

NORTHWEST AREA NARCOTICS ANONYMOUS POLICY

Revised February 2023

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I. General Meeting Structure

- A. “Northwest Area of Narcotics Anonymous” was chosen to be the name of our new Area (08/08/90 2nd ASC).
Intent: None Given
- B. The Northwest Area follow the “Guide to Local Services”, except when Area policy supersedes it (01/04/06 187th ASC).
Intent: To have written clear policy for our Area.
- C. Read 12 concepts at the beginning of ASC meeting (01/07/98 91st ASC).
Intent: To focus on the spirituality of the service structure.
- D. To adopt the Freestate Region as our Area’s region. (11/28/90: EM ASC)
Intent: to establish a higher service structure.
- E. Read NA 12 Traditions at the beginning of the ASC meeting (10/05/16 316th ASC)
Intent: To remind us of the non-negotiable ties that bind us together.

II. Meeting Time/Day

- A. The Northwest ASC will meet on the 1st Wednesday of each month. (01/13/93 31st ASC).
Intent: To establish consistency and availability for the ASC.
- B. The ASC will meet from 7:30 – 9:30 p.m. There will be a 15 min grace period at both the beginning and end of the meeting, to be utilized at the Chair’s discretion (02/07/07 200th ASC).
Intent: To allow some flexibility when it better serves the Area (i.e.: establishing quorum or finishing an urgent discussion.)
- C. The ASC facility door be opened by 7 p.m. by at least one executive committee member (09/07/05 183rd ASC).
Intent: To make sure doors are opened for all members to prepare for ASC.
- D. The NWA will follow the Baltimore & Carroll County School system. If either Baltimore or Carroll should close early or be closed the day of our meeting, we will postpone until the following Wednesday. If either school system is closed or closing early on the following Wednesday, then NWA will be cancelled for that month. (01/02/08 211th ASC)
Intent: To establish an inclement weather policy.

III. Voting

TYPE OF VOTE	POLICY	DETAILS
All motions	Require a majority vote to pass (more pros than cons or abstentions)	See A
Policy	2/3 majority	See C

Positions	Must be voted on (no acclimation)	See B
Quorum	Only needs to be met at start of meeting	See D and F

- A. That all motions at Area service require a majority vote of the eligible GSRs present to pass and if a majority of eligible GSRs present abstain, the motion is tabled or if it is a vote on a regional motion, that the area abstain from that regional vote (09/7/94 51st ASC).
Intent: To have votes reflect a true majority of Area's groups and prevent passage of motions that a majority of groups do not endorse.
- B. Vote in all vacant positions (rather than just accepting the person's willingness to serve). (08/05/98 98th ASC).
Intent: None given
- C. That all motions that affect policy require a 2/3 majority to pass (09/07/05 183rd ASC).
Intent: To more closely follow guidelines as laid out in the "Guide to Local Services" and to ensure policy represents the broad majority of our Area.
- D. If any home group is unrepresented at Area Service for 2 consecutive months, that group will no longer be able to vote or be counted as part of quorum. Home groups that lose this privilege must be present for 2 consecutive Area Services to restore their voting/quorum rights. All voting/quorum rights will be restored at the 2nd consecutive Area service attendance. This excludes new groups, who may vote the first time they are present at Area Service and are subject to this motion after that. (01/04/06 187th ASC).
Intent: To carry out business effectively by allowing for a quorum that accurately represents home groups who are willing to participate in Area Service, and to uphold the privilege and commitment involved with participating in the business of the Area.
- E. Regular elections for all Area positions will take place at the August ASC. Any position vacated in the middle of their term will be filled as soon as possible, but the term will still be completed at the regularly scheduled time and considered vacant at the next regularly scheduled election. Those who began their commitment mid-term and wish to remain in their position will still have to be re-elected when the term is complete, regardless of the actual length of time served (06/06/07 204th ASC).
Intent: To make it easy to track commitment start/finish dates; to coincide with Regional elections, allowing trusted servants to be available to rotate between Area and Regional positions as desired; and to keep the flow of elections consistent and manageable.
- F. Quorum shall be 51% (9/11/91 15th ASC)

