

**GUIDELINES OF THE UNITED WASATCH
AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS**

ARTICLE I

Section 1. The name of this committee shall be the United Wasatch Area Service Committee of Narcotics Anonymous (UWASCNA)¹.

**ARTICLE II
PURPOSES**

- Section 1. Our purpose is to unify and support the groups in the following ways:
- a. To provide a forum to voice concerns and to share experience.
 - b. To establish standing sub-committees and create ad-hoc committees.
 - c. To act as a liaison between UWASCNA and the regional, zonal and world service bodies.
- Section 2. We will uphold the 12 Traditions and 12 Concepts and will also find guidance in the Guide to Local Services.

**ARTICLE III
PARTICIPANTS**

- Section 1. Members and Participants
- a. Any Narcotics Anonymous group expressing a desire to join the area and not belonging to another area may do so.
 - b. This committee consists of two categories of participants: (1) voting and (2) non-voting.
 - i. Voting participants of the UWASCNA are the Group Service Representatives (GSRs), or in their absence, the alternate Group Service Representative (Alternate-GSR).
 - ii. Non-voting members include officers of the ASC and other NA members in attendance.
 - c. No member may hold more than one area position at a time.
 - d. A voting participant may represent only one group at a single ASC meeting.
 - e. Any member of Narcotics Anonymous may participate in debate and discussion.
 - f. It is the responsibility of all voting participants to attend all regular and special

¹ In this document, the UWASCNA body is sometimes referred to as “The ASC” or “ASC” (both of which mean “Area Service Committee”).

meetings of UWASCNA.

ARTICLE IV Proposals and Voting

Section 1. UWANA Make a Decision (Procedure)

- a. Officers and voting members may bring proposals to the ASC.
- b. The chairperson reads the proposal to the ASC.
 - i. Proposals must have a second by a GSR
 - ii. Proposals may be submitted to the ASC at any point before or during the regular ASC meeting, though it's suggested that motions be submitted before the start of business.
- c. The maker of the proposal speaks to the intent of the proposal.
- d. The chair opens the floor for clarifying questions about the proposal.
- e. The chair opens the floor for concerns about the proposal. The proposal may be changed with a friendly amendment (agreed to by the originator of the proposal). The chair ensures that all concerns are heard and addressed.
- f. Any voting member can ask that the ASC table the proposal. *A request to table a proposal triggers an immediate vote requiring a simple majority to pass.*
- g. After concerns have been heard, the chair or a voting member may request a vote. The service body makes a decision on the proposal by a show of hands.
 - i. Favoring
 - ii. Opposed
 - iii. Abstaining
- h. For a proposal to pass:
 - i. Guideline-changing proposals require a three-quarter majority.
 - ii. Non-guideline-changing proposals require a simple majority.

Section 2. Proposal Withdrawals, Calls for Votes, and Referrals to Subcommittees

- a. The maker of the proposal has the ability to withdraw the proposal at any time during the decision-making procedure. At any time during the decision-making procedure, any GSR or the Chairperson can suggest that the ASC come to a vote. At such a time, the chair will determine if all concerns have been heard and addressed. Following this determination, the ASC will come to a vote according to (IV.1.G).
- b. At any time during the decision-making procedure, any voting member or ASC committee member can suggest that we “refer the proposal to committee.” At such a time, the ASC will conduct a vote according to (IV.1.G) to determine whether or not a subcommittee should revise and/or decide the proposal.

Section 3. UWASCNA Voting Definitions

- a. Quorum – Defined as at least 50% of the total number of active groups on the roll. Quorum is established during roll call. During the ASC meeting, if the chair deems it appropriate or if a group requests reconsideration, the chairperson may initiate another roll call to establish (or revise) the quorum determination.

- b. In the event that quorum is not established:
 - i. New- business motions affecting guidelines, regional, and world motions will be tabled for one month.
 - ii. Groups in attendance will decide other motions.
 - iii. Monthly area bills, including but not limited to subcommittees, earmarks, rent, etc. will be handled by groups present at the ASC.
- c. Group Inactivity: A group is deemed inactive if it does not have GSR or Alternate-GSR representation for two consecutive UWASCNA meetings. Groups re-acquire active status once it has GSR or Alternate-GSR representation at roll call again. A group deemed inactive is not necessarily removed from the meeting list or removed from roll call.
- d. Favoring – A participant supports the proposal, all things considered.
- e. Opposed – A participant does not support the proposal, all things considered.
- f. Abstaining – A participant is choosing not to vote. An abstention does not count in the tallying of favoring/opposing votes.
- g. Table a proposal – when a proposal is tabled, the GSRs take the proposal back to their groups and the proposal is added to the following month’s agenda under “old business.”
- h. Simple Majority – 50%+1 of the in favor of / opposed to votes
- i. Three-quarter Majority – at least $\frac{3}{4}$ majority of members present at the time of the vote

