



Blue Ridge Area
Narcotics Anonymous
Area Service Committee
Handbook of Policy & Guidelines

August 2012

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FORWARD

This Area Service Committee Handbook of Policy & Guidelines is a revised version of all previous Blue Ridge Area Service Committee (BRASC) Handbook of Policy & Guidelines. This is a supplement to the NA World Services approved *A Guide to Local Services in Narcotics Anonymous* and is not intended to replace or contradict that guide, the policies of the Blue Ridge Area groups, policies of the Central Atlantic Region of Narcotics Anonymous or the Traditions or Concepts of Service of Narcotics Anonymous.

The purpose of the Area Service Committee Handbook of Policy & Guidelines is to serve the groups in BRANA.

This handbook was developed as a service to trusted servants of BRASC, who are most effective when they are prepared and organized.

Trusted servants of BRASC are to be provided with a copy of this ASC Handbook of Policy & Guidelines. Upon a trusted servant no longer holding their position, this handbook should be passed along. New groups will be provided a copy after they have been seated at the ASC.

This handbook is also available online at www.brana.org

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THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups 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 effecting 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.

DEFINITION OF THE ASC

The Blue Ridge Area Service Committee is made up of Group Service Representatives (GSRs), trusted servants of the administrative committee and chairpersons of all standing subcommittees within the Blue Ridge Area. This body meets monthly to serve the needs of our member groups.

The most important service that the ASC provides is support of our groups. Whenever a group has a situation or need which it has not been able to handle on its own, its representatives can come to the ASC for help. These situations are almost limitless in scope. But we have learned that we can get much accomplished when we work together.

An ASC performs other functions that are helpful to the groups. It can help new groups get started or give aid to floundering groups. Workshops or learning days may be conducted to guide trusted servants. A stock of literature may be maintained for the groups to purchase. The ASC is ultimately responsible to the groups it serves.

In order to provide these services the ASC needs the active participation of all trusted servants. Groups support the ASC both financially and spiritually. Money is necessary to provide some services and as BRANA grows the financial needs of the ASC also grow. In order to provide a full line of services, a steady, reliable flow of money is necessary. Additional funding may be provided through area activities. These alternative sources of financial support are helpful though the bulk of financial responsibility falls on the groups.

The active participation of each GSR is essential for a successful ASC. GSRs will keep their groups informed and represent their groups' conscience in most ASC decisions. GSRs should evaluate each vote in terms of the needs of those they serve in the group and the needs of NA as a whole, In addition to this, GSRs participate in helping to carry out the ASCs other functions. Attracting new members and those yet to come, planning and implementation of standing or new subcommittee functions and aid to groups are services which require more than a monthly ASC meeting.

In order to coordinate its services, the ASC elects trusted servants yearly. Leadership and the ability to organize and manage time give the ASC direction. This incentive must come from the ASC's trusted servants. Members may serve on only one ASC elected position at a time. Serving on an Ad hoc committee or a temporary assignment are not elected positions therefore not a conflict.

Upon election, administrative committee trusted servants or standing subcommittee chairpersons shall resign as GSR's as soon as practical, not to exceed one month. Their group then elects a new representative, thus ensuring all active Blue Ridge Area groups equality of representation.

UNITY INVOCATION

“We contribute to unity in our meetings by exercising loving care in the way we speak and the way we treat one another.”

It Works How and Why, Tradition One, pp. 131-132

AREA SERVICE COMMITTEE MEETING FORMAT

1. Opening Prayer
2. Read 12 Traditions, 12 Concepts, Definition of ASC and Unity Invocation
3. Roll Call (Chairperson, Vice Chairperson, Secretary, Treasurer, Literature Chair, RCM, RCM Alternate, Outreach Chair, Special Events Chair, Policy Chair, Web Servant, Campout Rep., VRCC Rep., Ad-hoc Subcommittee Chairperson)
4. Open Forum for members to address the ASC
5. Secretary's Report (Vote on accepting previous meeting minutes)
6. ASC Trusted Servants Reports
7. GSR Reports
8. Subcommittee Reports
9. VRCC Representative's Report
10. Ad Hoc Committee's or other special reports
11. Recess (Optional)
12. Unfinished Business
13. Nominations & Elections
14. New Business
15. Announcements (pertaining to NA activities or events)
16. Review business of the day
17. Plans for next meeting are discussed
18. Closing Prayer

