



# North Central Wisconsin Area Service Committee Guidelines

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**“AS LONG AS THE TIES THAT BIND US TOGETHER ARE STRONGER THAN THOSE  
THAT WOULD TEAR US APART, ALL WILL BE WELL.”  
- TWELVE TRADITIONS**

## **WHAT IS THE NORTH CENTRAL WISCONSIN AREA SERVICE COMMITTEE?**

Our fellowship's primary purpose is to carry the message: “that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live.” One of the primary means by which that message is carried, addict to addict, is in our meetings. These recovery meetings, conducted thousands of times each day by NA groups around the world, are the most important service offered by our fellowship.

However, while recovery meetings are NA's most important service, they are not the only means we have of fulfilling our fellowship's primary purpose. Other NA services attract the still-suffering addict to our meetings, carry our message to addicts in institutions, make recovery literature available, and provide opportunities for groups to share their experience with one another. These services require a certain degree of organization, the complexity of which could easily divert NA groups from the simplicity of holding Narcotics Anonymous meetings. These services also require more people and more money than any single group can muster on its own. How then do groups stay focused on their primary purpose and still see that these other services are developed and maintained? In the words of NA's Ninth Tradition, they “create service boards or committees directly responsible to those they serve.”

The North Central Wisconsin Area Service Committee (NCWASC) was created by the NA groups in the North Central Wisconsin Area to fulfill our fellowships primary purpose by providing services on their behalf. We are a pooling place where all viewpoints are welcome so a loving Higher Power may prevail to meet the needs of the participating groups. Active participation and guidance from each group and local NA members is essential for a successful NCWASC. The NCWASC is an ongoing process of giving back what was so freely given to us.

### **Section One: Name and Boundaries**

- 1.01** This body shall be known as the North Central Wisconsin Area Service Committee, or referred to as the NCWASC.
- 1.02** The NCWASC shall serve the needs of member groups in its area which is inclusive of, but not limited to North Central Wisconsin.
- 1.03** This committee is a member of the Wisconsin Regional Service Committee (WRSC), and thereby a member of the NA World Service Conference (WSC).

### **Section Two: Statement of Purpose**

- 2.01** Our purpose is to unify and serve the groups within the North Central Wisconsin Area; help the groups carry the message to the addict who still suffers; connect Area groups to NA as a whole; and build a sense of community among recovering addicts in the Area.

### **Section Three: Meetings**

- 3.01** All NA members are welcome to attend and may participate in discussion.
- 3.02** The NCWASC meets on the first Thursday of each month at 6pm at a location mutually agreed upon by all members.
- 3.03** Meetings in the odd months will be hosted in the central location of Stevens Point. For even months, Groups may elect to host ASC. Meeting locations for each year must be established by December of previous year. If no Groups are able to host an even month, then the location of ASC defaults to Stevens Point.
- 3.04** It will be the responsibility of the NCWASC to identify and resolve conflicts in upcoming meeting dates. In an emergency the Chairperson will be responsible for necessary arrangements.
- 3.05** During the NCWASC meeting there will be time to discuss group topics/challenges mentioned in the group reports. Topics can range from challenges individual groups would like help or feedback about to more general topics. Assisting groups in areas where they are struggling will be the top priority. Discussion will begin with a brief explanation of the topic by the GSR that raised it followed by the Chairperson asking three (3) questions to focus the discussion:
1. Does anyone else have experience with this topic?
  2. What does our literature say?
  3. Should we ask for guidance from WRSC or NAWs?
- Speakers will then be recognized by the Chairperson and will have a two-minute time limit. No one may speak twice on a subject until everyone who wants to speak for the first time has spoken. The Secretary will record the outcome of any discussions and any solutions to group issues reached.
- 3.06** The following agenda will be the normal order of business:2
1. Call to Order
  2. Service Workers Prayer
  3. Reading of the Twelve Traditions and Concepts
  4. Roll Call of GSR's and Trusted Servants
  5. Establish quorum (Half of previous ASC attendance plus one)
  6. Recognition of any new group
  7. Approval of last month's minutes
  8. 7<sup>th</sup> Tradition
  9. Group Reports
  10. Discussion of Group Topics

