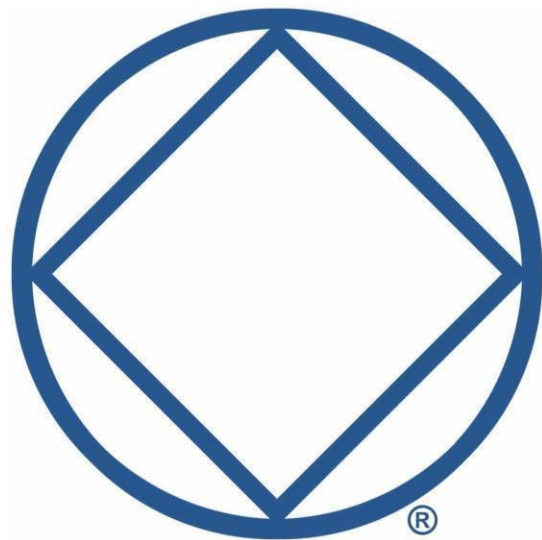


# Policy and Guidelines

## Greater New Brunswick Area Service Committee of Narcotics Anonymous

GNBASC Policy Manual Version 6.0  
Revised December 2024



The purpose of laying out these committees in an orderly form, showing what they do, and how they relate to each other is not organization in nature, but informational. What we are presenting is not an organization, but a method; a method by which the services necessary to NA can be provided and performed with the very minimum of confusion.

Policy and Guidelines of the  
Greater New Brunswick Area Service Committee  
Of Narcotics Anonymous

**Table of Contents**

Article I.	Organization	5
Article II.	Overview, Traditions & Concepts	5
Section II.01	Objective	5
Section II.02	Purpose	5
Section II.03	Twelve Traditions of NA	5
Section II.04	Twelve Concepts of NA Service	6
Section II.05	Financial Responsibility	6
Section II.06	Property & Assets	6
Article III.	Members	6
Section III.01	Members	6
Article IV.	Observers	6
Article V.	Meetings, Quorum & Formats	7
Section V.01	Regular Meetings	7
Section V.02	Annual Meeting	7
Section V.03	Special Meetings	7
Section V.04	Quorum	7
Section V.05	Meeting Format	7
Article VI.	Elections & Positions	9
Section VI.01	Officer Positions	9
Section VI.02	Election of Officers	9
Section VI.03	Multiple Positions	9
Section VI.04	Position Vacancy	9
Section VI.05	Position Nomination	9
Article VII.	Officer Removal, Resignation & Impeachment	9
Section VII.01	Removal of Officers	9
Section VII.02	Voluntary Resignation	9
Section VII.03	Impeachment	9
Section VII.04	Impeachment Procedure	10

Article VIII.	Voting Rules, Group Representation & Motions	10
Section VIII.01	Voting	10
Section VIII.02	Groups Not Represented	10
Section VIII.03	Motions	11
Section VIII.04	Debate and Discussion	11
Section VIII.05	Nominations and Elections	12
Article IX.	Officers	12
Section IX.01	Officers	12
Section IX.02	The Office	12
Section IX.03	Consecutive Office	13
Section IX.04	Office Vacancy	13
Section IX.05	Office Volunteers	13
Section IX.06	Majority Status	13
Article X.	Responsibilities & Qualifications	13
Section X.01	Responsibilities & Qualifications for Area Officers & Subcommittee Chairs	13
Section X.02	Responsibilities & Qualifications for Area Chairperson	13
Section X.03	Responsibilities & Qualifications for Area Vice-Chairperson	14
Section X.04	Responsibilities & Qualifications for Regional Committee Member (RCM)	14
Section X.05	Responsibilities & Qualifications for Alternate Regional Committee Member (RCM)	14
Section X.06	Responsibilities & Qualifications for Secretary	15
Section X.07	Responsibilities & Qualifications for Alternate Secretary	15
Section X.08	Responsibilities & Qualifications for Treasurer	16
Section X.09	Responsibilities & Qualifications for Alternate Treasurer	16
Section X.10	Responsibilities & Qualifications for Standing Subcommittee Chairs - (H&I, PR, Activities, Policy/Archives, Literature, and System Administrator)	17
Section X.11	Hospitals & Institutions Chair/Vice Chair	17
Section X.12	Public Relations Chair/Vice Chair	17
Section X.13	Activities Chair/Vice Chair	17
Section X.14	Responsibilities & Qualifications for Policy/Archives Chair/Vice Chair	17
Section X.15	Responsibilities & Qualifications for Literature Purchaser Chair/Alt Literature Chair	18
Section X.16	Responsibilities & Qualifications GNBASC System Administrator	18
Section X.17	Subcommittee Duties	19
Section X.18	Activities Subcommittee Duties	19
Section X.19	Hospital and Institutions Subcommittee Duties	19
Section X.20	Public Relations Subcommittee Duties	19
Section X.21	The JAC Subcommittee Duties	19

Article XI.	Parliamentary Authority	19
Article XII.	Amendment of Bylaws	19
Article XIII.	Flow of Funds & Fiscal Policy	20
Section XIII.01	Donations from the NA Groups	20
Section XIII.02	Profit from Area Activities	20
Section XIII.03	Insufficient Funding	20
Section XIII.04	Excess Funding	20
Article XIV.	Expenses Allotments	21
Section XIV.01	Money Allotments	21
Section XIV.02	Prudent Reserve	21
Section XIV.03	Operating Expense	21
Article XV.	Financial Audit	21
Article XVI.	GSR Responsibility at GNBASC & New Groups	22
Section XVI.01	Responsibilities Common to GSR and Alternate GSR's	22
Section XVI.02	Group Service Representatives Responsibilities	22
Section XVI.03	Alternate Group Service Representatives Responsibilities	23
Section XVI.04	New Groups	23
Article XVII.	Miscellaneous	23
Section XVII.01	Disruptive Behavior	23
Appendix -	Policy Revision History	24

# Policy and Guidelines for the Greater New Brunswick Area Service Committee (GNBASC) of Narcotics Anonymous

## **Article I. Organization**

The name of this Organization shall be the Greater New Brunswick Area Service Committee of Narcotics Anonymous (hereinafter referred to a G.N.B.A.S.C.N.A. and COMMITTEE).

## **Article II. Overview, Traditions & Concepts**

### ***Section II.01 Objective***

The objective of this committee shall be to administer and coordinate the business and activities common to the welfare of the Narcotics Anonymous groups of the G.N.B.A.S.C.N.A., to support the general need of these groups, to serve as a link between these groups and the New Jersey Regional Service Committee of Narcotics Anonymous (N.J.R.S.C.N.A), to foster unity, and to maintain the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. For the purpose of these guidelines the term "Narcotics Anonymous Group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

### ***Section II.02 Purpose***

The purpose of the Greater New Brunswick Area Service Committee is to support the NA groups in the New Brunswick area with their primary purpose, provide a forum for them within this area, to help the groups with their unique needs and situations, and to encourage the growth of the Fellowship. Our Ninth Tradition states: "NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve."

The purpose of laying out these committees in an orderly form, showing what they do, and how they relate to each other is not organization in nature, but informational. What we are presenting is not an organization, but a method; a method by which the services necessary of NA can be provided and performed with the very minimum of confusion.

### ***Section II.03 Twelve Traditions of NA***

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one primary purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should remain autonomous, except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict that still suffers.
6. Every NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest money or property divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but they may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions ever reminding us to place principles before personalities.

### ***Section II.04 Twelve Concepts of NA Service***

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

### ***Section II.05 Financial Responsibility***

The committee shall be limited to such purposes as will qualify it as exempt organization under Section (501)(C) (3) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax law, including for such purposes the making of distributions to organizations, which qualify as tax-exempt organizations under the code.

### ***Section II.06 Property & Assets***

No part of the net earnings, properties or assets of this Committee shall insure to the benefit of, or be distributed to its members, officers, or other private persons. Upon dissolution or liquidation, all properties and assets of this Committee remaining after payment or provision of all debts and obligations shall be forwarded to either N.J.R.S.C.N.A. or to NA World Services.

## **Article III. Members**

### ***Section III.01 Members***

This committee shall have two (2) classes of participants only, that of voting, the other non-voting. The voting participants of the committee shall be the GSR or GSR Alternate, or Group Designated Representative, all subcommittee Chairpersons, (or Subcommittee alt/vice- chairs in their absence), and the executive Committee excluding the Area Service Chairperson. The Chairperson may vote only to resolve a tie.

## **Article IV. Observers**

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. Narcotics Anonymous members only shall have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal, and he/she may be overturned by a 2/3 majority of voting

participants.

## **Article V. Meetings, Quorum & Formats**

### ***Section V.01 Regular Meetings***

The regular meetings of the committee shall be held on the second Sunday of each month unless otherwise ordered by the committee. If the meeting date, time, or place must be changed it will be announced at the previous month's meeting. If Area must be postponed for any reason, it will meet the following Sunday at 1:30 PM. For the month of May, the regular Area Service meeting will be held on the 3<sup>rd</sup> Sunday of the month.

### ***Section V.02 Annual Meeting***

The regular meeting on the second Sunday of December shall be known as the Annual Meeting/Elections and shall be for the purpose of electing officers, electing chairpersons of the subcommittees as provided in Article VIII of these bylaws, receiving reports of officers and subcommittees and for any other business that may arise.

### ***Section V.03 Special Meetings***

The Chairperson of the committee may call special meetings. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted. At least 10 day's notice shall be given to the members of the committee.

### ***Section V.04 Quorum***

Fifty per cent (50%) of the group representatives (GSR's or Alt. GSR's) shall constitute a quorum. The decision has been made to proceed with conducting the financial business limited to literature purchase and Area donations even if the quorum is not met. If quorum is not met after the first roll call, another roll call shall be taken immediately following financial business to provide another opportunity to conduct all Area business.

### ***Section V.05 Meeting Format***

**The meeting shall begin at 1:30 and end at the end of business**

The GNBASC is a meeting conducted on the date outlined in Section I. The following are the meeting formats.