IV. Monetary Concerns

Prudent Reserve

~~The Area prudent reserve is \$1,350, (a 3 month allocation for vital expenses) and consists of the following: ACS rent (\$75); subcommittee rent — PI, H&I, Special Events, and Lit. (\$180); PI (\$150); Literature (\$300); H&I (\$375); Bank fee (\$9) PO Box (\$70); Hotline (\$51); supplies for Secretary (\$30); checks for Area (\$60); and trusted servant reimbursement (\$135). (03/07/07 210st ASC)~~

~~— *Intent: To clearly outline Area prudent reserve, and to include only and every expense necessary to function as an Area in the event that we experience financial hardship.*~~

The Area prudent reserve is \$1,388.95, (a 3-month allocation for vital expenses) and consists of the following: ACS rent (\$75); subcommittee rent i.e.; PR, H&I, Special Events and Literature (\$120). PR literature (\$150), Literature (\$300), H&I literature (\$375). P.O. Box . Supplies for secretary (\$30). Checks for Area (as needed) (\$60). Trusted servant reimbursement (\$135) 11/3/2021 376th ASC).

Intent: To have the policy up to date with the treasurer's financials

- B. That no expenses be paid out that would put the Area below its prudent reserve unless the expense is specifically listed as a prudent reserve expense (11/05/03 161st ASC).

Intent: To safeguard the Area financially in times of hardship.

- C. Web presents budget: The Area will fund the cost of the Domain Name and the Web Hosting on an annual basis or a maximum of \$150 for annual Wix payment and \$50 for multiple years of Domain renewal.

Intent: To maintain our presence on the internet to provide information for all addicts about NA in the Northwest Area. (8/3/22 387th ASC)

- D. The prudent reserve expenses consist of a 3-month reserve to pay for rent, postage and copies, hotline commitment, new checks, and P.O. Box. (10/01/03 160th ASC)

Intent: To clarify exactly what expenses will be covered in the prudent reserve.

Current Prudent Reserve Expenses	Per Month	3 Months	Reserve Amount
Area Rent + cleaning fee	50.00	\$150.00	\$150.00
Subcommittee Rent	40.00	\$120.00	\$120.00
Trusted Servant Reimbursement	20.00	\$60.00	\$60.00
Area Lit. (for newly printed lit.)	100.00	\$300.00	\$300.00
PI Literature	50.00	\$150.00	\$150.00
H&I Literature	100.00	\$300.00	\$300.00
Secretary Supplies	10.00	\$30.00	\$30.00
	Annual	1 Year	Reserve Amount
Bank Checks - As Needed	Annual	\$54.00	\$54.00
PO Box - June	Annual	\$156.00	\$156.00
General Liability Insurance - Oct	Annual	\$470.00	\$470.00
Website hosting - Nov	Annual	\$192.00	\$192.00
Website address - Nov	Annual	\$250.00	\$250.00
Total Prudent Reserve			2,232.00

- A. To donate \$25/mo to Mt. Zion church for ASC meeting (09/02/09 231st ASC).

Intent: To remain fully self-supporting.

- B. To increase Area/Subcommittee rent \$25 per church request to cover cleaning. Rent will go up from \$65 to \$90 (3/2/2022 382nd ASC).

Intent: To comply with request from the church where we meet.

- C. We will make monthly donations to the Free State Region. Donations will be whatever amount is left after all the current month's expenses have been subtracted from the treasury balance and taking into account the prudent reserve (04/04/07 202nd ASC).

Intent: To pass Area donations further down the service structure.

To make a bi-monthly donation of \$34 to the Regional Hotline (06/06/07 204th ASC).

~~—Intent: To support the Hotline (this specific amount based on Regional request).
Struck from policy (11/3/2021 376th ASC)~~

- D. That the Area purchase postage stamps for secretary to use and keep a reserve of 10 stamps and envelopes (10/05/05 184th ASC).

Intent: To alleviate financial burden from the Secretary.

