follows in the **A Guide To Local Services in Narcotics Anonymous**: "*when two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group.*"

Here are six points based on our traditions which describe an NA group:

1. *All members of a group are drug addicts and all drug addicts are eligible for membership*
2. *As a group, they are self-supporting*
3. *As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous*
4. *As a group, they have no affiliation outside Narcotics Anonymous*
5. *As a group, they express no opinion on outside issues*
6. *As a group, their public relations policy is based on attraction rather than promotion*

An NA group is any meeting which meets regularly at a specific place and time and which follows the Twelve Traditions of NA. The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers. For a new group to be eligible for inclusion in the WBASC, their representative must attend the monthly meetings of the WBASC. At the first meeting they attend, they will be recognized as a new group in the minutes of the WBASC. At this first meeting the new group will be included on the (shared) Wyo-Braska Area meeting list and they will be listed on the telephone information line of the WBASC. They will also be immediately added to the web site meeting list. This new group will give a verbal report and turn in a written report to the WBASC secretary for inclusion in the minutes. After attending three (3) WBASC consecutive monthly meetings, this new group is then considered a full member in good standing at the WBASC with all the inherent rights and privileges therein.

A group may be removed from full membership, meeting lists and the telephone information line if it misses three (3) consecutive WBASC meetings without contact or representation. A **two-thirds (2/3) majority vote** of all voting participants shall be required to removed any group from membership. A group may also be removed from full membership by having an authorized representative submit a written request to the WBASC. **Attempts should be made to contact the group before removal from the meeting list and telephone information line.**

The WBASC is comprised of Group Service Representatives (hereafter referred to as GSR), GSR Alternates, Standing and Adhoc Subcommittee Chairpersons, the Administrative Committee (consisting of the WBASC Chairperson, Vice-chairperson, Secretary, Treasurer, and two RCMs), other trusted servants, and interested addicts from the Wyo-Braska Area. The WBASC shall maintain a P.O. Box address and a bank account. The WBASC shall donate 20 % of monies above its fiscal year budget (including the prudent reserve) to the URMRS (10%) and to the NAWS (10%). To insure monetary security of the WBASC, no two (2) signers on the bank account of this area may reside in the same household.

## **ARTICLE 3.**

### **Meetings:**

The regular meeting of the WBASC is held on the second Sunday of each month at 1:00 pm, unless otherwise scheduled by the WBASC. All WBASC meetings are *non-smoking*. The meeting will be held in the centralized location of Cheyenne WY, with member groups taking turns hosting the monthly WBASC meeting. The WBASC will pass a seventh tradition basket at the meeting for the hosting group.

Any duly elected officer(s) of the WBASC may request special meetings. The Chairperson or Vice-Chairperson, on being advised of a matter of special urgency, may call a special meeting. The Chair must give reasonable notice and the purpose of such meetings to all participants. Reasonable notice is defined as two (2) weeks. No other business than that for which the meeting was called may be conducted.

## ARTICLE 4.

### Members:

There are four (4) groups of participants in the WBASC: GSRs and their alternates, administrative officers (which will include the Chairperson, Vice-chairperson, Secretary, Treasurer, two RCMs), 3 subcommittee chairpersons (Activities, PR, Literature, and any Adhoc Subcommittee Chairs), and interested addicts in the Wyo-Braska Area. The Seventh Concept for NA Service says, *“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.”* It is for this purpose, and the size/geographical location of the Wyo-Braska Area, that all attending members of the WBASC, providing they are clean, will have the right to enter into discussion and/or debate and introduce motions.

The WBASC shall follow the guidelines set forth in the **Twelve Concepts for NA Service** and **A Guide to Local Services in Narcotics Anonymous**, including - but not limited to - the guidelines for what constitutes a voting and non-voting member; voting members being GSRs, Subcommittee Chairs and administrative committee members. Any participant of the WBASC, providing they are clean, may introduce motions and participate in discussion and/or debate. **A GSR must second a motion or the motion dies.** All WBASC business meetings shall be open to any member of Narcotics Anonymous but shall be closed to the general public unless specifically approved by the Chair. The only participants shall be those listed in Articles 4, 5 and 6 unless the Chairperson requests special input or clarification.