ARTICLE I NAME

The name of this area is Blue Ridge Area Narcotics Anonymous (BRANA).
The name of this committee is the Blue Ridge Area Service Committee (BRASC).
The geographic area served by this committee includes but is not limited to Augusta, Rockingham, Page, Shenandoah and Rockbridge counties and the towns and cities within those counties in the central Shenandoah Valley of Virginia.
The mailing address for BRANA is:

P.O. Box 623
Harrisonburg, VA 22803

ARTICLE II PURPOSE

The primary purpose of the BRASC is to help our member groups carry the message of Narcotics Anonymous. Our secondary purpose is to administer and coordinate activities for the welfare of NA groups in the Blue Ridge Area. This committee shall support their needs and serve as a link between the groups and the Central Atlantic Region of Narcotics Anonymous. The BRASC shall be a link between NA and our public community and a resource to promote unity within the fellowship of Narcotics Anonymous.

ARTICLE III MEETINGS

Section 1: The regular meetings of the ASC shall be held on the second Thursday of each month unless otherwise ordered by the committee.

Section 2: The regular inventory meeting in September will include all annual reports of trusted servants, accomplishments of area, ASC inventory and the budget. Any other business should be accomplished at the ASC meeting prior to September or after the September meeting except for emergencies.

Section 3: Special meetings may be called by the Chairperson of the ASC and shall be called upon the written request of members of the committee. The purpose of the meeting shall be stated in the request. Only the business that is stated in the request shall be conducted, At least (5) days notice shall be given.

Section 4: The majority of the registered voting participants shall constitute a quorum, in absence of a quorum the day-to-day normal customary business will be taken care of by the trusted servants that are present.

ARTICLE IV VOTING / MOTIONS PROCEDURE

Section 1: Who Votes / Who Makes Motions

- (A) Any attending GSR or GSR Alternate (in the GSR's absence) of a recognized Home Group may vote.
- (B) The BRASC Chairperson can vote in the case of a tie; only in ASC Procedural Matters (Working Motions).
- (C) Voting will be done by unanimous voice vote or a show of hands; or a Roll Call vote when requested by a GSR/GSR Alternate or an ASC Trusted Servant. All Conscience votes will be Roll Call.
- (D) Motions amending the BRASC Handbook of Policy and Guidelines must be passed by a two-thirds (2/3) majority vote. All other motions require a Simple Majority Vote.
- (E) Any member of NA can make a motion. The motion must then be seconded by a GSR (or GSR Alternate in the GSR's absence only).

Section 2: How to Submit and Vote Motions

- (A) All Main Motions and Amendments must be written.
- (B) A Motion is submitted to and read by the Secretary.
- (C) Chair asks if there are nay questions that are to be directed to the Motion Maker only.
- (D) Chair asks for two (2) pros and two (2) cons.
- (E) All pros and cons must be submitted both verbally to the service body during the Main Motion AND in writing by each "pro-maker" and "con-maker". The "written form" must be submitted to the BRANA Secretary before the end of the business meeting, and must be attached to the related Main Motion.
- (F) Chair asks for Secondary Motions or Amendments:
 - 1. If there are any, go back to Section 2(A).
 - 2. If there are none, go on to (F).
- (G) Chair asks if GSR's are ready to vote.
 - 1. If two-thirds (2/3) are ready to vote, a vote is taken.
 - 2. If two-thirds (2/3) are not ready, go back to Section 2(D).

Section 3: Types of Votes

- (A) Motions to amend the BRANA Area Service Committee Handbook require one (1) of the following votes from each Voting Member of the BRASC:
 - 1. Yes: Means that the Group has decided to vote yes for pending motion.
 - 2. No: Means that the Group has decided to vote against pending motion.
 - 3. Abstain: Means that the Group, as a whole was not able to vote on the Motion or information needed for a Group Conscience.
 - 4. Abstentions do not count as a vote.

Section 4: Specific "on the floor" Motion Handling

- (A) Minutes shall include a tally of votes on all motions, reserving a section for Roll Call votes.

