



WYO-BRASKA AREA SERVICE COMMITTEE



P.O. Box 4263
Cheyenne, WY 82003

www.wyo-braskana.org
help@wyo-braskana.org

WYO-BRASKA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES

Service Prayer

“GOD, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose.

Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.”

Final Approved Guidelines 1/13/2024

Contents

SECTION 1: Name and Boundaries	2
SECTION 2: Purpose and Functions	3
SECTION 3: Meetings	5
SECTION 4: Members.....	6
SECTION 5: Officers	7
SECTION 6: Vacancy / Removal of Officers	8
SECTION 7: Order of Annual Elections	9
SECTION 8: Duties of Administrative Committee Officers	10
Chairperson.....	11
Vice-Chairperson.....	12
Secretary.....	13
Treasurer.....	14
Regional Committee Members (RCMs)	15
Web Servant.....	16
SECTION 9: Project Based Service	17
Activities Projects:	18
H&I Projects:	19
Learning Days Projects:.....	22
School Panel Projects:.....	23
Unity Days Projects:	25
Section 10: Ad Hoc Committees	26
SECTION 11: Money Matters	27
Disbursements:	27
Electronic Payment Accounts:	27
Venmo account:.....	27
PayPal Account:	27
Area cell phone:	27
Budgets:	27
Storage Payment:.....	28
URMRCNA Chair.....	28
SECTION 12: Amendment of Guidelines	29
The Twelve Traditions of NA	30
Twelve Concepts for NA Service	31
Twelve Values of the WBASC	32

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 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 Standing 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:

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

An NA group is any group that meets and follows the suggested requirements stated in the current published version of The Group Booklet. This booklet can be found and downloaded for free at: [GroupBooklet_Final_Aug23.indd\(1/13/24\)](#)

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 meetings of the WBASC.

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. 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 2 (two) 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.

After no representation in 3 months, the group will be taken off the roll call (agenda), they will remain on the meeting list, until the meeting can be verified that it does not meet or has been closed. If the meeting is closed it will be removed from the meeting list immediately. If the group returns to the WBASC, after being removed from the roll call and meeting list, they will need to follow the guidelines for a new group. (12/11/21)

The WBASC is comprised of Group Service Representatives (hereafter referred to as GSR), GSR Alternates, the Administrative Committee (consisting of the Chair, Vice Chair, Secretary, Treasurer, and two RCMs), **Project Leaders, Project Members**, Ad Hoc Committees, and any interested addicts from the Wyo-Braska Area or elsewhere. The WBASC shall maintain a P.O. Box address, a bank account, and a web presence which will include the web page www.wyo-braskana.org.

The WBASC will conduct an area inventory each year, to be conducted by the Web Servant. The inventory will be sent out to the fellowship each July and will be due by August, the Web Servant will submit the results of the survey at the September ASC. (12/11/21) (1/13/24)

The WBASC shall decide on donating money to the URMRS and to NAWS (Narcotics Anonymous World Services) in January and July of each year. (10/8/2022)

SECTION 3: Meetings

The regular meeting of the WBASC is held every month on the second Saturday at 12:00 pm.

All WBASC meetings are held virtually and will be recorded. (1/13/24)

There will be no calls for a vote outside the scheduled ASC meetings, unless an officer of the WBASC requests an emergency meeting to address any urgent issues. These emergency meetings will be held virtually. (12/11/21)

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 that all attending members of the WBASC, providing they are clean, will have the right to enter discussion and/or debate, introduce proposals. These proposals will be subject to process used in the Consensus Based Decision Making process.

Voting members are comprised of committee members and GSR's. Money matters will be voted on within the business meeting, all other matters should be taken back to the groups for vote to be decided at the next scheduled ASC. (02/12/22)

The WBASC shall follow the guidelines set forth in the Twelve Concepts for NA Service and A Guide to Local Services in Narcotics Anonymous. 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 Chair, Vice Chair, 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 the WBASC 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 12 Steps, 12 Traditions, and 12 Concepts of Service. The officers shall be elected by the voting 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:

- Absent at two (2) consecutive WBASC meetings without contact, representation, or report.
- Found unable, by the committee, to perform their duty to the position.
- Fails to meet requirements and duties as described in SECTION 8 of these guidelines.
- Fails to stay clean and in recovery during their 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: Order of Annual Elections

When members are elected midterm, the member finishes the term and completes the next scheduled term (01/08/22)

