

LMHANA
ASC
GUIDELINES

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42 month's old business. For the purpose of these guidelines, the terms "Group Service Rep., Group
43 Service Rep. Alternate, and Area Trusted Servants" shall be defined as stated in the approved NAWS
44 "Guide to Local Service in NA".

45

46 **SECTION III**

47 **Non-Voting Participants:** The non-voting participants of this ASC shall be any other NA members who
48 are not assigned voting rights. Any non-voting participant, except the LMHANA Chair, may introduce
49 motions and participate in debate and discussion. Any such motion must be seconded by a voting
50 member (GSR/GSR Alternate) or the motion dies.

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ARTICLE IV

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Observers

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55 Non-NA Members not addressed elsewhere in these guidelines shall be classed as observers. Observers
56 cannot make or second motions but may request to address the assembly. The LMHANA Chairperson
57 has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may
58 be overturned by a 2/3 majority of voting members.

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ARTICLE V

61

Election of Trusted Servants

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63 **SECTION I:** All Trusted Servants shall be nominated at the October ASC of LMHANA and elected at
64 the November ASC of LMHANA, or when vacancy occurs. The Trusted Servants of LMHANA shall be
65 a Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, Hospitals &
66 Institutions Chair, Public Information Chair, Literature Chair, Fundraiser Activities Chair, Unity Retreat
67 Chair, Unity Retreat Vice Chair, Board of Directors Representative, Policy & Administration Chair, and
68 when needed, an Ad Hoc chair and Liaisons.

69

70 **SECTION II:** Any NA member of LMHANA may nominate any other LMHANA NA member for any
71 position. Any nominated NA member **must be present at the time of their nomination.** Nominations
72 must be seconded by a LMHANA GSR or Alt GSR at the ASC. All nominations made at the ASC for
73 any Area or Regional position shall be a NA Member with a sponsor and a LMHANA Home Group and
74 attend NA meetings regularly. For the purpose of these guidelines, the term "NA Home Group" shall be
75 defined as stated in the approved NAWS "Guide to Local Service in NA".

76

77 **SECTION III:** All nominees shall state to the ASC assembly their willingness to serve the NA Home
78 Groups, LMHANA, and Narcotics Anonymous as a whole. All nominees shall answer any questions the
79 ASC assembly may have for them and all nominees shall vacate the room during the pros & cons and
80 voting part of the election.

81

82 **SECTION IV:** All Trusted Servants shall be elected by a majority vote of the LMHANA voting
83 members present at the ASC and serve for a minimum term of one year. Elected Trusted Servants
84 transitional responsibilities shall begin at the end of the ASC at which they were elected with a
85 cooperative thirty-day transitional period between the outgoing and in-coming Trusted Servants. The
86 new Trusted Servants take full responsibility for their positions at the end of the ASC following their
87 election. No Trusted Servant shall be eligible to serve more than two terms consecutively in the same

88 position. Any Trusted Servant elected to fill a vacancy in mid-course of a position’s term shall serve in
89 that position until the November elections. Six or more months served in a mid-term election shall be
90 considered a full term towards the eligibility to serve two consecutive years.

91
92 **SECTION V:** Notice of service position vacancies shall be made to all LMHANA Home Groups for no
93 less than one month so that nominations to fill vacancies can occur equally. Nominations to fill a vacancy
94 in a service position shall occur one month after a vacancy arises. In the case of a vacancy of the Area
95 Chairperson, the Area Vice Chair shall assume the duties of the Area Chair until the start of the next
96 regular ASC meeting, where the new Area Chair will be elected as first order of business.

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ARTICLE VI

Removal of Trusted Servants

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SECTION I: A Trusted Servant will be removed from their position for noncompliance. Noncompliance includes:

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ARTICLE VII

Duties & Qualifications of LMHANA ASC Trusted Servants

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SECTION I: Chairperson

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Qualifications:

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1. Suggested minimum two years of continuous clean time.
2. Suggested one year of previous involvement in NA service at any level.
3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
4. Have a sponsor and a NA home group.
5. The willingness to give the time and resources necessary to conduct the business of LMHANA.
6. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.

126

Duties:

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1. Open the ASC at the appointed time by taking the Chair and calling the ASC to order.
2. Announce, in proper order & sequence, the business that comes before the assembly or comes in order with the prescribed agenda and with existing orders of the day.
3. To recognize NA members or observers who are entitle to the floor.