- (B) No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity.
- (C) There shall be a time limit on debate by any member. No member may speak longer than three (3) minutes on a motion for each time they are recognized by the Chair to speak. However, the Chair may exercise discretion to extend the time limit when it is apparent such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.
- (D) There shall be a limit on debate of the number of speakers on any motion. There shall be no more than two (2) members to speak in favor (pro) on any motion, and no more than two (2) members to speak in opposition (con) on any motion.
 - 1. The Chair may exercise discretion to extend the number of speakers when it is apparent such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.
- (E) Every main motion must be presented in writing on the appropriate form and contain the name of the member, Trusted Servant or Group making the motion and the name and Group of the GSR seconding said motion.
 - 1. Every amendment to a Main Motion must be presented in writing and contain the name of the member, Trusted Servant or Group making the motion and the name and Group of the GSR seconding.
 - 2. A proposed Main Motion or its Amendment must be presented in writing at the time the main motion or its amendment is recognized by the Chair.
- (F) On matters of procedure, such as Lay on the Table, Recess, Amended, Commit, etc., the number voting in the affirmative required for adoption (regardless of type of majority required, whether simple or 2/3), shall be determined by the number of GSR's present and voting yes or no. (Abstentions have no effect).
- (G) No changes other than clerical can be made to the Blue Ridge Area Narcotics Anonymous Area Service Committee Handbook of Policy and Guidelines without those changes first being sent back to group conscience.
- (H) An adopted motion shall take effect at the close of the Area Service Committee Meeting, unless otherwise stated in the motion.

ARTICLE V ELECTION OF TRUSTED SERVANTS

Section 1: Suggested qualifications and responsibilities for the ASC trusted servants are located in Article VII of these guidelines.

Section 2: The trusted servants of the ASC shall be Chairperson, Vice-Chairperson, Secretary, Treasurer, Historian, Virginia Region Convention Corporation Representative, Regional Committee Member, Regional Committee Member Alternate, Group Service Representatives, Group Service Representative Alternate, Literature Chair, Outreach Chair, Special Events Chair, Policy Chair, Web Servant, Campout Representative, Ad Hoc committee Representative.

Section 3: All ASC trusted servants should be nominated (2) months preceding that which their term expires so that elections can be held the following month. All newly elected ASC trusted servants should work with the current ASC trusted servant until they assume the elected position.

Section 4: No ASC trusted servant shall hold more than (1) ASC office at a time, unless otherwise approved by the ASC. No trusted servant should be eligible to serve more than (2) terms consecutively in the same office, Upon election to an ASC trusted servant position the NA member, if serving as a GSR, shall resign from that service position as soon as practical not to exceed (1) month.

Section 5: An election to fill a vacancy in a trusted servant position shall occur within (2) regular meetings after the position becomes vacant.

Section 6: Process of election:

1. An announcement is made at the ASC meeting prior to accepting nominations that there is a trusted service position vacant so that nominations may be solicited from each group within the area.
2. The Secretary shall read qualifications and responsibilities from ASC Guidelines before the nominations are opened to establish that vacancy's responsibilities.
3. Nominations are accepted from GSR's and require no second. The Chairperson will then ask for nominations from the floor which require a second.
4. A motion must be made and seconded to close nominations.
5. Nominees must be present and at the time of nomination each nominee should state his or her qualifications for serving the fellowship as a whole and in the specific position. Also state clean time, past service in Narcotics Anonymous, and why he or she can and wants to serve the fellowship.
6. No individual should serve more than (2) consecutive years in the same servant position.
7. After all nominees have stated their qualifications, the committee may direct questions to nominees and present (2) pros and (2) cons
8. Voting is by paper ballot. If there are more than (2) nominations, the voting is a process of elimination until (1) nominee receives a majority of the vote.
9. If there is only (1) nomination a two-thirds majority is required. If the vote fails, the election is returned to the home groups for further consideration.
10. This procedure is repeated until all elections are concluded.
11. For election of Chairperson and RCM, the Vice-Chairperson and RCM Alternate have a priority vote of confidence in order to achieve the two-thirds majority. If this vote fails, the election is returned to the groups for further consideration.
12. Any trusted servant elected to a position is expected to serve a (12) month term.
13. All BRASC sub-committees elect their own Vice-Chairpersons and Secretaries.

**ARTICLE VI
REMOVAL OR IMPEACHMENT OF TRUSTED SERVANTS**

Section 1: A service member may be removed from their position for non-compliance. A two-thirds vote of the GSR's constituting a quorum is required for removal.

The maker of the impeachment motion will have (3) minutes to show cause and then the trusted servant in question has (3) minutes to respond. Voting is by paper ballot.

Non-compliance includes loss of abstinence, non-fulfillment of the duties of their position as described in Article VII of these guidelines, absence at (2) consecutive regular meetings of the Area Service Committee without prior notification to an ASC member.

