

**PHOENIX AREA SERVICE  
COMMITTEE GUIDELINES**

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**PURPOSE:**

The purpose of the Phoenix Area Service Committee (PASC) is to be supportive of the NA groups in the Phoenix Area in fulfilling the primary purpose of those groups: to carry the message to the addict who still suffers

**BOUNDARIES:**

The PASC shall serve the Greater Phoenix Metro area.

**FUNCTION:**

- 1) Provide a line of communication between the NA groups in the Phoenix Area.
- 2) Participates in the Arizona Regional Service Committee.
- 3) Maintains a line of communication with all levels of the NA service structure.
- 4) Establish and maintain sub-committees to provide services for our fellowship and the public.
- 5) Fulfills the fiduciary responsibilities of the PASC and it's sub-committees.
- 6) Maintain a Post Office box and all physical properties belonging to the PASC.

**MEMBERSHIP:**

The PASC membership shall consist of voting and non-voting members.

No member shall hold a position as a voting and non-voting member at the same time.

- 1) All NA groups registered with the PASC have a voice and are entitled to vote. A registered group shall be defined as one who's representative or alternate has given their name during roll call.
- 2) Voting members are GSRs or their alternates.
- 3) Non-voting members are:

PASC Officers:

Chair-person

Vice-Chair-person:

Treasurer

Alternate Treasurer

Secretary

Regional Committee Member (RCM) I

Regional Committee Member (RCM) II

Sub-Committee Chairpersons

ADHOC Committee Chairpersons

**OBSERVERS:**

Any member of the NA fellowship is welcome to attend any PASC meetings. Observers are permitted to ask questions during reports and participate in debate at the chair's discretion.

## **QUALIFICATIONS & DUTIES:**

### Group Service Representative (GSR) and Alternate (GSRA)

The GSR and GSRA are trusted servants of their NA group.

#### *SUGGESTED REQUIREMENTS:*

- 1) One year clean time
- 2) Attend at least one GSR Orientation.
- 3) An understanding of NA structure and the responsibilities of a GSR. (Please refer to A Guide to Local Services in Narcotics Anonymous.)

#### *DUTIES:*

- 1) Attends the PASC meetings (GSR & GSRA).
- 2) Acts as the representative of their group conscience.
- 3) Brings their NA group's motions to the PASC
- 4) Makes motions and acts as the voting member for their NA group at the PASC.
- 5) Carries their group's donations to the PASC treasurer.
- 6) Announces all PASC activity to their NA group.
- 7) Conveys information and concerns from the PASC to their NA group and from their NA group to the PASC
- 8) Provides a monthly report of their group's activities to the PASC.

### Chairperson

A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand.

#### *REQUIREMENTS:*

- 1) Three years clean time.
- 2) Two years service experience at the PASC, including one year experience as the PASC Vice-Chairperson.
- 3) Knowledge and experience with the PASC guidelines, Robert's Rules of Order, A Guide to Local Services in Narcotics Anonymous and the Twelve Concepts.
- 4) Must sign a Letter of Financial Responsibility.

#### *DUTIES:*

- 1) Opens the PASC meeting at the appointed time and calls the meeting to order.
- 2) Facilitates the PASC meeting, utilizing Robert's Rules of Order, the Twelve Concepts and the PASC guidelines.
- 3) Prepares and announces the Agenda.
- 4) Reads aloud all motions and puts to vote all legitimate motions brought to the PASC. (See Motions & Voting Procedures, Item #9.)

- 5) Votes in the event of a tie.
- 6) Co-signs on the PASC checking account.
- 7) Signs all correspondence which requires the signature of a representative of the PASC.
- 8) Provides a monthly oral and written report to the PASC.
- 9) Counts and announces all votes, except at elections.
- 10) Appoints an interim officer in the event of a resignation or removal.
- 11) Appoints Ad-Hoc committee Chairpersons as needed.
- 12) It is the duty and responsibility of the Chairperson to be *impartial*, to understand our steps, ensure observance of our Traditions and Concepts and to fairly and consistently apply Robert's Rules of Order while conducting business in order to protect the rights of *all* members.
- 13) Oversees all audits of the PASC financial records.
- 14) Ensures that the meeting space is reserved monthly and pays the rent.
- 15) Works with the Treasurer and Vice Chair to change names on bank account at end of the term or as necessary.

Vice-Chairperson -

**REQUIREMENTS:**

- 1) Two years clean time.
- 2) Two years service experience at the PASC.
- 3) Knowledge and experience with the PASC guidelines, Robert's Rules of Order, the Twelve Traditions, and the Twelve Concepts.
- 4) Willingness to serve as Chairperson in the following term.
- 5) Must sign a Letter of Financial Responsibility.