January	No Election
February	RCM and RCM2 (two-year position each)
March	No Election
May	No Election
June	Secretary (two-year position each)
July	Treasurer (two-year position each)
August	Unity Days Project Leader (1-year position)
September	Chair and Vice Chair (two-year position each)
October	No Election
November	No Election
December	No Election

SECTION 8: Duties of Administrative Committee Officers

In addition to the requirements listed below, officers shall have the following:

1. Willingness and desire to serve.
2. Personal time and ability to serve.
3. Knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service for NA.
4. Continued abstinence during term of office.
5. When clean time requirements are waived, it is the area service body's responsibility to ensure the member can fulfill the duties and responsibilities assigned to them. (01/08/22)
6. Advise the member that there is time needed to prepare outside the WBASC meeting to fulfill required duties. (02/12/22)
7. Actively works the 12 Steps of NA with an NA sponsor. (01/08/22)
8. Agree and adhere to the 12 Values

Chairperson

The chairperson presides over the WBASC meeting and must show the ability to chair in a firm and understanding manner. 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, and the Consensus Based Decision Making process, (01/08/22) and presents a history of completed NA service positions, preferably at the area level.

It is the duty of the WBASC chairperson to:

- Open the meeting.
- Recognize members or observers who are entitled to the floor.
- Focus on solutions or suggest a solution when the discussion does not seem to have resolution (01/08/22)
- Follows the CBDM process and does not participate in voting. (02/12/22)
- Set a written agenda available for each regular WBASC meeting.
- Determines if the scheduled meetings should be virtual due to unforeseen issues. (01/08/22)
- State and put to vote all legitimate proposals and announce the results of the consensus.
- Employ the Consensus Based Decision Making format and the Twelve Concepts of NA Service at the WBASC
- Be one of the signers on the WBASC bank account.
- Submit a written report of monthly activities as chairperson at each WBASC.
- Appoint ad-hoc subcommittee chairpersons as needed.
- Conduct the WBASC meeting with impartiality and fairness.
- To expedite business in every way compatible with the rights of members and observers
- Adjourn the meeting.
- Is responsible for checking the PO Box and holds one of the two PO Box Keys. (07/19/2022)

Vice-Chairperson

The vice-chairperson coordinates **all projects**. 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:

- Temporarily serve as the chairperson in the absence of the chairperson.
- Be one of the signers on the WBASC bank account.
- **To temporarily serve as committee member that is currently vacant.**
- **To oversee all projects.**
- **Attend or obtain a verbal report from each ongoing project monthly prior to the regular WBASC.**
- Submit a written report of monthly activities as vice-chairperson at each WBASC.
- Assist the chairperson in any duties as may be mutually agreed upon, learning from the chairperson those duties inherent in that position.
- Attend every regular WBASC meeting.

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:

- Keep accurate records of all the proceedings of the WBASC.
- Has access to the virtual platform.
- Will set the virtual meeting up in the platform, send out the invite.
- Is the co-host of the virtual meeting.
- Is in charge of recording the meeting and archiving the recording (01/08/22)
- Send or deliver minutes to members and all who request them no later than two (2) weeks after the WBASC meeting.
- Make available at each WBASC meeting: group report forms, A Guide to Local Services in Narcotics Anonymous, and a current set of WBASC Guidelines
- Attend every regular WBASC meeting.
- It is the duty of the secretary to update and maintain the guidelines, to send them out to the WBASC no later than 2 weeks after the WBASC meeting (01/08/22)
- Submit all records, information, forms, archives and equipment to the next Secretary when term(s) of office is/are done.
- The virtual equipment that is owned by the WBASC is held in the area storage unit, the secretary should have access to the storage unit.
- The secretary needs to make available any virtual equipment needed by any area member's request if they should want to utilize it for an event.
- Is in charge of one of the two PO Box Keys. (07/19/2022)

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 strongly suggested that waiving clean time for this position be discouraged. (02/12/22)

It is the duty of the WBASC Treasurer to:

- Be the custodian of the WBASC funds.
- Maintain a comprehensive ledger that records all transactions and budgets and use the approved spreadsheet as a tool. 1/23/22
- Be one of the signers on the WBASC bank account.
- Report income and disbursements at each regular WBASC meeting, followed by a written report in the minutes.
- All reports should include a reconciling to the bank statement and a copy of that month's statement. (02/12/22)
- Disburse funds as directed by the WBASC.
- **All disbursements must follow the rules of disbursements located in Money Matters.** (1/13/24)
- All persons requesting reimbursements which have been approved must submit receipts before being reimbursed – **no exceptions.** (02/12/22)
- A Treasurer shall keep receipts for all contributions and disbursements.
- All cash contributions and proceeds from WBASC functions or committees will be deposited to the WBASC bank account within 2 weeks from the function or business meeting.
- 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).
- There will be one (1) debit card issued to the treasurer **or chair** and can also be used for the purpose paying for services related to business for the WBASC.
- There will be no cash withdrawals from the bank account in order to maintain accurate records of any and all transactions.
- All checks received are to be deposited into the WBASC bank account within five (5) working days.
- Attend every regular WBASC meeting.
- Submit all records, information, forms, and archives to the next Treasurer when term(s) of office is/are done.

Regional Committee Members (RCMs)

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:

- 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.
- Report to the WBASC verbally and in writing the activities of the URMRSR.
- Report to the URMRSR verbally and in writing the activities of the WBASC.
- Submit a written report of activities of the WBASC as RCM and a copy of the information submitted to the URMRSR at the following WBASC meeting.
- Topics sent to region need to be discussed at the WBASC before reporting to region. (12/11/21)
- Act as the URMRSR Liaison, making sure the WBASC is kept up to date on all convention information and efforts of the convention. (02/12/22)
- Attend all WBASC meetings, URMRSR meetings and Upper Rocky Mountain Regional Assemblies.
- Reimburse travel expenses to regional meetings and assemblies at \$0.35 cents per mile. (07/09/2022)
- Will be signers on the WBASC bank account.
- Will each serve 1 (one) two-year cycle. (1/13/24)
- The "second" RCM is "in training" for a two-year term and will need to be nominated and voted into the RCM position when the term has been met. (12/11/21)

Web Servant

The Web Servant shall maintain and update the WBASC'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: Project Based Service

WBASC has moved from standing committee service to Project Based Service. (1/13/24)

The aim of the Service System Project is to bring us closer to the ideals expressed in A Vision for NA Service. Revitalizing and evolving local services are a key part of achieving this goal. We hope to:

- Increase the amount of services we can provide
- Make service a more rewarding process
- Increase unity throughout NA
- Improve our reputation as a viable program of recovery.

Projects that are supported by the WBASC are as follows:

- Activities Projects
- H&I Projects
- Learning Days
- School Panel Projects
- Unity Days Projects

Each project should have a Project Leader, who is has volunteered to be of service and has been appointed by the WBASC.

All Project Leaders:

- Are directly responsible to the WBASC.
- Will enlist other members as volunteers for their projects.
- Will provide a monthly update or any requests to the WBASC, either in a written report directly to the area, or in some form to the vice-chair.
- Will channel all funds to the Treasurer of the WBASC immediately following any event which has generated funds.
- Actively works the 12 Steps of NA with an NA sponsor.
- Will uphold the Twelve Traditions and Twelve Concepts for NA Service.
- Will abide by the WBASC 12 Values.

Activities Projects:

The purpose of an Activities Project Leader is to be the single point of contact between members who wish to have an activity funded and supported by the WBASC.

The Activities Project Leader will bring the proposed activity to the area business meeting where it will be approved and a budget set.

The members who have proposed the activity will then proceed with planning and executing the activity, giving updated reports to the Activities Project Leader, who will in turn report to area the progress of the event.

All proceeds from an area funded event will be turned over to the WBASC through the Activity Project Leader, or via the area Venmo account.

H&I Projects:

Each town that is within the boundaries of the WBASC can be represented by an H&I Project Leader, who in turn can enlist volunteers or Project Members to assist in their efforts to provide services to their local H&I facilities.

H&I Project Leaders Guide:

H&I can be centered more in taking recovery meetings into facilities or institutions. These are places like long-term residential treatment facilities, short-term treatment, county or city jails, state prisons and community corrections.

In situations where we are taking meetings into correctional facilities, each member must pass a background check and attend the safety and security training for each facility they are volunteering for. Training, however, does not stop there. Every H&I volunteer must also attend the training provided by the H&I Project Leader. If there are no training sessions, the H&I Project leader will provide a guide of expectations to the volunteers, they will need to agree to these expectations prior to entering the facility for meetings.

The H&I Project Leader should always get an agreement in writing with the facility that includes all the requirements, restrictions, date and times of the meetings and any other relevant information needed.