Section 2: A trusted servant of this committee may resign by providing written notice to the ASC Chairperson offering as much notice as possible prior to the next ASC meeting.

**ARTICLE VII
QUALIFICATIONS & RESPONSIBILITIES OF TRUSTED SERVANTS**

Section 1: Qualifications of Chairperson: A willingness to serve, service experience in Narcotics Anonymous, active for at least (1) year in the NA service structure and the willingness to give the time and resources to do the job. It is suggested to have (2) years of uninterrupted abstinence from all drugs, leadership qualities and the ability to communicate and organize.

Responsibilities of Chairperson:

1. To open the ASC meeting at the appointed time by taking the chair and calling the meeting to order.
2. To recognize members or observers who are entitled to the floor.
3. To state and to put to a vote all questions that legitimately come before the meeting as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson. To announce the result of each vote, or if a motion is made out of order to rule it as such.
4. To protect the meeting from inappropriate motions by refusing to recognize them.
5. To enforce the rules relating to discussion and order.
6. To expedite business with impartiality and fairness and in every way compatible with the spiritual nature of our fellowship.
7. To respond to inquiries of members relating to factual information bearing on the business of the meeting.
8. Will refrain from discussing or expressing a personal opinion of a motion when presiding.

9. To declare a meeting adjourned when so voted.
10. To arrange the agenda for each meeting.
11. To delegate the general correspondence of the committee.
12. Co-sign the committee's bank account.
13. To report the year's work at the annual inventory ASC meeting in September.
14. To appoint all Ad hoc committee appointees from available volunteers.
15. Is responsible to see that all duties of ASC trusted servants are carried out to completion. In the absence of any trusted servants or trusted servants action the Chair sees that the duties and responsibilities are carried out.
16. To acknowledge and welcome all new GSR's and new participants.
17. To share responsibility for the P.O. Box with the treasurer.
18. To attend all ASC meetings.

Section 2: Qualifications of the Vice Chairperson: A willingness to serve, service experience in Narcotics Anonymous, active for at least (6) months in the NA service structure and the willingness to give the time and resources necessary to do the job. It is suggested to have (1) year of uninterrupted abstinence from all drugs, leadership qualities and the ability to communicate and organize.

Responsibilities of Vice-Chairperson:

1. In the absence of the Chairperson, to serve as Chairperson.
2. To coordinate the functions of the sub-committees.
3. To be a co-signer of the committee's bank account.
4. To serve as liaison between all standing sub-committees to assure coordinated functioning of the sub-committees according to ASC guidelines and report as necessary.
4. To be a non-voting member of all sub-committees.
5. Maintain and distribute monthly calendar of events.
6. Assist the Chairperson with the annual report for the September meeting.
7. To attend all ASC meetings.

Section 3: Qualifications of Secretary: A willingness to serve, service experience in Narcotics Anonymous, active for at least (6) months in the NA service structure and the willingness to give the time and resources necessary to do the job. It is suggested to have (1) year of uninterrupted abstinence from all drugs, leadership qualities and the ability to communicate and organize.

Responsibilities of Secretary:

1. In the absence of the Chairperson, Vice-Chairperson, and the RCM to call the meeting to order and preside until the immediate election of a Chairperson Pro-temp.
2. To keep a record of all the proceedings of the committee.
3. To keep a file of all committee reports.
4. To keep and update the committees official membership list and to call roll where it is required.

5. Require that all motions be written on motion forms before being put on the floor.
6. To assist the Chairperson as needed or requested with preparation of the meeting agenda.
7. To notify the participants of each special meeting, utilizing such methods of notification as is agreed upon by the committee.
8. Distribute legible copies of the minutes to each trusted servant and each group no later than 10 days following each ASC meeting and to make minutes and records available to NA members.
9. To type and mail any correspondence of this committee which is not a function of other officers or committees.
10. To read amended minutes of the previous ASC meeting.
11. Funding for the Secretary is based on the BRASC annual budget. It is the responsibility of the Secretary to ensure that these funds be utilized in a responsible manner. Provided the funds are available, expenditures beyond the budget, will need approval by the ASC. A written motion and a vote is required for approval
- 12) To attend all ASC meetings.

Section 4: Qualifications of Treasurer: A willingness to serve, service experience in Narcotics Anonymous, active for at least (1) year in the NA service structure and the willingness to give the time and resources necessary to do the job. It is suggested to have two years of uninterrupted abstinence from all drugs, leadership qualities and the ability to communicate and organize.