**DUTIES:**

- 1) Fulfills the Chairperson's duties in the event of his/her absence.
- 2) Assists the Chairperson in counting all votes.
- 3) Attends at least one Sub-committee meeting per month.
- 4) Co-ordinates all Sub-committee's activity, acts as resource for the Sub-committees and reports to the PASC Chairperson.
- 5) Gives GSR orientation prior to each area.
- 6) Co-signs on the PASC checking account.
- 7) Conducts all audits of the PASC financial records.
- 8) Serves as Parliamentarian.
- 9) Keeps a log of all previously passed and failed motions.
- 10) Provides a monthly oral and written report to the PASC.
- 11) Collect records from outgoing Sub-committee officers and PASC Executive Committee members at August ASC.

Secretary -

Handles all PASC paperwork with skill and organization.

**REQUIREMENTS:**

- 1) Two years clean time.

- 2) One year service experience at the PASC.
- 3) Knowledge and experience with the PASC guidelines, the Twelve Traditions, Twelve Concept and Robert's Rules of Order.
- 4) Clerical experience/abilities.
- 5) Access to a computer with word processing software and a printer.

***SUGGESTED REQUIREMENTS:***

- 1) Prior experience as a secretary to a group or sub-committee.

***DUTIES:***

- 1) Keeps written records of all proceedings at the PASC and the Executive committee.
- 2) Promptly types and appropriately distributes the minutes of the PASC along with a proposed Agenda, to all PASC members at least 14 days prior to the next PASC. Additional copies of the minutes will be made available on request.
- 3) Lists in the PASC minutes, all PASC members' contact information and the groups or committees they represent.
- 4) Provides ballot forms for elections.
- 5) Provides copies of all PASC forms at each. Forms such as: motion forms, Group Report Forms, Check Request Forms, Subcommittee Report forms, Statements of Willingness, Insurance Forms, Letters of Financial Responsibility, etc..
- 6) Maintains the PASC records and archives.
- 7) Maintains the PASC official membership roll.
- 8) Calls the PASC roll when required.
- 9) Publishes in the minutes an updated list of all registered PASC groups and their representatives present at roll call.
- 10) Semi-annually update and submit the Service Committee and Group Registration Form to the World Service Offices (WSO).
- 11) Picks up Area mail from the Post Office and distributes at each meeting.

**Treasurer -**

Manages all of the PASC's funds and financial records with accuracy and accountability.

***REQUIREMENTS:***

- 1) Three years clean time.
- 2) Two years service experience at the PASC .
- 3) Knowledge and experience with the PASC guidelines and Robert's Rules of Order.
- 4) Bookkeeping or accounting experience / abilities.
- 5) Personal financial stability.
- 6) Must sign a Letter of Financial Responsibility.

***SUGGESTED REQUIREMENTS:***

- 1) Prior experience as a treasurer to a group or sub-committee.

**DUTIES:**

- 1) Uses the latest version of the WSO treasurer's handbook.
- 2) Co-signs on the PASC checking account.
- 3) Insures that there are two signatures on all checks written on the PASC account.
- 4) Disburses funds as directed by the PASC.
- 5) Gives full disclosure of the itemized income and expenses in a written monthly report.
- 6) Keeps all PASC financial records in order and available for view by the members of the fellowship.
- 7) Assists the Vice-chairperson in the audit of all PASC and Sub-committee financial records in February and August of each year.
- 8) Deposits all monies received in the PASC account within forty-eight hours.
- 9) Maintains monthly spreadsheet of all budgets within the PASC and their variance to actual.

**Alternate Treasurer**

Assists the PASC Treasurer in the management of all PASC's funds and financial records with accuracy and accountability.

**REQUIREMENTS:**

- 1) Two years clean time.
- 2) One year service experience at the PASC .
- 3) Knowledge and experience with the PASC guidelines, the Twelve Traditions, the Twelve Concepts and Robert's Rules of Order.
- 4) Bookkeeping or accounting experience / abilities.
- 5) Personal financial stability.
- 6) Must sign a Letter of Financial Responsibility.

**SUGGESTED REQUIREMENTS:**

- 1) Prior experience as a treasurer to a group or sub-committee.

**DUTIES:**

- 1) Work closely with the PASC Treasurer at monthly PASC meetings.
- 2) Collects donations and makes out receipts for those donations.
- 3) Assists in the preparation of the monthly financial report.
- 4) In the absence of the Treasurer, the Alternate Treasurer performs all tasks of the PASC Treasurer.
- 5) Assists in the audit process of the all PASC sub-committees.