Financial Audit

- ~~A. Area executive body shall meet every February to complete an audit of Northwest Area's finances and produce a yearly summary of the previous year's transactions. (3/4/2020 357th ASC)~~

~~*Intent: To reconcile the books to bank statements and ensure all funds and findings are accounted for.*~~

- A. Area executive body, including both the outgoing and incoming trusted servants for those positions, shall meet between August and September to complete an audit of Northwest Area's finances and produce a yearly summary of the previous year's transactions. (10/5/22 389th ASC)

Intent: To reconcile the books to bank statements and ensure all funds and finding are accounted for, to perform the audit during the month that outgoing and incoming trusted servants overlap to the audit benefits from prior experience and those new to their positions can learn how to do an audit, and to complete the audit outside of "tax season" in case a financial professional is needed.

Trusted Servant Reimbursement

- A. To reimburse trusted servants for all expenses incurred based on position requirements. Included copies, tolls, and mileage (mileage x current US postage stamp rate). (06/06/07 204th ASC).

Intent: So trusted servants to do not incur out-of-pocket expenses.

- B. All requests for reimbursement must be submitted to the Treasurer AT THE START of Area Service with the appropriate receipts and payee's full name. Checks will be distributed by the end of each night when the Treasurer has finished updating that ASC's financial records (06/06/07 204th ASC).

Intent: To allow for efficient flow of business at Area Service.

Checking Account

~~The Area's bank is PNC Bank (09/03/03 159th ASC).~~

~~—Intent: Bank changed name. Needs to be corrected in policy.~~

~~To change Area bank account from PNC to Truist (10/06/21 375th ASC).~~

~~—Intent: To make bank closer for Area night deposit.~~

- A. To use PNC Bank as the NWArea checking account bank. (3/2/2022 382nd ASC)

Intent: To reverse motion that directed NW Area to change our bank to BBT/Truist. Treasurer was told by Truist we are unable to open an account there.

- B. The Area maintains a 2-signature checking account. Signers on the account are those who currently hold the following positions: Treasurer, Vice Treasurer, Chair, and Vice Chair. Outgoing and/or ascending trusted servants are responsible for coordinating the addition of the incoming trusted servants' signatures to the Area checking account. Outgoing people will be removed immediately, and incoming names will be added prior to the ASC following election (05/02/07 203rd ASC).

Intent: To maintain accountability and accuracy of the manner in which the Area treasury is handled.

- C. There must be two signers on any subcommittee bank account. If a subcommittee is unable to provide both signers, any vacancies will be filled as needed by the Area Chair, Treasurer, and or Vice Treasurer. (11/07/07 209th ASC)

Intent: None given

Insurance

- A. The Northwest Area has Commercial Liability Coverage with Selective Insurance Company of the Southeast through Wilson Oliver Agency, Inc.
- B. If a home group or Special Event needs coverage, they will need to notify the Executive Committee at Area Service. An Executive member will call the agent and have the meeting/event and location added to the policy. A copy will be provided to the person as requested. (2/05/2020 356th ASC)

Intent: To provide clarity and direction to our groups in our Area.

V. Position Requirements

Trusted Servants

- A. If any trusted servant in any Area position misses two consecutive ASC meetings, they will be automatically removed from their position, unless they communicate the reason for their absence to the ASC and the body accepts it. In that event, the position would have to be filled by means of a middle-of term election (even if the same person wants to be reinstated). (06/06/07 204th ASC).

Intent: To hold people accountable and responsible for the commitment they agree to uphold, and to allow a position to remain filled by a person who is able to carry out the required duties.

- B. Clean time requirements and length of commitment (03/04/98 93rd ASC) (08/02/06 194th ASC) (10/03/07 208th ASC) (10/06/21 375th ASC)

a. Chair	3 yrs clean	1 yr + 1 month commitment
b. Vice Chair	2 yrs clean	1 yr + 1 month commitment
c. Treasurer	3 yrs clean	1 yr + 1 month commitment
d. Alt. Treasurer	2 yrs clean	1 yr + 1 month commitment
e. Secretary	6 mos clean	1 yr + 1 month commitment
f. Policy Chair	2 yrs clean	1 yr + 1 month commitment
g. RCM	2 yrs clean	1 yr + 1 month commitment
h. RCM Alt.	2 yrs clean	1 yr + 1 month commitment
i. Webmaster	2 yrs clean	1 yr + 1 month commitment
j. Vice Webmaster	1 yr clean	1 yr + 1 month commitment
l. Subcommittee Chairs	2 yrs clean	1 yr + 1 month commitment
m. Online Meeting Coordinator	6 Mos	& Laptop 1 yr commitment

- C. Executive body members can have 3 excused absences before losing their position. (1/5/2021 380th ASC)

Intent: To hold executive body accountable.