Responsibilities of Treasurer:

1. To be the custodian of the committee's funds, maintain books covering ASC business and any other special events, workshops, etc.
2. The Treasurer shall prepare and submit an annual budget proposal to the ASC in January of the current fiscal year of January through December.
- 3 To make a report of receipts and disbursements at each regular ASC meeting.
- 4 Deposits all donations from within the fellowship into the ASC's account.
- 5 Treasurer is allowed online banking. (Effective May 2009; Motion 4-9-1)
- 6 To have treasurer's account monitored by another elected area servant quarterly vs. monthly. Report and bank statements given to appointed officer, then copied and reviewed at next ASC and approved with the minutes. (Effective May 2009; Motion 4-9-4)
- 7 Follow procedures described in the NA *Treasurers Handbook*.
- 8 To disburse funds as directed and in accordance with the committee decisions and policy when the funds are available.
- 9 Reconcile the account with the RCM.
- 10 To make a full financial report at the annual meeting to be reviewed by ASC.
- 11 In the absence of a Literature subcommittee chairperson, to be literature custodian, following guidelines on replenishment of literature supplies as approved by the ASC.
- 12 To share responsibility for ASC P.O. Box with chairperson.
- 13 To attend all ASC meetings.

Section 5: Qualifications of Regional Committee Member: A willingness to serve, service experience in Narcotics Anonymous, active for at least (1) year in the NA service structure and the willingness to give the time and resources necessary to do the job. It is suggested to have (2) years of uninterrupted abstinence from all drugs, leadership qualities and the ability to communicate and organize.

Responsibilities of Regional Committee Member:

1. In the absence of the Chairperson or Vice-Chairperson, to serve as Chairperson.
2. To represent the ASC at each Central Atlantic Regional Service Committee meeting, every other month.
3. To make available to the RSC a current BRANA meeting list.
4. Present a written and oral report to the each regular ASC meeting covering the business of the previous Central Atlantic RSC meeting.
5. Serve as communication link between the Blue Ridge Area with all other areas of the Region.
6. Attend as many Area Service Subcommittee meetings as possible in conjunction with the Alternate RCM.
7. Attend as many Area functions as possible.
8. Serve as a member of one or more Regional Subcommittees.
9. Reconcile bank statement with ASC Treasurer.
10. Submit annual written report to the annual ASC meeting in September.
11. Funding for the RCM is based on the BRASC annual budget and it is the responsibility of the RCM to ensure that these funds be utilized in a responsible manner. Provided the funds are available, only expenditures beyond the budget need approval by the ASC: a written motion is required.
12. To attend all ASC meetings.

Section 6: Qualifications of Alternate RCM: The office of Alternate RCM is a (2) year commitment. The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and filling in for RCM if he or she is absent or unable to fulfill their duties. After serving for (1) year as the Alternate RCM, it is customary to serve as the RCM after a priority vote of confidence is taken. The recommended qualifications are the same as for the RCM, with one exception; they are suggested to have (1) year of uninterrupted abstinence from all drugs and active at least (6) months in the NA service structure.

Responsibilities of Alternate RCM:

1. In the absence of the RCM, to serve as Regional Committee Member.
2. To attend each Central Atlantic Regional Service Committee meeting.
3. Assist the RCM in preparing an annual written report to ASC.
4. Attend all ASC meetings.

ARTICLE VIII GUIDELINES FOR SUBCOMMITTEES

Section 1: The ASC may establish subcommittees as necessary to perform certain duties. The voting members of the ASC shall form subcommittees upon a majority vote. These standing subcommittees shall be formed upon approval of the voting members of the ASC. Standing subcommittees may include but are not limited to Administrative, Public Information, Outreach, Literature, Web site and any other standing subcommittees which shall be deemed necessary to carry out the work of the ASC. At the inception of these subcommittees the voting members of the ASC will elect a Chairperson.

Section 2: Qualifications of Subcommittee Chairperson: A willingness to serve, service experience in Narcotics Anonymous, active for at least (6) months in the NA service structure and the willingness to give the time and resources necessary to do the job. It is suggested to have (1) year of uninterrupted abstinence from all drugs, leadership qualities and the ability to communicate and organize.