#### **Format A: Regular Agenda**

1. Call to order
  - a. Moment of Silence / Serenity Prayer
  - b. Purpose of Area Service (Article II Section 2)
  - c. Reading of the 12 Traditions
  - d. Reading of the Twelve Concepts
  - e. Reading of Why Are We Here
2. Open floor/visitors (if necessary)
3. New or visiting members to area (that would like to introduce themselves)
4. Set date of next meeting
5. Approval of last month's minutes
6. First Roll Call
7. Reports
  - a. ASC Officer reports
  - b. Subcommittee reports
8. Second Roll Call

9. Old Business
  - a. Open Positions/Elections
  - b. Other Old Business
10. Group Concerns
  - a. Opportunity for groups to share issues and get experience from other members
11. New Business
  - a. Motions
  - b. Additional New Business
12. GSR Reports- GSR's are to present either oral or written reports
13. Motion to Close

**Format B: Elections Agenda**

1. Call to order
  - a. Moment of silence for the addict still suffering followed by the Serenity Prayer
  - b. Purpose of Area Service (Article II Section 2)
  - c. Reading of the 12 Traditions
  - d. Reading of the Twelve Concepts
2. First Roll Call
3. Set date of next meeting
4. Approval of last month's minutes
5. Reports
  - a. ASC Officer reports
  - b. Subcommittee reports
6. Second Roll call
7. Election of officers, as required
8. GSR Reports
9. Motion to Close

**Format C: Special Issues/Group Concerns Agenda**

1. Call to order
2. Moment of silence for the addict still suffering followed by the Serenity Prayer
3. Purpose of Area Service
4. Twelve Concepts for NA Service
5. Twelve Traditions of NA
6. First Quorum Call
7. Approval of the minutes
8. Chairperson's Report – Additions – GSR's sign up for Group Concerns portion of the meeting
9. Executive Committee Reports (Chair, Vice-Chair, Secretary, Treasurer, RCM & Policy)
10. Second Quorum Call (30 minutes after first quorum call)
11. Standing Subcommittee Reports
  - a. Activities
  - b. Hospital & Institution (H & I)
  - c. Literature
  - d. Meeting Lists
  - e. Public Relations
13. Second Quorum Call
14. Group Concerns/Special Issues
15. Old Business
16. New Business
17. Approval of funds for disbursement
18. Adjourn meeting with the "We" version of the Serenity Prayer



## **Article VI. Elections & Positions**

### ***Section VI.01 Officer Positions***

The officers of the committee shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, Literature Purchaser and Regional Conference Member (RCM), Policy Chairperson, System Administrator, and alternates for Treasurer, Secretary, Literature Purchaser and RCM. No GSR shall hold an ASC trusted servant position, whether it be officer, subcommittee chair, or alternate.

### ***Section VI.02 Election of Officers***

ASC officer positions shall be elected as follows. All officers of area subcommittees shall be elected at the regular Annual/Election meeting in the month of December. Their term shall run from January to December. The officers shall be elected by vote to serve for one year and their term of office shall begin at the start of the regular meeting following the meeting at which they are elected.

### ***Section VI.03 Multiple Positions***

No officer shall hold more than one office at a time, and no officer shall be eligible to serve more than two terms consecutively in the same office. Upon election to an area service committee position the NA member should resign from any other ASC service position as soon as practical.

### ***Section VI.04 Position Vacancy***

An election to fill a vacancy in an office can occur on the day of the scheduled GNBASC meeting. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy of the Chairperson, the Vice Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a Chairperson. In the case of a vacancy in the office of Regional Conference Member, the Regional Conference Member Alternate shall assume the duties of Regional Conference Member until the start of the regular meeting following the election for a Regional Conference Member.

### ***Section VI.05 Position Nomination***

Any member of the area service committee may nominate a qualified individual for an ASC position. Additionally, any member of Narcotics Anonymous may submit a nomination through the GSR, which represents his/her group at the area committee.

## **Article VII. Officer Removal, Resignation & Impeachment**

### ***Section VII.01 Removal of Officers***

This section shall review the requirements for committee Resignation and Impeachment.

### ***Section VII.02 Voluntary Resignation***

A Voluntary Resignation must be given in writing to the GNBASC Chairperson in advance of the next GNBASC meeting.

### ***Section VII.03 Impeachment***

A service member may be removed from their position for noncompliance. A 2/3 vote of the committee is required for removal. Non-compliance, includes, but is not limited to:

1. Relapse during term of service. Mandatory removal from the trusted servant position. b. Failure to perform duties and responsibilities.
2. Breach of the Traditions, the Concepts, or any unethical conduct inconsistent with the role of a "trusted servant".
3. Any GNBASC officer or standing subcommittee Chairperson missing or failing to submit a written report for more than two GNBASC meetings per term.

4. In the event that an area trusted servant has missed two consecutive ASC meetings without communicating to an officer of the committee in advance of their absence or has missed three consecutive ASC meetings regardless of notification, this will be considered grounds for impeachment.

### ***Section VII.04 Impeachment Procedure***

Impeachment Procedures:

1. Items (4.1, 4.2 and 4.3) represent prerequisites for impeachment. They are not intended to mean impeachment is necessary or required in each case that these conditions exist. They are meant to be a guide for group conscience when impeachment proceedings are initiated.
2. To begin impeachment, a motion stating intent with due cause should be given to the GNBASC Chairperson at least seven days before the GNBASC meeting.
3. The GNBASC Chairperson will inform the officer or standing subcommittee
4. Chairperson named for impeachment in the motion shall present him/herself before the GNBASC body and is given time for the rebuttal (if so desired, not lasting more than ten minutes). This would be the time for GSR's to ask questions of the respondent.
5. The respondent is then asked to leave the room so the GSR's may debate the merits of the motion freely.
6. The Chairperson guides the debate and will move to close the discussion and take a vote on the motion to impeach.
7. A closed ballot is taken. A two-third-majority vote is needed to impeach. The secretary will announce the results.

## **Article VIII. Voting Rules, Group Representation & Motions**

### ***Section VIII.01 Voting***

Money matters (funds, expenditures, purchases, treasurer's report, donations, etc.) should be voted upon by GSR's (or Alternates if GSR is not present) only. All participating members may vote on any other motions, including election of officers.

1. Voting Eligibility:
  - a. The GSR or the alternate GSR, or any other representative elected by the group, is eligible to vote.
  - b. The GNBASC Chairperson will only vote in the case of a tie.
2. Voting on reports, GNBASC Policy and the Service Structure.
  - a. GNBASC officer reports and general committee business will pass with a simple majority.
  - b. All matters affecting GNBASC policy will pass with two-thirds majority of the voting quorum.
3. One individual may not vote for two groups.
4. Subcommittee chairpersons can represent groups. Any NA member may report on a group's status.
5. Criteria for Simple Majority and Two-Thirds Majority Voting:
  - a. Regardless of its effect on a vote, an abstention will be recorded as an abstention in the GNBASC minutes.
  - b. Please refer to the motions table located in the back of the guide to local service for determination if simple or two-third voting required.
6. Any matters concerning distribution of Area Funds are to be voted upon by GSR (or authorized Alternates)
  - a. exclusively.
7. All GNBASC Policy changes or additions as well as GNBASC expenditures over \$200.00 will be brought
  - a. back to the groups for their conscience.
8. The GNBASC Secretary will count and record all votes

### ***Section VIII.02 Groups Not Represented***

1. Any group not at Area Service for two consecutive months loses all voting privileges and is announced at roll call but is not included for quorum. After six months they are dropped from roll call.
2. A group can be reinstated to all voting and quorum privileges just by attending the next Area Service and announcing their attendance. These privileges don't go into effect until next Area Service (second consecutive ASC attended) and won't be suspended until 2 more consecutive misses.
3. Only groups recognized as members by GNBA are eligible to receive financial assistance.

4. At (2) consecutive months of non-attendance at Area service meeting by an area group the (2) area service officers will attend the group that is not being represented at area service and inform the group members in a business meeting or group conscience that the area is concerned due to lack of representation at area and inquire how group is doing in carrying the NA message and maintaining adherence to NA traditions and principles. Area service officers will then report back to the area at the following area service meeting as to the group's status and area policy will be followed.

### ***Section VIII.03 Motions***

A motion is the method by which actions are decided by the GNBASC. The following are the guidelines for its use:

1. GSR's, subcommittee chairpersons, and the officers of the GNBASC (except the chair- person) are the only members of the meeting allowed to submit a motion to the floor. Only a GSR may second a motion. The maker and the second of the motion must be present at the GNBASC meeting (as they can further explain the motion).
2. All motions are debatable.
3. All motions except those to approve the reports will be written and given to the secretary on the approved form no later than 2:00 p.m. at the GNBASC meeting.
4. Verbal motions may be accepted at the discretion of the GNBASC chairperson. The maker is still required along with the GNBASC chairperson and the GNBASC secretary to fill out an approved motion form to assure accuracy of records.
5. Only the member submitting the motion, with the consent of the member who seconded the motion, may retract a motion.
6. There will be only one motion per meeting to rescind the intent or action of a previously approved motion.
7. Motions submitted prior to the current GNBASC meeting would have priority over other motions submitted during the meeting. That means that a motion previously submitted on a particular subject or action by the GNBASC will be considered first.
8. All voting members have the ability to request that a vote be tabled in order to give time for GSR's to bring the motion back to the groups by a simple majority of all voting members.

### ***Section VIII.04 Debate and Discussion***

To avoid confusion and reduce the amount of time spent on GNBASC business, the following guidelines have been adopted. They are meant to guide the chairperson in executing the agenda and are not to be a device to serve the interest of individuals.

The difference between discussion and debate is as follows: Discussion is that which takes place when there is no motion on the floor. Debate is that which follows a motion that has been seconded but before a vote is taken.

Every NA member who attends the meeting may speak on the floor in a discussion. Only members of the GNBASC may debate a motion. A member with experience or information regarding the issue being addressed will have precedence over the order of speakers.