- 131 4. State and put to vote all questions that legitimately come before the assembly as motions or that
132 otherwise arise in the course of proceedings, except for questions that relate to the Chairperson,
133 and to announce the results of each vote; or, if a motion that is not in order is made, to rule out of
134 order.
- 135 5. To ensure the adherence to the decorum of NA, and Roberts Rules of order, in a consistent
136 manner.
- 137 6. Decide all questions of order subject to appeal unless, when in doubt, the Chairperson prefers to
138 submit such a question to the ASC for decision.
- 139 7. Expedite business in every way compatible with the rights of NA members.
- 140 8. Respond to inquiries of NA members relating to parliamentary procedure or factual information
141 bearing on the business of the ASC.
- 142 9. Shall conduct the meeting with impartiality and fairness.
- 143 10. Declare the meeting adjourned when the assembly so votes, or where applicable, at the time
144 prescribed in the agenda, or at any time in the event of a sudden emergency affecting the safety of
145 those present.
- 146 11. To hold a key for the LMHANA P.O. Box, to collect mail from the same P.O. Box, and to ensure
147 all bills reach the area treasurer for monthly payment.
- 148 12. Shall be co-signer of the LMHANA bank account.
- 149 13. Shall have the responsibility for orientating any new GSRs attending the ASC 45 minutes prior to
150 the beginning of the ASC (1:15pm) using the approved GSR Orientation Guide. Chair may
151 delegate this responsibility to another trusted servant, i.e.: Area vice Chair.
- 152 14. Be responsible for opening the ASC meeting place for LMHANA at the prearranged time, help
153 set up the meeting place, and close the meeting place according to the rules of the facility.
- 154 15. Shall make coffee at each ASC meeting. Take inventory and inform treasurer when supplies are
155 needed.
- 156 16. Shall coordinate all LMHANA area business and generate enthusiasm for NA unity and
157 participation in LMHANA ASC & trusted servant positions.
- 158 17. Area chair may not serve as GSR.

159

160 **SECTION II: Vice Chairperson**

161

162 **Qualifications:**

- 163 1. Suggested minimum one year of continuous clean time.
- 164 2. Suggested one year of previous involvement in NA service at any level.
- 165 3. A working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA service.
- 166 4. Have a sponsor and a NA home group.
- 167 5. Have the willingness to give the time and resources necessary to conduct the business of
168 LMHANA.
- 169 6. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.

170

171 **Duties:**

- 172 1. Serve as the acting Area Chairperson in any way possible.
- 173 2. Notify all Area Trusted Servants and Subcommittee Chairs of their responsibilities upon election,
174 and to furnish them with whatever documents are required for the performance of their duties.
- 175 3. Act as temporary chairperson of any standing subcommittee in case of a vacancy of the
176 chairperson of that subcommittee, to assure the basic essential business of that subcommittee is
177 handled.

- 178 4. To ensure that all subcommittee chairpersons adhere to any policy that may affect LMHANA or
179 Narcotics Anonymous as a whole.
180 5. Shall assume the responsibility of the LMHANA bank account in the absence or vacancy of the
181 Area Treasurer, with the direct cooperation of the Area Chairperson.
182 6. To hold a key for the LMHANA P.O. Box, collect mail from the same P.O. Box, and ensure all
183 bills reach the area treasurer for monthly payment.
184 7. Shall be a co-signer of the LMHANA bank account, unless acting as the Area Treasurer.
185 8. Share the responsibility for orientating new GSRs, or any new member attending the ASC, 45
186 minutes prior to the beginning of the ASC (1:15pm) using the approved GSR Orientation Guide.
187 9. Shall receive an automatic nomination for the LMHANA Chairperson position at the time of that
188 position's election. (Does not need to be nominated by anyone.)
189

190 **SECTION III: Secretary**

191 **Qualifications:**

- 192
193 1. Requirement of one year of continuous clean time.
194 2. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
195 3. Have a sponsor and a NA home group.
196 4. Have the willingness to give the time and resources necessary to conduct the business of
197 LMHANA.
198 5. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
199

200 **Duties:**

- 201 1. Keep accurate minutes of all LMHANA ASC proceedings and maintain ASC archives.
202 2. Attach to the archived minutes of all transcription of GSR, Home Group, Trusted Servant, and
203 subcommittee reports.
204 3. Type, Copy and E-Mail the monthly agenda, minutes, and transcriptions no more than two weeks
205 after the most recent LMHANA ASC meeting to all LMHANA Home Groups and Trusted
206 Servants and upon request, anyone else who attended the ASC.
207 4. Retain LMHANA letterhead to be used by LMHANA Trusted Servants for area business.
208 5. Be an alternate key holder for the LMHANA P.O. Box, collect mail from the same P.O. Box, and
209 ensure all bills reach the area treasurer for monthly payment.
210 6. Shall be an alternate co-signer of the LMHANA bank account.
211 7. Keep records of attendance of Trusted Servants and Home Groups at the ASC. Note: New groups
212 must have at least one meeting prior to be added to the ASC agenda.
213 8. Keep and update LMHANA membership list and perform "Roll Call" at the ASC.
214 9. To make available, minutes, records, and guidelines to any Narcotics Anonymous member upon
215 request.
216 10. Shall update guidelines in the event of a vacancy in the P&A position.
217

218 **SECTION IV: Treasurer**

219 **Qualifications:**

- 220
221 1. Suggested minimum two years of continuous clean time.
222 2. Suggested one year of previous involvement in NA service at any level.
223 3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
224 4. Have a sponsor and a NA home group.