Section 3: The subcommittees are responsible for electing their own Vice-Chairperson and Secretary, but may not have a treasurer. Subcommittee funding is through the ASC Treasurer. Each year in September the Treasurer meets with the Subcommittee Chairpersons to go over expenses of the Subcommittee. The subcommittees may later ask the ASC to amend budgets or approve special requests, but expenses may not exceed the established budget without prior ASC approval.

Section 4: Any plans that involve special considerations or financial expenditures not included in their budgets must be in the form of a written motion to be voted on by the ASC.

Section 5: All standing subcommittees of this ASC shall create and adopt guidelines which are consistent with BRANA policy, *A Guide to Local Services*, the Traditions and Concepts of Service of NA, and the best information available from the WSC in the form of WSC approved handbooks and guidelines.

Section 6: The guidelines of each standing subcommittee shall be subject to approval and review by BRASC.

Section 7: Each subcommittee submits a report of accomplishments and upcoming plans to the ASC every month.

Section 8: Subcommittee Chairpersons must attend all ASC meetings.

ARTICLE IX STANDING SUBCOMMITTEES

Outreach Subcommittee

The Outreach subcommittee serves as an outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, mail or in person, they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA fellowship.

Responsibilities of Outreach Subcommittee:

1. To organize and coordinate a variety of service requests and initiatives.
2. Be the central contact for recruiting and directing members to various service opportunities.
3. Keep updated and accurate information on to volunteers for the ASC subcommittees. This may include volunteers for the H&I panels, help-line volunteer's lists, twelve step lists or other service initiatives engaged in by the subcommittees.
4. Maintain these lists in accordance to guidelines established by the applicable subcommittee. The information should only be distributed on a need to know basis. Sensitive or personal information will be held in strict confidence.
5. Respond to requests for information or assistance from those without easy access to our ser-vice structure.
6. Funding for the Outreach Events is based on the BRASC annual budget and it is the responsibility of the sub-committee chairperson that these funds be utilized in a responsible manner. Provided the funds are available only expenditures beyond the budget need approval by the ASC: a written motion is required.
7. Outreach Subcommittee, H&I Subcommittee, and P.I. Subcommittee will serve as one sub-committee named Outreach with one Subcommittee Chairperson to oversee all three sub-committees. The purpose of combining these subcommittees is to help strengthen the sub-committee's unity since their goals are similar in nature. (Effective May 12, 2005)
8. Outreach Subcommittee is encouraged to have a member attend H&I and P.I. meetings at the regional level.

Hospitals and Institutions:

The H&I subcommittee conducts panels that carry the NA message to addicts who often have no other way of hearing about recovery through Narcotics Anonymous. Treatment panels are conducted for the patients at addiction treatment centers, mental facilities and therapeutic communities. Correctional panels are held for inmates at jails, prisons and forensic hospitals.

The H&I subcommittee's responsibilities sometimes overlap those of the Public Information subcommittee. For this reason we encourage H&I and PI cooperation.

Public Information:

The PI subcommittee is for informing addicts and others in the community of the availability of recovery in Narcotics Anonymous. The avenues open to PI include

print media, radio, television, posters, mailings, attendance at conventions of related fields and presentations to groups such as attorneys, judges, clergy or police groups. The ways and means are extensive. BRANA PI subcommittee is responsible for updating the area meeting directory four times a year. The committee also will coordinate with the Regional Phone Line to maintain an up-to-date list of NA meetings in the Blue Ridge Area. A contact or contacts within BRANA should be on file with the Region. Any addict seeking recovery will be given a telephone number of an NA member in the Blue Ridge Area who can direct them to an NA meeting. The PI subcommittee shall work closely with H.I. Subcommittee due to their mutual goals.

Special Events:

The Special Events subcommittee is responsible for coordinating and planning activities that attract unity amongst the fellowship.

Any functions planned by this subcommittee must be presented to the ASC before commitments are made, including the cost for the event, a proposed date and a general description.

Funding for the Special Events is based on the BRASC annual budget and it is the responsibility of the sub-committee chairperson that these funds be utilized in a responsible manner. Provided the funds are available only expenditures beyond the budget need approval by the ASC: a written motion is required. Any activities involving a receipt of money should be coordinated with the ASC Treasurer to ensure accountability.

The subcommittee shall make a written motion for funds exceeding the subcommittee's monthly balance.

Special Events is encouraged to have a member attend Special Events Subcommittee meetings at the regional level.

Literature:

The Literature subcommittee's responsibility is to stockpile and distribute NA fellowship approved literature.

