

# NORTHWEST AREA NARCOTICS ANONYMOUS POLICY

Revised April 2020

## Table of Contents

I.	General Meeting Structure	1
II.	Meeting Time/Day	1
III.	Voting	1
IV.	Monetary Concerns	2
	Prudent Reserve	2
	Financial Audit	3
	Area Expenses	3
	Trusted Servant Reimbursement	3
	Checking Account	3
	Insurance	3
V	Position Requirements	4
VI.	Literature	4
VII.	Public Information	5
VIII.	Special Events	5
IX.	Hospitals and Institutions	6
X.	Treasury	6
XI.	Policy Chair	6
XII.	RCM	6
XIII.	Secretary	7
XIV.	Webmaster	7
XV.	Vice Webmaster	8
XVI.	Revision History	8

**I. General Meeting Structure**

- A. "Northwest Area of Narcotics Anonymous" was chosen to be the name of our new Area (08/08/90 2<sup>nd</sup> ASC).  
**Intent:** none given.
- B. The Northwest Area follow the "Guide to Local Services", except when Area policy supersedes it (01/04/06 187<sup>th</sup> ASC).  
**Intent:** To have written clear policy for our Area.
- C. Read 12 concepts at the beginning of ASC meeting (01/07/98 91<sup>st</sup> 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 (10/05/16 316<sup>th</sup> 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 31<sup>st</sup> 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 (02/07/07 200<sup>th</sup> 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 (09/07/05 183<sup>rd</sup> 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. (01/02/08 211<sup>th</sup> 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 51<sup>st</sup> 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 98<sup>th</sup> ASC). (no intent provided)

- C. That all motions that affect policy require a 2/3 majority to pass (09/07/05 183<sup>rd</sup> 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.). (01/04/06 187<sup>th</sup> 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 (06/06/07 204<sup>th</sup> 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 15<sup>th</sup> ASC)

**IV. Monetary Concerns**

**Prudent Reserve**

- A. 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). (03/07/07 210<sup>st</sup> 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.
- 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 (11/05/03 161<sup>st</sup> ASC). **Intent:** To safeguard the Area financially in times of hardship.
- C. 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. (10/01/03 160<sup>th</sup> ASC)  
**Intent:** To clarify exactly what expenses will be covered in the prudent reserve.

DESCRIPTION	1 MONTH	3 MONTHS
Area Rent	25	75(PRE)
Sub, rent (PI, H&I, Spec Events, Lit)	60	180(PRE)
Literature	100	300
PI literature	50	150
H&I literature	125	375
PO Box(annual)	70	70(PRE)
Hotline(\$34 per 2 mos)	34	51(PRE)
Supplies for Secretary	10	30(PRE)
Checks for Area	60	60(PRE)
Bank fee	3	9
Trusted servant reimbursement	45	135
<b>TOTALS</b>	<b>\$582</b>	<b>\$1,435</b>

- D. To donate \$25/mo. to Mt. Zion church for ASC meeting (09/02/09 231<sup>st</sup> ASC).  
**Intent:** To remain fully self-supporting.
- E. 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 (04/04/07 202<sup>nd</sup> ASC).  
**Intent:** To pass Area donations further down the service structure.
- F. To make a bi-monthly donation of \$34 to the Regional Hotline (06/06/07 204<sup>th</sup> ASC).  
**Intent:** To support the Hotline (this specific amount based on Regional request).
- G. That the Area purchase postage stamps for secretary to use and keep a reserve of 10 stamps and envelopes (10/05/05 184<sup>th</sup> 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 357<sup>th</sup> ASC)  
**Intent:** To reconcile the books to bank statements and ensure all funds and findings are accounted for.

### **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). (06/06/07 204<sup>th</sup> 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 (06/06/07 204<sup>th</sup> ASC).  
**Intent:** To allow for efficient flow of business at Area Service.

