



WYO-BRASKA AREA SERVICE COMMITTEE



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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 02/12/2022

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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 NAWS).

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 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 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 and they will be listed on the telephone information line of the WBASC. 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), Standing Sub-Committee Chairs, 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, an Information Phonenumber and a web presence which will include the web page www.wyobraskana.org.

The WBASC will conduct an area inventory each year, to be conducted by the PR Sub-Committee. The inventory will be sent out to the fellowship each July and will be due by August, the PR committee will submit the results of the survey at the September ASC. (12/11/21)

The WBASC shall donate all monies above its working prudent reserve to the URMRS and to NAWS (Narcotics Anonymous World Services). To ensure 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 every month on the second Saturday at 12:00 pm. All WBASC meetings are non-smoking. The ASC will rotate business meetings between towns currently being served by the WBASC (Laramie, WY; Scottsbluff, NE; or any location) determined by the ASC itself. A virtual option will be made available for those members who are unable to attend in person, virtual meetings will be recorded. 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 SECTIONS 7 and 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	Activities Chair (two-year position each)
April	Literature Chair (two-year position each)
May	PR Chair (two-year position each)
June	Secretary (two-year position each)
July	Treasurer (two-year position each)
August	Unity Days Chair (1-year position) – Appointed only
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)

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

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:

- 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 chair of a standing subcommittee in the absence of the chair and vice-chair of said committee
- To oversee all standing subcommittees
- Attend or obtain a verbal report from each monthly standing subcommittee meeting 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
- Will set the virtual meeting up in the platform, send out the invite
- Will physically set up virtual equipment for any hybrid meetings
- Is in charge of all equipment used for hybrid meetings: projector, speakers, camera, microphone, electronic device for archives in conducting the virtual component
- Is the co-host of the virtual meeting
- Is in charge of recording 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
- Maintain and utilize the provided WBASC laptop, keeping all WBASC records digitally on the laptop.
- At the end of the secretary's term the laptop is to be turned over immediately to the WBASC chair along with any passwords or encryptions that are associated with the laptop.
- The secretary needs to make available any virtual equipment needed by subcommittees at any given time (01/08/22)

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 be in check format for tracking purposes
- 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)
- Checks will be written directly to businesses or those providing services to the WBASC
- There will be one (1) debit card issued to the treasurer 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 URMRCNA 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 .30 cents per mile
- Will be signers on the WBASC bank account
- Will each serve one two-year cycle, with the option of serving two two-year cycles, thus committing to up to eight years and four cycles in total
- 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)

SECTION 9: Standing Sub-Committees

All standing sub-committees will need to provide their sub-committee guidelines. These guidelines will be included in the addendum of this approved document. Each standing sub-committee will need to submit budgets that meet their needs on a monthly basis. These budgets will be included in their individual guidelines. (02/12/22)

The standing sub-committees for the WBASC are as follows:

- Activities
- PR
- Literature

All Standing Sub-Committee Chairs:

- Are directly responsible to the WBASC
- Will have a suggested minimum clean time of two (2) years and who is elected by the WBASC
- Will elect or appoint other sub-committee members as necessary
- Will attend all WBASC meetings and their own Standing Sub-Committee meetings
- Will provide a written report of all activities as at each WBASC meeting
- Will uphold the Twelve Traditions and Twelve Concepts for NA Service
- Will function under the directions contained in this document and in A Guide to Local Services in Narcotics Anonymous
- 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
- Will also function under the directions of any of these world level documents
- 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. (01/08/22)

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.

Literature Chair

The primary purpose of the literature chair 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. All moneys generated and literatures bought by this chair are the property of the WBASC and must be accounted for as such by both the literature chair and the WBASC treasurer through regular inventory. (02/12/22) The literature chair, through providing literature, assists the groups in carrying out their primary purpose.

The literature chair 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 following the approved process for new material for submission for conference approved literature. (02/12/22) All such materials must first be presented to the WBASC before being sent to NAWS.

Public Relations

The purpose of Public Relations (hereafter referred to as PR) is to provide conference-approved NA literature, meetings, 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.

PR has several sub-committees under its umbrella:

Phone-line

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 Chair keeps the information found on the telephone line current in keeping with the policies as found in the Public Relations Handbook of NA and in keeping with the Twelve Traditions of NA.

Hospitals and Institutions

The purpose of the Hospitals and Institutions Standing Sub-Committee (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.