- 225 5. Have the willingness to give the time and resources necessary to conduct the business of
226 LMHANA.
227 6. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
228

229 **Duties:**

- 230 1. Be the custodian of the LMHANA bank account.
231 2. Provide a written report of receipts and disbursements at each LMHANA ASC meeting.
232 3. Provide a complete written annual financial report at the November ASC meeting, which will be
233 audited by LMHANA jointly.
234 4. During the ASC, disburse funds in accordance with LMHANA decisions, by check only, for all
235 bills due, and subcommittee expenses. Have the co-signers sign checks that will be mailed by the
236 treasurer directly after the ASC.
237 5. Shall accept group donations only at the LMHANA ASC meeting.
238 6. Group donations are to be made by check, money order or bills, no change.
239 7. Will provide a receipt for all donations and retain a copy of those receipts.
240 8. Shall not reimburse any LMHANA member for any area expense without a receipt.
241 9. Maintain a ledger, recording all LMHANA financial transactions.
242 10. Follow the NAWS Conference-approved Treasurer's Handbook.
243 11. Shall immediately following the ASC, and accompanied by another Trusted Servant, deposit all
244 monies collected at the ASC to the area bank account, and mail all financial obligations for the
245 services rendered to LMHANA. (Mail payment for the monthly bills.)
246 12. Shall become temporary Unity Retreat treasurer, in the event of a vacancy.
247

248 **SECTION V: Regional Committee Member (RCM)**
249

250 **Qualifications:**

- 251 1. Suggested minimum one year of continuous clean time.
252 2. Suggested one year of previous involvement in area service at any level.
253 3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
254 4. Have a sponsor and a NA home group.
255 5. Have the willingness to give the time and resources necessary to conduct the business of
256 LMHANA.
257 6. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
258

259 **Duties:**

- 260 1. Represent LMHANA at each Tri-State Regional Service Committee (TSRSCNA) meeting.
261 Absence from three TSRSCNA meetings will result in an automatic resignation.
262 2. Provide the LMHANA chair with additional agenda items from the TSRSCNA meeting.
263 3. Provide a written report to the ASC covering the business of the previous TSRSCNA along
264 with a copy of TRSCNA minutes and any other NA Area, Regional, or World Information
265 4. Nominate only those NA members approved by the ASC for regional positions, all regional
266 nominees shall be from LMHANA.
267

268 **SECTION VI: Regional Board of Directors Representative (BOD Rep)**
269

270 **Qualifications:**

- 271 1. Suggested minimum one year of continuous clean time.

- 272 2. Suggested one year of previous involvement in area service at any level.
273 3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA Service.
274 4. Have a sponsor and a NA home group.
275 5. Have the willingness to give the time and resources necessary to conduct the business of
276 LMHANA.
277 6. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
278

279 **Duties:**

- 280 1. Represent LMHANA at each Tri-State Regional Office board of Directors meeting. Absence from
281 three BOD meetings will result in an automatic resignation.
282 2. Provide the LMHANA chair with additional agenda items from the BOD meeting.
283 3. Provide a written report to the ASC, covering the business of the previous BOD meeting along
284 with a copy of BOD meeting minutes.
285

286 **SECTION VII: Policy and Administration Chair**

287

288 **Qualifications:**

- 289 1. Suggested minimum two years of continuous clean time.
290 2. Suggested one year of previous involvement in area service at any level.
291 3. A working knowledge of the Roberts Rules of Order, 12 Steps, 12 Traditions, and the 12
292 Concepts of NA service.
293 4. Have a sponsor and a NA home group.
294 5. Have the willingness to give the time and resources necessary to conduct the business of
295 LMHANA.
296 6. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
297

298 **Duties:**

- 299 1. Assist Area Chair and LMHANA in all inquiries, reviews, maintenance and resolutions of
300 Roberts Rules of Order and all LMHANA guidelines.
301 2. P&A Chair will communicate monthly, with all the Area Trusted Servants, on all matters
302 concerning policy & administration that affect LMHANA.
303 3. Will submit a monthly written report on all P&A business.
304 4. Act as a consultant and resource for all LMHANA.
305

306

ARTICLE VIII

307

Standing Subcommittees, Ad Hoc Committees and Liaisons

308

309 **General Duties:**

310 **SECTION I:** LMHANA may establish subcommittees or liaisons as necessary to perform certain duties.
311 These standing subcommittees shall be formed by LMHANA. Standing subcommittees may include, but
312 not be limited to: Public Information, Hospitals & Institutions, Literature, Fundraiser Activities, Unity
313 Retreat, Policy & Administration, Convention Program Liaison, Additional Needs Liaison, Out Reach,
314 and any other standing subcommittee which shall be deemed necessary to carry out the work of
315 LMHANA.
316

317 **SECTION II:** At the inception of these standing subcommittees or liaisons a Chairperson or

318 Representative will be elected by LMHANA. Any other Trusted Servants of each standing subcommittee
319 will be elected by the membership of that respective subcommittee. Please refer to each LMHANA
320 subcommittee guidelines or NAWS hand books and guidelines for further information.

321

322 **SECTION III:** All standing subcommittees of LMHANA shall follow, create, and/or update their
323 subcommittee guidelines which shall be consistent with the current LMHANA and NAWS approved
324 service guides, the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous and the best
325 information available from the World Service Conference in the form of NAWS-approved Handbooks
326 and Guidelines.