### **Checking Account**

- A. The Area's bank is PNC Bank (09/03/03 159<sup>th</sup> ASC).  
**Intent:** Bank changed name. Needs to be corrected in policy.
- 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 (05/02/07 203<sup>rd</sup> 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. (11/07/07 209<sup>th</sup> 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. (2/5/2020 356<sup>th</sup> 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). (06/06/07 204<sup>th</sup> 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 93<sup>rd</sup> ASC) (08/02/06 194<sup>th</sup> ASC)(10/03/07 208<sup>th</sup> ASC)

a) Chair	3 yrs clean	1 yr commitment
b) Vice Chair	2 yrs clean	1 yr commitment
c) Treasurer	3 yrs clean	1 yr commitment
d) Alt. Treasurer	2 yrs clean	1 yr commitment
e) Secretary	6 mos clean	1 yr commitment
f) Policy Chair	2 yrs clean	1 yr commitment
g) RCM	2 yrs clean	1 yr commitment
h) RCM Alt.	2 yrs clean	1 yr commitment
i) Webmaster	2 yrs clean	1 yr commitment
j) Vice Webmaster	1 yr clean	1 yr commitment
k) Subcommittee Chairs	2 yrs clean	1 yr commitment

### Subcommittees and RCM

C. That Area subcommittees and RCM be required to bring copies of their reports for the GSRs to receive at Area Service (10/05/05 184<sup>th</sup> ASC).

**Intent:** To alleviate cost and time for our secretary.

D. All Area subcommittees be required to submit a copy of their policies annually to the Area for review. (04/02/08 214<sup>th</sup> ASC)

**Intent:** To make subcommittees accountable to the Area.

E. 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. (11/7/07 209<sup>th</sup> 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 (06/06/07 204<sup>th</sup> 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 38<sup>th</sup> 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 (06/06/07 204<sup>th</sup> 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 (03/07/07 201<sup>st</sup> 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 (01/02/02 139<sup>th</sup> 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 85<sup>th</sup> 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. (6/4/08 216<sup>th</sup> 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 (10/05/16 316<sup>th</sup> ASC).  
*Intent:* To provide accurate meeting information to groups in our Area.

## VII. Public Relations

- A. PR has a monthly budget of \$50 (07/11/07 205<sup>th</sup> 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 (06/06/07 204<sup>th</sup> 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. (2/11/09 224<sup>th</sup> ASC)  
*Intent:* to make it easier to maintain the appropriate signers on all checking accounts.
- C. 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. (10/05/16 316<sup>th</sup> ASC)  
*Intent:* To keep Special Events monies raised from events held in the Northwest Area available for use by and for the Northwest area.
- D. The Special events bank statement will be reviewed on a monthly basis by the executive committee (7/11/07 205<sup>th</sup> ASC).  
*Intent:* To make 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) (08/02/17 326<sup>th</sup> 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. (10/05/16 316<sup>th</sup> 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) (09/03/03 159<sup>th</sup> 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 (03/07/07 201<sup>st</sup> 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 (06/06/07 204<sup>th</sup> 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 create and maintain an accurate representation of prudent reserve itemizing all expenses. This will be included in Area policy (01/04/06 187<sup>th</sup> ASC ).  
**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.

## 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 (08/02/06 194<sup>th</sup> ASC).  
**Intent:** To create a position devoted to helping the ASC make decisions that accurately reflect policy.
- B. Every draft/updated copy of Area policy will include the revision date (06/06/07 204<sup>th</sup> 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. (09/03/08 219<sup>th</sup> ASC)  
**Intent:** To have the Vice-chair learn and know policy in preparation for becoming Chair.

## XII. RCM

- A. If the Regional motion pertains to *existing* Regional Policy (e.g.: reimbursements, operational costs), 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 the 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 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 in the RCM position description. (05/06/19 347<sup>th</sup> 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. (10/05/05 184<sup>th</sup> 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. (06/06/07 204<sup>th</sup> ASC).

**Intent:** To save money, time, energy, and 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. (04/07/93 34<sup>th</sup> ASC) **Intent:** To keep all groups informed about what is going on meeting to meeting.

### **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  
(02/14/18 332nd ASC)

***Intent:*** To have a functional website faster.

**XV. Vice Webmaster**

- A. One year clean time requirement that is a one year commitment  
(02/14/18 332nd ASC)

***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.

**XVI. 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 log book updated with all policy motions. Policy reviewed and updated with missing and additional motions.
5. May 2016 – All archives reviewed for policy motions. Policy log book 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. July 2019 – Revised due to formatting and adding policy for RCM.
10. March 2020 – Revised per two additional motions passed in 1) Insurance – February 2020 and 2) Finance Audit - March 2020.