- D. All executive body position terms are 1 year and 1 month, so that the outgoing trusted servant will attend the ASC after elections to assist the incoming servant during Area Service and provide mentorship and guidance for the position. (10/5/22 389th ASC)

Intent: To ensure a smooth transition between the previous and incoming trusted servants, to assist the incoming trusted servant during Area Service and provide mentorship and guidance, and to ensure that service experience is passed on to others in the Northwest Area.

Subcommittees and RCM

- E. That Area subcommittees and RCM be required to bring copies of their reports for the GSRs to receive at Area Service (10/05/05 184th ASC).
Intent: To alleviate cost and time for our secretary.
- F. All Area subcommittees be required to submit a copy of their policies annually to the Area for review. (04/02/08 214th ASC)
Intent: To make subcommittees accountable to the Area.
- G. There must be two signers on any subcommittee bank account. If a subcommittee is unable to provide both signers any vacancies will be filled as needed by the Area Chair, Treasurer, and /or Vice-Treasurer. (11/7/07 209th ASC)
Intent: None given

VI. Literature

- A. The Literature Committee's budget for monthly literature orders is determined from cost of the literature sold last month plus \$100. New literature (world-approved) may be purchased in addition to the regular budget, as long as the additional cost does not put Area below prudent reserve. The Literature Chair should check with the ASC and Treasurer before purchasing new literature (06/06/07 204th ASC).
Intent: To allow the Literature Committee to maintain a supply that is consistent with Area demand, and to allow for the ability to include new works of literature as they become available.
- B. To allow literature committee to charge 10% on all literature purchased by groups to defray cost (08/04/93 38th ASC).
Intent: To keep the area from eating the costs incurred (since we "the area" has to pay tax and shipping/handling).
- C. That literature orders only be picked up by the trusted servants designated to do so (06/06/07 204th ASC).
Intent: To avoid confusion regarding literature-related responsibilities.
- D. The Literature Committee is responsible for submitting Literature receipts to The Treasurer at the ASC following purchase. The Treasurer is then responsible for paying the bill within 30 days from the date submitted (03/07/07 201st ASC).
Intent: To identify a single point of accountability.
- E. To allow GSRs to order and pay for literature as normal, but not take possession until new business and votes are taken (01/02/02 139th ASC).
Intent: So we have a quorum to vote on new business and keep the process moving.
- F. Starter kits for new groups: 1 Basic Text; 1 set of readings; 10 white books; 10 Phone books; 20 Area schedules; 10 Regional schedules (07/02/97 85th ASC). *Intent: For new groups to get off the ground. The reason being they cannot be fully supporting until the group gets underway.*
- G. Provide each group present at area service five newsletters free of charge. (6/4/08 216th ASC).
Intent: To provide to all groups regardless of their means a newsletter that carries the message of NA.

- H. The Area will pay for Area schedules and provide them to home groups at no charge. The responsibility for ordering and maintaining the Area schedule is delegated to the Literature Chair. Schedules will be ordered 1,000 at a time unless otherwise directed by ASC (10/05/16 316th ASC).

Intent: To provide accurate meeting information to groups in our Area.

VII. Public Relations

- A. PR has a monthly budget of \$50 (07/11/07 205th ASC).

Intent: To allow PR to provide literature as needed and to be fully self-supporting.

VIII. Special Events

- A. A member of the Special Events committee will present a written treasury report at each ASC, detailing all financial activity to date. Someone from the committee must be present (and informed enough) to answer questions about the treasury activity, balance and statement information (06/06/07 204th ASC).

Intent: To be able to hold the Special Events committee accountable to the ASC.

- B. That Special Events maintain their checking account at the same bank the ASC has their bank account. (2/11/09 224th ASC)

Intent: to make it easier to maintain the appropriate signers on all checking accounts

~~Special Events funds in excess of \$2,000 will be used to fund a free area event or towards the next event. Special Events will audit account bi annually in March and September. (10/05/16 316th ASC)~~

~~—*Intent: To keep Special Events monies raised from events held in the Northwest Area available for use by and for the Northwest area.*~~

- C. Special Events should maintain a prudent reserve of \$1,500.