ARTICLE V

ELECTION OF OFFICERS & SUB-COMMITTEE CHAIRS

Section 1. Officers and Sub-Committee Chairs in UWASCNA:

- a. Officers of the ASC: Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, Region Committee Member (RCM), Alternate-RCM.
- b. Sub-committee chairs: Hospitals & Institutions (H&I), Public Relations (PR), Activities, Outreach, Literature, Area Convention Chair, and New Year’s Event Chair.
- c. Note that the Area Convention Chair and the New Year’s Event Chair can be the same member, and the election to these positions is contingent upon a yearly vote as described in See Article XIII-C-1.

Section 2. Elections:

- a. Elections of officers and sub-committee chairpersons are held every year in December. Those elected to service will begin their terms in January of the following year.
 - i. Sub-committees with guidelines may elect their own chairs; such elections need to be confirmed by a majority vote at the ASC.
- b. A term of service is one year.
- c. No officer or sub-committee chair may serve more than two consecutive terms in the same office. Following a one-year absence from that position, a member is eligible again to run for that position.

- d. No ASC member may hold more than one position simultaneously. “Position” here includes voting and non-voting member roles.
- e. After any ASC vacancy occurs, an announcement of the vacancy should be taken back to the groups and the vacancy will be added to old business.
- f. A proposal to waive a clean-time suggestion is a proposal to suspend guidelines. A passing ¾-majority vote will be required to waive the clean-time suggestion.

ARTICLE VI

REMOVAL/RESIGNATION OF OFFICERS

Section 1. Removal

- a. A UWASCNA officer will be removed from their position under the following circumstances (note that circumstance *i* does not require a vote):
 - i. Relapse
 - ii. Negligence of duties
 - iii. Discussion and vote by the ASC
 - iv. Absence from two regular UWASCNA meetings without prior notification to an area officer.

Section 2. Resignation

- a. It is suggested that any officer or subcommittee chairperson with intent to resign their position provide written notice as soon as possible to the ASC chairperson.

ARTICLE VII

REQUIREMENTS AND DUTIES OF OFFICERS AND SUB-COMMITTEE CHAIRS

Section 1. Chairperson:

a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of 3 years clean time.
- iii. Service experience at the Group, Area or Regional level.
- iv. Working knowledge of the 12 steps, 12 Traditions and the 12 concepts of NA service.
- v. Time and commitment to fulfill the duties of this service position.

b. DUTIES:

- i. To attend all regular and special UWASCNA meetings.
- ii. To open and facilitate the meeting at the appointed time.
- iii. To expedite business in accordance with the 12 Traditions, 12 Concepts, and ASC guidelines.
- iv. To appoint all UWASCNA ad-hoc committees and ad-hoc committee chairs.
- v. To sign all contracts entered into by the UWASCNA or subcommittees.

- vi. On the occasion of a 50/50 tie in an ASC vote, the chairperson may:
 - 1. Cast a tie-breaking vote.
 - 2. Send the proposal back to the groups and add it to old business for the following month's ASC agenda.

Section 2. Vice Chairperson:

a. REQUIREMENTS:

- i. Willingness to serve.
- ii. Suggested minimum of two (2) years clean time.
- iii. Service experience at the Group, Area or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service.
- v. Time and commitment to fulfill the duties of this service position.

b. DUTIES:

- i. To attend all regular and special UWASCNA meetings and to assist the chairperson as needed.
- ii. To serve as chairperson in the absence of the ASC chairperson.
- iii. Liaison between all sub-committees to assure proper cooperation of responsibilities.
- iv. To be a co-signer of the UWASCNA bank account.
- v. To be familiar with and to communicate the message of the ASC guidelines at all ASC meetings.
- vi. To maintain ASC guidelines, ensuring that they contain all amendments.
- vii. To serve as temporary Sub-Committee Chair of Sub-Committees(s) without a chairperson until such time as the ASC body fills the vacancy.

Section 3. Secretary:

a. REQUIREMENTS:

- i. Willingness to serve.
- ii. Suggested minimum of 2 years clean time.
- iii. Service experience at the group, Area or Regional level.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.

b. DUTIES:

- i. To attend all regular and special UWASCNA meetings.
- ii. In the absence of the Chairperson, the Vice-Chairperson or the RCMs, to call the meeting to order and preside until immediate election of a temporary chairperson.