327 **SECTION IV:** The guidelines of each standing subcommittee must be reviewed and approved by the
328 LMHANA ASC.

329 **SECTION V:** All standing subcommittees will hold a regular scheduled monthly meeting prior to the
330 ASC as noted in the LMHANA meeting list.

331

332 **SECTION VI: Hospitals & Institutions Chairperson**

333 Elected by majority vote from the LMHANA Service Committee for a one-year term in accordance with
334 and accountable to LMHANA policy and guidelines and is directly responsible to those they serve, the
335 NA groups of LMHANA.

336

337 **Qualifications:**

- 338 1. Suggested minimum one year of continuous clean time.
- 339 2. Six months of previous involvement in H&I.
- 340 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 341
- 342 4. A working knowledge of the LMHANA H&I Guidelines and NAWS H&I Handbook.
- 343 5. The ability to organize, coordinate, and serve this H&I subcommittee.
- 344 6. Have the willingness to give the time and resources necessary to conduct the business of this H&I
- 345 subcommittee.
- 346 7. Attend all meetings. Unexcused absence from three meetings is an automatic resignation.

347

348 **Duties:**

- 349 1. Coordinate all LMHANA H&I subcommittee business and generate area enthusiasm and
- 350 involvement in H&I.
- 351 2. Work closely with the H&I Vice Chairperson, Secretary and Panel Coordinators.
- 352 3. Prepare the monthly agenda of matters they should act upon to bring before the H&I
- 353 subcommittee. (See area secretary or vice chair for sample subcommittee agenda template.)
- 354 4. Shall provide an emailed monthly report to area secretary no later than one week following ASC
- 355 meeting, on the status of each LMHANA H&I commitments, Regional H&I service meetings and
- 356 other responsibilities of this H&I subcommittee.
- 357 5. To rigorously maintain H&I subcommittee archives that are to be given to the next H&I chair.
- 358 6. To establish and maintain contact between this H&I subcommittee and other H&I subcommittees
- 359 on an Area, Regional, and World level.
- 360 7. To attend Regional H&I subcommittees or send the H&I vice Chair in their place.
- 361 8. Handle all public relations involving policy matters that pertain to any current LMHANA H&I
- 362 meeting. Establishment of any new H&I meetings will be done in cooperation with the PI chair
- 363 for presentation help and contact.
- 364 9. Responsible for all correspondence with participating facilities and within NA pertaining to H&I.

- 365 10. Keep an updated H&I volunteer list from H&I workshops of all NA members willing to be panel
366 members.
367 11. Assure that the H&I volunteer lists are utilized by H&I Vice Chair and Panel Coordinators for the
368 purpose of functioning H&I Panel System. Also, makes and H&I volunteer list available to all
369 LMHANA H&I subcommittee members.
370 12. Attend at least one regional level workshop annually if available.
371 13. Ensure that all H&I panel coordinators and panel leaders understand the NA H&I panel system as
372 explained in LMHANA and NAWS H&I guidelines and handbooks.
373 14. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting
374 list.
375

376 **SECTION VII: Public Information/Website Chairperson**

377 Elected by majority vote from the LMHANA Service Committee for a one-year term, in accordance with
378 and accountable to LMHANA policy and guidelines, as well as, directly responsible to those they serve
379 the NA groups of LMHANA.
380

381 **Qualifications:**

- 382 1. Suggested minimum of one year of continuous clean time.
383 2. Suggested six months of previous involvement in PI/Website.
384 3. A working knowledge of the 12 Steps, 12 traditions, and 12 Concepts of Narcotics Anonymous.
385 4. Have a sponsor and a NA home group.
386 5. A working knowledge of the LMHANA PI guidelines and NAWS PI Handbooks.
387 6. The ability to organize, coordinate, and serve this PI/Website subcommittee.
388 7. Have the willingness to give the time and resources necessary to conduct the business of this PI
389 subcommittee.
390 8. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
391

392 **Duties:**

- 393 1. Coordinates all LMHANA P/Website subcommittee business and generates enthusiasm and
394 involvement for projects planned by the PI subcommittees.
395 2. Prepare the monthly agenda to bring before the subcommittee matters to be acted upon.
396 3. Shall provide an emailed monthly report to area secretary no later than one week following ASC
397 meeting, on the status of Area PI/Website projects, Regional PI/Website business meetings, or
398 any other responsibility of this PI/Website subcommittee.
399 4. Rigorously maintain PI/Website subcommittee archives that are to be given to the next PI
400 /Website Chairperson.
401 5. Establish and maintain contact between the LMHANA PI/Website subcommittee and other
402 PI/Website subcommittees on an area, regional and world level.
403 6. Attend at least one regional level workshop annually if available.
404 7. Work closely with this PI/Website subcommittee to uphold the integrity of NA in all
405 correspondence with the general public.
406 8. Report monthly PI/Website expenditures to LMHANA and the PI/Website subcommittee and
407 validate with receipts.
408 9. Adhere to the LMHANA PI/Website and NAWS guidelines and handbooks.
409 10. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting
410 list.
411