- Any funds exceeding prudent reserve will be designated for a free event, to be held each year.

Intent: Consistency in area policy and special events policy (2/2/2022 381st ASC)

- D. The Special events bank statement will be reviewed on a monthly basis by the executive committee. (7/11/07 205th ASC)

Intent: To sure Special Events remains accountable to the Northwest Area.

IX. Hospitals & Institutions

- A. To adjust H&I literature budget allocation to \$125/mo (from \$100/mo) (08/02/17 326th ASC)

Intent: To better fulfill our primary purpose of carrying the message to the addict who still suffers.

- B. H&I give the literature committee the H&I literature order for the following month at Area Service each month. (10/05/16 316th ASC)

Intent: To combine the literature orders and save shipping costs and potentially qualifying area for the discount rate. This will also avoid H&I going over their literature budget.

X. Treasury

- A. The PO Box (#304) needs to be paid annually in July at US Postal Service, 3000 Gamber Road, Finksburg, MD 21048) (09/03/03 159th ASC).
Intent: The last 2 yrs this has been paid late. To make sure the PO Box is paid on time.
- B. The Treasurer will provide a report outlining all transactions made that month including the beginning and ending balance. The report will be given verbally and submitted to the Secretary for inclusion in the minutes (03/07/07 201st ASC)
Intent: To provide accurate record keeping and accountability.
- C. All Area bank deposits will be made immediately following Area Service using the bank's night drop box. Two NA members must be present to drop off the money, and at least one must be a signature-holder on the account (06/06/07 204th ASC).
Intent: To ensure a timely deposit, to keep Area funds in the care of people already voted into positions of financial accountability, and to create a system of checks and balances.
- D. That the treasurer creates and maintains an accurate representation of prudent reserve itemizing all expenses. This will be included in Area policy.
Intent: To allow us to see how and why our prudent reserve is composed and to make it easier and less confusing to make changes as they arise (01/04/06 187th ASC).
- E. After our annual elections and before the next ASC meeting, the newly elected/or continuing current treasurer to change the passwords to the bank accounts and any other accounts that are handled/paid online by treasurer (such as but not limited to General liability Insurance, ZOOM, etc) and share new elected/continuing current chair , vice chair & vice treasurer (2/2/2022 381st ACS)
Intent: To maintain the integrity of sensitive information while remaining transparent to the Area as a whole and implement financial accountability for trusted servants.

XI. Policy Chair

- A. Must be familiar with policy, traditions, and concepts. This person will be available to answer questions regarding policy, help the secretary with updating the policy, and review motions as they come up in business and advise ASC members
Intent: To create a position devoted to helping the ASC make decisions that accurately reflect policy (08/02/06 194th ASC).
- B. Every draft/updated copy of Area policy will include the revision date (06/06/07 204th ASC).
Intent: So, everyone involved can easily determine how current the information is.
- C. To have the Vice-Chair assume the duties of the Policy Chair in the absence of a Policy Chairperson.
Intent: To have the Vice-chair learn and know policy in preparation for becoming Chair (09/03/08 219th ASC).

XII. RCM

- A. If the Regional motion pertains to existing Regional Policy (e.g.: reimbursement, operational cost), the RCM will vote at Regional Service based on understanding of the group conscience
- B. If the Regional motion pertains to new Regional decisions about CAR, CAT, NAWS or finances/use of funds, the RCM must request for the motion to be tabled for Area input. In the event that the RSC does not table the motion and it is called to a vote, the RCM will abstain.
- C. If the Regional motion is tabled, the RCM must bring the motion back to NW Area service in order to obtain conscience/direction on how to vote.