11. BREAK
12. Trusted Servant Reports
13. Nominations/Elections of vacant positions
14. Miracles Convention Pool
15. Old Business
16. New Business
17. Financial Report
18. Clarification of motions going back to Groups
19. Announcement of next month ASC location
20. Adjournment

#### **Section Four: Decision Making**

- 4.01** Only GSR's and Trusted Servants can vote and make motions.
- 4.02** All motions need to be seconded by a GSR or Trusted Servant.
- 4.03** A 2/3 majority vote is needed for a motion to pass.
- 4.04** Voting will be cast by the show of hands, unless a voting member requests that voting occur by ballot.
- 4.05** A quorum will be needed for any voting. Quorum will be half of previous ASC's GSR attendance plus one.
- 4.06** In the absence of a GSR, that Group's GSRA or duly elected representative will have the GSR vote. Likewise, in the absence of a Subcommittee Chair, that subcommittee's Vice Chair will have that Chair's vote.
- 4.07** No GSR can represent more than one (1) group.
- 4.08** If any GSR feels that a decision is so important that it needs to go back to the groups for a group conscience, then that motion will be tabled until the next meeting and voted in old business by GSR's. When a decision goes back to groups for guidance, any NCWASC member can participate in their home group's conscience ensuring that their voice is heard through their GSR.
- 4.09** Any motion to change the area guidelines must refer to the section and the line item of the guidelines to be changed.
- 4.10** Policy will be reviewed and changed once a year in an ad hoc. Policy may be changed if it is seen fit by GSRs and Trusted Servants at ASC. A requirement of 2/3 of all Groups represented (to exclude all abstentions) is needed at ASC to pass a change or addition to NCWASC guidelines.
- 4.11** Procedure for taking a vote shall be as follows:
  1. Motion is read by the Chairperson.
  2. Motion is introduced by the person who made it.
  3. Questions as needed to clarify the motion are taken.
  4. Chairperson asks for a second from a GSR or Trusted Servants.

5. Round table discussion. Some motions may not need a discussion. In this case the Chairperson can ask if discussion is needed.
6. The Chairperson will call for a vote.

**4.12** Any motion voted on by Area cannot be reintroduced as a motion for 6 months.

**Section Five: Financial**

**5.01** The NCWASC shall maintain a mailing address and bank account.  
**5.02** The bank account shall contain all NCWASC funds and be managed by the NCWASC Treasurer.

**5.03** Receipts are required for all reimbursements, except mileage.

**5.04** Mileage reimbursement will be at the rate of 20 cents per map mile.

**5.05** Two members of the same household may not serve as co-signers on any NCWASC document.

**5.06** The NCWASC shall audit the books at random by an ad-hoc subcommittee.

**5.07** All net proceeds from NCWA functions will be turned over to the NCWASC Treasurer as soon as possible.

**5.08** Monies donated must be used to further our primary purpose.

**5.09** The NCWASC shall not accept “earmarked” funds.

**5.10** All expenses over a subcommittee’s working reserve will require a motion.

**5.11** The NCWASC will keep \$300 as prudent reserve, plus the total of working reserves that have not been dispersed at the end of each ASC. The current working reserves are as follows:

1. Activities.....\$500 per function
2. Hospitals and Institutions.....\$250.00 per month
3. Public Relations.....\$40 per month
4. Literature Shipping ..... \$60 per month
5. Literature.....\$100 per month
6. Merchandise .....\$1,000 replenishing reserve  
(see 5.13)
7. Fellowship Development.....\$30 per month
7. RCM.....\$250 per cycle
8. RCMA.....\$250 per cycle
8. Secretary.....\$25 per month

**5.12** Miscellaneous expenses:

1. Rent donation ..... \$20 per month
2. Any Outstanding bills
3. Replenish working reserves
4. Meeting list .....\$300 per year
5. P.O. Box.....\$90 per year

- 6. Web Site .....\$120 per year
- 7. Insurance.....\$375 per year
- 8. "Old Business" Financial Motions
- 9. "New Business" Financial Motions
- 10. Donation to WRSC (20 percent of excess funds)

**5.13** Merchandise budget is a replenishing reserve that cannot exceed \$1,000.00. Profits from merchandise sales are returned to the reserve and are available for use for additional projects. All profits that exceed \$1,000.00 are recorded as a deposit to the general fund.