Discussion will occur at times such as in old business, new business, the area representative report and the subcommittee reports. The chairperson will at his/her discretion lead, interpret these guidelines and close the discussion at hand. The guidelines on discussion are as follows:

1. Any member may participate in discussion.
2. Each participant may make two statements and ask one question on an issue.
3. Any member who has had the floor once during a discussion may not have it again while the same issue is being discussed, if there is any member who has not had a chance to speak yet. Once everyone who desires a turn has had a chance to speak, and then members may seek the floor a second time.
4. A participant may appeal to the chairperson to continue the discussion. It would be up to the chairperson to either continue the discussion, suggest that a motion be made to either address the issue at hand or table it until the next GNBASC meeting. The GSR's may override the chairperson's decision by a two-third- majority vote.
5. The chairperson will not recognize a motion until the chair has determined that the guidelines for discussion have been met in his/her judgment.
6. The limits on debate are as follows:
  - a. Each member in debate will be given a one-minute limit to address the motion being debated.

- b. The member who made the motion may have a final appeal before the vote is taken.
- c. There are only three pros and three cons considered for each motion being debated.
- d. Any member who has had the floor once during a debate having given a pro or con to a motion may not have the floor while the same issue is being debated, if there is any member who has not had a chance to speak yet. Once the limits of debate have been met or no further debate is desired by the GNBASC, the chairperson will restate the motion and call for a vote.
- e. Questions pertinent to the motion and its content should be directed to the chairperson; the member making the motion or other person present at the meeting would be limited to three such questions before the vote is taken.
- f. After these conditions have been met, the secretary will restate the motion and the chairperson will ask for a vote by the voting members.

### ***Section VIII.05 Nominations and Elections***

1. In October and November, the GNBASC will distribute flyers reminding all that Area Elections will be held in December.
2. The chairperson will announce the open positions and will read the suggested minimum qualifications and the responsibilities for each position from the approved GNBASC guidelines if there are nominations or volunteers.
3. All GNBASC elections will be held in December for all officer commitments regardless of when the commitment was fulfilled prior to December.
4. The secretary will record all nominations and volunteers.
5. The chairperson will then move to close the nominations/volunteers, which must be seconded and passed by the GSR's.
6. The chairperson will then call for the nominees/volunteers to state their qualifications for each position. This is the time to ask the nominees any questions.
7. The Candidates will be asked to leave the room for that election so that the GSR's have an open forum in which to debate and vote.
8. When an office or a subcommittee chair position has been vacated by resignation or the incumbent has been removed by the GNBASC, then the officers may appoint a temporary officer or subcommittee chairperson. This would be on a month-to-month basis until the position has been filled by a duly held election. In the event that the chairperson or RCM positions become vacant, the vice-chair or RCM-alt. assumes the duties of their respective office.
9. An officer elected or appointed after February 1st will be considered as having served on an interim basis at the following election in December. (The time served by the officer elected or appointed after February 1st would not be considered in calculating consecutive full terms.)
10. In the event that an office cannot be filled by the December election, the incumbent will be asked to remain in a temporary capacity until an election can duly be held.

## **Article IX.                      Officers**

### ***Section IX.01 Officers***

The officers of this Committee shall be a Chairperson, Vice-Chairperson, Regional Committee Member (RCM), Alternate Regional Committee Member (Alt. RCM), Secretary, Treasurer, Alternate Treasurer, Policy Chairperson, Literature Purchaser, and Alternate Literature Purchaser.

### ***Section IX.02 The Office***

The office shall be elected by hand to serve for one year or until their successors are elected and their term of office shall begin at the start of the regular meeting following the meeting at which they were elected.

### ***Section IX.03 Consecutive Office***

No officer shall hold more than one office at a time and no officer shall be eligible to serve more than two (2) terms consecutively in the same office.

### ***Section IX.04 Office Vacancy***

An election to fill a vacancy in an office as provided in Section I of this article shall occur within (2) regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of Chairperson, the Vice- Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a Chairperson. In the case of a vacancy in the office of Regional Committee Member, the Alternate Regional Committee Member shall assume the duties of the Regional Committee Member until the start of the regular meeting following the election of a Regional Committee Member.

During the regularly scheduled meeting (non-election agenda), the chair shall request volunteers/nominees for the open positions present. If there are no eligible members, the positions shall all be tabled all at once with a simple majority. Eligible members shall follow the normal voting process on a position-by-position basis. Open positions will still be announced.

### ***Section IX.05 Office Volunteers***

Any Narcotics Anonymous member may volunteer and/or submit a nomination for any Area Service commitment.

### ***Section IX.06 Majority Status***

Officers of the Committee are elected by a simple majority.

## **Article X. Responsibilities & Qualifications**

### ***Section X.01 Responsibilities & Qualifications for Area Officers & Subcommittee Chairs***

The qualifications suggested here are meant as a guide to the GSR's in selecting trusted servants for GNBASC. Some individuals nominated will not fit all the criteria set forth; however, we do not waive clean time requirements for any Area Trusted Servant position. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

### ***Section X.02 Responsibilities & Qualifications for Area Chairperson***

1. 2 years clean time.
2. To open the meeting at the appointed time.
3. To announce in proper sequence the business that comes before the committee or becomes in accordance with the prescribed order of business agenda or program and with existing orders of the day.
4. To recognize members or observers who are entitled to the floor.
5. To state and put to a vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson and to announce the result of each vote, or if a motion that is not in order is made to rule it out of order.
6. To protect the committee from obviously frivolous or dilatory motions by refusing to recognize them.
7. When appropriate, to enforce the rules relating to debate and to order decorum within the committee.
8. To expedite matters in every way compatible with the rights of members and observers.
9. To make decisions on all question of order, subject to appeal unless when in doubt, the
10. Chairperson prefers to submit such a question to the committee.
11. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the committee.
12. To authenticate by the Chairperson's signature, when necessary, all acts, orders and proceedings of the committee.

13. To declare the meeting adjourned when the committee so votes or where applicable at the time prescribed in the program or at any time in the event of an emergency affecting the safety of those present.
14. To arrange the agenda for each meeting
15. To be a co-signer of the Committee's bank account.
16. To sign all certified copies of acts of the Committee.
17. To appoint all special (ad hoc) committees.
18. To implement Tradition Twelve.
19. Previous experience running a committee meeting.
20. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
21. Reliable access to transportation
22. Basic knowledge of mathematics
23. The willingness to give the time and resources necessary for the position
24. To be present at every ASC meeting.

### ***Section X.03 Responsibilities & Qualifications for Area Vice-Chairperson***

1. 2 years clean time.
2. In the absence of the Chairperson to serve as Chairperson.
3. To coordinate the functions of the subcommittees.
4. To be a co-signer of the Committee's bank account.
5. To conduct a GSR workshop.
6. To be ex officio a non-voting member of all committees.
7. To serve as Chair of the Joint Administrative Committee.
8. To serve as chairperson of Ad-Hoc committees.
9. To serve as acting chair in the absence of a Sub-Committee chair.
10. Experience as a member of an ASC subcommittee.
11. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
12. Reliable access to transportation
13. Basic knowledge of mathematics
14. The willingness to give the time and resources necessary for the position.
15. To be present at every ASC meeting.

### ***Section X.04 Responsibilities & Qualifications for Regional Committee Member (RCM)***

1. 3 years clean time
2. To represent the GNBASC at each N.J.R.S.C. meeting
3. To make a report to the committee at each regular meeting covering the business of previous N.J.R.S.C meeting
4. To assist the Vice-chair with Quarterly J.A.C. & the monthly G.S.R. workshop
5. Service experience
6. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
7. The willingness to give the time and resources necessary for the position
8. Must conduct a CAR workshop and/or coordinate with the regional RDA to schedule the CAR Workshop in February of the CAR year following a specialized ASC format
9. Willingness to serve a one-to-two-year commitment
10. To be present at every ASC meeting.

### ***Section X.05 Responsibilities & Qualifications for Alternate Regional Committee Member (RCM)***

1. 3 years clean time.
2. In the absence of the RCM to serve as RCM
3. Attend each N.J.R.S.C. meeting.
4. Service experience.
5. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

6. The willingness to give the time and resources necessary for the position
7. Willingness to serve a minimum of 2 years.
8. To be present at every ASC meeting.

### ***Section X.06 Responsibilities & Qualifications for Secretary***

1. 2 years clean time.
2. In the absence of the Chairperson and Vice-Chairperson, to call the meeting to order and preside until the immediate election of a Chairperson Pro Tempore.
3. To keep a record of all the proceedings of the committee.
4. To keep on file all committee reports.
5. To maintain the Committee's files.
6. To keep the Committee's official membership, roll and make the call to roll when it is required.
7. To be present at every ASC meeting.
8. To make the minutes and records of the Committee's proceedings available to members upon request.
9. To sign all certified copies of acts of the Committee.
10. To send out to the membership a notice of each special meeting known as the call of the meeting.
11. To conduct the correspondence of the Committee which is not a function proper to other officers or subcommittees.
12. To prepare prior to each meeting an order of business for the use of the presiding officer showing in their exact order under each heading all matters known in advance that are due to come up and, if applicable, the times for which they are set.
13. To distribute copies of the minutes to each officer and member no later than five (5) days following each GNBASC meeting.
14. To maintain and update documents of attending members, position held and contact information. .
15. To make a form each month to distribute to all groups listing group anniversaries, groups that need support, and open commitments.
16. Attend ASC every month
17. Basic clerical skills
18. PC / Technical skills are required to prepare minutes, email to distribution list and upload files to our shared drive.
19. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
20. The willingness to give the time and resources necessary for the position.
21. To be a co-signer of the Committee's bank account.
22. To be present at every ASC meeting.
23. To count and record all votes for motions and elections

### ***Section X.07 Responsibilities & Qualifications for Alternate Secretary***

1. 2 years clean time.
2. In the absence of the secretary to serve as acting Secretary.
3. To keep a record of all the proceedings of the committee.
4. To keep on file all committee reports.
5. To maintain the Committee's files.
6. To keep the Committee's official membership roll and call to roll when it is required.
7. To make the minutes and records of the Committee's proceedings available to members upon request.
8. To sign all certified copies of acts of the Committee.
9. To send out to the membership a notice of each special meeting known as the call of the meeting.
10. To conduct the correspondence of the Committee which is not a function proper to other officers or subcommittees.
11. To prepare prior to each meeting an order of business for the use of the presiding officer showing in their exact order under each heading all matters known in advance that are due to come up and, if applicable, the times for which they are set.
12. To distribute copies of the minutes to each officer and member no later than ten (10) days following each meeting.
13. Maintain and update documents of attending members, position held and contact information.