Web Servant

The Web Servant shall maintain and update the WBASC's web presence at the web site www.wyobraskana.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 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, special events such as Unity Days. (02/12/22)

Ad Hoc - Unity Days

Unity Days is an ad hoc committee that is tasked with organizing, facilitating, and hosting an annual Unity Days event.

The ad hoc Unity Days Chair 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 ad hoc Unity Days committee 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 event, 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 committee 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 11: Money Matters

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 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 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. (1/23/22)

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)

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)

PayPal Account:

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)

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)

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 January 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 Regions scheduled February meeting. 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.

SECTION 13: Standing Sub-Committee Guidelines

Activities Subcommittee Guidelines

Primary Purpose

- To provide special events and activities in a safe and clean environment; to help generate fellowship among area members and carry the message of recovery.
- To encourage unity, support, and participation from the Narcotics Anonymous community as a whole
- The Activities Subcommittee shall operate under the Twelve Traditions and Twelve Concepts of Narcotics Anonymous

Financial:

- The Activities budget is 300.00 per event
 - A monthly expense from that budget is 20.00 for storage of the activities supplies
 - Activities is responsible for keeping the supplies replenished
 - Activities is responsible for storage of the area podium
- Each event must replenish the original 300.00
 - If the original budget is not replaced, the next event will only have the total of the remaining funds deposited back into activities
- The chair can designate a member to handle funds if additional resources are needed
- Members handling funds must have two committee members to verify funds

The Activities Sub-Committee chair is an elected position at area and is the single point of accountability and is responsible for all reporting and financial transactions.

The duties of the chair are:

1. Will schedule sub-committee meetings as needed
2. The activities Chair will set the agenda for each meeting
3. Will submit a monthly report to area on all operations of the committee
4. Will submit all receipts when reporting on all activities
5. Financial reporting must be clear and lists all ways the money was generated and spent, utilizing a template that will be provided by area
6. Will request for volunteers to assist in tasks to put an event on, such as set-up, clean-up, raffle and front table volunteers, speaker seekers, and possible volunteers to cook any prepared foods
7. All speakers who are scheduled for an event must have a clear message of Narcotics Anonymous, have an NA sponsor and work the 12 steps of Narcotics Anonymous, with at least one-year clean
8. Follow a set format and schedule during the event (02/12/22)

Literature Subcommittee Guidelines

DEFINITIONS AND PURPOSE

The Wyo-Braska Area Literature Subcommittee is a volunteer group of Narcotics Anonymous members. The Primary purpose of the Literature Subcommittee is to assist the Wyo-Braska Area Service Committee in carrying the message of recovery by maintaining an adequate supply of Narcotics Anonymous (NA) Literature.

All proceedings carried out by the Literature Subcommittee shall adhere to the Twelve Traditions, Twelve Concepts of NA Service, A Guide to Local Services, as well as the Handbook for NA Literature Committee.

FUNCTIONS OF THE LITERATURE SUBCOMMITTEE

- Maintain an adequate supply of NA literature to meet the needs of the Wyo-Braska ASC Groups.
- Distribute literature to all Groups and Subcommittees of the Wyo-Braska ASC.
- Provide representation and participation at the Wyo-Braska Area meetings/
- Maintain and report accurate and timely inventory and financial records to the Wyo-Braska ASC.

LITERATURE CHAIRPERSON

Requirements:

- Be an active member of a NA group in the Wyo-Braska Area.
- Be elected by Wyo-Braska ASC.
- Have service experience in an NA group.
- Possess a working knowledge of the Twelve Traditions and Twelve concepts, and an understanding of the service structure of Narcotics Anonymous.
- Attend as many of the Area's local meetings as possible

Duties:

- Responsible for maintaining an adequate supply of books and literature for all meetings in the Wyo-Braska Area and keeping accurate records of all transactions.
- Conduct a complete physical and financial inventory of all stock on hand and furnish a written report to the ASC monthly.
- Attends all regular ASC meetings.
- Comply with all NA handbooks relating to and designed for this committee.

Public Relations Subcommittee Guidelines

Section 1 Definition and Purpose

The Wyo-Braska Area Public Relations (PR) Subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purposes of carrying the NA recovery message to addicts and informing the public that NA exists and that it offers recovery from addiction. This committee is a subcommittee of the Wyo-Braska Area Service Committee (WBASC). We shall maintain effective liaison and complete accountability to that committee. Regular business meetings are to be held on the third Sunday of every month. These meetings will be held at a location chosen by the subcommittee.