**5.14** If RCM and RCMA are of the same sex, they are required to stay in the same hotel room.

**5.15** RCM and RCMA cannot collect financial donations from WRSC if they are collecting from ASC.

**Section Six: Nominations**

**6.01** Nominations for Trusted Servants will be taken in October and November, except for the Miracles Representative. Nominations for the Miracles representative will be taken in February and March.

**6.02** Nominees must be present to accept nominations.

**6.03** Clean time requirements may be waived if there are circumstances where it would be sensible to do so. Discussion of the justification for the waiving of clean time should be held to determine if this is the best decision for both the addict and the NCWASC. Clean time may be waived by a 2/3 majority vote, after the discussion on the validity of waiving clean time has been held. NCWASC Guidelines should be adhered to whenever possible. This action should be taken only if the extenuating circumstances hold strong merit. (This is New Business, therefore, both GSR's and Trusted Servants are able to vote)

**6.04** Each nominee will submit a service resume for review by the GSR's and/or groups. Failure to submit service resume will result in disqualification from the nomination.

**6.05** No individual may hold more than one area trusted servant position.

**6.06** There are no term limits for any position.

**6.07** When nominations are held for a new Chairperson, RCM, and Treasurer, the Vice Chairperson, RCMA, and Vice Treasurer shall be given priority consideration.

**Section Seven: Elections**

- 7.01** Elections for trusted servants will occur each December, except for Miracles Representative. Miracles Representative election will occur in April.
- 7.02** Newly elected trusted servants begin at the end of the ASC at which they are elected.
- 7.03** Voting on nominees will be by written ballot. Simple majority of voting members is needed to be elected. If there is only one nominee for a position, then 2/3 majority vote of approval is required for election.
- 7.04** Election procedures will be as follows:
  - 1. The Chairperson will begin the voting process by announcing the position and nominees for that position.
  - 3. The vote is taken by ballot.

### **Section Eight: Removal of Trusted Servants**

- 8.01** No NCWASC Trusted Servant shall be removed without cause.
- 8.02** The NCWASC may remove a NCWASC Trusted Servant from their position who:
  - 1. Has been absent for two consecutive NCWASC meetings without notifying the Chairperson or Vice Chairperson beforehand.
  - 2. Is not fulfilling the duties and responsibilities of their position.
  - 3. Has relapsed and will be automatically removed.
- 8.03** A 2/3 majority vote is required for the removal of any Trusted Servant.

### **Section Nine: Trusted Servants**

- 9.01** It is highly suggested that all potential candidates for NCWAC positions have a willingness and desire to serve; a basic understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service; and the time and resources to be an active participant.
- 9.02** The Trusted Servants, clean time requirements, duties, and responsibilities are as follows:
  - 1. **Chairperson** – 3 years clean
    - a) Follows established NCWASC agenda and voting procedures.
    - b) Records and maintains a summary of decisions, which is printed in December each year for NCWASC participants and groups. Motions should be listed in the order they were introduced.
    - c) Ensures that NCWASC decisions are in harmony with the principles of the NA program.
    - d) Has an awareness of any relevant resources, such as NCWA guidelines, service handbooks, tradition and concept essays etc., and make these available when required.