14. Attend ASC every month
15. Basic clerical skills
16. PC access is helpful, but not required in preparing minutes.
17. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
18. The willingness to give the time and resources necessary for the position.
19. To be present at every ASC meeting.
20. To count and record all votes for motions and elections

### ***Section X.08 Responsibilities & Qualifications for Treasurer***

1. 2 years clean time.
2. To be the custodian of the Committee's funds not entrusted to other officers or committees.
3. To be a co-signer of the Committee's bank account.
4. To make a report of receipts and disbursements at each regular meeting.
5. Basic Knowledge of Math
6. To make a full financial report at the annual meeting to be audited by an appointed committee.
7. To disburse funds as necessary to fulfill the object of the committee.
8. Prior to transfer to a new officer, prepare paperwork for an annual audit.
9. Collects all group donations and funds for literature purchases.
10. Deposit Area money within 2 days of GNBASC (when in person) and deposit all CashApp/Venmo funds received before the next GNBASC meeting.
11. After all checks are signed, make sure that all checks are given to the respective parties.
12. Writes out all checks to be signed.
13. Writes out all receipts for groups who have donated.
14. At the end of term as outgoing Treasurer, takes care of changing of signature cards with the new Treasurer, Chairperson, Vice Chairperson, Secretary, and bank within one month of elections (before next ASC meeting).
15. Have a steady income
16. PC and Excel skills are required
17. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
18. The willingness to give the time and resources necessary for the position.
19. 19. To count and record all votes for motions and elections (when filling in for the Secretary)
20. To be present at every ASC meeting.

### ***Section X.09 Responsibilities & Qualifications for Alternate Treasurer***

1. 1-year clean time.
2. In the absence of the Treasurer to serve as acting Treasurer.
3. To be custodian of the Committee's funds not entrusted to other officers or committees.
4. To be a co-signer of the Committee's bank account.
5. To make a report of receipts and disbursements at each regular meeting.
6. To make a full financial report at the annual meeting to be audited by an appointed committee.
7. To disburse funds as necessary to fulfill the object of the committee.
8. Prior to transfer to a new officer, prepare paperwork for an annual audit.
9. Collects all group donations and funds for literature purchases.
10. Deposit Area money within 2 days of GNBASC (when in person) and deposit all CashApp/Venmo funds received before the next GNBASC meeting.
11. After all checks are signed, make sure that all checks are given to the respective parties.
12. Writes out all checks to be signed.
13. Writes out all receipts for groups who have donated.
14. At the end of term as outgoing Alternate Treasurer, takes care of changing of signature cards with the new Alternate Treasurer, Chairperson, Vice Chairperson, Secretary, and bank within one month of elections (before next ASC meeting).
15. Have a steady income
16. Basic knowledge of math
17. PC and Excel skills are required



18. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
19. The willingness to give the time and resources necessary for the position.
20. To be present at every ASC meeting.

**Section X.10 Responsibilities & Qualifications for Standing Subcommittee Chairs - (H&I, PR, Activities, Policy/Archives, Literature, and System Administrator)**

1. Attends all GNBASC monthly meetings.
2. Gives written report of subcommittee activity, inactivity, and other pertinent information to the GNBASC.
3. Gives an accurate accounting of monies spent or raised by their subcommittee in writing. Submits budget for any proposed functions to the body for approval.
4. To be present at every ASC meeting.

**Section X.11 Hospitals & Institutions Chair/Vice Chair**

1. 2 years clean time.
2. Prior service commitment experience.
3. Attend ASC every month.
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
5. The willingness to give the time and resources necessary for the position.

**Section X.12 Public Relations Chair/Vice Chair**

1. 2 years clean time.
2. Prior service commitment experience.
3. Attend ASC every month.
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
5. The willingness to give the time and resources necessary for the position.

**Section X.13 Activities Chair/Vice Chair**

1. 1-year clean time.
2. Prior service commitment experience.
3. Attend ASC every month.
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
5. The willingness to give the time and resources necessary for the position.

**Section X.14 Responsibilities & Qualifications for Policy/Archives Chair/Vice Chair**

1. 2 years clean time
2. To be responsible for the preparation and coordination of all GNBASC policies and guidelines.
3. The single source of reference and interpretation for all parliamentary processes during the GNBASC meetings.
4. The primary custodian of original and draft copies of all policies.
5. Coordinates the updates, motions, and amendments to the GNBASC policy.
6. Is responsible for the semi-annual collection, update, and distribution of the policy. This should be scheduled in March and in September of the commitment period.
7. Must prepare and review the summary of the updates to the GNBASC in the monthly report for policy prior to the final preparation, update, and distribution.
8. To distribute when required to all new GSR's and committee officers a copy of the current policy guidelines.

9. To preserve and keep all documentation and miscellaneous items of NA.
10. To report to the Area Service Committee on a monthly basis.
11. The Chairperson will present a display of Archives at Area Workshops or Learning Days, upon request from the GNBASC.
12. The chairperson shall make available all documentation and miscellaneous items to any member of the GNBASC upon request.
13. Prior service commitment experience
14. Attend ASC every month
15. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
16. The willingness to give the time and resources necessary for the position
17. To be present at every ASC meeting.

### ***Section X.15 Responsibilities & Qualifications for Literature***

#### ***Purchaser Chair/Alt Literature Chair***

1. 2 years clean time
2. To order, purchase and obtain all NA approved literature for the GNBA.
3. To distribute all literature in a timely manner to all GNBA groups at the close of the GNBA meeting.
4. To assist in the removal of all obsolete statewide meeting lists when new meeting lists are purchased.
5. To provide all WSC updates and notices regarding changes in the literature.
6. Prior service commitment experience
7. Attend ASC every month
8. A working knowledge of the 12 steps, 12 traditions and 12 concepts.
9. The willingness to give the time and resources necessary for the position
10. To be present at every ASC meeting.
11. To keep an inventory of literature, not to exceed a cap at the discretion of the literature chair.

### ***Section X. 16 Responsibilities & Qualifications GNBASC System***

#### ***Administrator***

1. 1-year clean time
2. Prior service commitment experience
3. Attend ASC every month
4. A working knowledge of the 12 steps, 12 traditions, and 12 concepts
5. The willingness to give time and resources necessary for the position Basic understanding of technology/website management
6. To keep the GNBASC website updated as necessary by working with the development team to ensure that the:
  - a. Meeting list (Changes, updates, or edits)
  - b. GNBASC Activities and Events
  - c. GNBASC Contact information
7. To attend regional website meetings when possible (at minimum the first meeting upon being elected)
8. To communicate with the website development team any approved required changes or updates to the website
9. To communicate with GNBA activities subcommittee to ensure all event flyers are posted on the NANJ and GNBASC websites
10. To check the website email address regularly and forward any inquiries to the service body.
11. To assume system administrator of the GNBASC ZOOM platform
12. To provide access to the correct configuration for the setup of any new zoom account access codes and passwords
13. Basic understanding of technology/website maintenance.
14. To provide a written report at every ASC.

## ***Section X.17 Subcommittee Duties***

The G.N.B.A.S.C. may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon the approval of the voting members of the Area Service Committee. Standing subcommittees may include but are not limited to Public Relations, Hospitals and Institutions, Literature, Activities any other standing subcommittee, which shall be deemed necessary to carry on the work of the area service committee. At the inception of these standing subcommittees, a chairperson will be elected by the voting members of the Area Service Committee that are present at the annual meeting.

After the annual meeting, additional officers will be elected by the subcommittee. All subcommittees shall have standing authority to act for the committee in the execution of its duties. All standing subcommittees of this Area Service Committee shall create and adopt guidelines, which are consistent with the W.S.C. approved service guide and W.S.C. approved handbook for each subcommittee, the Twelve Traditions and Twelve Concepts of Narcotics Anonymous as well as the policies and bylaws of the GNBASCNA.

## ***Section X.18 Activities Subcommittee Duties***

The Activities Subcommittee shall be composed of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and other volunteers. It shall be the duty of this subcommittee to provide events designed to enhance NA's primary purpose, provide a greater sense of community for the G.N.B.A.S.C., to prepare for and host the GNBA annual picnic and provide additional area revenues.

## ***Section X.19 Hospital and Institutions Subcommittee Duties***

Hospital and Institutions subcommittee shall be composed of Chairperson, Vice-Chairperson, Secretary, a Panel Coordinator, Treasurer, and other volunteers. It shall be the duty of this committee to unify efforts of Twelfth Step work within hospitals and institutions.

## ***Section X.20 Public Relations Subcommittee Duties***

The Public Relations subcommittee shall be composed of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and other volunteers. It shall be the duty of this committee to carry the message of recovery to the general public (i.e., press, radio, films, schools, etc.).

## ***Section X.21 The JAC Subcommittee Duties***

Joint Administrative Committee (J.A.C.) shall be composed of all Area trusted servants, subcommittee chairs and ad hoc committee chairs in existence. The Vice-Chair of the G.N.B.A.S.C. chairs this committee. It shall be the duty of this committee to coordinate the functions of the trusted servants and subcommittees thereby promoting a spirit of unity and purpose among them.

## **Article XI. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Twelve Traditions and Twelve Concepts of Narcotics Anonymous and any special rules the committee may adopt.

## **Article XII. Amendment of Bylaws**

These by-laws may be amended by a two-thirds vote at the regular meetings in April and October or at a special meeting by the committee, providing that the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting.

## **Article XIII. Flow of Funds & Fiscal Policy**

The intent of the “Fund Flow and Fiscal Policy” is to facilitate the spiritual obligation of funding all recognized levels of NA service by the Seventh Tradition of the NA groups. It also serves to guide the GNBASC in the handling of funds other than direct donations from the NA group it serves. The policy is divided into the following categories:

1. Donations from the NA groups
2. Profits from Literature sales
3. Profits from Area Activities
4. Profits from the GNBASC gathering

### ***Section XIII.01 Donations from the NA Groups***

With the passage of the “Guide to Local Service” and the pamphlet entitled “Self-Support, Principles and Practice”, the GNBASC proposes the following to facilitate these concepts of fund flow within the GNBA:

The GNBASC will serve as the collection and distribution point for Seventh Tradition donations to recognized levels of service on behalf of the NA groups it serves. To keep with the 7th tradition GNBASC will donate \$100 for shared expenses to the region and then donate the remaining funds to the world.