Distribution of literature should be conducted at the BRANA ASC monthly meeting, but may additionally be done at other times as determined by the subcommittee.

The subcommittee may review, develop, and input new NA recovery literature.

The Literature subcommittee may also produce a monthly newsletter for BRANA.

Funding for the Literature Sub-committee is based on the BRASC annual budget and it is the responsibility of the Sub-committee Chairperson that these funds be utilized in a responsible manner. The Literature Chairperson shall work closely with the ASC's Treasurer to prepare literature orders and ensure receipt of payments. Literature Subcommittee is encouraged to have a member attend Literature Subcommittee meetings at the regional level.

Policy:

The Policy subcommittee is responsible for reviewing, formulating, and recommending policy to the ASC. If the ASC refers matters to this subcommittee it

must perform a thorough analysis of the referral including: researching past history in the Blue Ridge Area on the issue and how it is dealt with in other NA areas and/or the regional level. The report to the ASC on this issue should include the advisability of the policy, the best method of implementations and/or possible alternatives.

All matters referred to the Policy subcommittee by the ASC take priority over other issues for the subcommittee.

Once a year the subcommittee should update the printed version of the BRANA ASC policies and guidelines, incorporating all revisions since the last printing. In the interim between printings a supplemental list of all changes should be kept and made available to the ASC.

The Policy subcommittee is encouraged to have a member attend Policy Subcommittee meetings at the regional level.

Virginia Region Convention Cooperation Representative (VRCC):

The VRCC is a non-stock corporation that has financial and administrative responsibilities for the Annual Virginia Convention of Narcotics Anonymous. The Blue Ridge Area may elect one person to the Board of Directors of this corporation. This representative will be elected annually to serve for (1) year and may be elected to a second term.

The VRCC representative should make reports and share issues before the ASC; however, this representative is not a member of the BRANA ASC and cannot make or second motions.

Since the VRCC representative is not a member of the ASC, he or she may hold other positions within this body.

The VRCC representative should become familiar with their responsibilities under Virginia law and be a communication link between the ASC and the VRCC.

This position requires (3) years clean time and a willingness to serve as well as any other requirements of the VRCC.

The holder of this position may be removed by a three-quarters vote of the ASC.

ARTICLE X AD-HOC COMMITTEES

Section 1: The ASC may face questions or special projects that do not fit into any existing sub-committee's responsibilities. In such cases, the ASC may create an ad hoc committee to address the issue. Ad hoc committees are set up for specific purposes and a limited amount of time. When they have finished their assignment, they are disbanded. In creating an ad hoc committee the ASC should clearly specify the committee's purpose, what authority and resources it will be given, and how long

it should take to complete the assignment. The ASC chairperson may appoint the entire ad hoc committee or just a chairperson who will choose the remaining members of the committee. Once the ad hoc committee's work is completed, the committee is dissolved.

ARTICLE XI PARLAMENTARY GUIDELINES

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall be utilized by the ASC as a guide to expedite the business of the committee. These rules may be applied when as long as they are consistent with the 12 Traditions, this policy and any special rules the ASC may adopt.

ARTICLE XII AMENDMENT OF GUIDELINES

Section 1:

These guidelines may be amended by a majority vote at the regular annual inventory meeting in September. A special meeting may be called by the committee, provided that the exact wording of the amendment has been submitted in writing to the secretary to be included in the minutes, as well as announced at the previous ASC meeting.

(Adopted as Amendment 1): Amendments to policy shall be made as the need arises and added to existing policies as a supplemental list. Amendments require a two-thirds majority vote. Amendments to policy shall be incorporated into the printed version of said policies annually in September.

ARTICLE XIII POST OFFICE BOX

The BRANA ASC will use the post office box held by BRANA Campout Inc. for general communications (Adopted as Amendment 2). The Chairperson and the Treasurer will hold keys to the box. The current officers shall give keys to the box to their successors.

All incoming mail should be directed to:

BRANA
P.O. Box 623
Harrisonburg, Va. 22803

ARTICLE XIV BUDGET

Section 1: Income to the Area comes from groups and individual donations, sale of literature, and fund raising activities within the fellowship. The BRASC will operate on an annual budget proposed by the Treasurer and approved by the ASC. The Budget shall be presented at the January ASC, amended to the will of the ASC at that meeting and returned to the Groups for their vote. A simple majority vote by groups will establish approval. Rejected Budgets will again be amended to the will of the ASC and can be adopted immediately by a 2/3 vote at that meeting; less than 2/3 shall return to groups for a vote.