**Regional Committee Member (RCM) I**

The RCM works for the common good of NA as the representative of the PASC.

**REQUIREMENTS:**

- 1) Three years clean time.

- 2) Two years service experience at the PASC with one year of which as the RCM II.
- 3) Knowledge and experience with the PASC guidelines, the Twelve Traditions, the Twelve Concepts, Robert's Rules of Order and a Guide to Local Service in Narcotics Anonymous.
- 4) Knowledge and experience with Arizona Regional Service Committee Guidelines.

*SUGGESTED REQUIREMENTS:*

- 1) One year experience as a GSR.

*DUTIES:*

- 1) Attends all Regional and PASC meetings.
- 2) Represents the PASC at the Regional level.
- 3) Carries the PASC group conscience.
- 4) Has a PASC vote of confidence on issues that deal with RSC business at hand.
- 5) Provides two way communication between the PASC and the rest of NA, particularly with neighboring RCMs.
- 6) Carries the PASC donations to the RSC treasurer.
- 7) Provides a written and oral report to the PASC of all activity at the RSC.
- 8) Assists the RSR with the annual Conference Agenda Review for the PASC.
- 9) Serves for two years, this is a co-position. One elected in the even years and one in the odd years.

**Regional Committee Member (RCM) II**

*REQUIREMENTS:*

- 1) Two years clean time.
- 2) One year service experience at the PASC.
- 3) Knowledge and experience with the PASC guidelines, the Twelve Traditions, the Twelve Concepts, Robert's Rules of Order and A Guide to Local Services in Narcotics Anonymous.

*SUGGESTED REQUIREMENTS:*

- 1) One year experience as a GSR.

*DUTIES:*

- 1) Attends all Regional and PASC meetings.
- 2) Assists the RCM in the performance of his/her duties.
- 3) Fulfills the RCM's duties in the event of his/her absence.
- 4) Assists the RCM with the annual Conference Agenda Review.
- 5) Participates on a Regional Sub-committee.

**Sub-Committee Chairpeople -**

A Sub-Committee Chairperson must be capable of conducting a business meeting with a firm yet understanding hand.

**REQUIREMENTS:**

- 1) Two years clean time.
- 2) One year service experience as a member of the same sub-committee.
- 3) Knowledge and experience with the PASC guidelines, the Twelve Concepts Robert's Rules of Order, and a Guide to Local Services in Narcotics Anonymous.
- 4) Must sign a Letter of Financial Responsibility.

**SUGGESTED REQUIREMENTS:**

- 1) Prior experience as Vice-chairperson of the same sub-committee.

**DUTIES:**

- 1) Holds regular monthly meetings.
- 2) Insures the financial accountability of the Sub-committee to the PASC.
- 3) Provides a monthly written and oral report to the PASC of all Sub-committee activity including a current financial report.
- 4) Gives to the PASC a written report of procedures, contacts, contracts and/or reference sources along with a written inventory of all property, thirty days before the end of their term.

**PASC MEETING:**

- 1) The regular PASC meeting shall be held on the first Saturday of the month unless otherwise ordered by the committee.
- 2) Emergency meetings may be called by the Chairperson of the PASC by:
  - A) Notifying all PASC officers and voting members.
  - B) At least 1/3 of voting members must be present.The purpose of this meeting shall be limited to the identified emergency. No other business shall be conducted

**SUB-COMMITTEES:**

The work that sub-committees do on behalf of the Phoenix Area provides services to addicts that would be difficult for an individual NA group to provide. All Chairpersons are elected by the PASC. All Sub-committee work is done within the PASC and Sub-committee guidelines and NA's twelve traditions. Each Sub-committee is responsible to the PASC through its Chairperson who provides a written and oral report to the PASC.

STANDING SUB-COMMITTEES

- ACTIVITIES
- HOSPITALS & INSTITUTIONS
- PUBLIC INFORMATION
- PHONELINE
- OUT REACH
- LITERATURE
- NEWSLETTER
- NARATHON

ACTIVITIES -

The Activities Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, Treasurer, and General members. The Activities Sub-committee is authorized a prudent reserve and a PASC coordinated band account.

The Sub-committee coordinates and plans activities which promote unity and fellowship, as well as generating funds.

HOSPITALS & INSTITUTIONS -

The Hospitals & Institutions Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, Literature Distribution person, Coordinators, Panel members and Public Information liaison. The Hospitals & Institutions Sub-committee is authorized a budget and is financially responsible to the PASC.

The Sub-committee coordinates all Area Narcotics Anonymous Hospital & Institution presentations. Their function is to carry the message to addicts who can not attend outside Narcotics Anonymous meetings.