The GNBASC treasurer will collect, report, and distribute Seventh Tradition funds received from the NA groups of the area at each GNBASC meeting.

### ***Section XIII.02 Profit from Area Activities***

Activities that generate funds greater than expended will be returned to the GNBASC for its use to continue its supports of the NA groups.

Fundraising activities for specific purposes (as sanctioned by the GNBASC) should be separate from the GNBASC resources when considering available funding for Area activities or projects.

The total profits (profit is defined as the balance after all expenses have been paid) that are generated from fundraising activity events will be saved in an escrow line item and will not exceed \$2,000 in a given calendar year (January- December). The funds in the escrow line items are to secure a facility, other than Emmanuel Lutheran Church, to host events that include but not be limited to speaker jams, dances, etc. If there is a balance in the escrow line item by December, the funds in the activity escrow line item are released to the area and the area will follow its flow of funds protocols to the region.

### ***Section XIII.03 Insufficient Funding***

If the GNBASC determines that there is a profound lack of sufficient funding to continue basic services, then efforts at cost cutting and direct fundraising will be the preferred solution. (Basic services are those services essential for carrying the message such as the activities, archives, meeting lists, literature sales, basic H&I and P.I. activities or fellowship services such as RCM participation at regional meetings or CAR workshops). The GNBASC should not look to the Seventh Tradition that is distributed on behalf of the groups to make up shortfalls of funding. It must be remembered that the intent to collect and distribute Seventh Tradition funds is to afford the group the convenience and accountability for funding all levels of service from the group.

### ***Section XIII.04 Excess Funding***

At times, it may appear that there is an excess of funds over and above the proposed yearly budget for the GNBASC. Careful planning will determine if there is truly excess funding and that it is a spiritual necessity to add these funds to the groups’ donations to other levels of NA service. A projection of activities and fellowship needs should be used in determining this question, based on the annual budget.

## **Article XIV. Expenses Allotments**

### ***Section XIV.01 Money Allotments***

All trusted servants will be reimbursed for expenses incurred in carrying out the business of the area. Travel expenses incurred in carrying out the business of the area will be reimbursed at the federal mileage reimbursement rate and not for purchase of gas. Sub-committees reimbursing their trusted servants for transportation expenses incurred by carrying out the business of Area will use their current Area allotment. Reimbursement will be at the federal mileage reimbursement rate. Mileage reimbursement will be verified by submitting a mileage log. The Area Secretary will be reimbursed for expenditures such as copying and mailing. All GNBASC expenditures over \$200 should be brought back to the groups for their conscience.

1. When we host a region, RCM will be reimbursed \$250, \$75 for church rental and \$175 for food.
2. Meeting list is allotted \$150/quarter
3. PR is \$25/month
4. Secretary is allotted \$25/month for copies and stamps
5. H&I \$140/month: up to \$135 for literature and statewide meeting lists and a \$5 cash cap.
6. The Activities subcommittee is allotted a rolling \$700 every January. If additional funds are needed, they are available subject to approval of a motion made by the Activities subcommittee.
7. Activities subcommittee may access additional \$500 in escrow to help secure larger facilities for larger events
8. The ASC will reserve \$65 per month for the annual GNBA picnic.
9. The ASC will reserve \$30 per month for sub-committee meetings held at Emanuel Lutheran Church which is payable quarterly (\$90) March, June, September and December (when sub-committees are meeting in person at Emanuel Lutheran)

Receipts MUST be submitted for any payments to be received by any trusted servants. Any amount over \$700 raised from an activity will be given directly to the area treasurer. All monies under \$700 will be given free access by activities as needed. Anything over \$700 for one event needs approval of the ASC.

### ***Section XIV.02 Prudent Reserve***

Area will maintain a prudent reserve of \$800.00.

### ***Section XIV.03 Operating Expense***

Area will maintain an operating expense that should be equal to one month's area expenses (H&I literature, rent, activities committee prudent reserve, etc.) and not to exceed \$800. To build up the operating expense, the area should put a minimum of \$50 toward the operating expense monthly based upon how much additional money is available. The operating expense will carry forward to the next ASC and will be replenished when used.

Any time the GNBA takes on a fixed expense, the GNBA should increase its operating budget and prudent reserve respectively.

## **Article XV. Financial Audit**

Financial Review (conducted by the Administrative Subcommittee)

1. The GNBASC Admin Subcommittee will conduct any financial review.
2. It is recommended that no more than 24-hour notice is given before the financial review.
3. Those conducting the financial review will take physical possession of all records, statements, inventory and petty cash from the treasurer or other responsible trusted servants. The treasurer or responsible trusted servant should be available to the review subcommittee in order to assist and answer questions if necessary.
4. A financial review should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION!
5. Financial reviews should not be predictable but should be varied as to time and place.

6. Audit should be done at random before November ASC meeting.

## **Article XVI. GSR Responsibility at GNBASC & New Groups**

### ***Section XVI.01 Responsibilities Common to GSR and Alternate GSR's***

1. Attends all GNBASC meetings
2. Reports all GNBASC activities to their groups
3. Reports to GNBASC their groups' status
4. Supports one GNBASC subcommittee by voluntary participation
5. Supports GNBASC Fellowship activities by voluntary participation
6. Understands GNBASC procedures and policy
7. Participates in monthly GSR Workshops. Workshop topics will include:
  - Responsibility to the **Group**:
    - a. Representation at Area
    - b. Group business meetings
    - c. Group supplies inventory
    - d. GSR report
  - Responsibility to **Area**:
    - e. Area meeting schedule
    - f. Area meeting format
    - g. Parliamentary procedure
    - h. Group supplies purchase
    - i. Each GSR submits a written report at Area Service for their group.

### ***Section XVI.02 Group Service Representatives Responsibilities***

Each group elects one Group Service Representative (GSR). These GSR's form the foundation of our service structure. GSR's provide constant, active influence over the discussions being carried on within our GNBA service structure.

Each GSR is expected to attend monthly GSR Workshops. The purpose of this workshop is to ensure that the GSR understands their role and responsibilities in the Area service structure. GSR's bear great responsibility. They are elected by the groups; they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of N.A. as a whole, and not solely as advocates of their own group's priorities.

As full participants in the Area Service Committee, GSR need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the WSC on each area of service. After carefully considering their own conscience, they take active, critical parts in the discussions, which form the group conscience of the entire committee.

Group service representatives link their group with the rest of the N.A. service structure, particularly through the information conveyed in their reports to and from the Area Service Committee. At group business meetings, the GSR report provides a summary of Area Service Committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSR's make available fliers announcing area and regional activities.

At Area Service Committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, the GSR can share those problems with the committee in his report. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session" agenda so that GSR's can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR's report those back to the group.

Groups also elect a second representative called an alternate GSR. The alternate GSR attends all the Area Service Committee meetings (as a nonvoting participant) with the GSR, so that they can see for themselves how the committee works. And if the GSR cannot attend an Area Service Committee meeting, the alternate GSR participates in the GSR's place.

### ***Section XVI.03 Alternate Group Service Representatives Responsibilities***

The alternate GSR, along with others, also serves on an area subcommittee. Subcommittee experience will give the alternate GSR added perspective on how area services are actually delivered. That perspective will make them a more effective Area Service Committee participant if their group asks them to serve as its GSR.

### ***Section XVI.04 New Groups***

New groups can join the area with a majority vote, then wait 2 months to vote. If a new in-person/hybrid group is starting they will additionally receive a starter kit and group readings if they request it.

For all new groups that have been voted in to join the Area, the NANJ.ORG website must be updated by the group GSR outlining the meeting name, date, time and all other pertinent information (i.e., meeting type, in person, virtual or hybrid) within the first week of joining to ensure the addict looking for help can find the new meeting.

#### **All members of the GNBASC are responsible to**

1. Respect others' opinions.
2. Allow full participation by all members.
3. Observe the spiritual principles of NA Program.
4. Remain for the full meeting of the GNBASC.

## **Article XVII. Miscellaneous**

### ***Section XVII.01 Disruptive Behavior***

In the event of violence, verbal threats or other behavior during the course of the GNBASC meeting that seriously threatens the respect and safety of the GNBASC members, the Chairperson may choose to adjourn the GNBASC meeting. The GSR's may override this decision by two-thirds majority vote if a GSR objects to the decision.

The Executive Subcommittee (JAC) will meet as soon as possible to decide a course of action to:

1. Remedy the situation that caused the disruption.
2. Decide if a special meeting of the GNBASC should be held to complete business not done because of the disruption.

# Appendix - Policy Revision History

Created 11/09/2003

Changes made 3/28/03

1. Area has a Literature Purchaser (not a Lit. Committee)(added to document)
2. That whomever is elected of two candidates for Policy Chair that the other be given the position, as Vice-Chair is also open.
3. To have the minutes sent all GSR's 5 days prior to the next ASM. (added to document)
4. To allot the Secretary \$25 for stamps and copies. (added to document)
5. To have Policy Committee not policy person.(added to document)
6. Clean time requirement for H&I Chair is 2 years. (added to document)
7. Area gives \$500 for Literature Purchaser for Lit.
8. To donate \$150 to the Regional Service Committee.
9. That the area acquires a P.O. Box.
10. Bank ACCOUNT TO BE OPENED @First National Bank. Chair, Vice-chair and Treasurer will be authorized signers and there must be two signers at any activity with said account.