- iii. To keep minutes of all proceedings of the ASC.
- iv. To keep on file all ASC reports, guidelines, files, and archives.
- v. To maintain the ASC member list.
- vi. To read the minutes of the previous ASC meeting at each ASC.
- vii. To make minutes and records available to NA members upon request.
- viii. To furnish committees and sub-committees with whatever documents are required for the performance of their duties.
- ix. To notify the participants of each special meeting, utilizing such notification as is agreed upon by the ASC.
- x. To type and mail/e-mail the correspondence of the ASC as required.
- xi. To prepare and distribute the agenda for each upcoming ASC meeting.
- xii. To email monthly meetings to area officers, subcommittee chairs, GSRs, and GSR Alternates an electronic copy of minutes no less than one week prior to monthly UWANA Area Service Committee. Only five (5) paper copies of the monthly minutes will be provided at the Area Service committee meeting each month.

Section 4. Treasurer

a. REQUIREMENTS:

- i. Willingness to serve.
- ii. Suggested minimum of 3 years clean
- iii. Service experience at the Group, Area or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.

b. DUTIES:

- i. To attend all regular and special ASC meetings.
- ii. To be the custodian of the ASC funds.
- iii. To distribute ASC funds as necessary, in accordance with approved ASC decisions, when the funds are available.
- iv. To make a monthly report to the ASC:
 - A. The monthly treasurer's report should consist of an itemized accounting of monthly bills, special bills, earmarks, income, and reserve accounts both of the area and of all subcommittees.
- vi. To make financial records available to NA members upon request.
- vii. To make a full financial report at the end of an ASC term. (see Article XIII, Section 15)
- viii. To be a co-signer of the UWASCNA bank account.

Section 5. Regional Committee Member (RCM):

a. REQUIREMENTS:

- i. Willingness to serve.

- ii. Suggested minimum of 3 years clean time.
- iii. Service experience at the Group, Area or Regional levels
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.

b. DUTIES:

- i. To attend all regular and special ASC meetings.
- ii. To serve as the chairperson in the absence of the Chairperson and Vice-Chairperson.
- iii. To attend all Regional Service Committee meetings and to represent the ASC each of those meetings.
- iv. To make a written report to the assembly at the regular ASC meetings that
- v. To follow each RSC meeting; such reports will (a) cover the business of the previous RSC meeting and (b) communicate all regional and world motions to the groups.
- vi. To facilitate registration of groups with World Service Office (WSO).

Section 6. Alternate Regional Committee Member (Alt-RCM):

a. REQUIREMENTS:

- i. Willingness to serve.
- ii. Suggested minimum of 2 years clean time.
- iii. Service experience at the Group, Area or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.

b. DUTIES:

- i. To attend all regular and special UWASCNA meetings.
- ii. To attend all Regional Service Committee meetings and to represent the ASC each of those meetings.
- iii. In the absence of the RCM, to perform the duties of the RCM.

Section 7. Literature Chair

a. REQUIREMENTS:

- i. Willingness to serve.
- ii. Suggested minimum of 2 years clean time.
- iii. Service experience at the Group, Area, or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.

b. DUTIES:

- i. To attend all regular and special UWASCNA meetings.
- ii. To attend all regular and special meetings of sub-committee that they chair.
- iii. To give a monthly report, to the ASC, of the proceedings of the sub-committee that they chair.
- iv. To submit records for an audit of the sub-committee in which they chair, as requested by the ASC.
- v. To submit budget and suggested guidelines to be approved by the ASC.
- vi. To order and maintain a supply of literature to meet the area needs.
- vii. To be a co-signer of the UWASCNA bank account.

Section 8. Literature Vice Chair

a. REQUIREMENTS:

- i. Willingness to serve.
- ii. Suggested minimum of 1 year clean time.
- iii. Service experience at the Group, Area, or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Willingness to take over the Literature chair position the following year.

b. DUTIES:

- i. To attend all regular and special UWASCNA meetings.
- ii. To attend all regular and special meetings of Literature sub-committee.
- iii. In the absence of the Literature Chair at the UWASCNA meeting, perform duties of the Literature Chair.

Section 9. Sub-committee Chairs

a. REQUIREMENTS:

- i. Willingness to serve.
- ii. Suggested minimum of 1 year clean time.
- iii. Service experience at the Group, Area or Regional level.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.

b. DUTIES:

- i. To attend all regular and special UWASCNA meetings.
- ii. To attend all regular and special meetings of sub-committee that they chair.
- iii. To give a monthly report, to the ASC, of the proceedings of the sub-committee that they chair.
- iv. To submit records for an audit of the sub-committee in which they chair, as requested by the ASC.
- v. To submit budget and suggested guidelines to be approved by the ASC.