## ARTICLE 5.

### Observers:

Members of NA outside the Wyo-Braska Area may attend meetings as non-voting participants. NA members only have the right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chairperson’s decision is subject to appeal and may be overturned by a 2/3 majority of voting participants. Any member of NA may speak providing they are clean and have been granted the floor by the Chair.

## ARTICLE 6.

### Officers:

The Administrative Committee Officers of the WBASC are the Chairperson, Vice-Chairperson, Secretary, Treasurer, the two (2) Regional Committee Members (hereafter referred to as RCM and RCM 2). These individuals are responsible for administrating the general affairs of the entire area committee. Because of that, it is important that great care be taken in their selection. A substantial amount of clean time and personal

maturity should be the first consideration, along with experience with the steps, traditions, and concepts of service.

The officers shall be elected by the present GSRs either by written ballot or by show of hands at the Chairperson's discretion. With the exception of each RCM, the term of office starts when elected and lasts one (1) year in length.

Officers and sub-committee chairs of the WBASC shall be elected as follows:

**September:** Area Chair  
**October:** Area Vice-Chair  
**November:** Area Secretary  
**December:** Area Treasurer  
**February:** RCM  
**March:** RCM 2  
**April:** Activities Subcommittee Chair  
**May:** PR Subcommittee Chair  
**June:** Literature Subcommittee Chair

No officer shall be eligible to serve more than two (2) full year consecutive terms in the same office unless approved by a 2/3-majority vote of present GSRs. The extended term of office shall be no more than one (1) year in length and shall be used to find a qualified candidate for the position and/or train a new person for that position. There is no automatic placement for second terms and re-elections are still required.

When an Administrative Committee position is vacated early, the adduct member voted into that position may, with a 2/3 majority vote of the present GSRs, begin the two (2) full year consecutive terms in the month elected complete the current term, regardless of how many months remain, and continue for the following full year in the position. An officer or standing subcommittee chair may resign by providing written notice to the WBASC chairperson thirty (30) days in advance of vacating an office or position.

Administrative Committee members being assigned a chair ship or membership on an Adhoc committee is done at the discretion of the WBASC Chair. However, this appointment can be overturned by a 2/3-majority vote of the GSRs. All adducts nominated for any position serving the WBASC must be present to officially accept the nomination and qualify for the position. **There will be no exceptions.** It is further suggested that each Administrative Committee member become a member of a WBASC Standing Subcommittee unless otherwise assigned to an Adhoc Committee. This action promotes the resources that experienced Administrative Committee members can bring to a Standing Subcommittee.

We suggest each WBASC member keeps archives of their position(s) and pass them to their successors, prepare a statement explaining how they have best found to do their duties. Archives should explain what the committee/officer did and how they accomplished it. Collective archives should be passed on the next committee/officer to further our work in the most productive manner. Each officer and committee chair will

keep a running account of all expenses and receipts of the current fiscal year to be reconciled with the treasurer on a monthly basis.

## ARTICLE 7.

### Vacancy / Removal of Officers:

The WBASC may declare vacant the office of any elected officer who has been:

1. Absent from two (2) consecutive WBASC meetings without contact or representation
2. Found unable, by the committee as a whole, to perform their duty to the position
3. Fails to meet requirements and duties as described in Article 10 of the guidelines

No officer shall be removed without cause. Any officer who feels he or she is removed without cause may enact the Tenth Concept: *“Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.”* A two-thirds (2/3) majority vote of all voting participants shall be required in the removal of any officer. In the case of a vacancy in the office of Chairperson, RCM or any Standing Subcommittee Chairperson, the Vice-Chairperson or RCM 2 (by mutual agreement) shall assume the duties of the vacated position until the start of the regular WBASC meeting following the election for the vacant position.

An election to fill a vacancy in any area committee office shall occur within two (2) regular meetings of the WBASC after the vacancy occurs. Even if the Vice-Chairperson or RCM 2 perform the duties of the vacant position, elections are still required. There is no automatic placement of vice-chair to chair, or RCM 2 to RCM. Notice of intent to fill a vacancy shall be provided to GSRs for their groups. The (acting) WBASC Chairperson may appoint an Adhoc nominating committee if the GSRs vote this is appropriate or necessary.