Changes made 10/02/2004

1. Updated the date and revisions of the policy (added to document)
2. Updated the meeting format (added to document)
3. Defined the Policy Vice Chairperson duties (added to document)
4. Defined the qualifications and requirements for the Policy Vice Chairperson (added to document)
5. Defined the Literature Purchaser (added to document)
6. Defined the Alternate Literature Purchaser (added to document)
7. Defined the qualifications and requirements for the Alternate Literature Purchaser (added to document)
8. Updated the policy regarding quorum (added to document)
9. Updated the policy for the Meeting List Chair (added to document)

Changes made 2/19/06

V.1 Added after existing text: If Area must be postponed for any reason it will meet the following Sunday at 1:30 PM. V.4 The second sentence was changed to read: The decision has been made to proceed with conducting the financial business limited to literature purchase and Area donations even if the quorum is not met.

X.1 The second sentence was changed to read: Some individuals nominated will not fit all of the criteria set forth; however we do not waive clean time requirements for any Area Trusted Servant position.

X.2 Change section head to read: Section 2 Duties of the Officers and Subcommittee Chairs

X.3.4 Change section head to read: Section 3.4 Literature Review Subcommittee

X.3.4 The second sentence will read: It shall be the duty of this committee to contribute written material to N.N.J.R.S.C.

Literature Subcommittee and World Service Conference (W.S.C.) to develop new literature, to make available review form and approval form literature.

That Literature Purchaser and Alternate Literature Purchaser will be officers of the G.N.B.A.S.C.

VI.1/2: The headings of Sections 1 and 2 were listed in incorrect order. The headings of Sections 1 and 2 were swapped. VIII.1.4 (for clarity) Add after current text: Officers may not serve as GSR's.

X.2.7.m: This item was removed since it is covered by VIII.1.4 above. X.2.8.n: This item was removed since it is covered by VIII.1.4 above.

X.2.12 The heading was changed to include titles of Chairpersons: Section 2.12 The duty of the Standing Subcommittee

Chairperson (H&I, PI, Activities, Meeting List, Archives, Policy, Literature, Literature Review).

X.3, first paragraph and X.3.1 read "H.C.A.S.C" and have been changed to read "G.N.B.A.S.C."

XI For consistency with MOTION #3, we added text under "ARTICLE XI" to read: Qualification Requirements: We do not waive

clean time for Area Service positions.

XI.1 To eliminate redundancy, section head changed to read: Section 1 - Area Chairperson

XI.4.1 Eliminated the phrase "Suggested minimum" and changed to read: 2 years clean time



#### Changes made 2/18/2007

1. Typo: the title "Article XIV" on page 21 was a duplicate; the second Article XIV becomes Article XV, and Article XV becomes Article XVI.
2. Added Section 8 under Article XIV: Money Allotments: All trusted servants will be reimbursed for expenses incurred in carrying out the business of the Area. The Area Secretary will be reimbursed for expenditures such as copying and mailing. When we host a region, RCM will be reimbursed \$150, \$75 for church rental and \$75 for food. Meeting list is allotted \$50/month, PI is \$25/month, H&I \$140/month with a friendly amendment: \$135 for literature and a \$5 cash cap. The Activities allotment is \$500 per year, and is renewed every January. Activities must supply a financial report after every event and all receipts before they can have another function. Receipts MUST be submitted for any payments to be received by any trusted servants.
3. On page 22, Article XV (which became Article XVI), immediately after "Section 1 Group Service Representatives Responsibilities", inserted:  
Each group elects one Group Service Representative. These GSR's form the foundation of our service structure. GSR provides constant, active influence over the discussions being carried on within our GNBA service structure.  
Each GSR is expected to attend the biannual GSR Workshop. The purpose of this workshop is to ensure that the GSR understands their role and responsibilities in the Area service structure.
4. On page 23, following items a-f, added item g: Participate in bi-annual GSR workshops. GSR Workshop topics will include: Responsibility to the Group:
  - a. representation at Area
  - b. group business meetings
  - c. group supplies inventory
  - d. GSR reportResponsibility to Area:
  - a. Area meeting schedule
  - b. Area meeting format
  - c. parliamentary procedure
  - d. group supplies purchase
  - e. GSR report

#### Changes made 9/23/2007

1. Article V Section 5: Format A was replaced with the actual meeting agenda outline currently in use, and added reading of  
"Purpose of Area Service" to the regular meeting agenda.
2. Article X Section 2.9 letter "e": meeting list distribution changed to "quarterly"
3. Article XIV Section 8: Meeting list is allotted \$150/month; change to wording of Activities allotment for clarity.
4. Article XVI: Change to ordering of sections; common responsibilities are now Section 1, GSR Responsibilities are Section 2, and Alternate GSR Responsibilities paragraph has been placed under its own heading, Section 3.
5. Version number of document changed to 2.2 and revision history was removed from page footers. Table of Contents updated.

#### Changes made 4/29/2008

1. Article V, Format A, Section 4 (c): added "Group concerns". Opportunity for groups to share issues and get experience from other members. Eliminated "General Announcements" at the end of the meeting format.
2. Article V, Section 5: removed "GNBASC is a 3 hr. meeting"
3. Article VI, Section 1: added Literature Purchaser and Alternate Literature Purchaser officers.
4. Article VIII, Section 1.2: added subsection C): Only groups recognized as members by GNBA are eligible to receive financial assistance.
5. Article IX, Section 1: changed wording from "Assistant" to "Alternate".
6. Article X, Section 2.1: To open the meeting at the appointed time.

#### Changes made 8/2/2010

1. Article VIII, 1.2: At (2) consecutive months of non attendance at Area service meeting by an area group the (2) area service officers will attend the group that is not being represented at area service and inform the group members in a business meeting or group conscience that the area is concerned due to lack of representation at area and inquire how the group is carrying the NA message and maintaining adherence to NA traditions and principles. Area service officers will then report back to area at the following area service meeting as to the group's status and area policy will be followed.

#### Changes made 10/7/2012

1. Article XI "Qualification Requirements" was removed and the information contained within this article was added to article X "Responsibilities for Area Trusted Servants". Article X is now titled "Responsibilities and Qualification Requirements for Area Service Trusted Servants"
2. Removed 1.b. from section 1.2 in article VII, and modified 1.a. from this section. 1. a. was changed to "Any group representative "This is the voting eligibility section and contains the policy for Groups not represented at area
3. Added section 9: Area Prudent Reserve to article XIII. Section states that Area will maintain a prudent reserve of \$600.00.
4. Change 4. From section 1.2 in article VIII. This in the Groups not represented section and concerns voting eligibility at GNBASC. Added that subcommittee chairpersons can represent a group.

#### Changes made 11/7/2013

1. Added to article VI section 1: "No GSR shall hold an ASC trusted servant position, whether it be officer, subcommittee chair, or alternate. (added to document)
2. Added to article VII section 4: "e. In the event that an area trusted servant has missed two consecutive ASC meetings without communicating to an officer of the committee in advance of their absence, or has missed three consecutive ASC meetings regardless of notification, this will be considered grounds for impeachment.
3. Added to article VIII section 1.1: "Votes involving money matters (funds expenditures, purchases, treasurer's report, donations, etc.) should be voted upon by GSR's only. All participating members may vote on any other motions, including election of officers."; Added to Article VIII section 2: "8. All voting members have the ability to request that a vote be tabled in order to give time for GSR to bring the motion back to the groups by a simple majority of all voting members."
4. Added to article X section 2 for all area trust servant positions duties and responsibilities: "To be present at every ASC meeting." Removed from article X section 2.2: "f. Check area service mail or delegate pick up."; Added to article X section 2.7 item I and section 2.8 item m: "secretary" as has been designated a signer on the bank account; added to article X section 2.5: "s. to be a co-signer of the committee's bank account"; Added to article X section 2.14: "1. To update WSC about changes to our mailing address. M. To update WSC and NJ statewide websites about changes to meeting times and locations.
5. Removed from article XIII section 2: "This means that the donation of an NA group.....Ten percent will be given to the World Service Conference." Added: "Funds in excess of the operating expense and prudent reserve after monthly disbursements shall automatically be forwarded to the regional service committee." Changed section 8 to: "RCM will be reimbursed \$250, \$75 for church rental and \$175 for food." As well as: "Any amount over \$500 raised from an activity will be given directly to the area treasurer. All monies under \$500 will be given free access by activities as needed. Anything over \$500 for one event needs approval of the ASC." Added section 10 Operating Expense: "Area will maintain an operating expense that should be equal to one month's area expenses (H&I/PR literature, rent, activities committee prudent reserve, etc.) To build up the operating expense, the area should put a minimum of \$50 toward the operating expense monthly based upon how much additional money is available. The operating expense will carry forward to the next ASC and be replenished when used."
6. Added to article XIV section 1: "Audit should be done at random before November ASC meeting."

#### Changes 11/7/2014

1. Article 5 – Section 5 – adding of open floor/visitors to regular agenda (added to document)

2. Article 8 – Section 4 – tabling of all open positions with simple majority. (added to document)
  3. Article 13 – Section 8 – money allotments set aside for the annual picnic (added to document)
  4. Article 16 – Section 4 added – New groups to the area. (added to document)
- \*This ends the Greater New Brunswick Area Service Guidelines and Policy Document\* (added to document)

Changes 11/9/2014

1. Article 5 – Section 5 – new members and visitor introductions to agenda (added to document)

Changes 10/21/2015 (Version 4.0)

1. Article 2- Section 2.06- “distributed and paid” was replaced with “forwarded to either the NNJRSCNA or to NA World Services.”
2. Article 6- Section 6.04- “shall occur within two regular meetings after the vacancy arises.” was replaced with “can occur on the  
on the day of the scheduled GNBASC meeting.
3. Article 8- Section 8.02- Adequate Representation was removed as this topic was already addressed in Section 7.04 Impeachment
4. Article 8- Removed sections 8.01.5a and 8.01.5b
5. Article 13- Removed section 13.02
6. Article 13- Removed section 13.04
7. Article 14- Section 14.01- Activities seed money was updated from \$500 to \$700 as the seed money allotment was increased
8. Article 8- Section 8.06.1- updated to say that flyers will be distributed in October and November by the GNBASC to remind  
groups that elections will be held in December
- 9 Article 8- Section 8.06.2 was removed
- 10 Article 8- Section 8.06.3 “The chairperson shall read the suggested minimum qualifications and the responsibilities for each  
position from the approved GNBASC guidelines at each meeting.” was replaced with, “The chairperson will announce the open  
positions and will read the suggested minimum qualifications and the responsibilities for each position from the approved  
GNBASC guidelines if there are nominations or volunteers.”
- 11 Article 11- Section 8.06.4 Replace “In December, nominations and volunteers will be brought to the GNBASC meeting” with  
“All GNBASC elections will be held in December for all officer commitments regardless of when the commitment was fulfilled  
prior to December.”
- 12 Article 8- Section 8.06.5 Replace “After the secretary has recorded all the nominations from the GSR’s, the chairperson will ask  
for nominations from the floor.” with “The secretary will record all nominations and volunteers.”
- 13 Article 8- Section 8.06.6 “The chairperson will then move to close the nominations...” updated with,  
“The chairperson will then  
move to close the nominations/volunteers...”
- 14 Article 8- Section 8.06.7 “The chairperson will then call for the nominees...” updated with “The  
chairperson will then call for  
nominees/volunteers...”
- 15 Article 8- Section 8.06.10 Remove “GNBASC officers and standing subcommittee chairpersons should not serve for more than two  
consecutive full terms. Time served on an interim basis would not count towards consecutive terms.” As this is addressed in  
Section 6.03.
- 16 Article 10- Section- 10.21 Activities Subcommittee Duties – Add “To prepare for and host the GNBA annual picnic”
- 17 Article 7- Section 7.03 Move Disruptive Behavior to a new article entitled “Miscellaneous” as it does not belong as part of  
“Officer Removal” Section as it is not specific to officers.