- e) Makes sure that everyone has a chance to participate so all the necessary information is available and all viewpoints are heard.
  - f) Keeps discussion focused, on topic, and solution based.
  - g) Appoints Ad-hoc committees
  - h) Is a non-voting member during the NCWASC meeting.
  - i) is Co-Signer on the NCWASC bank account.
  - j) Presents a written monthly report at each NCWASC meeting.
  - k) Fills any open Trusted Servants positions
  - l) Maintains a contact sheet for all Trusted Servants including passwords and email addresses as well as any additional information pertaining to their position.
2. **Vice Chairperson** – 2 years clean
- a) Acts as and assumes all duties and responsibilities of the Chairperson in the absence of the NCWA Chairperson.
  - b) Assist the Chairperson in conducting ASC meetings.
  - c) Answers all questions regarding NCWA guidelines during the ASC meeting.
  - d) Keeps in regular touch with each Subcommittee in order to stay informed of their projects and problems and attends subcommittee meetings whenever possible or when requested.
  - e) Works in conjunction with the RCMA the responsibilities of a vacant Subcommittee Chair position and the purpose of the subcommittee.
  - f) Updates area guidelines whenever changes are made.
  - g) Presents a written monthly report at each NCWASC meeting.
3. **Secretary** – 1 year clean
- a) Take clear and accurate minutes of ASC meetings.
  - b) Distribute ASC minutes to all ASC participants within two weeks after ASC.
  - c) Have copies of most recent of NCWA guidelines and distribute copies to new members of the NCWA.
  - d) Maintains an adequate supply of all forms necessary to conduct business.
  - e) Maintains an area contact list of members who want to be a part of the NCWASC or its subcommittees. This list includes phone numbers, email address, and areas of service interested in. This list should be updated every 3 months.
  - f) Maintain and update Miracles Convention Pool information as necessary.
  - g) Presents a written monthly report at each NCWASC meeting.



**4. Treasurer – 4 years clean**

- a) Receives and deposits into the NCWA bank account all contributions from subcommittees, individuals, and groups.
- b) Administers the area's checking account.
- c) Pays the rent for ASC meeting space.
- d) Reimburses Trusted Servants for budgeted expenses.
- e) Keeps careful records of all transactions.
  - f) Presents a written monthly report at each NCWASC meeting on the financial condition of the ASC.
- g) Responsible for checking the Area P.O. Box, and forwarding mail to the appropriate person or committee.
- h) May not sign check to him/herself.
- i) Maintain and report on the square reader every month.
- j) Is the contact for the insurance policy.

**5. Vice Treasurer - 3 years clean**

- a) Assist in the preparation of Treasure Reports, organization of records, and the handling of receipts when requested by the ASC Treasurer.
- b) In the absence of the ASC Treasurer, performs all duties and responsibilities of that position during the ASC meeting.
- c) Is given priority consideration to be Treasurer at the next election.
- d) Presents a written monthly report at each NCWASC meeting.
- e) Co-Signer on the NCWASC bank account.

**6. Regional Committee Member (RCM) – 3 years clean**

- a) Strives to embody and express the group conscience of the NCWA in all NA service activities.
- b) Represents the NCWASC at the Wisconsin Regional Service Committee (WRSC) and presents a report at every WRSC.
- c) Presents a report to the NCWASC covering all relevant business that transpired at the previous WRSC meeting.
- d) Attends NCWASC group meetings when requested and possible.
- e) Provides the NCWASC with information from neighboring Area's and their activities.
- f) Performs all duties and responsibilities in the absence of the Chairperson and Vice Chairperson
- g) Co-Signer on the NCWASC bank account.
- h) Presents a written monthly report at each NCWASC meeting.

- i) Must submit regional minutes to secretary to be included in area minutes.

**7. Regional Committee Member Alternate (RCMA) – 2 years clean**

- a) Performs all the duties and responsibilities of the RCM at the NCWASC and WRSC, in the absence of the RCM.
- b) Strives to embody and express the group conscience of the NCWASC in all NA service activities.
- c) Works closely with the RCM in preparation of becoming RCM (if elected)
- d) Assists the RCM in attending NCWASC group meetings, when requested.
- e) Attends WRSC, working together with the RCM in representing the group conscience of the NCWASC.
- f) Assists in the communication between the NCWASC and other service boards and committees of Narcotics Anonymous.
- g) Works in conjunction with the Vice Chairperson the responsibilities of a vacant Subcommittee Chair position and the purpose of the subcommittee.
- h) Presents a written monthly report at each NCWASC meeting.