## ARTICLE 8.

### Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order shall govern the WBASC in all cases. A modified version of these rules appears in A Guide to Local Services in Narcotics Anonymous.

Any motion, along with its intent, being brought to the WBASC is to be written on the correct form and read to the WBASC at the appropriate place in the agenda. (Remember, all motions, regardless of maker, need to be seconded by a GSR). The WBASC Chair reads each motion to the WBASC. For the purpose of clarity and explanation after a BRIEF presentation of the motion by its maker, the voting members may direct questions (not opinions and/or discussions) to the maker of the motion. Then, a maximum of three (3) pros and three (3) cons will be taken on a motion before it is either tabled or voted upon at the WBASC. Any motion, concerning the NA fellowship, may be sent back to the groups for a vote.

One GSR can table any motion concerning the NA fellowship business. A majority of a 2/3 vote of the voting members in attendance is required to overturn the tabling of a motion. A motion tabled in this manner will then appear under Old Business at the next WBASC meeting.

## **ARTICLE 9.**

### **Amendment of Guidelines:**

These guidelines may be amended by a 2/3 vote of the voting members in attendance, provided the exact wording of the amendment has been submitted in writing to the WBASC and announced (read) at the previous meeting of the WBASC.

A member can have input regarding the Guidelines governing this body provided they have followed the process as listed in this document. All amendments to these Guidelines, approved by the stated process of the WBASC, will be listed in ARTICLE 14 of this document. ARTICLE 14 will appear as a separate sheet and will be updated quarterly from the minutes of the WBASC.

In August of every year, all information contained within ARTICLE 14 will be incorporated into the body of this document and a new ARTICLE 14 will be generated. Any portion of these guidelines may be waived or amended at any Wyo-Braska Area Business meeting by a two-thirds (2/3) vote of the WBASC participants.

## **ARTICLE 10.**

### **Duties of Administrative Committee Officers:**

#### **Chairperson**

The Chairperson presides over the WBASC monthly meeting and must show the ability to chair in a firm and understanding manner. At the WBASC meetings, the Chairperson can only vote in the case of a tie on WBASC business. It is suggested that in the case of a tie since a clear path for the fellowship group conscience is not there, the chairperson solicits minority opinion if applicable or tables the motion to the next regular meeting of the WBASC. This will give the groups time to clarify their vote and needs.

It is suggested that the WBASC Chairperson have a minimum of three (3) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service, presents a history of completed NA service positions, preferably at the area level.

It is the duty of the WBASC chairperson to:

1. Open the meeting
2. Recognize members or observers who are entitled to the floor
3. Set a written agenda available for each regular WBASC meeting

4. State and put to vote all legitimate motions and announce the results of each vote
5. Enforce **Robert's Rules of Order** and the *Twelve concepts of NA Service* at the WBASC
6. Be one of the signers on the WBASC bank account
7. Submits a written report of monthly activities as Chairperson at each WBASC
8. Appoint Adhoc Subcommittee Chairpersons as needed
9. Conduct the WBASC meeting with impartiality and fairness
10. To expedite business in every way compatible with the rights of members and observers
11. Adjourn the meeting

### **Vice-Chairperson**

The Vice-Chairperson coordinates all Standing Subcommittee(s) functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

It is suggested that the WBASC Vice-Chairperson have a minimum of two (2) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service, and presents a history of completed NA service positions, preferably at the area level.

It is the duty of the WBASC Vice-Chairperson to:

1. Temporarily serve as the Chairperson in the absence of the Chairperson
2. Be one of the signers on the WBASC bank account
3. To temporarily serve as Chair of a Standing Subcommittee in the absence of the Chair and Vice-Chair of said committee
4. To oversee all Standing Subcommittees
5. Attend or obtain a verbal report from each monthly Standing Subcommittee meeting prior to the regular WBASC
6. Submit a written report of monthly activities as Vice-Chairperson at each WBASC
7. Assist the Chairperson in any duties as may be mutually agreed upon, learning from the Chairperson those duties inherent in that position
8. Attend every regular WBASC monthly meeting
9. Will work with the RCM2 to assure that the duties of any vacant position at WBASC are performed

### **Secretary**

The Secretary keeps accurate minutes of each WBASC business meeting, types and distributes copies to each member no later than two (2) weeks prior to the next WBASC meeting. The Secretary is also responsible for maintaining the WBASC archives.