18 Article 3- Section 3.02 “Move Funds Distribution” to Article VIII “Voting” as this does not have anything to do with “Members”

19 Article 8- “Voting” Add -All GNBASC Policy changes or additions as well as GNBASC expenditures of \$200.00 should be brought back to the groups for their conscience.”

20 Article 6- Section 6.02 Change the word “ballot” to “vote”

21 Article 7- Section 7.05.4 and 7.05.5- Update to say “Chairperson named for impeachment in the motion before the meeting, if possible” to “Chairperson named for impeachment in the motion shall present him/herself before the GNBASC body and is given time for the rebuttal (if so desired, not lasting more than ten minutes)...”

#### Changes 09/17/2017 (Version 4.1)

1. Article 2- Section 2.01 - “Northern New Jersey Regional Service Committee of Narcotics Anonymous (N.N.J.R.S.C.N.A)” changed to “New Jersey Regional Service Committee of Narcotics Anonymous (N.J.R.S.C.N.A)” Motion to change Regions was passed in March 2017 GNBASC meeting.
2. Article 2- Section 2.06 - “(N.N.J.R.S.C.N.A)” changed to “(N.J.R.S.C.N.A)” Motion to change Regions was passed in March 2017 GNBASC meeting.
3. Article 5 – Section 5.04 – Added “If quorum is not met after first roll call, another roll call shall be taken immediately following financial business to provide another opportunity to conduct all Area business.”
4. Article 5 – Section 5.05.A – In regular agenda format, moved “10. Open floor/visitors...” to before “2. First Roll Call” Added “(if necessary)”
5. Article 5 – Section 5.05.C – In Special Issues/Group Concern Format, removed “b. Service Prayer from Introduction Section of our Basic Text” from point 2. Removed “while we observe the 7<sup>th</sup> Tradition” from point 5. Motion to officially stop observing 7<sup>th</sup> tradition was passed in September of 2017 GNBASC Meeting.
6. Article 6 – Section 6.02 – Removed “or until their successors are elected,”
7. Article 6 – Section 6.03 – Changed “resign from any other service positions...” to “resign from any other ASC service positions...”
8. Article 8 – Section 6.01 – From Point 2, removed “c. All participating members of the GNBASC may vote to accept treasurer and secretary reports and to adjourn the meeting.” Wording is redundant to opening paragraph of Section 8.01
9. Article 10 – Section 10.01 – Changed “Archive, Policy,...” to “Policy/Archives). Motion to combine Policy and Archives was passed in June 2016 GNBASC meeting.
10. Article 10 – Sections 10.15 and 10.16 combined to reflect “Responsibilities and Qualifications for Policy/Archives Chair ” Motion to combine Policy and Archives was passed in June 2016 GNBASC meeting.
11. Article 10 – Moved clean time requirement for every trusted servant position to first point for clarity and consistency
12. Article 10 – Sections 10.23 – Changed “contribute written material to N.N.J.R.S.C. Literature...” to “contribute written material to N.J.R.S.C. Literature...”
13. Article 12 – Changed “regular meetings in October and November...” to “regular meetings in April and October...” This is in line with Policy Chair requirements to review GNBASC policy every six months.
14. Article 14 – Section 14.01 – Added “All GNBASC expenditures over \$200 should be brought back to the groups for their conscience.”
15. Article 14 – Section 14.01 – Added Point 7: “Activities subcommittee may access additional \$500 in escrow to help secure larger facilities for larger events” Motion passed in June 2017 GNBASC meeting and wording was amended in August 2017 GNBASC meeting

#### Changes 10/13/2017 (Version 4.2)

1. Article 10- Section 10.04 – Point 2 changed from “To represent the GNBASC at each N.N.J.R.S.C. meeting” to “To represent the GNBASC at each N.J.R.S.C. meeting.” Point 3 changed from “To make a report to the committee at each regular meeting covering the business of previous N.N.J.R.S.C meeting” to “To make a report to the committee at each regular meeting covering the business of previous N.J.R.S.C meeting.”
2. Article 10- Section 10.05 - Point 3 changed from “Attend each N.N.J.R.S.C. meeting” to “Attend each N.J.R.S.C. meeting.”

3. Article 14 – Section 14.01 – Changed “The ASC will set aside \$50 per month for 10 months (September to June) for the annual picnic to be held separately within the checking account (reported monthly in the GNBASC Treasurer’s report).” to “The ASC will save a total of \$650 (\$150 for deposit plus \$500) for annual GNBA picnic. Area will save \$50 per month for 12 months beginning in September up to and including August for a total of \$600. In January, Area will allot \$100 instead of \$50 to cover the park deposit to be held separately within the checking account (reported monthly in the GNBASC Treasurer’s report).” This motion was passed in October 2017 GNBASC Meeting.

#### Changes 02/20/2018 (Version 4.3)

1. Article 10- Section 10.04 – Added Point 8 to read “Must conduct a CAR workshop in February of the CAR year following a specialized ASC format” and renumbered original points 8 and 9 as new points 9 and 10. This motion was passed in February of 2018 GNBASC Meeting.
2. Article 14 - Section 14.01 – Added Point 8 to read “The ASC will reserve \$65 per month for annual GNBA picnic.” Deleted paragraph that read “The ASC will save a total of \$650 (\$150 for deposit plus \$500) for annual GNBA picnic. Area will save \$50 per month for 12 months beginning in September up to and including August for a total of \$600. In January, Area will allot \$100 instead of \$50 to cover the park deposit to be held separately within the checking account (reported monthly in the GNBASC Treasurer’s report).” This motion was passed in January 2018 GNBASC Meeting.
3. Article 13 - Section 13.02 – Added paragraph that reads “The total profits (profit is defined as the balance after all expenses have be paid) that are generated from fundraising activity events will be saved in an escrow line item and will not exceed \$2,000 in a given calendar year (January- December). The funds in the escrow line items are to secure a facility, other than Emmanuel Lutheran Church, to host events that include but not be limited to speaker jams, dances, etc. If there is a balance in the escrow line item by December, the funds in the activity escrow line item are released to the area and the area will follow its flow of funds protocols to the region. This motion was passed in January 2018 GNBASC Meeting.

#### Changes 04/25/2018 (Version 4.4)

1. Article 14- Section 14.03 – Added paragraphs that reads, "Any time the GNBA takes on a fixed expense, the GNBA should increase its operating budget and prudent reserve respectively." This motion was passed in April of 2018 GNBASC Meeting.
2. Article 14- Section 14.02 - Changed Prudent Reserve amount from \$600 to \$800.
3. Article 14- Section 14.03 - Changed Operating Expense amount from \$600 to \$800.
4. Article 14- Section 14.031 - Changed point 5 to read "H&I \$140/month : up to \$135 for literature and statewide meeting lists and a \$5 cash cap" This motion was passed in April 2018 GNBASC Meeting.

#### Changes 07/24/2018 (Version 4.5)

Article 14- Section 14.01 – Changed paragraph to read “all trusted servants will be reimbursed for expenses incurred in carrying out the business of the area. Travel expenses incurred in carrying out the business of the area will be reimbursed at the federal mileage reimbursement rate and not for purchase of gas. Sub-committees reimbursing their trusted servants for transportation expenses incurred by carrying out the business of Area will use their current Area allotment. Reimbursement will be at the federal mileage reimbursement rate. Mileage reimbursement will be verified by submitting a mileage log. The Area Secretary will be reimbursed for expenditures such as copying and mailing. All GNBASC expenditures over \$200 should be brought back to the groups for their conscience.

