

Wyo-Braska Area Service Committee

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

SECTION 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- any and all interested Narcotics Anonymous Groups in Southeast Wyoming and in the Nebraska Panhandle. The WBASC, in accordance with NA's 7th Concept, is an open participation forum which allows all interested NA members to fully participate in the process.

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 the URMRS) of NA. And, the WBASC shall be registered with the Narcotics Anonymous World Services, Inc. (hereafter referred to as NAWWS).

SECTION 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 projects 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, they are suggested to attend the quarterly 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 and the Wyo-Braska Area Webpage. This new group will give a verbal report and turn in a written report to the WBASC secretary for inclusion in the minutes.

The WBASC is comprised of Group Service Representatives (hereafter referred to as GSR), GSR Alternates, the Administrative Committee (consisting of the Secretary, Treasurer, and two RCMs), Project Coordinators, and any interested addicts from the Wyo-Braska Area or elsewhere. The WBASC shall maintain a P.O. Box address, a bank account, an Information Phonenumber and a web presence which will include the web page www.wyo-braskana.org. The WBASC shall donate all monies above its working prudent reserve to the URMRS and to the WSC. To insure monetary security of the WBASC, no two (2) signers on the bank account of this area may reside in the same household.

SECTION 3

Meetings

The regular meeting of the WBASC is held quarterly (February, May, August, and November) on the second Sunday at 2:00 pm. All WBASC meetings are *non-smoking*. The ASC will meet in Cheyenne at the current address of the Anchor Club, and may, on occasion, meet in one of the out-lying locations (Laramie, WY; Scottsbluff, NE; or any location) determined by the ASC itself.

SECTION 4

Members

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, introduce motions/proposals, and take part in the consensus and/or voting.

The WBASC shall follow the guidelines set forth in the Twelve Concepts for NA Service and A Guide to Local Services in Narcotics Anonymous. Any participant of the WBASC, providing they are clean, may introduce motions/ proposals and participate. All WBASC business meetings shall be open to any member of Narcotics Anonymous but shall be closed to the general public.

SECTION 5

Officers

The Administrative Committee Officers of the WBASC are the Secretary, Treasurer, and the two (2) Regional Committee Members (hereafter referred to as RCMs). 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 members present. The term of office starts when elected and lasts two years in length.

SECTION 6.

Vacancy / Removal of Officers

The WBASC may declare vacant the office of any elected officer who has been: 1. Absent at 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 **SECTION 10** of these guidelines. 4. Fails to stay clean and in recovery during the course of term.

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 consensus of all participating members shall be required in the removal of any officer.

SECTION 7.

Duties of Administrative Committee Officers

Secretary

The Secretary keeps accurate minutes of each WBASC business meeting, types and distributes copies to each member no later than two (2) weeks after the 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 GSR and project reports
- 3) Keep the WBASC official GSR /Administrative Committee/Project Coordinator 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.
- 6) Send or deliver minutes to members and all who request them no later than two (2) weeks after the WBASC meeting
- 7) Make available at each WBASC meeting: group report forms, A Guide to Local Services in Narcotics Anonymous, and a current set of WBASC Guidelines
- 8) Attend every regular WBASC quarterly meeting
- 9) Submit all records, information, forms and archives to the next Secretary when term(s) of office is/are done

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. 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
 - a) A Treasurer shall keep receipts for all contributions and disbursements
 - b) Automatic disbursements are those expenditures made on a continuous and approved basis by the WBASC (i.e., rent for facility hosting ASC, travel expense for RCMs, P.O. Box and website expenses)
 - c) Checks will be written directly to businesses or those providing services to the WBASC
- 5) All checks received are to be deposited into the WBASC bank account within five (5) working days
- 6) Attend every regular WBASC quarterly meeting
- 7) Submit all records, information, forms and archives to the next Treasurer when term(s) of office is/are done

Regional Committee Member (RCM)

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 Upper 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) Facilitate the quarterly WBASC meetings and prepare the Agenda
- 2) Represent the interests of the WBASC at the URMRSR and to carry the WBASC's groups consciences and work for the primary purpose of NA
- 3) Report to the WBASC verbally and in writing the activities of the URMRSR
- 4) Report to the URMRSR verbally and in writing the activities of the WBASC
- 5) Submit a written report of activities as RCM and a copy of the information submitted to the URMRSR at each WBASC meeting
- 6) Attend all WBASC meetings, URMRSR meetings and Upper Rocky Mountain regional assemblies
- 7) Reimburse travel expenses to regional meetings and assemblies at .30 per mile
- 8) Will be signers on the WBASC bank account

The "second" RCM is basically "in training" for a two-year term and will assume all tasks and responsibilities of the first RCM at the completion of the two-year cycle.