It is suggested that the WBASC Secretary have a minimum of eighteen (18) months continuous clean time, has demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service and presents a history of completed NA service positions, preferably at the area level.

It is the duty of the WBASC Secretary to:

1. Keep accurate records of all the proceedings of the WBASC
2. Keep on file all committee reports
3. Keep the WBASC official GSR/Standing Subcommittee/Administrative Committee roll and calls the roll when it is required
4. Make the minutes and records available to members upon request;
5. Furnish committees with required literature and forms for the performance of their committees. (This, however, does not include literature which is distributed from a Standing Subcommittee such as free literature found at Hospitals & Institutions panel or at a Public Information event)
6. Have on hand at each meeting a list of Standing Subcommittee Chairpersons: their names, phone numbers and time/location of their meetings
7. Send a notice of special meetings as directed by the WBASC
8. Send or deliver minutes to members and all who request them no later than two (2) weeks prior to the next WBASC meeting
9. Make available at each WBASC meeting:
  - group report forms, motion forms, motion for disbursement forms
  - *Roberts Rules of Order*
  - A Guide to Local Services in Narcotics Anonymous
  - a current set of *WBASC Guidelines*
10. Mail any checks, forms, letters and so forth as requested by the service body;
11. Attend every regular WBASC monthly meeting
12. Submit all records, information, forms and archives to the next Secretary when term(s) of office is/are done
13. Establishes a web site posting of WBASC MINUTES, emailing to GSRs/groups who have email addresses

### **Treasurer**

The Treasurer will make a report of all the contributions and expenditures at every WBASC meeting as well as an end of term(s) of office report. The Treasurer will be able, or willing to learn how, to use an electronic spreadsheet (Excel, Quattro, or Lotus 123) that will generate a current ledger and budget that includes all activity of that fiscal year, which runs September through August.

It is suggested that the WBASC Treasurer have a minimum of three (3) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service, and presents a history of completed NA service positions, preferably at the area level.

It is the duty of the WBASC Treasurer to:

1. Be the custodian of the WBASC funds
2. Be one of the signers on the WBASC bank account
3. Report income and disbursements at each regular WBASC meeting, followed by a written report in the minutes
4. Disburse funds as directed by the WBASC



- Treasurer shall keep receipts for all contributions and disbursements; Disbursements may only be made if submitted in writing on the correct form and approved by the WBASC
  - Disbursements by check will not be made for amounts of less than five dollars (\$5.00). In this case of such minimal expenditure, cash which is receipted will be given
  - Automatic disbursements are those expenditures made on a continuous and approved basis by the WBASC
  - Checks will be written directly to businesses or those providing services to the WBASC except in special circumstances as approved by the WBASC
  - All members, groups, committees and subcommittees utilizing or requesting any WBASC funds will be required to provide the Treasurer with an itemized financial report including all receipts
  - All persons requesting reimbursements which have been approved must submit receipts before being reimbursed – **no exceptions**
  - At beginning of fiscal year pay total annual cost of monthly service charge for the phone line & web site hosting fee and domain name registration in advance
  - The Treasurer will, at the end of fiscal year, submit disbursement form for donation to NAWS, i.e. August, each year and quarterly for Regional donations in October, January, April and July
5. All checks received by the WBASC are to be deposited into the WBASC bank account within five (5) working days
  6. Attend every regular WBASC monthly meeting
  7. All checks will be filled out to the payee, with two signatures, before leaving the WBASC meeting
  8. Submit all records, information, forms and archives to the next Treasurer when term(s) of office is/are done

### **Regional Committee Member**

The two (2) RCMs are the WBASC's representatives at the regional level. The RCMs link the WBASC with other area service committees within the Rocky Mountain Region.

The primary responsibility of the RCMs is to work for the good of the WBASC, providing two-way communication between the WBASC and the rest of NA. They represent the WBASC groups' consciences at the regional level. The RCMs attend all WBASC and all URMRSR meetings. They take part in any discussions and in all decisions affecting the region, speaking as the voice of the WBASC groups' consciences.

It is suggested that the RCM(s) have a minimum of three (3) years clean time, has demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service, and presents a history of completed NA service positions, preferably at the group and area level.