The H&I Project Leader will also determine if the member wanting to volunteer would be appropriate for this type of NA Service.

Issues that could come up would be the member has family in that facility or does not meet the requirements the facility has implemented for volunteers.

H&I Project Leader will need to understand the requirements of each facility that we are entering and to expedite applications for volunteers be able to screen the applicants prior to requesting their clearance.

The H&I Project Leader will be responsible for:

- Screening all volunteers, speakers, and chairperson(s) and clarify the rules with whomever you bring into the facility. Especially the sexual harassment policy.
- Ensuring that a clear NA message of recovery is carried by all volunteers and the volunteers adhere to clean time requirements of the facility.
- Have meeting lists and literature available. Put in orders on time.
- Attempt to get all agreements in writing.
- Provide the training or guide of expectations to each volunteer.

H&I Project Leaders should make sure the volunteers understand:

- Always adhere to the security regulations.
- Obey the dress code, exercise common sense.
- Start and end on time!
- Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
- Emphasize that NA recovery is available to all addicts, regardless of drug(s) used.
- Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA).

In instances where there is a Questions and Answers Section or if the inmates begin to ask questions at what was presented at the meeting or about N.A. here are a few things to keep in mind:

- Don't let one person dominate, get questions from as many different people as possible.
- Minimize crosstalk.
- Remember that **N.A. has no opinion on outside issues.**

Occasionally you may be asked about:

- Other programs or fellowships.

- Religion, politics, or sports.
- The facility rules and regulations.
- Many other issues that do not pertain to recovery from addiction in the N.A. fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to share about your experience, strength, and hope about YOUR recovery in N.A. What N.A. has done for you!

H&I Project Members Guide:

H&I Project Members Guide of Expectations.

All members volunteering to take meetings into a correctional facility should read this guide and agree to the expectations.

PLEASE DO:

- Always adhere to the security regulations.
- Obey the dress code, exercise common sense.
- Start and end on time!
- Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
- Emphasize that NA recovery is available to all addicts regardless of drug(s) used.
- Emphasize the importance of getting to an N.A. meeting the first day out.
- Emphasize the importance of a sponsor, regular N.A. meeting attendance, and group commitments after release.
- Involve residents with the meeting (readings, etc.).

PLEASE DO NOT:

- Attend H&I facilities alone.
- Emphasize using days while sharing an NA message of recovery.
- Give anyone within the facility your address or telephone number.
- Use excessive profanity.
- Break another person's anonymity.
- Debate any issues involving facility rules, regulations, programs, or other fellowships.
- Get involved in discussions on outside issues, remember why we are there.
- Discuss conditions within the facility.
- Discuss facility staff members with inmate(s).
- Wear flashy jewelry and don't carry excessive cash.
- Show favoritism to any resident(s).
- Take messages or carry letters in or out of the facility.
- Ask what type of crime an inmate has been convicted of or discuss guilt or innocence.
- Accept money or gifts from or give money or gifts to any inmate.
- Sponsor inmates or resident(s) of the treatment facility that you are attending as an H&I member until they are released.

In instances where there is a Questions and Answers Section or if the inmates begin to ask questions at what was presented at the meeting or about N.A. here are a few things to keep in mind:

- Don't let one person dominate, get questions from as many different people as possible.
- Minimize crosstalk.
- Remember that **N.A. has no opinion on outside issues.**

Occasionally you may be asked about:

- Other programs or fellowships.

- Religion, politics, or sports.
- The facility rules and regulations.
- Many other issues that do not pertain to recovery from addiction in the N.A. fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to share about your experience, strength, and hope about YOUR recovery in N.A. What N.A. has done for you!

Learning Days Projects:

Guide for Learning Day Projects to be created.

School Panel Projects:

Each town that is within the boundaries of the WBASC can be represented by a School Panel Project Leader, who in turn can enlist volunteers or Project Members to assist in their efforts to provide services to their local schools.

School Panel Project Leader Guide:

Panel Leader Do's

- Screen all panel members, speakers, and chairpersons and clarify the rules with whomever you bring into the facility. Especially the sexual harassment policy.
- Start and end on time!
- Adhere to clean time requirements of the treatment facility.
- Ensure that a clear NA message of recovery is carried by all panel members.
- Have meeting lists and literature available. Put in orders on time.
- Attempt to get all agreements in writing.
- Explain briefly, during the presentation, what Narcotics Anonymous and School Panels are.
- Emphasize that NA recovery is available to all addicts, regardless of drug(s) used.
- Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA).