SECTION 8

Project Coordinators

Project Coordinators of the WBASC are: Activities, Hospitals and Institutions, URMRCNA (Convention) Chair, and Public Relations (which includes phone line and meeting lists both printed and on the website). All WBASC Coordinators:

- 1) Are directly responsible to the WBASC
- 2) Will have a suggested minimum clean time of two (2) years and who is elected or appointed by the WBASC
- 3) Will elect or appoint other Project members as necessary
- 4) will attend all WBASC meetings and their own Project meetings
- 5) Will provide a written report of all activities as at each WBASC meeting
- 6) Will uphold the Twelve Traditions and Twelve Concepts for NA Service
- 7) Will function under the directions contained in this document and in A Guide to Local Services in Narcotics Anonymous
- 8) Will obtain from the WBASC Secretary or NA World Services any and all NA approved literature handbooks, guidelines, guide or position papers as concerned with their subcommittee
- 9) Will also function under the directions of any of these world level documents unless stated in writing to, and approved by, the WBASC
- 10) Will channel all funds to the Treasurer of the WBASC immediately following any event which has generated funds
- 11) Meetings are **non-smoking**

The following represents a statement of purpose(s) for WBASC Projects.

Activities

The purpose of the Activities 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.

Hospitals and Institutions

The purpose of the Hospitals and Institutions Project (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.

Public Relations

The purpose of Public Relations (hereafter referred to as PR) is to provide conference-approved NA literature, speakers and information about NA to the public. Public Relations ensures literature is available to all public requests and oversees special needs. PR 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 Coordinator keeps the information found on the telephone line current in keeping with the policies as found in the Public Relations Hand-book of NA and in keeping with the Twelve Traditions of NA.

URMRCNA Chair

The URMRCNA Chair (Regional Convention Chair) will be elected or appointed by the WBASC on the years this Area is hosting the Regional Convention. The Chair will be given all latitude in forming her or his Committee for the purpose of this Area hosting the Upper Rocky Mountain Regional Convention during the appointed year(s) this Area is to host the Convention.

Web servant

The Web servant shall maintain and update the Area’s web presence at the web site www.wyo-braskana.org and maintain and update the Wyo-Braska Area Meeting list.

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 in both a printable form and on the website.

SECTION 9

Disbursements

No individual WBASC member can be disbursed a WBASC check in their name unless approval is granted by the WBASC. There are a few exceptions: automatic disbursements such as rent for the ASC meeting or travel funds for the RCMs, funds for halls or room rentals (for learning days or activities) and/or refreshments for a WBASC event and the costs of the phone-line and webpage

SECTION 10

Amendment of Guidelines

These guidelines may be amended by a consensus of the participating members in attendance. Any portion of these guidelines may be waived or amended at any Wyo-Braska Area Service Committee meeting by the members of the WBASC present.

Note: Any portion of these by-laws may be waived or amended at any Area business meeting by the consensus of the WBASC participating members.

The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group 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 nonprofessional, 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 Traditions reprinted for adaptation by permission of AA World Services, Inc.

Twelve Concepts for NA 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.*

The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc., and have evolved specific to the needs of Narcotics Anonymous.

WYO-BRASKA AREA SERVICE COMMITTEE TRUSTED SERVANT VALUES

1. *Our primary principles are those embodied in NA's Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.*
2. *We affirm that mutual respect and trust is paramount to the effectiveness of all Wyo-Braska Area activities and shall characterize all our interactions and communications.*
3. *We encourage one another to offer our personal views, ideas, dreams and creativity to all Area deliberations and projects.*
4. *We are committed to having the courage and vision to take risks by not confining ourselves to pre-conceived limitations.*
5. *We will strive to achieve consensus whenever possible.*
6. *We will not separate ourselves as individuals from the consensus of the Area and will take responsibility for the decisions of the Area.*
7. *We will focus ourselves upon establishing unity, mutual respect and trust at the beginning of each meeting.*
8. *We will meet our stated objectives for each meeting.*
9. *Our meetings and breaks will start and stop on time.*
10. *We affirm that Area issues will be discussed – not personalities.*
11. *We affirm that Area discussions and deliberations will be balanced – no one person will dominate our discussions and everyone will actively participate.*
12. *We agree that only one person will speak at a time and there will be no side-bar conversations.*

Honesty, trust and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

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