ARTICLE VIII MEETINGS

Section 1. Regular meetings of the UWASCNA will be held on the third Sunday of every month at 5pm.

Section 2. Special meetings of the UWASCNA may be called by the Chairperson of the UWASC, and should be called upon written request of any member of the ASC. The purpose of special meetings requested by members of the UWASCNA shall be stated in writing. No business other than that which is stated will be conducted at the special meeting. The special meeting of the UWASCNA should be held within 30 days of the written request.

Article IX ASC Agenda

Section 1. Agenda will follow attached Schedule A. Changes to agenda must be agreed upon by the officers of the UWASC.

ARTICLE X STANDING SUB-COMMITTEES

Section 1. Standing sub-committees may include, but are not limited to: Public Information, Hospitals & Institutions, Literature, Activities Committee, and other standing sub-committees that are deemed necessary to perform the work of the ASC. Sub-committees will be formed upon the approval of the member- groups of the ASC. At the inception of these standing sub-committees, the voting members of the ASC will elect a chairperson. Subsequent officers of each standing sub-committee will be elected by the sub-committee membership, in accordance with their guidelines.

Section 2. All standing sub-committees of the UWASC should create and adopt guidelines that are consistent with the *Guide to Local Service*, the *Twelve Traditions of Narcotics Anonymous* and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.

Section 3. The guidelines of each sub-committee are subject to review and approval by the UWASC as a whole.

ARTICLE XI
AD-HOC COMMITTEES

Section 1. The Chairperson of the UWASC has the responsibility to appoint Ad-Hoc Committees and/or Chairpersons. Ad-Hoc committees are created only to fulfill specific and special functions that arise from time to time. The Chairperson of the ASC will designate specifically the purpose and duration of existence.

ARTICLE XII
AMENDMENT OF GUIDELINES

Section 1. Excluding the chairperson, any UWASCNA member may propose amendments and additions to the UWASCNA guidelines. The proposals must be submitted in writing (exact wording) to the ASC Chairperson at the regular UWASCNA meeting. Any such proposals should be heard and clarified in accordance with Article IV, and sent to the groups for review, in order for the UWASC to hold a vote at the following month's meeting.

Section 2. The amendment will go into effect immediately upon its adoption unless otherwise specified in the amendment.

ARTICLE XIII
SPECIAL EVENTS

Section 1. New Years Event and Area Convention

a. The New Years and Convention events are yearly services the ASC may facilitate at the direction of the groups.

b. The two events are not automatic events in that their occurrence or non-occurrence is to be determined each year in January or February based on the availability of willing trusted servants and the financial condition of the ASC. Prior to the yearly vote, the events' taking place is to be presumed for the purposes of budgeting.

i. Sub-Committee Arrangement: At the time of the annual vote, if the ASC determines to facilitate one or both of these events, and contingent upon willing trusted servants' availability, the ASC may determine that a single committee whose members share accountability and responsibility for facilitating the pair of events will facilitate both events. It may alternatively elect two separate committees, each assigned its own event. This matter is to be determined yearly concurrently with the yearly vote on the occurrence of the two events.

- ii. The one or two committees that facilitate these events should be run in accordance with Article X (“Standing Sub-Committees”).
- iii. With regard to electing trusted servants to facilitate the temporarily-standing committee(s) that handle these two events, refer to Article VII Section 9 of these guidelines (“Requirements and Duties of Officers and Subcommittee Chairs”).

ARTICLE XIV **FINANCIAL MANAGEMENT**

- Section 1. Sources of income and holdings: any funds accumulated from group donations and other sources of income (i.e. literature, New Years Event, etc.) will be maintained in the UWASCNA checking account.
- Section 2. Rent: Rent will be paid in the amount negotiated with the facility at which our meetings are held on a monthly basis to that facility.
- Section 3. All UWASCNA expenditures shall be paid by a check/debit card tied to the UWASCNA checking account
- Section 4. In the event a check is made payable to one of the authorized signers of the UWASCNA bank account, the payee is not authorized to sign the check.
- Section 5. No expenditure should be made from the UWASCNA bank account without receipts or itemized listing of accountability.
- Section 6. For Subcommittee’s to use their reserve account funds they will need to provide a written itemized list of projected spending in their monthly report. Receipts need to be turned in for all funding.
- Section 7. The UWASCNA will maintain a prudent reserve of \$500.00
- Section 8. Regular Bills:
- a. All regularly occurring bills will be paid with monthly income before earmarks are met or any other dispersal of funds occurs. Regular bills are as follows:
 - i. Phone-line
 - ii. Bank charges
 - iii. Rent
 - iv. Web Page (i.e. Web Domain and Hosting Fees)
 - v. P.O. Box
 - vi. Regional Donation (see Article XIII, Section 9)
 - vii. Supplies, as needed
- Section 9. Every month, the UWASCNA will make a donation to the Utah Regional Service Body in an amount equal to 10% of group donations.