- D. For any Regional motion brought back to the Area the RCM must vote according to the conscience/direction provided by the NW Area. If the Area has not provided its conscience/direction, the RCM will abstain.
- E. If Area decides to provide its conscience/direction to the RCM outside of Area Service (e.g., phone, email), the RCM will record the input received from each group member and vote on the motion based on that input. The concept of quorum does not apply outside of an Area service meeting.
Intent: To include voting guidance ion the RCM position description. (5/06/19 347th ASC)

XIII. Secretary

- A. That the Secretary distribute the minutes from Areas Service to the GSRs and executive committee members within 2 weeks from Area Services. (10/05/05 184th ASC)
- B. Distributed minutes should include:
- Secretary's notes
 - Summarized subcommittee reports
 - Old and new business
 - Passed AND tabled motions (word-for-word, including intent)
 - Treasurer's report
 - Roll call
 - Names and numbers of that month's attendees
 - NOTE – archived minutes include all motions, including failed motions. (06/06/07 204th ASC).
- Intent: To save money, time, energy, and still keep business flowing smoothly.*
- C. To save the minutes for all groups that are absent at a meeting so that they can pick them up at the next meeting.
Intent: To keep all groups informed about what is going on meeting to meeting (04/07/93 34th ASC).

XIV. Webmaster

- A. Establish a Website committee that will meet monthly
- B. Maintain the NW Area website
- Weekly:
- Answer all emails
 - Post meeting closures
- Monthly:
- Verify all links on all pages
 - Load ASC minutes onto online drive
 - Verify that all emails sent to the service positions' dedicated email addresses have been received and addressed
 - Upload all ASC & Subcommittee policies as they are updated (Please remind Area that all updated policy changes need to be emailed to the Webmaster once they are approved)
 - Update the bulletin board
 - Verify email forwarding information
 - Update meeting schedule as needed

Annually:

- After elections in August, update the dedicated service position email accounts to forward to the personal emails of the corresponding trusted servants (can also be forwarded via text message, if they prefer)
- Test that all email forwarding works

Manualize how to edit the website so that a newly elected Web Master will be able to perform maintenance and updates as needed.

Attend Area Service and provide a written report each month.

Develop and use a Template for Area Service to assist the Web Master in recording pertinent information for updating the website each month.

To include space to record:

- Policy updates
- Anniversaries, meeting announcements and events
- Upcoming and/or current service position openings
- Status of trusted servant emails from previous month (verify that they have been received and addressed)
- Verify service position email forwarding options each month

Intent: To have a functional website faster. (02/14/18 332nd ASC)

XV. Vice Webmaster

- A. One-year clean time requirement that is a one-year commitment

Intent: To create a position that would provide assistance to the area Webmaster. This position would also fill in for the Webmaster in their absence. (02/14/18 332nd ASC)

XVI. Online Meeting Coordinator

- ~~A. Create a new Area position called Online Meeting Coordinator this person would run/coordinate the hybrid Area Service meeting each month (10/6/2021 375th ASC)~~

- ~~B. Requirements: Have a laptop, 6 months clean time.~~

~~*Intent: To have coordination between in person and online Area Service meetings, since some people still need to be on ZOOM.*~~

~~Remove the hybrid option for the ASC, eliminate the online coordinator position and cancel the Area Zoom account. (11/2/11 390th ASC)~~

~~*Intent: To stop paying for a tool that is no longer being utilized and eliminate the position created to handle it.*~~

XVII. Revision History

1. October 2007 – Major revisions to policy. Rewording, combining and elimination of large portions of policy. Overall review of all policy.
2. May 2008- Revised per additional motions that were passed.
3. July 2010- Revised per additional motions that were passed.
4. January 2014- All archives reviewed for policy motions. Policy logbook updated with all policy motions. Policy reviewed and updated with missing and additional motions.

5. May 2016 – All archives reviewed for policy motions. Policy logbook updated with all policy motions and minutes. Policy reviewed and updated with missing and additional motions. Digital copies of minutes and motions updated.
6. December 2016 – Revised per additional motions that were passed.
7. September 2017 – Revised per additional motions that were passed.
8. March 2018 – Revised per additional motions that were passed.
9. October 2021 – Revised per new motions that were passed and New Policy Chair revisions.
10. November 2021 – Revised per new motions that were passed.
11. January 2021 – Revised per new motions that were passed.
12. September 2022 – Revised with updated motions passed at 8/3/22 ASC
13. October 2022 – Revised with updated 2 motions at 10/5/22 ASC
14. January 2023 – Motion to remove Zoom account passed 11/22/22 ASC