#### Changes 11/10/2019 (Version 4.6)

1. Article XIII- Section XIII.1 Changed sentence from “Funds in excess of the operating expense and prudent reserve after
2. monthly disbursements shall automatically be forwarded to the regional service committee.” to “To keep with the 7<sup>th</sup> tradition GNASC will donate \$100 for shared expenses to region and then donate the remaining funds to world.” (January 2019)
3. Article V- Section 5.05- Added new addendum to role of GSR which states “GSR’s are to present both oral and written reports to the area service committee.” (May 2019)

4. Article X- Section 10.06- Add new responsibility which states “Area secretary to make a form each month to distribute to all groups listing group anniversaries, groups that need support, and open commitments.” (June 2019)

Changes 5/15/2022 (Version 5.0)

1. Article III - Section 111.01 Members - This committee shall have two (2) classes of participants only, that of voting, the other non-voting. The voting participants of the committee shall be the GSR or GSR Alternate, or Group Designated Representative, all subcommittee Chairpersons, (or Subcommittee alt/vice- chairs in their absence), and the executive Committee excluding the Area Service Chairperson. The Chairperson may vote only to resolve a tie.
2. Article V - Section V.02 Annual Meeting - The regular meeting on the second Sunday of December shall be known as the **Annual Meeting/Elections** and shall be for the purpose of electing officers, electing chairpersons of the subcommittees as provided in Article VIII of these bylaws, receiving reports of officers and subcommittees and for any other business that may arise.
3. Article V Section V.05 Meeting Format - The meeting shall begin at 1:30 and end at end of business
4. Article V Section V.05 Meeting Format -
  1. Call to order
    - a. Moment of Silence / Serenity Prayer
    - b. Purpose of Area Service (Article II Section 2)
    - c. Reading of the 12 Traditions
    - d. Reading of the Twelve Concepts
    - e. Reading of Why Are We Here
  2. Open floor/visitors (if necessary)
  3. New or visiting members to area (that would like to introduce themselves)
  4. Set date of next meeting
  5. Approval of last month’s minutes
  6. First Roll Call
  7. Reports
    - a. ASC Officer reports
    - b. Subcommittee reports
  8. Second Roll Call
  9. Old Business
    - a. Open Positions/Elections
    - b. Other Old Business
  10. Group Concerns
    - a. Opportunity for groups to share issues and get experience from other members
  11. New Business
    - a. Motions
    - b. Additional New Business
  12. GSR Reports- GSRs are to present **either** oral or written reports
  13. Motion to Close
5. Article VI Section V1.02 Election of Officers - ASC officer positions shall be elected as follows. All officers of area subcommittees shall be elected at the regular Annual/Election meeting in the month of December. Their term shall run from January to December. The officers shall be elected by vote to serve for one year and their term of office shall begin at the start of the regular meeting following the meeting at which they are elected.

Changes 6/12/2022 (Version 5.0)

1. Article VI Section V1.05 Position Nomination - Any member of the area service committee may nominate a qualified individual for an ASC position. Additionally, any member of Narcotics Anonymous may submit a nomination through the GSR, which represents his/her group at the area committee.
2. Article VII Section VII.02 Voluntary Resignation - A Voluntary Resignation must be given in writing to the GNBASC Chairperson in advance of the next GNBASC meeting.
3. Article VIII Section V111.01 Voting - Money matters (funds, expenditures, purchases, treasurer’s report, donations, etc.) should be voted upon by GSRs only. All participating members may vote on any other motions, including election of officers.
4. Article VIII Section V111.01 Voting -
  2. Voting on reports, GNBASC Policy and the Service Structure.
    - a. GNBASC officer reports and general committee business will pass with a simple majority.

5. Article VIII Section V111.01 Voting - All GNBASC Policy changes or additions as well as GNBASC expenditures over \$200.00 will be brought back to the groups for their conscience
6. Article VIII Section V111.01 Voting - Add #8.: The GNBASC Secretary will count and record all votes
7. Article VIII Section V111.03 Motions - All motions except those to approve the reports will be written and given to the secretary on the approved form no later than 2:00 p.m at the GNBASC meeting.
8. Article II Section 11.05 Financial Responsibility – Remove this section (The committee shall be limited to such purposes as will qualify it as an exempt organization under Section (501) (c) (3) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax law, including for such purposes the making of distributions to organizations, which qualify as tax-exempt organizations under the code.)
9. Article VIII Section V111.03 Motions - 1. GSRs, subcommittee chairpersons, and the officers of the GNBASC (except the chair- person) are the only members of the meeting allowed to submit a motion to the floor. Only a GSR may second a motion. The maker and the second of the motion must be present at the GNBASC meeting (as they can further explain the motion).
10. Article X Section X.04 Responsibilities for Regional Committee Members - 1. 3 years clean time.
11. Article X Section X.06 Responsibilities & Qualifications for Secretary - 18. PC / Technical skills are required to prepare minutes, email to the distribution list and upload files to our shared drive.
12. Article X Section X.06 Responsibilities & Qualifications for Secretary - 23. To count and record all votes for motions and elections

Changes 7/10/2022 (Version 5.0)

1. Article X Section X.03 Responsibilities & Qualifications for Area Vice Chairperson - 5. To conduct GSR workshop (remove the word “new”)
2. Article X Section X.04 Responsibilities for Regional Committee Members - 8. Must conduct a CAR workshop and/or coordinate with the regional RDA to schedule the CAR Workshop in February of the CAR year following a specialized ASC format
3. Article X Section X.08 Responsibilities & Qualifications for Treasurer – add to the existing section: Basic knowledge of math
4. Article X Section X.21 Archives Subcommittee Duties - Remove as the Archives role has been included in the Policy Chair responsibilities
5. Article X Section X.23 Literature Review Subcommittee Duties - Remove as the Area has not had a Literature Review Sub-committee or chair in years
6. Article XIV Expenses Allotments Section XIV.01 Money Allotments - Item #6. The Activities subcommittee is allotted a rolling \$700 every January. If additional funds are needed, they are available subject to approval of a motion made by the Activities subcommittee
7. Article XIV Expenses Allotments Section XIV.01 Money Allotments - The ASC will reserve \$30 per month for sub-committee meetings held at Emanuel Lutheran Church which is payable quarterly (\$90) March, June, September and December
8. Article X Section X.07 Responsibilities & Qualifications for Alternate Secretary - 1. 2 years of clean time.
9. Article X Section X.07 Responsibilities & Qualifications for Alternate Secretary - 16. PC / Technical skills are required to prepare minutes, email to distribution list and upload files to our shared drive.
10. Article X Section X.07 Responsibilities & Qualifications for Alternate Secretary - 19. To count and record all votes for motions and elections (when filling in for the Secretary)
11. Article X Section X.08 Responsibilities & Qualifications for Treasurer - 9. Deposit Area money within 2 days of GNBASC (when in person) and deposit all CashApp/Venmo funds received before the next GNBASC meeting.
12. Article X Section X.08 Responsibilities & Qualifications for Treasurer - 15. PC and Excel skills are required
13. Article X Section X.09 Responsibilities & Qualifications for Alternate Treasurer - 10. Deposit Area money within 2 days of GNBASC (when in person) and deposit all CashApp/Venmo funds received before the next GNBASC meeting.
14. Article X Section X.09 Responsibilities & Qualifications for Alternate Treasurer - 17. PC and Excel skills are required

Changes 8/14/2022 – (Version 5.0)

1. Article X Section X.07 Responsibilities & Qualifications for Alternate Secretary - 1. 2 years of clean time.
2. Article X Section X.07 Responsibilities & Qualifications for Alternate Secretary - 16. PC / Technical skills are required to prepare minutes, email to distribution list and upload files to our shared drive.

3. Article X Section X.07 Responsibilities & Qualifications for Alternate Secretary - 19. To count and record all votes for motions and elections (when filling in for the Secretary)
4. Article X Section X.08 Responsibilities & Qualifications for Treasurer - 9. Deposit Area money within 2 days of GNBASC (when in person) and deposit all CashApp/Venmo funds received before the next GNBASC meeting.
5. Article X Section X.08 Responsibilities & Qualifications for Treasurer - 15. PC and Excel skills are required
6. Article X Section X.09 Responsibilities & Qualifications for Alternate Treasurer - 10. Deposit Area money within 2 days of GNBASC (when in person) and deposit all CashApp/Venmo funds received before the next GNBASC meeting.
7. Article X Section X.09 Responsibilities & Qualifications for Alternate Treasurer - 17. PC and Excel skills are required

Changes 9/11/2022 – (Version 5.0)

1. Article X Section X.10 Responsibilities & Qualifications for Standing Subcommittee Chairs - (H&I, PR, Activities, Meeting List, Policy/Archives, Literature, and Website )
2. Article X Section X.11 Hospitals & Institutions Chair - Add Vice Chair to the Section Heading
3. Article X Section X.12 Public Relations Chair - Add Vice Chair to the Section Heading
4. Article X Section X.13 Activities Chair - Add Vice Chair to the Section Heading
5. Article X Section X.14 Meeting List Chair - Add Vice Chair to the Section Heading
6. Article X Section X.15 Policy/Archives Chair/Vice Chair - Add Vice Chair to the Section Heading
7. Article XVI Section XVI.01 Responsibilities Common to GSRs and Alternate GSRs - Item #7. Participates in monthly GSR Workshops.
8. Article XVI Section XVI.02 Group Service Representatives Responsibilities - Each GSR is expected to attend the monthly GSR Workshop
9. Article XVI Section XVI.02 Group Service Representatives Responsibilities - Remove: Once a year, the group service representative attends the regional committee. Since broader discussion of regional assemblies occurs later in the chapter on regional service committees, we won't go into any detail here, except to mention that attendance at the regional committee is one responsibility of the GSR. Where called for, most groups agree to cover the expenses associated with the GSR's attendance at the regional committee.
10. Article XVI Section XVI.02 Group Service Representatives Responsibilities - Item #8. Each GSR submits a written report at Area Service for their group.
11. Article X Section X.06 Responsibilities & Qualifications for Secretary - 13. To distribute copies of the minutes to each officer and member no later than five (5) days following each GNBASC meeting.
12. Article X Section X.06 Responsibilities & Qualifications for Secretary - 13. To distribute copies of the minutes to each officer and member no later than five (5) days following each GNBASC meeting.
13. Article XVI Section XVI.04 New Groups - New groups can join the area with a majority vote, then wait 2 months to vote. If a new in-person/hybrid group is starting they will additionally receive a starter kit and group readings if they request it.  
For all new groups that have been voted in to join the Area, the NANJ.ORG website must be updated by the group GSR outlining the meeting name, date, time and all other pertinent information (i.e., meeting type, in person, virtual or hybrid) within the first week of joining to ensure the addict looking for help can find the new meeting.

Changes 3/5/2024 – (Version 6.0)

1. Article X Section X. 16 Establishment of the GNBASC Systems Administrator (addition)
2. Removal of Section X. 19 Responsibilities & Qualifications Website Chair/Vice Chair
3. Removal of reference to meeting list sub-committee chair

Changes 12/28/2024 - (Version 6.0)

1. Article VI: Election & Positions, Section VI.01 Officers: added Systems Administrator to Officers List
2. Article IX: Officers, Section IX.01 Officers: added Systems Administrator to Officers List