412 **Website Specific Duties:**

- 413 1. The website chair is responsible for the procurement of domain registration, maintenance, and
414 renewal of such registration.
- 415 2. Responsible for the security of all sensitive data such as usernames, passwords, contact
416 information, and technical support information.
- 417 3. Responsible for all technical operations, maintenance, monthly meeting directory updates, and
418 general upkeep of the site.
- 419 4. Responsible for downloading and distributing email and website feedback communications.
420 Emails will be distributed to each area service subcommittee's point of responsibility.
- 421 5. Will ensure email addresses will be provided for all area service subcommittees and other trusted
422 servants as needed. The website chair will distribute all email received through the one POP mail
423 account established for the domain www.lmhana.com
- 424 6. Ensure personal email addresses are not to be used on the LMHANA web site so that official NA
425 communications are processed properly and appropriately. It is up to the trusted servant whether
426 or not to use their own personal email to reply to communications or have the website chair relay
427 emails through www.lmhana.com domain for such replies.
- 428 7. The LMHANA area service committee meeting minutes will be posted on the LMHANA website
429 for downloading and review by any fellowship member, as they become available.
- 430 8. Hold a regular scheduled monthly meeting prior to the ASC.
- 431 9. Adheres to the LMHANA Website and NAWS guidelines and handbooks.
- 432 10. Attend at least one regional level workshop annually if available.
- 433

434 **SECTION VIII: Fundraiser Activities Chairperson**

435 Elected by majority vote from the LMHANA Service Committee for a one-year term in accordance with
436 and accountable to LMHANA policy and guidelines, as well as directly responsible to those they serve
437 the NA groups of LMHANA.

438

439 **Qualifications:**

- 440 1. Suggested minimum one year of continuous clean time.
- 441 2. Suggest six months of previous involvement in Fundraiser Activities.
- 442 3. Have a sponsor and a NA home group.
- 443 4. The ability to organize, coordinate, and serve the fundraiser activities subcommittee.
- 444 5. Have the willingness to give the time and resources necessary to conduct the business of the
445 LMHANA fundraiser activities subcommittee.
- 446 6. Attend all meetings. Unexcused absence from three meetings is an automatic resignation.
- 447

448 **Duties:**

- 449 1. Coordinates all LMHANA fundraiser activities subcommittee business and generates enthusiasm
450 and involvement for activities planned by this fundraiser activities subcommittee.
- 451 2. Shall provide an emailed monthly report to area secretary no later than one week following ASC
452 meeting, on status of area fundraiser activities projects.
- 453 3. Maintain a fundraiser activities subcommittee archives that are to be given to the next fundraiser
454 activities chairperson.
- 455 4. Report monthly all fundraiser activities incomes and expenditures to LMHANA and this
456 fundraiser activities subcommittee and validate with receipts.
- 457 5. Submit all pending contracts or written agreements for review and approval by LMHANA.

- 458 6. Will conduct a minimum of three fundraiser activities per calendar year, which promotes
459 enthusiasm unity throughout the entire LMHANA area.
460 7. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting
461 list.
462 8. Adheres to the LMHANA Fundraiser Activities and NAWS guidelines and handbooks.
463 9. Attend at least one regional level workshop annually if available.
464

465 **SECTION IX: Unity Retreat Chairperson**

466 Elected by majority vote from the LMHANA Service Committee for a one-year term in accordance with
467 and accountable to LMHANA policy and guidelines, as well as, directly responsible to those they serve
468 the NA groups of LMHANA.
469

470 **Qualifications:**

- 471 1. Suggested minimum two years of continuous clean time.
472 2. Suggested one year of previous involvement in Unity Retreat or fundraiser activities sub
473 committees.
474 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
475 4. Have a sponsor and a NA home group.
476 5. The ability to organize, coordinate, and serve the Unity Retreat subcommittee.
477 6. Have the willingness to give the time and resources necessary to conduct the business of the
478 Unity Retreat subcommittee.
479 7. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
480

481 **Duties:**

- 482 1. Coordinate all LMHANA Unity Retreat subcommittee business and generate enthusiasm and
483 involvement for the Unity Retreat, as wells as any other retreat activities planned by this
484 subcommittee.
485 2. Prepare the monthly agenda, to bring before the subcommittee any matters that should be acted
486 upon.
487 3. Shall provide an emailed monthly report to area secretary no later than one week following ASC
488 meeting, on the status of the Unity Retreat.
489 4. Maintain subcommittee archives that are to be given to the next Unity Retreat Chairperson.
490 5. Act as treasurer in the absence of the Unity Retreat treasurer.
491 6. Report monthly Unity Retreat incomes and expenditures to LMHANA and the Unity Retreat
492 subcommittee, as well as validate with receipts.
493 7. Must submit all pending contracts or written agreements for review and approval by **LMHANA**.
494 8. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting
495 list.
496 9. Ensure that the LMHANA Unity Retreat subcommittee adheres to the LMHANA and NAWS
497 guidelines and handbooks.
498 10. Attend at least one regional level workshop annually if available.
499 11. Elect new chairperson and vice chair during ASC elections in November.
500 12. Shall maintain a prudent reserve of 4,000 dollars.
501
502
503
504

505 **SECTION X: Unity Retreat Vice Chairperson**

506 Elected by majority vote from the LMHANA Service Committee for a one-year term in accordance with
507 and accountable to LMHANA policy and guidelines, as well as, directly responsible to those they serve
508 the NA groups of LMHANA.