It is the duty of the RCM(s) to:

1. Serve as the WBASC Chairperson in the absence of the Chairperson and the Vice-Chairperson

2. Represent the interests of the WBASC at the URMRS and to carry the WBASC's groups consciences and work for the primary purpose of NA
3. Provide information between the WBASC and the current Upper Rocky Mountain Regional Convention of Narcotics Anonymous (hereafter referred to as URMRCNA) Committee, providing whatever assistance, information and verbal or written reports as deemed necessary by the WBASC
4. Report to the WBASC verbally and in writing the activities of the URMRS
5. Report to the URMRS verbally and in writing the activities of the WBASC
6. Submit a written report of monthly activities as RCM and a copy of the information submitted to the URMRS at each WBASC meeting
7. Attend all WBASC meetings, URMRS meetings and Upper Rocky Mountain regional assemblies
8. Call a member (preferably the Chair) of the Administrative Committee of WBASC in case of an emergency and/or an inability to attend the regional meetings and/or assemblies
9. Provide mileage for reimbursement for travel expenses (at \$0.30 / mile) to regional meetings and assemblies
10. Understanding that the RCM funds in WBASC are for travel reimbursement only

## **ARTICLE 11.**

### **Committees**

The WBASC has two (2) types of committees: Standing Subcommittees and Adhoc Committees. Standing Subcommittees carry on the work of the WBASC on a continual basis. Standing Subcommittees shall be formed or dissolved by the WBASC as deemed necessary by the GSRs. Adhoc Committees are formed to carry out a specific and limited purpose/task for the WBASC. Adhoc Committees are appointed by the WBASC Chairperson and are subject to approval by the GSRs. The Chairperson, upon completion of their intended purpose, dissolves Adhoc Committees. Standing Subcommittees of the WBASC are: Activities; Public Relations; and Literature.

All WBASC Subcommittees:

1. Are directly responsible to the WBASC
2. Will have a Chairperson with a suggested minimum clean time of two (2) years and who is elected by the WBASC
3. Will elect or appoint other committee members or officers as necessary
4. Chairs will attend all WBASC meetings and their own subcommittee meetings
5. Will provide a written report of all monthly activities as Subcommittee Chairpersons at each WBASC meeting
6. Will submit a written final report of the yearly activities for the WBASC archives and to the new Subcommittee Chairperson
7. Will hold regularly scheduled announced monthly meeting. NOTE: Any subcommittee needing to hold more or less frequent meetings will provide the WBASC with such schedule that will be published in the minutes of the WBASC;
8. Will uphold the Twelve Traditions and Twelve Concepts for NA Service

9. Will function under the directions contained in this document and in A Guide to Local Services in Narcotics Anonymous
10. Will obtain from the WBASC Secretary any and all NA approved literature handbooks, guidelines, guide or position papers as concerned with their subcommittee
11. Will also function under the directions of any of these world level documents unless stated in writing to, and approved by, the WBASC
12. Will work in conjunction with the WBASC Vice-Chairperson to coordinate efforts and needs as well as share subcommittee direction and progress. This mutual collaboration can be done by way of verbal/telephone/email communications between the WBASC Vice-Chairperson and the Standing Subcommittee Chairperson after the subcommittee meeting and prior to the WBASC meeting
13. Will channel all funds to the Treasurer of the WBASC immediately following any event which has generated funds
14. All WBASC Subcommittee Guidelines are submitted in writing and approved by the WBASC. Updates or changes to these guidelines are also presented to and approved by the WBASC
15. Meetings are **non-smoking**

## **Statement of purpose for WBASC Standing Subcommittees:**

### **Activities Subcommittee**

The purpose of the Activities Subcommittee of the WBASC is to provide the fellowship in the Wyo-Braska Area with recovery-oriented events, activities and merchandise. Funds generated through the subcommittee belong to the WBASC. Thus, enabling the WBASC to fulfill its primary purpose: support the groups in the Wyo-Braska Area.

### **Public Relations Subcommittee**

Public Relations contains a combination of services that include phone line, web site, meeting lists, Hospitals and Institutions and provides information to the public regarding NA. The Public relations Chair is the single point of accountability for all of these components.