Section 2 Service Boundaries

The Wyo-Braska Area of Narcotics Anonymous, which includes Laramie, Cheyenne, Burns, Pine Bluffs, Wheatland, and Torrington in Wyoming and Alliance, Kimble, Sydney, and Scotts Bluff in Nebraska. The PR subcommittee shall have the option of serving other areas upon ASC approval.

Section 3 Function of the Subcommittee GENERAL:

- To conduct a monthly business meeting.
- Communications and disbursement of all information to and from all panels through their Panel Leader.
- The distribution of Narcotics Anonymous literature to the Panel Leaders.

H&I:

- To coordinate the development of any new H&I meetings/ presentations.

PI:

- To open and maintain lines of communication between NA and the public; NA and the professional community; NA and the concerned members.
- To ascertain that all requests are handled at the appropriate level of service.

Section 4 Meetings and Members

- Regular meetings shall be held a minimum of once per month on dates and times decided by the members, or as often as necessary to perform their duties.
- The elected trusted servants are expected to be in attendance of the regular monthly business meeting of the PR subcommittee. All trusted servants must inform the chairperson of this subcommittee by phone, fax, e-mail, or written letter to be excused from the regular monthly meeting.
- Meeting format shall be as close as possible to A Guide to Local Services in Narcotics Anonymous.
- “Active Membership” is defined as active participation in the subcommittee and regular attendance at meetings.
- PR subcommittee meetings will be held on the 3rd Sunday of every month at 12pm. The meeting will be rotated to a different location within the Wyo-Braska Area monthly. The principle of rotation, as discussed in A Guide to Local Services in NA, should be considered when deciding where to meet.

Section 5 Voting

- All elected trusted servants, after completing 2 consecutive meetings, can vote at their 3rd consecutive meeting; however, the chairperson will vote only to break a tie vote. Trusted servants

include:

Alternate Chairperson, Secretary, Treasurer, Panel Leaders, and task committee head.

- Any motions can be made and/or seconded by active members of Narcotics Anonymous when recognized by the Chair.
- A proxy vote from a qualified voting member who must be absent for a good cause shall count as one cast vote.
- If any trusted servant misses two [2] consecutive meetings without just cause and notification to the PR Chairperson, their voting rights are suspended until they attend two [2] consecutive meetings.
- Members of Narcotics Anonymous who have attended two [2] consecutive PR meetings with 3 months clean time will become voting members on the 3rd consecutive meeting.

Section 6 Quorum

- The required quorum shall be four [4] qualified voting members, excluding the Chairperson.
- In the event that quorum is not met, the meeting may be conducted up to the point of, but not including, old business. After the reports have been given, if quorum is not met, the Chairperson can entertain one of the three motions:
 - To recess
 - To fix the time at which to adjourn
 - To adjourn

Section 7 Recovery Requirements for Trusted Servants

All positions require the following:

- Maintenance of clean time.
- A working knowledge of the Twelve Steps of Narcotics Anonymous, Twelve Traditions of Narcotics Anonymous, and Twelve Concepts of Narcotics Anonymous.
- Any member of Narcotics Anonymous who registers with PR, and who wishes to participate in service work, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for a reconsideration of trusted servant roles.

The following clean time requirements are strongly recommended:

Chairperson	2 years
Alternate Chairperson	1 year
Secretary	1 year
Treasurer	1 year
Panel Leader	2 years
Panel Member	6 months

All elected officers and those serving in appointed positions shall attend the regular monthly PR business meeting.

For a panel leader, three missed meeting in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the PR subcommittee. In the instance of elected officers and those serving in appointed positions, three consecutive months absence will be considered resignation.

- All Terms shall be for a period of one year, with a maximum of two consecutive terms. Nominations are in accordance with WBASC guidelines for chairperson. Elections for secretary, treasurer, and panel leaders are as follows:

March Secretary
May Treasurer
July H&I Panel leader
September PI Panel Leader

– The PR Treasurer will keep float of \$60 for meeting and operational expenses of the PR subcommittee. Any additional funds must be formally requested from the Wyo-Braska Area Service Committee.