509
510 **Qualifications:**

- 511 1. Suggested two years clean and/or a minimum of one year clean.
- 512 2. Suggested one year of previous involvement in Unity Retreat or fundraiser activities sub
513 committees.
- 514 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 515 4. Have a sponsor and a NA home group.
- 516 5. The ability to organize, coordinate, and serve the Unity Retreat subcommittee.
- 517 6. Have the willingness to give the time and resources necessary to conduct the business of the
518 Unity Retreat subcommittee.
- 519 7. Attend all ASC meetings. Unexcused absence from three meetings is an automatic
520 resignation.

521
522 **Duties:**

- 523
- 524 1. To take an active part in the direction of the committee, working closely with the Chairperson,
525 assisting with organizational duties at the committee meetings.
- 526 2. In the absence of the Chairperson, to conduct the committee meetings and to see that all
527 committee responsibilities and projects progress with continuity.
- 528 3. In absence of sub-committee chairpersons, assist those sub-committees in completing their tasks.
- 529 4. In the event the Chairperson is unable to complete their term, the Vice Chairperson will receive
530 an automatic nomination from the committee for the Chairperson position.
- 531 5. Also be a signer for retreat committee checking account.

532
533
534 **SECTION XI: Literature Chairperson**

535 Elected by majority vote from the LMHANA Service Committee for a one-year term in accordance with
536 and accountable to LMHANA policy and guidelines, as well as, directly responsible to those they serve
537 the NA groups of LMHANA.

538
539 **Qualifications:**

- 540 1. Suggested minimum of one-year continuous clean time.
- 541 2. Suggested six months of previous in service at any level.
- 542 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 543 4. Have a sponsor and a NA home group.
- 544 5. A working knowledge of the LMHANA Literature Guidelines and NAWS Handbook.
- 545 6. The ability to organize, coordinate, and serve the literature subcommittee.
- 546 7. Have the willingness to give the time and resources necessary to conduct the business of the
547 literature subcommittee.
- 548 8. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.

549
550 **Duties:**

- 551 1. Coordinate all LMHANA literature subcommittee business and generate enthusiasm and
552 involvement in the literature subcommittee.
- 553 2. Prepare the monthly agenda of matters they should act upon to bring before the subcommittee.
- 554 3. Shall provide an emailed monthly report to area secretary no later than one week following ASC
555 meeting, on the status of the literature stockpile.
- 556 4. Maintain subcommittee archives that are to be given to the next literature chairperson.
- 557 5. Report all monthly literature incomes, expenditures, and stockpile balances to LMHANA and the
558 literature subcommittee, as well as validate by turning over all cash and receipts of sales to the
559 LMHANA Treasurer.
- 560 6. Maintain the LMHANA literature stockpile through the purchase of NA literature at the Tri-State
561 Regional Service office or NAWS office.
- 562 7. Keep an updated literature order form for distribution, which contains all available literature for
563 purchase.
- 564 8. Adhere to the LMHANA literature and NAWS guidelines and handbooks.
- 565 9. Attend at least one regional level workshop annually if available.
- 566 10. The monthly prudent reserve currently stands at 1,500 dollars.

567

568 **SECTION XII: Outreach Chairperson**

569 Elected by majority vote from the LMHANA Service Committee for a one-year term, in accordance with
570 and accountable to LMHANA policy and guidelines, as well as, directly responsible to those they serve
571 the NA groups of LMHANA.

572

573 **Qualifications:**

- 574 1. Suggested minimum of one year of continuous clean time.
- 575 2. Suggested six months of previous involvement in Outreach subcommittee.
- 576 3. A working knowledge of the 12 Steps, 12 traditions, and 12 Concepts of Narcotics Anonymous.
- 577 4. Have a sponsor and a NA home group.
- 578 5. A working knowledge of the LMHANA Outreach guidelines.
- 579 6. The ability to organize, coordinate and serve this Outreach subcommittee.
- 580 7. Have the willingness to give the time and resources necessary to conduct the business of this
581 Outreach subcommittee.
- 582 8. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.

583

584 **Duties:**

- 585 1. Coordinates all LMHANA Outreach subcommittee business and generates enthusiasm and
586 involvement for projects planned by the Outreach subcommittees.
- 587 2. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting
588 list.
- 589 3. Prepare the monthly agenda to bring before the subcommittee matters to be acted upon.
- 590 4. Shall provide an emailed monthly report to area secretary, no later than one week following ASC
591 meeting, on the status of Area Outreach projects, Regional Outreach business meetings, or any
592 other responsibility of this Outreach subcommittee.
- 593 5. Rigorously maintain Outreach subcommittee archives that are to be given to the next Outreach
594 Chairperson.
- 595 6. Establish and maintain contact between the LMHANA Outreach subcommittee and other
596 Outreach subcommittees on an area, regional and world level.
- 597 7. Attend at least one regional level workshop annually if available.