Section 2: The BRASC shall maintain a Prudent Reserve at 1/6 the annual budget. Access to the Prudent Reserve will be limited to emergency situations. However, budget shortfalls may be met by withdraws not to exceed \$100.00 from the Prudent Reserve with a majority vote of GSR's present at the ASC.

Section 3: The BRASC shall contribute to CAR-NA any balance in excess of the Prudent Reserve Calculated on a bi-monthly basis, timed to coincide with the RSC bi-monthly meeting.

ARTICLE XV WEB SITE

The BRANA Web site, www.brana.org, serves the Blue Ridge Area Narcotics Anonymous (BRANA) and BRANA Campout Inc (BCI). As such, it is an instrument of two official service bodies of Narcotics Anonymous (NA); therefore, the Twelve Traditions of NA are the final work in all matters concerning this Web site.

This Web site belongs to the groups of BRANA and BCI. Together, they share the cost, determine the operation of this Web site and appoint trusted servants to carry out that operation. The caretakers of the Web site will have a degree of latitude and autonomy. The groups and the campout's directors will carefully choose the Web servants and allow them this freedom. The Web servants are expected to operate within the Twelve Traditions and equally shared by BRANA and BCE. Either body may pay the full annual fees if one faces a financial shortfall and both are in agreement.

All materials used in this Web site must be completely free and clear of any claims outside of BRANA and BCE. All images, Internet code and content must either belong to BRANA or BCI, or the area or the campout must have licensing rights or written permission to display and/or use this material.

In addition, the BRANA Web site cannot be used for any purpose other than to serve the groups of the Blue Ridge Area Narcotics Anonymous and the BRANA Campout. All work done by trusted servants on this Web site, or by outside designers is considered the property of the groups of the Blue Ridge Area Narcotics Anonymous or BRANA Campout Inc.

This site should not display any icons to indicate compliance with standards or use of certain software, Icons are endorsements, BRANA and BCI cannot endorse any outside enterprise. If any software or content requires an icon or outside link, and the area or campout directors cannot negotiate an agreement to use the content without the icon, then the Web site cannot use that content.

The BRANA Web site should not link to other Websites other than the Region of the Virginians Narcotics Anonymous and the NA World Services sites. A link to another Web site is an implied endorsement of that organization; therefore

BRANA and BCI, with the Traditions in mind, shall avoid links to sites other than the region and world, The BRANA Web site may provide E-mail links (or telephone numbers) to NA members who are contacts for NA events

BRANA and BCI cannot, and should not attempt, to control links to our site from other sites, which may include rehabilitation centers, counselors, search engines, etc.

Any major changes in the BRANA Web site must be approved by the groups of the Blue Ridge Area or the directors of the campout. Major changes include transferring the hosing organization, altering the overall look of the Web site or a new format for printable meetings lists or flyers, Day-to day changes such as updating the meeting list, events calendar and keeping information fresh is the responsibility of the Web servant and the Web subcommittee. The NA members who maintain the Web site are expected to abide by the decisions of BRANA and BCI, regardless of their personal opinion and/or beliefs. The authors of this site are to be ARANA and BCI. The groups of BRANA will be responsible for that portion of the site containing meeting lists and NA events. The campout directors will be responsible for that portion of the site pertaining to the BRANA Campout. No individual or entity can take credit for this site. All work is to be done as a donation, or any paid work is to be wholly owned by BRANA or BCI. In keeping with the Traditions, no individual, whether a member of NA or an outside contractor hired to provide services or content, may claim authorship of this Web site. Outside of BRANA and BCI, no indication should be placed on this Web site that establishes claims of authorship, ownership or endorsement.

Access to the Web site is controlled by several usernames and passwords. These need to be cataloged, stored and changed regularly. These are the principal means of accessing the assets represented by this Web site. These passwords should be carefully guarded and only persons with a justifiable need to know should be given these passwords. In addition, anyone given these passwords is not to pass them on to any other party, except by consent of the groups of BRANA and BCI. These guidelines are to be considered BRANA and BCI policy. The guidelines are subject to review and ratification by the groups of the Blue Ridge Area Narcotics Anonymous and the directors of BRANA Campout Inc. This policy is not to be changed by the Web Subcommittee alone.

(Adopted as Amendment 4, February 2006)