Panel Leader Don'ts

- Don't bring an NA member who has friends and/or family in the facility or institution the presentation is being held at.
- Don't make a presentation to a facility or institution by yourself.
- The most important duty a Panel Leader has is to ensure the Panel Members carry a message of Narcotics Anonymous in a positive manner.
- Panel Leaders are responsible for making sure the presentations stay on track and on topic.
- There may be times that a Panel Leader may have to cut short a Panel Member's share, for a variety of reasons, the most common being:
 - The share is too lengthy.
 - The language is inappropriate.
 - The share is glorifying their using.

It takes patience, but also confidence in leading the panels.

Questions and Answers Section of the Panels:

Encourage questions concerning what was presented at the meeting or about N.A. but here are a few things to keep in mind:

- Don't let one person dominate, get questions from as many different people as possible.
- Minimize crosstalk.

Remember that **N.A. has no opinion on outside issues.**

Occasionally you may be asked about:

- Other programs or fellowships.
- Religion, politics, or sports.
- The facility rules and regulations.
- Many other issues that do not pertain to recovery from addiction in the N.A. fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to share about your experience, strength, and hope about YOUR recovery in N.A. What N.A. has done for you!

School Panel Project Members Guide:

Panel members need to:

- Attend all pre-presentation meetings with the Panel Leader.
- Complete all training needed.
- Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA)
- Obey the dress code, especially in institutions and exercise common sense.
- Adhere to the security regulations at all times.

When we are presenting at schools or with at-risk youths or youths in treatment or a facility for young addicts:

DO'S

Do: Remember that this is a “we” program. No addict should feel that he/she is being preached to.

Do: Remember that an addict is an addict, regardless of age.

Do: Tell them that there is fun in recovery, i.e., social events, fellowship, etc.

Do: Acknowledge and validate their feelings and emotions.

Do: Acknowledge and validate their clean time.

DON'TS

Don't: Glorify your past.

Don't: Say, “I feel like I’m talking to my kids.”

Don't: Compare your bottom to theirs.

Don't: Patronize adolescents.

Don't: Use profanity.

Questions and Answers Section of the Panels:

Encourage questions concerning what was presented at the meeting or about N.A. but here are a few things to keep in mind:

- Don't let one person dominate, get questions from as many different people as possible.
- Minimize crosstalk.

Remember that **N.A. has no opinion on outside issues.**

Occasionally you may be asked about:

- Other programs or fellowships.
- Religion, politics, or sports.
- The facility rules and regulations.
- Many other issues that do not pertain to recovery from addiction in the N.A. fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to share about your experience, strength, and hope about YOUR recovery in N.A. What N.A. has done for you!

Unity Days Projects:

Unity Days is **now a project based event** that is tasked with organizing, facilitating, and hosting an annual Unity Days event.

The Unity Days **Project Leader** is the single point of accountability and is appointed by the WBASC Chair. The chair will form the committee with volunteers and distribute tasks appropriately. Depending on the extent of the events, the chair will schedule committee meetings on a regular basis.

WBASC will provide templates for all reporting needs for the committee to follow. These will be held in the WBASC archives for future distribution.

The event can either be a 1-day, 2-day or 3-day event depending on the committee's choice, which will also depend on funding, volunteers and time spent planning.

Unity Days is considered an activity, which, if necessary, can be dissolved at any time by consensus.

The Unity Days **Project Leader** will be responsible for reporting monthly to the WBASC the progress, expenses, receipts and any other information that is relevant to the event.

All funds generated throughout the planning and up to the event will remain with the committee's budget/account. A thorough financial report will need to be made each month leading up to the event.

Unity Days is a Wyo-Braska Area **Project**, and it is suggested that it be physically held within the Wyo-Braska Area boundaries. If the event is planned outside the boundaries, an approval from the WBASC needs to be confirmed.

The yearly budget for the event is \$500.00 that is provided to the Unity Days from the WBASC. If the committee requires more funding, they may fund-raise throughout the year to increase their budget.