- 598 8. Report monthly Outreach expenditures to LMHANA and the Outreach subcommittee and validate
599 with receipts.
600 9. Adhere to the LMHANA Outreach and NAWS guidelines and handbooks.
601

602 **ARTICLE IX**
603 **Financial Guidelines**

604
605 **SECTION I:**

606 LMHANA will maintain only one bank account, with only one tax ID number, for LMHANA Service.
607 Note: other checking accounts may be opened, upon LMHANA approval for various subcommittee funds.
608

- 609 1. LMHANA will register three signatures with these approved checking accounts and will require
610 two of these three signatures to validate all LMHANA checks.
611 2. The LMHANA Chairperson, Vice Chairperson, and Secretary will be the only Trusted Servants
612 responsible for signing LMHANA Area and Literature checks. The Unity Retreat will maintain its
613 own signers as per LMHANA Unity Retreat guidelines.
614 3. In the event of a vacancy in the LMHANA Chair, Vice Chair, or Secretarial position, A Regional
615 Committee Member (RCM) or any other Trusted Servant LMHANA votes as responsible may
616 also be responsible for signing checks.
617 4. All LMHANA committee or subcommittee Treasurers cannot be as signer of any LMHANA
618 checking accounts.
619 5. LMHANA will pay rent quarterly, biannually, or annually to the facility we hold our monthly
620 ASC at. This amount will be determined and approved by LMHANA. The current donation is to
621 the United Presbyterian Church, paid quarterly at the rate of 10 dollars per month, or greater if
622 approved by LMHANA.
623

624 **SECTION II:**

625 LMHANA will maintain a monthly prudent reserve to be approved by the LMHANA.

- 626 1. The monthly prudent reserve currently stands at 1,500 dollars with the intent of covering up to
627 three months of LMHANA expenses.
628 2. Each month the LMHANA treasurer will report all LMHANA monies over the prudent reserve
629 that will be donated to the Tri-State Regional Service Committee, unless voted on by this ASC to
630 do otherwise.
631

632 **SECTION III:**

633 LMHANA subcommittees will receive non-accruing monthly budgets as approved by LMHANA with the
634 exception of the Literature and Unity Retreat subcommittees. These subcommittees currently maintain
635 separate prudent reserves and checking accounts approved by LMHANA.
636

- 637 1. Hospitals and Institutions are to receive a non-accruing monthly budget that provides 20 dollars
638 per correctional facility and 15 dollars per treatment facility, as well as an annual 150-dollar
639 budget for H&I workshops.
640 2. Public Information/Website Committee is to receive a 30-dollar non-accruing monthly budget.
641 3. Fundraiser Activities were given a start-up of 70 dollars and is to generate funds within the
642 subcommittee to a prudent reserve cap of 300 dollars held by LMHANA treasurer. All funds
643 above the prudent reserve cap are to be transferred to the LMHANA Area account for area
644 expenses.

- 645 4. Unity Retreat is to hold its own checking account and generates funds within the subcommittee
646 and has a prudent reserve of 4,000 dollars to allow monies for the upcoming year expenses. All
647 funds above the prudent reserve are to be transferred to the LMHANA ASC account for area
648 expenses.
- 649 5. Literature subcommittee is expected to continue to generate funds within its standing
650 subcommittee. The monthly prudent reserve stands at 1,500 dollars. A ten percent markup is
651 added to the per item purchase price of literature and rounded to the nearest nickel, to keep pace
652 with the supply and demand of the LMHANA groups.
- 653 6. Literature can be purchased from 12 pm (noon) to 2 pm.
- 654 7. Outreach is to receive a 25-dollar non-accruing monthly budget.
- 655 8. Regional Committee Member is to receive a 50-dollar non-accruing monthly budget.
- 656 9. Area Secretary is to receive a 25-dollar non-accruing monthly budget.
- 657 10. Policy & Administration Chairperson is to receive a 25-dollar non-accruing monthly budget.
- 658

659 **SECTION IV:**

660 It is the duty of each subcommittee chairperson to submit a detailed financial report at each LMHANA
661 meeting.

662

- 663 1. This report will contain all expenses and incomes for that subcommittee. H&I and PI
664 subcommittee reports will also include a detailed list of the distribution of all literature and books
665 in order to provide knowledge to subsequent subcommittee and to know which institutions have
666 what literature.
- 667 2. All LMHANA subcommittees will deposit monthly income monies into the LMHANA checking
668 accounts.
- 669 3. All standing subcommittee chairpersons must submit all pending contracts or written agreements
670 for review and approval by LMHANA. A minimum of two ASCs in advance of the event.
- 671 4. All LMHANA subcommittees are financially responsible to those they serve, which are the
672 LMHANA groups.
- 673 5. All LMHANA subcommittee chairs must attend one regional level workshop annually (if
674 available) at the regional level.
- 675

676 **SECTION V: Travel Expenses**

- 677 1. There will be no reimbursement of travel expenses for trusted servants due to the awareness of the
678 extent of commitment when elected; however, if a trusted servant has come under unforeseen
679 financial difficulties LMHANA may vote to approve special circumstances.
- 680

681 **SECTION VI: Theft of LMHANA funds**

- 682 1. LMHANA will follow the NAWS Board of Trustees Bulletin #30 "Theft of NA Funds".
- 683

684 **SECTION VII:**

685 A 2/3 majority vote is needed to carry any motions pertaining to money. All motions pertaining to
686 financial matters are to be tabled to the groups and voted on at the following ASC meeting.