**8. Miracles Convention Representative – 1 year clean**

- a) Represent NCWANA at Miracles Convention Board meetings
- b) Maintain lines of communication between NCWANA and Miracles Convention Board of Directors.
- c) Reports to NCWANA all relevant information pertaining to Miracles Convention in a written report.
- d) Attend and submit reports at both NCWANA ASC and Miracles Convention Board of Directors meetings.
- e) Presents a written monthly report at each NCWASC meeting

**9. Subcommittee Chairperson's**

- a) Presents a written monthly report at each NCWASC meeting.
- b) Facilitate subcommittee meetings when needed.
- c) Recruits members for service projects.
- d) Follow subcommittee guidelines and carry out the purpose of the subcommittee.
- e) Creates and maintains documentation of previous work done to pass on to the next chairperson.
- f) Clean time requirements for specific subcommittee Chair's is as follows:
  - 1) Hospitals and Institutions – 2 years clean
  - 2) Public Relations – 2 years clean

- 3) Activities – 2 years clean
- 4) Fellowship Development – 1 year clean
- 5) Literature – 1 year clean
- 6) Merchandise – 3 years clean

## **Section Ten: Subcommittee's**

- 10.01** In order to minimize the amount of time spent planning during the NCWASC meeting, and to further achieve our primary purpose, a subcommittee system will be used by the NCWASC.
- 10.02** Our subcommittees meet when directed by the NCWASC or on a need basis as determined by the Chair of that subcommittee.
- 10.03** Our subcommittees are responsible for the planning and implementation of service projects.
- 10.04** Each subcommittee may have its own guidelines that have been approved by the NCWA groups. If there is any conflict between the subcommittee guidelines and NCWASC guidelines, the NCWASC guidelines will have precedence.
- 10.05** Each subcommittee shall consist of a chairperson elected by the NCWASC and any other interested NA members. In order to better serve, a subcommittee may opt to elect its own Trusted Servants to whom particular responsibilities are delegated
- 10.06** Subcommittees shall meet before, during, or after any NCWA meeting or event.
- 10.07** The purpose and responsibilities specifically established for each NCWASC subcommittee are as follows:

### **1. Hospitals and Institutions**

- a) Serves as a resource for NA members and groups in their efforts to carry the message of hope and the promise of freedom to those who cannot come to us.
- b) Makes NA available to any addict seeking recovery from addiction through mutual cooperation with hospitals, treatment facilities, jails, etc. by establishing contact, starting meetings, making literature available and arranging for forms. Since many meetings held in institutions cannot function within our Traditions, such meetings should operate under the guidance of the Hospital and Institutions subcommittee.
- c) Compiles, maintains, and updates lists of all institutions in the North Central Wisconsin Area where a suffering addict may be found.
- d) Coordinates H&I meetings in the North Central Wisconsin Area.
- e) Recruits members to speak and coordinate meetings.
- f) Works with the PR Chair on approaching new facilities.

e) Will present a written monthly report at each NCWASC meeting

## 2. **Public Relations**

- a) Develops valuable relationships with professionals and the general public.
- b) Clarifies what services NA can and cannot provide to the community.
- c) Aims for the public to recognize NA as a positive and reliable organization.
- d) Responds to community requests in a timely manner
- e) Keeps all meeting information updated in a timely manner.
- f) Actively manages and updates area website and phone line.
- g) Is the recipient of the public relations email account ([pr@ncwana.org](mailto:pr@ncwana.org)) and keeps a log of emails received and responses and routes messages to the appropriate person or body
- h) Serves as the area web contact for NAWS and updates area information contained on the NAWS website
- i) Updates and prints area meeting list annually in January, May, and September.
- j) Annually emails updated NCWASC meeting lists to professional contacts
- k) Compiles, maintains and updates lists of treatment center, outpatient facilities, professionals, etc. in the North Central Wisconsin Area.
- l) Creates and maintains documentation of all our activities
- m) Attracts and trains PR subcommittee members and volunteers.
- n) Will present a written monthly report at each NCWASC meeting

