



# WYO-BRASKA AREA SERVICE COMMITTEE

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

### SECTION 1 Name and Boundaries

The name of this committee is the Wyo-Braska Area Service Committee (hereafter referred to as WBASC) of Narcotics Anonymous (hereafter referred to as NA). This committee will service and include any and all interested Narcotics Anonymous Groups in Southeast Wyoming and in the Nebraska Panhandle.

The WBASC, in accordance with NA's 7th Concept, is an open participation forum which allows all interested NA members to participate in the process.

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

### SECTION 2 Purpose and Functions

The purpose of the WBASC is to support the Wyo-Braska Area Groups in fulfilling their primary purpose by providing those services and projects as deemed necessary by the groups. In the words of NA's Ninth Tradition, they "create service boards or committees directly responsible to those they serve". In all its proceedings, the WBASC shall adhere to the Twelve Traditions and Twelve Concepts of Service of NA. The WBASC is directly responsible to the groups it serves.

The WBASC is intended to foster unity and the common welfare of its member groups. Common welfare should come first; personal recovery depends on NA unity.

An NA group is described as follows in the "A Guide To Local Services in Narcotics Anonymous"; when two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.

3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion.

An NA group is any meeting which meets regularly at a specific place and time and which follows the Twelve Traditions of NA. The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers. For a new group to be eligible for inclusion in the WBASC, they are suggested to attend the meetings of the WBASC.

When more than one ASC servant can verify that a new meeting exists, they will be recognized as a new group in the minutes of the WBASC. At this first meeting the new group will be included on the (shared) Wyo-Braska Area meeting list and they will be listed on the telephone information line of the WBASC and the Wyo-Braska Area Webpage. It is suggested this new group give a verbal report and turn in a written report to the WBASC secretary for inclusion in the minutes.

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

### **SECTION 3 Meetings**

The regular meeting of the WBASC is held 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.

### **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 motions/proposals. These motions/proposals will be subject to the voting process used in the Consensus Based Decision Making format. Voting members are comprised of committee members and GSR's. Money matters and matters relating to the business of the WBASC will be

voted on within the business meeting, all other matters should be taken back to the groups for vote.

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 administering the general affairs of the entire area committee. Because of that, it is important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience with the steps, traditions, and concepts of service. The officers shall be elected by the members present. The term of office starts when elected and lasts two years in length.

## **SECTION 6 Vacancy / Removal of Officers**

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

1. Absent at two (2) consecutive WBASC meetings without contact, representation or report.
2. Found unable, by the committee, to perform their duty to the position.
3. Fails to meet requirements and duties as described in SECTIONS 7 and 8 of these guidelines.
4. 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**

January	Web Servant
February	RCM (two-year position)
March	RCM 2 (two-year position)
April	Activities Chair
May	H and I
June	Literature
July	PI
August	Convention Liaison / Unity Days Chair
September	Chair

October  
November  
December

Vice Char  
Secretary  
Treasurer

## **SECTION 8**

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

#### **Chairperson**

The chairperson presides over the WBASC meeting and must show the ability to chair in a firm and understanding manner. At the WBASC meetings, the chairperson can only vote in the case of a tie on WBASC business. It is suggested that in the case of a tie since a clear path for the fellowship group conscience is not there, the chairperson solicits minority opinion if applicable or tables the motion to the next regular meeting of the WBASC. This will give the groups time to clarify their vote and needs. It is suggested that the WBASC chairperson have a minimum of three (3) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service, presents a history of completed NA service positions, preferably at the area level.

It is the duty of the WBASC chairperson to:

1. Open the meeting
2. Recognize members or observers who are entitled to the floor
3. Set a written agenda available for each regular WBASC meeting
4. State and put to vote all legitimate motions and announce the results of each vote
5. Employ the Consensus Based Decision Making format and the *Twelve concepts of NA Service* at the WBASC
6. Be one of the signers on the WBASC bank account
7. Submits a written report of monthly activities as chairperson at each WBASC
8. Appoint ad-hoc subcommittee chairpersons as needed
9. Conduct the WBASC meeting with impartiality and fairness
10. To expedite business in every way compatible with the rights of members and observers
11. Adjourn the meeting

#### **Vice-Chairperson**

The vice-chairperson coordinates all standing subcommittee(s) functions. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. It is suggested that the WBASC vice-chairperson have a minimum of two (2) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service, and presents a history of completed NA service positions, preferably at the area level.

It is the duty of the WBASC vice-chairperson to:

1. Temporarily serve as the chairperson in the absence of the chairperson

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

### **Secretary**

The Secretary keeps accurate minutes of each WBASC business meeting, types and distributes copies to each member no later than two (2) weeks after the WBASC meeting. The Secretary is also responsible for maintaining the WBASC archives. It is suggested that the WBASC Secretary have a minimum of eighteen (18) months continuous clean time, has demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service and presents a history of completed NA service positions, preferably at the area level.