687

688 **SECTION VIII:**

689 In the event that one or two check signers being absent during the current month's ASC meeting,
690 reimbursements will be made in cash to area sub-committees.

691

692 **SECTION IX: Insurance**
693 LMHANA will annually pay the insurance fee for every group in LMHANA to Region to be mailed at
694 March ASC.
695

696 **ARTICLE X**

697 **ASC Meetings**

698
699 **SECTION I:**
700 Regular LMHANA ASC meetings shall be held monthly at the approved date and time agreed upon by
701 the LMHANA ASC.
702

703 **SECTION II:**
704 The LMHANA ASC meeting in November shall be known as the election meeting and shall be for the
705 purpose of electing ASC Trusted Servants as provided in Article V. Unity Retreat chair and vice chair
706 shall be elected during this time.
707

708 **SECTION III:**
709 Emergency meetings may be called by the chairperson of LMHANA, upon request by members of the
710 LMHANA ASC. The purpose of the meeting shall be stated and no other business other than that which
711 is stated will be conducted. At least seven days of prior notice shall be given before each emergency
712 meeting to LMHANA Home Groups.
713

714 **SECTION IV:**
715 Procedure for cancelling ASC: The ultimate responsibility for cancelling will be with our ASC structure,
716 Chair, Vice Chair, Sec, Treasurer. If the need arises, by 8am on the day of ASC, if there is a need to
717 cancel ASC then our Service Structure is responsible to email/and or call each GSR to get a vote on
718 cancelling or not. The votes will be documented and if passed to cancel, a notice of cancellation will be
719 sent out no later than 10am. This responsibility falls solely on the ASC structure. A vote by the GSRs is
720 needed to cancel ASC. If a majority vote is not made, then ASC will take place.
721

722 **ARTICLE XI**

723 **Parliamentary Procedure**

724
725 **SECTION I:**
726 The rules contained in the current edition of “Roberts Rules of Order”, shall be utilized in a consistent
727 manner at the Chairperson’s discretion to expedite the business of LMHANA. In cases where they are in
728 disagreement or inconsistent with area guidelines, the ASC will apply the 12 Traditions and 12 Concepts
729 of NA.

- 730 1. See attached sheet ‘Sample Rules of Order’ as seen on pg. 105 of a guide to Local Services
- 731 2. If more than 50% of the eligible voting members abstain on a motion, including elections, the
732 motion will be tabled or, if a decision is needed immediately, the chair may reopen for more
733 discussion.
- 734 3. Motions requiring a 2/3 majority vote shall be decided by those members voting in favor of or
735 against. Abstentions will not be counted.
- 736 4. A quorum will be decided by the LMHANA ASC chairperson.
737

738 **SECTION II:**
739 The ASC shall be limited to three hours in duration. At that time the ASC may be extended by a majority
740 vote of that ASC.
741

742 **ARTICLE XII** 743 **Additional Group Services** 744

745 **SECTION I:**
746 LMHANA will supply:
747 1. To group treasurers: a “Group Treasurer’s Record” or an approved substitute.
748 2. To any new LMHANA Group: A Start-Up Package will be granted, consisting of set of the NA
749 Group Readings, plus 15 dollars of literature of their choice.
750 3. Groups should be removed from the meeting list after LMHANA has verified they are closed
751 and/or LMHANA has been unable to contact the group after reasonable attempts.
752 4. Any NA group that meets within our geographic area, following the NA 12 steps and traditions,
753 will be included on LMHANA's meeting list, both printed and website.
754

755 **SECTION II:**
756 LMHANA will:
757 1. Permit LMHANA Groups to use the LMHANA post office box as a stable mailing address for
758 fellowship related correspondence.
759 2. Copy and distribute all pertinent information received from the NA fellowship. Accessible
760 through the Internet upon request.
761

762 **ARTICLE XIII** 763 **Amendment of Guidelines** 764

765 **SECTION I:**
766 1. These guidelines, and any subcommittee guideline may be amended at any LMHANA ASC
767 meeting by a 2/3 majority vote of the quorum. After the motion to amend has been made it will be
768 tabled/returned to the LMHANA groups for their conscience and then voted at the next ASC.
769 2. All grammatical and spelling errors shall be voted on at the ASC level when a motion is made to
770 correct such errors.
771

772 **ADDENDUM**
773 **Additional Motions affecting area business but not requiring amendments to the Area Guidelines.**