Section 8 Roles and Responsibilities

Chairperson

- Prepares the monthly subcommittee agenda; brings before the general meeting of the subcommittee matters they should act upon.
- Carries out policies and orders of the subcommittee.
- Represents the PR subcommittee at the Wyo-Braska Area Service Committee for the purpose of giving and receiving reports.
- Presides over all PR subcommittee meetings.
- Maintains correspondence, files, and archives for PR subcommittee.
- Acts as panel leader if the panel leader cannot fulfill his/her duties.
- Mentors/trains the Alternate Chairperson (if Alternate Chairperson position is filled) or appoints someone to mentor/train the Alternate Chairperson

Alternate Chairperson

- The Alternate Chairperson assumes the responsibilities of the Chairperson in the event of his/her absence.
- The Alternate Chairperson works with the Chairperson to maintain smooth operation of the subcommittee.
- If the office of Chairperson, Secretary, or Treasurer becomes vacant, serves as the Chair, Secretary, or Treasurer until new Chair, Secretary, or Treasurer is elected; regular and new business will continue.
- Represents PR subcommittee at Regional PR functions when possible and applicable.
- Learns the responsibilities of the Chairperson through mentorship (if Chairperson position is filled).

Secretary

- Takes an accurate set of minutes at each monthly meeting and makes and distributes copies to each subcommittee member prior to the next meeting, with two copies being given to the Chairperson before the next WBASC meeting.
- Keeps an updated list of active volunteers.
- Maintains a list of voting members and their monthly attendance at this subcommittee.
- Maintains an ongoing file of all correspondence and minutes.

Treasurer

- Maintains petty cash funds if applicable.
- Calculates and prepares all budgets.
- Fully accountable for all financial records and statements.
- Calculates and prepares costs on proposals for tasks and gives them to the Chairperson to be presented to the WBASC for approval.

H&I Panel Leaders

- The H&I Panel Leaders are responsible for all aspects of the H&I meeting/presentation, such as

keeping supplies and literature, and making sure the meeting begins and ends on time.

- They are to maintain a link of communication, keeping the PR Chairperson aware of any problems that affect the meeting/presentation. Panel Leaders should have regular communication with the volunteers and the subcommittee to ensure that all is as it should be.
- Shall conduct H&I meetings and/or presentation in the facility being served according to acceptable procedures.
- Shall invite all volunteers to the PR subcommittee meeting and inform them of all the rules of the facility and the procedures for conducting a meeting.
- Shall be responsible for volunteers in the meeting/presentation.
- Provide orientations to new volunteers so that it is known what is expected and to ensure that it is truly a message of recovery that we are carrying.
- Are responsible for preparing a written report to be presented at the monthly meeting of the subcommittee.
- Mentors/trains new H&I Panel Leader succeeding their position.

PI Panel Leader

- Provides information about the NA program to professionals and to the general public.
- Builds and maintains positive relations with addiction-related organizations, healthcare professionals, treatment providers, law enforcement professionals, and any other discipline that could help us carry the NA message of recovery.
- Mentors/trains new PI Panel Leader succeeding their position.

Panel Members

- Must be approved through facilities in order to participate in meetings/presentations.
- Attends appropriate trainings per facilities and service body
- Adheres to both PR and Panel Leader guidelines and codes of conduct.

Section 9 Removal of Trusted Servants

- The Chairperson may be removed for any reason deemed appropriate by action of the Wyo-Braska Area Service Committee in general session.
- The subcommittee may remove officers by a 2/3 vote on closed ballots.
- Relapse.
- Voluntary resignation.
- Any violation of codes of conduct and/or facility guidelines is grounds for immediate removal.

Section 10 Task Committees (Ad hoc)

- This committee is created to perform a special task and is dissolved when the task is completed, and the final report given.
- If the task committee has been created to carry out something the membership has adopted, only those in favor of the membership's wishes should be on the committee.
- The Chairperson will appoint someone from the PR subcommittee to head up the task committee.
- Suggested clean time of nine [9] months for task committee heads.

Section 11 Training

H&I

- Review of NA world service literature H&I Service Bulletin #2 Who is best suited to carry the message in an H&I setting?
- Hospitals and Institutions Handbook pg. 47, 48 Do's and Don'ts
- The Mock presentation CD or available in Audio at <http://www.na.org/?ID=sidea-mockpanel.mp3>
- Attend a training session and have 6 months clean before sharing on an H&I panel

PI

- PR Basics (available at www.na.org)
- The Public Relations Handbook (available at www.na.org)

Section 12 Changing Policy

12.1 – Amendments to these guidelines require a 2/3 majority vote and must be presented to WBASC for final approval. Guidelines should be reviewed at least once per year and revised if necessary.

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.

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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 Wyo-Braska ASC

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.

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