Section 10. Earmarks: An earmark is defined as a designated amount of funds given regularly to the following subcommittees:

- a. Hospitals and Institutions Subcommittee
 - i. Monthly earmark for H&I is \$125.
 - ii. Earmark will not be paid if the H&I reserve is at or exceeds \$300.
- b. Public Relations Subcommittee
 - i. Monthly earmark for PR is \$70.
 - ii. Earmark will not be paid if the PR reserve is at or exceeds \$300.
- c. Outreach Subcommittee
 - i. Monthly earmark for Outreach is \$25.
 - ii. Earmark will not be paid if the Outreach reserve is at or exceeds \$100.
- d. Campvention/URICNA Subcommittee's
 - i. Monthly earmark for Campvention/URICNA Subcommittee's is \$30.
 - ii. Earmark will not be paid if the Campvention /URICNA Subcommittee reserve is at or exceeds \$360.

Section 11. Literature.

- a. The literature reserve is funded by group, subcommittee, or individual member literature orders.
- b. Literature orders from NAWS will be funded by the literature reserve.
- c. Literature orders from NAWS will not exceed the literature reserve without approval from the ASC body (as the extra funds would have to be drawn from the UWASCNA budget).

Section 12. New Years and Convention Events

- a. Funding of the New Years and Convention events:
 - i. Financially, the goal of the two annual events (New Year's Event and Convention) is to be self-supporting. Funds from the ASC not raised through the events themselves are to be a resource of last resort and should be considered carefully.
 - ii. The prudent reserve for these two events, should they not be built immediately from the funds from the previous year's events, shall be built and maintained throughout the year from the ASC's income.
 - iii. The budgeting for the two events will be calculated together with each event able to utilize the overall combined budget as determined by the New Years and Convention Committee.
 - iv. The Convention & NYE prudent reserve will be \$4500.
 - vi. In the event that the two events generate income beyond their prudent reserve ("excess income"), such monies will be directed as follows:
 - Excess income will be used to fund the two events, and
 - Excess income not needed to meet the two events' prudent reserve will be considered income for the ASC (see Section 1 in Article XIII for the definition of income and other sections in Article XIII for the dispersal of income).

Section 13. Activities Subcommittee.

- a. The activities subcommittee is intended to be self-supporting.
- b. The activities reserve will be funded by the subcommittee's events.
- c. The reserve will not exceed \$300, except with approval from ASC.

Section 14. The UWASCNA Notebook Computer

- a. The UWASCNA may purchase one notebook computer for use by an officer of the ASC.
- b. The UWASCNA will provide up to \$200 for this purchase. The source of the funding will be the Prudent Reserve.
- c. The Notebook computer is the property of the ASC, and the UWASCNA will only maintain one computer at a time.
- d. When deemed necessary, replacement of the notebook computer will require a $\frac{3}{4}$ -majority vote by voting members of the ASC.

Section 15. Dispersal of All Funds:

- a. Pay Bills (see Article XIII, Section 8 and 9).
- b. Fulfill Area prudent reserve (See Article XIII, Section 7).
- c. Meet earmarks (See Article XIII, Section 10).
 - i. If all earmarks cannot be met, a proposal should be made to decide what earmarks will be fulfilled – and which, if any, are to be left unmet.
- d. All remaining funds:
 - ii. A proposal can be made to decide where the remaining funds will be applied (i.e. ad-hoc committees, additional regional donations, subcommittee reserves, special events, or special needs of subcommittees beyond their reserves, etc.).
- e. Working balance will be at \$0 at the end of every area meeting.

16. Auditing Procedure.

- a. Financial records will be audited on a yearly basis. This will take place during the first of the year and will be reported at the February ASC meeting. The audit will regard the previous year's records (January through December including New Year's Eve and convention income). The UWASCNA incoming chairperson, the RCM, and the incoming treasurer in this case will perform the audit.
- b. The audit shall examine the following:
 - i. Receipts
 - ii. bank statements/deposit slips
 - iii. Treasurer's reports

- iv. Checkbook
- c. An audit can be requested by any area member and will be performed if the request is approved by a $\frac{3}{4}$ majority vote. The chair will appoint an ad hoc committee to perform the audit.