PUBLIC INFORMATION -

The Public Information Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, General members and Hospitals & Institutions liaison. The Public Information Sub-committee is authorized a budget and is financially to the PASC.

The Sub-committee informs the public that Narcotics Anonymous exists and offers recovery from addiction, and also provides information about how and where to find it.

PHONELINE -

The Phonenumber Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, Treasure, Liaison to the other valley areas and general members. The Phonenumber Sub-committee is authorized a budget and is financially responsible to the PASC and other participating areas..

The Sub-committee establishes, maintains and coordinates an effective twenty-four hour, seven day a week, answering service providing a current Phoenix area meeting list. Through this service we form a link between Narcotics Anonymous and the general public seeking help and/or information. The Sub-committee will also maintain a twelve step list, to provide a list of members that are available for twelve step calls.

OUT REACH -

The Out Reach Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary and General members. The Out Reach Sub-committee is authorized a budget and is financially responsible to the PASC.

The Sub-committee maintains contact with NA groups within the Greater/Metro

Phoenix Area that are not currently participating in the NA service structure. Maintains, updates and publishes the Phoenix Area Meeting List in cooperation with the other valley areas.

LITERATURE -

The Literature Sub-committee shall consist of a Chairperson and General members. The Literature Sub-committee is authorized a budget and is financially responsible to the PASC.

The Sub-committee acquires and makes available all Narcotics Anonymous literature and the PASC meeting lists to the Phoenix area.

NEWSLETTER -

The Newsletter Sub-committee shall consist of a Chairperson and General members. The Newsletter Sub-committee is authorized a budget and is financially responsible to the PASC.

The Sub-committee publishes a monthly Phoenix area newsletter which includes upcoming events and articles of interest to the fellowship.

NARATHON -

The Narathon Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, Treasurer, General members and Liaisons to the other valley areas.

The Narathon Sub-committee is authorized a budget and is financially responsible to the PASC and other participating areas.

The Sub-committee promotes unity between participating areas and provides a safe haven for addicts during the holidays.

**AD-HOC COMMITTEES:**

- 1) Shall be a time limited committee appointed by the Chairperson of the PASC to address a specific task assigned to it.
- 2) Ad-Hoc committee shall consist of a Chairperson and General members.

**MOTIONS & VOTING PROCEDURES (Standing Rules of Order):**

It is important to read and understand these guidelines pertaining to motions and voting. The PASC guidelines are the primary source in conducting the area's business. When situations arise that are not covered in these guidelines, the latest edition of "Robert's Rules of Order" will be used. If there is a conflict or discrepancy between "Robert's Rules of Order" and the PASC guidelines, the PASC guidelines will take precedence.

MOTIONS -

- 1) Motions may be made by any PASC member excluding the PASC Chair.
- 2) Only a voting member may second a motion.
- 3) All main motions must be submitted in writing on the PASC motion form prior to new business.
- 4) The makers of the motion must be present, or represented by a member of the originating group or committee, at the PASC meeting.
- 5) There shall be a limit on debate.
  - A) No individual may speak longer than five minutes on a motion.
  - B) There shall be no more than two pros and two cons.
  - C) No person may speak twice on any motion.
- 6) A motion to extend debate requires a second and a simple majority.
- 7) Any motion that has passed shall take effect at the close of the business meeting unless otherwise stated in the motion.
- 8) Any motion brought to the PASC that has been voted on within the last six months will be considered a motion to "*RECONSIDER*" as per "Robert's Rules of Order" and a Guide to Local Service.
- 9) Prior to New Business the Chairperson shall read aloud all motions and rule on each in one of the following manners:
  - 1) Refer
  - 2) Table
  - 3) Rule Out of Order
  - 4) Legitimate

VOTING PROCEDURES -

- 1) All NA groups registered with the PASC have a voice and are entitled to vote.
- 2) No group shall have more than one vote at any time.
- 3) A Roll Call of voting members will be taken after the opening prayers.
- 4) A Quorum must be present for the PASC to conduct business.
- 5) Quorum is one half or more of all registered groups on the roll call. Groups will be dropped from the roll call in the event they miss two consecutive roll calls
- 6) A simple majority of all present voting members is required to pass all motions except those of guidelines changes and money matters. This includes Sub-committee budgets.
  - A) Money matters require a 2/3 majority vote of all present voting members.
  - B) Guideline changes require a ¾ majority of all registered NA groups.

**NOMINATIONS AND ELECTIONS:**NOMINATIONS -

- 1) The PASC elections are held the first week in July of each year.