The purpose of the Public Information component of this sub-committee (hereafter referred to as PR) of the WBASC is to provide the following:

1. Conference-approved NA literature
2. Speakers and information about NA
3. Phone line
4. Meeting lists (both printed and web based) to the public

The PR component ensures literature is available to all public requests and oversees special needs. The PR component serves as a resource about NA in the Wyo-Braska Area.

The purpose of the phone line of the WBASC is to oversee, review procedures and maintain the information telephone line for WBASC which is known as “1-866-4-NODOPE” (toll-free). This Subcommittee keeps the information found on the telephone line current in keeping with the policies as found in the Phone line Handbook of NAWS and in keeping with the Twelve Traditions of NA.

The purpose of the web site of the WBASC is to provide information regarding NA and WBASC to the public. The Web Servant is appointed by the PR Chair and is expected to maintain the web site with updated information and follow the Web Site Guidelines of NAWS.

The purpose of the meeting lists published by the Wyo-Braska Area Service Committee is to provide (with updates) addicts with information (day, time, location and type) concerning meetings in the Wyo-Braska Area.

The purpose of the Hospitals and Institutions component of PR (hereafter referred to as H&I) of the WBASC is to carry the message of recovery in NA, through literature and meetings, to those facilities whose clients are unable to attend regularly scheduled NA recovery meetings in the Wyo-Braska Area.

## **Literature Subcommittee**

The primary purpose of the Literature Subcommittee of the WBASC is to purchase literature from NAWS in bulk and have it available for resale to the WBASC members throughout the monthly WBASC meeting. The Literature Subcommittee will add ten percent (10%) of the NAWS cost to every group or individual addict purchase in order to build up a stockpile of literature for the Wyo-Braska Area.

All literature brought from, and monies generated by this subcommittee are the property of the WBASC and must be accounted for as such by both the Chairperson of the Literature Subcommittee and the WBASC Treasurer. Wyo-Braska Area addicts and/or WBASC groups wishing to make literature purchases at any regular meeting of the WBASC will do so with checks and/or money orders in order to eliminate the need of the WBASC Literature Subcommittee Chairperson for any currency and/or cash drawer. This Literature Subcommittee, through providing literature, assists the groups in carrying out their primary purpose.

The Literature Subcommittee also by approval of the WBASC (with the addition of a Co-Chairperson and subcommittee members) can afford an opportunity for members in the Wyo-Braska Area to input and review and/or approve/disapprove current NA literature seeking to become conference approved. This Literature Subcommittee can also develop original materials to be submitted to NAWS, Inc. All such materials must be first presented to the WBASC before being sent to NAWS, Inc. NOTE: This portion of the Literature Subcommittee that reviews (and so forth) NA Literature may be nonexistent from time to time due to needs/directions from the NA World Literature Development Committee.

## ARTICLE 12.

### Disbursements

No individual WBASC member can be disbursed a WBASC check in their name unless approval is granted by the WBASC. A bill must accompany all disbursements of the WBASC or a receipt stating **paid in full** prior to requesting funds to insure funds are not being misappropriated. There are a few exceptions: funds for halls or room rentals (for learning days or activities) and/or refreshments for a WBASC event. A receipt must be turned in to the WBASC immediately upon completion of the transaction.

## ARTICLE 13.

### Standing Subcommittee Policies and Guidelines (see attachments)

Guidelines for a WBASC subcommittee ought to include, but are not limited to: Name, Purpose and need, Functions (Our experience shows that there is need for each subcommittee to have as one of its functions keeping a file listing contact persons and procedures for the functions it performs. This is for the use of future participants and addresses the concept of trusted servants training their successors.), voting procedures, meeting time and place. Every subcommittee shall carry out its work in accordance with the Twelve Traditions and Twelve Concepts for NA Service for Narcotics Anonymous.

## ARTICLE 14.

### List of WBASC Guidelines Amendments

Note: Any portion of these guidelines may be waived at any Area business meeting by a **two-thirds (2/3) majority** of the WBASC voting participants, and all approved amendments will be added to **this** section quarterly. All amendments will be placed in their appropriate place in these guidelines at the beginning of every fiscal year.

## GUIDELINES OF THE WYO-BRASKA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

Revised 08/31/13

Gail W.

Ray B.

Chairperson – WBASC

Vice-Chairperson – WBASC

Revised 08/31/13 gw