It is the duty of the WBASC Secretary to:

1. Keep accurate records of all the proceedings of the WBASC
2. Keep on file all GSR and project reports
3. Keep the WBASC official GSR /Administrative Committee/Project Coordinator roll and calls the roll when it is required
4. Make the minutes and records available to members upon request
5. Furnish committees with required literature and forms for the performance of their committees.
6. Send or deliver minutes to members and all who request them no later than two (2) weeks after the WBASC meeting
7. Make available at each WBASC meeting: group report forms, A Guide to Local Services in Narcotics Anonymous, and a current set of WBASC Guidelines
8. Attend every regular WBASC meeting
9. Submit all records, information, forms and archives to the next Secretary when term(s) of office is/are done
10. Maintain and utilize the provided WBASC laptop, keeping all area records digitally on the laptop.
11. At the end of the secretary's term the laptop is to be turned over immediately to the area chair along with any passwords or encryptions that are associated with the laptop.

### **Treasurer**

The Treasurer will make a report of all the contributions and expenditures at every WBASC meeting as well as an end of term(s) of office report. It is suggested that the WBASC Treasurer

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

It is the duty of the WBASC Treasurer to:

1. Be the custodian of the WBASC funds
2. Be one of the signers on the WBASC bank account
3. Report income and disbursements at each regular WBASC meeting, followed by a written report in the minutes
4. Disburse funds as directed by the WBASC
5. All disbursements must be in check format for tracking purposes
6. A Treasurer shall keep receipts for all contributions and disbursements
7. All cash contributions and proceeds from area functions or committees will be deposited to the WBASC bank account within 2 weeks from the area function or business meeting
8. 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)
9. Checks will be written directly to businesses or those providing services to the WBASC
10. 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
11. There will be no cash withdrawals from the bank account in order to maintain accurate records of any and all transactions
12. All checks received are to be deposited into the WBASC bank account within five (5) working days
13. Attend every regular WBASC meeting
14. Submit all records, information, forms and archives to the next Treasurer when term(s) of office is/are done

#### Literature subcommittee

The primary purpose of the literature subcommittee of the WBASC is to purchase literature from NAWA in bulk and have it available for resale to the WBASC members throughout the monthly WBASC meeting. The literature subcommittee will add 10% of the NAWA cost to every group or individual addict's purchase in order to build up a stockpile of literature for the Wyo-Braska area. All moneys generated and literatures bought by this subcommittee are the property of the WBASC and must be accounted for as such by both the chairperson of the literature subcommittee and the WBASC treasurer. Wyo-Braska area addicts and or WBASC groups wishing to make literature purchases at any regular meeting of the WBASC will do so with checks and or money orders in order to illuminate the need of the WBASC literature subcommittee chairperson for any currency and or chash drower. This literature subcommittee through providing literature assist the groups in carrying out their primary purpose.

The literature sub committee 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 NAWA Inc. All such materials must first be presented to the WBASC before being sent to NAWA

Note: This portion of the literature sub committee that reviews (and so forth) NA literature may be nonexistent from time to time, due to needs/directions from the NA World Literature Development Committee.

### **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:

1. 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
2. Report to the WBASC verbally and in writing the activities of the URMRSR
3. Report to the URMRSR verbally and in writing the activities of the WBASC
4. Submit a written report of activities as RCM and a copy of the information submitted to the URMRSR at each WBASC meeting
5. Attend all WBASC meetings, URMRSR meetings and Upper Rocky Mountain regional assemblies
6. Reimburse travel expenses to regional meetings and assemblies at .30 cents per mile
7. Will be signers on the WBASC bank account
8. 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
9. The "second" RCM is basically "in training" for a two-year term and will assume all tasks and responsibilities of the first RCM at the completion of the two-year cycle

## **SECTION 9 Project Coordinators**

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

All WBASC Coordinators:

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

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

### **Activities**

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

### **Hospitals and Institutions**

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

### **Public Relations**

The purpose of Public Relations (hereafter referred to as PR) is to provide conference-approved NA literature, speakers and information about NA to the public. Public Relations ensures



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

### **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 Coordinator keeps the information found on the telephone line current in keeping with the policies as found in the Public Relations Hand-book of NA and in keeping with the Twelve Traditions of NA.

### **Web Servant**

The Web Servant shall maintain and update the Area’s web presence at the web site [www.wyobraskana.org](http://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.

### **URMRCNA Chair**

The URMRCNA Chair (Regional Convention Chair) will be nominated by the WBASC on the years this Area is hosting the Regional Convention and will be elected at the RSC. The Convention Chair should be willing to follow the Convention Guidelines set forth by the Upper Rocky Mountain Region in forming his/her Committee and conducting business for the purpose of hosting the Upper Rocky Mountain Regional Convention during the appointed year(s).

## **SECTION 10 Disbursements**

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

## **SECTION 11 Amendment of Guidelines**

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

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

## **The Twelve Traditions of NA**

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority— a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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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.

## **The 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 projects.
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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