## 3. **Literature 1 year clean**

- a) This subcommittee deals with our primary purpose as it is achieved through writing. This subcommittee coordinates the review of unapproved literature by seeking input from NA members and groups, then compiles, edits, and reviews it again. This material is then forwarded to the Regional Literature subcommittee for its use or to WSC/NAWS.
- c) Keeps an accurate inventory and financial accounting.
- d) Collects and verifies all money received for all literature at ASC and promptly submits it to Treasurer.
- e) Places order to WRSO for all literature and distributes it at following ASC.
- f) Maintains five Toolkits at all times, for groups upon request at ASC

g) Will present a written monthly report at each NCWASC meeting

#### **4. Merchandise – 3 years clean**

- a.) Create merchandise for NCWA.
- b.) Select retail vendors for merchandise quotes, bring quotes to ASC for approval.
- c.) Sell merchandise at all NWCA events, and other selected NA events.
- d.) Bring all logos/designs to ASC for approval. Multiple logo's/designs will need to go back to NWCA groups for a vote.
- e.) Work in conjunction with ASC chair persons on all apparel designs and orders.
- f.) Keep an accurate accounting and inventory of all merchandise.
- g.) Funds received at NA events must be turned into the ASC Treasurer at the event, or within 48 hours of receiving funds.
- h.) Present a written monthly report at each NCWA meeting.

#### **5. Activities**

- a) The primary purpose of this subcommittee is to reach out to addicts and to promote NA unity by planning activities (dances, parties, campouts, picnics, events, etc.) that are attractive to members.
- b) Is responsible for the creation and distribution of flyers announcing NCWASC functions and events, which are to be approved by the NCWASC.
- c) Only allowed to accept cash and credit/debit cards. Not allowed to accept checks
- d) Will present a written monthly report at each NCWASC meeting

#### **6. Fellowship Development**

- a) The primary purpose of this service is to promote Area Unity and support isolated groups within the North Central Wisconsin Area. Fellowship Development chairperson also serves as a point of communication, welcoming isolated groups and informing them of the support available from the North Central Wisconsin Area of Narcotics Anonymous. Often a simple introduction to what the NCWASC is, how to participate, and what to expect at a NCWASC meeting is sufficient

to empower an isolated group with access to the resources available in the fellowship.

- b) Is responsible for the distribution of starter kits to all new meetings when approved by the NCWASC.
- c) Has an awareness of relevant resources that may serve the groups in carrying the message and make these available to GSR's.
- d) Maintain lines of communication with isolated groups and members.
- e) Upon request, will provide workshops and IDT's (Issue Discussion Topic) to groups.
- f) Will present a written monthly report at each NCWASC meeting

## **Section 11: Miracles Convention Pool**

### **11.01** Miracles Convention Pool eligibility requirements:

- a) A minimum of 1 year of continuous clean time.
- b) A minimum of 6 months of NA service experience

### **11.02** Criteria for selection of nominees:

- a) Each of the respective Board of Directors (BOD) may develop qualifications of their own not presented here
- b) The NCWANA Secretary will keep the updated qualifications on file for 2 years or if elected to the Miracles Convention Board of Directors. The following circumstances and qualities will be considered by the NCWA ASC when electing to the pool:
  - 1) A need for balance in rotation (new people and fresh experience) and continuity in NA service efforts.
  - 2) Recovery experience.
  - 3) Service interests and experience.
  - 4) Pool nominations shall voted in ballot by Trusted Servants and GSRs on the floor.
  - 5) Geographic diversity will be an important factor only if all other considerations are equal.

### **11.03 Administrative policy for Miracles Convention pool:**

- a) The NCWA administers the pool. NCWA guidelines are the criteria for election and removal of Trusted Servants
- b) All information in the NCWA pool is kept in strictest confidence.
- c) Increasing the membership of the NCWA pool is high priority.
- d) Pool members must be re-elected every two years.
- e) The NCWA Secretary provides a current list of all pool members to Miracles Convention on yearly basis.
- f) Each BOD may re-elect members within committee without member returning to the pool procedure. Members not re-elected must be reinstated to the pool by

NCWA.