If the event does not replenish the (budget/seed money), the WBASC will reimburse up \$250.00 (11/20/21) of the original \$500.00. The current committee is responsible for the remaining difference, which can be met through fund-raising efforts. (02/12/22)

After the event, there should be a final meeting to itemize all remaining tasks and close out the event. A final reporting of all financial and operational functions will need to be reported at the next WBASC. At that time all monies generated from the event over the budget/seed money will be handed over to the WBASC treasurer for distribution to the needed subcommittees as directed by the WBASC. (02/12/22)

Section 10: Ad Hoc Committees

An ad hoc committee is appointed by the WBASC Chair to take on a special task or project as deemed necessary by the WBASC and be dissolved when the task or project is completed.

The ad hoc committee will provide a report on their progress each area meeting and be held accountable for the work provided to the WBASC. A final report listing all work done and results will be provided at the time the ad hoc committee is dissolved to be included in the WBASC minutes.

Examples of ad hoc committees could be for guidelines, literature projects.

SECTION 11: Money Matters

Disbursements:

No individual WBASC member can be disbursed a WBASC check in their name **or electronic payment** 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 RCM's.

In the event that a sub-committee has funds to be deposited in the form of cash, and is also requesting another disbursement, the cash is deposited, and a check **or electronic payment** is issued for the requested disbursement. There should always be a record of any disbursements, the way these records are tracked are through the written checks **or the electronic payment account statements**. (1/13/24)

Electronic Payment Accounts:

WBASC may hold an Electronic Payment Account, either Venmo or PayPal. These accounts may be utilized to expedite payments to and from members, groups and area sub-committees. The accounts need to adhere to the requirements listed below. (1/13/24)

Venmo account:

WBASC may hold a Venmo account in order to expedite payments to and from members. In order to manage the Venmo, an area cell phone will be provided to the treasurer. The area cell phone will be connected to Venmo, and the area's email address will be the contact. The treasurer will need to be able to access the area email account. At any event, the treasurer will need to make available to the committee hosting the event the use of the Venmo account (1/23/22)

PayPal Account:

WBASC may hold a PayPal account. (1/13/24) Any addition of a PayPal account will need to be approved at area, the request will need to have a fully researched report on costs, percentages, and fees. (1/23/22)

Area cell phone:

The area cell phone will have a one-time cost of up to \$80.00 and will carry the minimum amount of rechargeable minutes. The costs associated with the cell phone will be paid for from the general account. (1/23/22)

Budgets:

If area needs to redistribute any budgetary funds, it must be done due to an emergency situation, area must inform the committee that holds the budget that it's funds may be re-allocated and state what the emergency is. A discussion will be held either at the next area meeting, or at an emergency meeting, where alternative solutions will be presented before area redistributes the funds. (1/23/22)

Storage Payment:

Storage at the Grace United Methodist Church will be a cost of \$40.00 per month that will be paid bi-annually. Payments will be for the months of September to February and then March to August. (10/8/2022)

Bank Account

To ensure monetary security of the WBASC, no two (2) signers on the bank account of this area may reside in the same household. (moved from under Purpose and Function on 10/8/2022)

URMRCNA Chair

The URMRCNA Chair (Regional Convention Chair) will be nominated by the WBASC. The nomination for this position will be held on the **scheduled area meeting the year before WBASC** hosts the convention. The nominee will then present themselves to the Upper Rocky Mountain Regional Committee for election at the **Region's scheduled meeting they have for elections for the Convention Chair**. This is not an WBASC position, the nominee must agree to follow all Regional guidelines and directions.

SECTION 12: 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 who are present.

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.

Twelve Values of the WBASC

All the efforts of the Wyo-Braska Area Service Committee of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground, we stand committed. Our primary principles are those embodied in NA's Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.

1. 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.
2. We encourage one another to offer our personal views, ideas, dreams and creativity to all Area deliberations and Standing Sub-Committees.
3. We are committed to having the courage and vision to take risks by not confining ourselves to pre-conceived limitations.
4. We will strive to achieve consensus whenever possible.
5. We will not separate ourselves as individuals from the consensus of the Area and will take responsibility for the decisions of the Area.
6. We will focus ourselves upon establishing unity, mutual respect and trust at the beginning of each meeting.
7. We will meet our stated objectives for each meeting.
8. Our meetings and breaks will start and stop on time.
9. We affirm that Area issues will be discussed – not personalities.
10. We affirm that Area discussions and deliberations will be balanced – no one person will dominate our discussions, and everyone will actively participate.
11. We agree that only one person will speak at a time and there will be no side-bar conversations.
12. 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.

Trusted Servant Values reprinted for adaptation by permission of Narcotics Anonymous World Board