- 2) It will be announced at the April PASC that nominations will be accepted at the beginning of the May PASC.
- 3) Nominations will be closed at the end of the June PASC meeting and all service resumes must be submitted to the PASC prior to the end of the June meeting.
- 4) Any member of the Phoenix NA fellowship may nominate members for positions on the PASC. All nominations must be seconded by a voting member.
- 5) Nominees must be present at the July elections.
- 8) Any member may be nominated for more than one position but may only be elected to one.
- 9) Prior to the election proceedings at the July PASC, nominees may be asked questions relevant to their possible election.

**ELECTIONS -**

- 1) Elections will be conducted by a closed ballot.
- 2) All election ballots shall be counted by two impartial observers, as assigned by the PASC Chairperson.
- 3) The secretary shall announce all election results.
- 4) No member shall hold more than one position at a time.
- 5) No member shall be eligible to hold more than two consecutive terms in the same position.
- 6) All PASC officers except RCMs shall be elected to serve for a term of one year beginning at the end of the close of the August PASC. RCMs shall be elected to serve for a term of two years beginning at the close of the August PASC, with one RCM elected in even-numbered years and the other RCM elected in odd-numbered years.
- 7) In the event that there are no nominees for a service position at the August elections, Special election procedures will begin for that position.
- 8) In the event that a position becomes vacant, Special election procedures will begin for that position.
- 9) The PASC Chairperson may appoint an individual to fill a vacancy until the Special election for this position is held.

**RESIGNATIONS AND REMOVALS:**

**RESIGNATIONS -**

- 1) A resignation of a PASC officer will be accepted upon written notification to the PASC.
- 2) Any member resigning or removed from office shall not be considered for any PASC office for a period of six months.

**SUSPENSIONS / REMOVALS -**

- 1) The suspension of the duties of an officer of the PASC is by a motion, a second and a 2/3 majority of all present voting members.

- 2) Any PASC officer may be removed from office following the referral to NA groups and a 2/3 majority vote of all registered NA groups.
- 3) The reasons for removal include but are not limited to:
  - A) Nonfulfillment of the duties of their position.
  - B) Nonattendance at the PASC for two consecutive meetings, or three meetings within the term..
  - C) Misuse of NA funds.
  - D) Use of substances to get loaded.

## **SPECIAL ELECTIONS:**

- 1) Special elections will follow the PASC election procedures, except that nominations and resumes will be accepted immediately with elections to follow at the next month's PASC meeting.
- 2) The elected member will serve until the annual PASC election.
- 3) Any member fulfilling an interim position will be considered as having completed their term of office.

## **OPEN FORUM:**

- 1) Open Forum shall be granted to any member of Narcotics Anonymous. PASC members are encouraged to bring issues to the Area via the group reports.
- 2) Requests for Open Forum must be submitted prior to the reading of the Agenda.
- 3) The Open Forum shall be for thirty minutes equally divided between those making requests.
- 4) The Open Forum may be extended by a motion to extend, a second and a simple majority vote.

## **OPERATING PROCEDURES:**

### FINANCIAL -

- 1) A set of financial records shall be maintained at all times.
- 2) There will be three signatories on the PASC checking account.
- 3) All checks written on the PASC checking account shall be signed by two of the three signatories on the account.
- 4) Financial audits of the PASC and Sub-committees shall be held at least twice a year, in February and July.
- 5) A year-to-date financial report shall be furnished with a balance sheet at the June PASC.
- 6) All monies received shall be deposited within forty-eight hours.
- 7) Disbursement of budgeted funds does not require a vote.
- 8) The PASC budget shall be the sum of the established operational expenses and the approved Sub-committee budgets.
- 9) The PASC prudent reserve shall not be less than one month of the PASC budget.

- 10) Regional donations shall consist of all monies above the prudent reserve at the end of the PASC meeting prior to the next ARSC meeting.
- 11) All Sub-committee Chairs and Executive Committee members submit annual budgets in January to be approved at the February ASC.
- 12) All individuals who handle PASC funds or are signers on the PASC bank account or any of its subcommittee bank accounts, must sign Letters of Financial Responsibility.

SUB-COMMITTEES -

- 1) Sub-committee guideline changes shall be approved by the PASC after review by the area's groups.
- 2) Property acquired by and for any Sub-committee shall belong to the PASC.

TEMPORARY SUSPENSION OF THE PASC GUIDELINES -

- 1) The temporary suspension of the PASC guidelines must be for a specific purpose.
- 2) Circumstances may arise where it is necessary for operational needs to temporarily suspend the guidelines in order to successfully conduct business. This requires a 2/3 majority vote of all present voting members.