

LMHANA



GUIDELINES

*“God grant us the knowledge that we may work according to your great divine precepts. Install in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that no addict anywhere needs die from the horrors of addiction.”*

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1 AREA SERVICE COMMITTEE GUIDELINES

2 OF

3 THE LAUREL MT. HIGHLANDS AREA OF NARCOTICS  
4 ANONYMOUS

5  
6 **ARTICLE I**

7 **Name**

8 The name of this Area Service Committee (ASC) shall be as follows:  
9 "Laurel Mt. Highlands Area of Narcotics Anonymous"  
10 (LMHANA)  
11

12 **ARTICLE II**

13 **Purpose**

14 To fulfill our fellowship’s primary purpose, the groups of the Laurel Mt. Highlands Area of NA have joined  
15 together to create a service structure which develops, coordinates, and maintains services on behalf of the  
16 LMHANA Groups & NA as a whole. This committee’s primary purpose is to help carry the Narcotics  
17 Anonymous message of recovery to the still suffering addict, serve as a link between the LMHANA groups,  
18 the Tri State Regional Service Committee, the World Service Committee of Narcotics Anonymous, and to  
19 foster an atmosphere of unity. For the purpose of these guidelines, the terms “Narcotic Anonymous Group  
20 & Service Structure” shall be defined as stated in the approved NA World Service (NAWS) “Local Service  
21 in NA”.  
22

23 **ARTICLE III**

24 **Participants**

25 **SECTION I:**

26 **Participants:** This Area Service Committee participants are, group service rep. (GSR), GSR alternate,  
27 Other, Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, Hospitals &  
28 Institutions Chair, Public Relations/Help Line Chair, Literature Chair, Fundraiser Activities Chair, Unity  
29 Retreat Chair, Unity Retreat Vice Chair, Board of Directors Rep., Policy & Administration Chair, Ad Hoc  
30 Chairs and Liaisons, and any concerned NA Members. No member of the ASC shall hold more than one  
31 trusted service position at any time (see Article 7 to define Trusted Servants).  
32 This Area Service Committee (ASC) shall only have two classes of participants, which are voting and  
33 non-voting.  
34

35 **SECTION II:**

36 **Voting Participants:** The voting participants of this ASC shall be the Group Service Rep’s (GSR), the  
37 GSR Alternate, or Other of each NA Group in LMHANA. Other is defined as a member delegated by a  
38 LMHANA home group to carry group conscience to LMHANA, when GSR or Alternate is not able to.  
39 The LMHANA Area Trusted Servants are here to serve and share their Experience, Strength, and Hope.  
40 In the case of a tie vote the ASC Chair must reopen the motion for discussion no more than two times, or  
41 exercise their right to have a vote to break the tie. If the Chair abstains from using his right to a tie

42 breaking vote, the motion is tabled to next month's old business. For the purpose of these guidelines, the  
43 terms "Group Service Rep., Group Service Rep. Alternate, and Area Trusted Servants" shall be defined as  
44 stated in the approved NAWS  
45 "Guide to Local Service in NA".  
46

### 47 SECTION III

48 **Non-Voting Participants:** The non-voting participants of this ASC shall be any other NA members who  
49 are not assigned voting rights. Any non-voting participant, except the LMHANA Chair, may introduce  
50 motions and participate in debate and discussion. Any such motion must be seconded by a voting  
51 member (GSR/GSR Alternate) or the motion dies.  
52

## 53 ARTICLE IV

### 54 Observers

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56 Non-NA Members not addressed elsewhere in these guidelines shall be classed as observers. Observers  
57 cannot make or second motions but may request to address the assembly. The LMHANA Chairperson  
58 has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may  
59 be overturned by a 2/3 majority of voting members.  
60

## 61 ARTICLE V

### 62 Election of Trusted Servants

63  
64 **SECTION I:** All Trusted Servants shall be nominated at the October ASC of LMHANA and elected at  
65 the November ASC of LMHANA, or when vacancy occurs. The Trusted Servants of LMHANA shall be  
66 a Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, Hospitals &  
67 Institutions Chair, Public Relations Chair, Literature Chair, Fundraiser Activities Chair, Unity Retreat  
68 Chair, Unity Retreat Vice Chair, Board of Directors Representative, Policy & Administration Chair, and  
69 when needed, an Ad Hoc chair and Liaisons.  
70

71 **SECTION II:** Any NA member of LMHANA may nominate any other LMHANA NA member for any  
72 position. Any nominated NA member **must be present at the time of their nomination.** Nominations  
73 must be seconded by a LMHANA GSR or Alt GSR at the ASC. All nominations made at the ASC for  
74 any Area or Regional position shall be a NA Member with a sponsor and a LMHANA Home Group and  
75 attend NA meetings regularly. For the purpose of these guidelines, the term "NA Home Group" shall be  
76 defined as stated in the approved NAWS "Guide to Local Service in NA".  
77

78 **SECTION III:** All nominees shall state to the ASC assembly their willingness to serve the NA Home  
79 Groups, LMHANA, and Narcotics Anonymous as a whole. All nominees shall answer any questions the  
80 ASC assembly may have for them and all nominees shall vacate the room during the pros & cons and  
81 voting part of the election.  
82

83 **SECTION IV:** All Trusted Servants shall be elected by a majority vote of the LMHANA voting  
84 members present at the ASC and serve for a minimum term of one year. Elected Trusted Servants  
85 transitional responsibilities shall begin at the end of the ASC at which they were elected with a  
86 cooperative thirty-day transitional period between the outgoing and in-coming Trusted Servants. The  
87 new Trusted Servants take full responsibility for their positions at the end of the ASC following their

88 election. No Trusted Servant shall be eligible to serve more than two terms consecutively in the same  
89 position. Any Trusted Servant elected to fill a vacancy in mid-course of a position's term shall serve in  
90 that position until the November elections. Six or more months served in a mid-term election shall be  
91 considered a full term towards the eligibility to serve two consecutive years.

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

## 100 **ARTICLE VI**

### 101 **Removal of Trusted Servants**

102  
103 **SECTION I:** A Trusted Servant will be removed from their position for noncompliance. Noncompliance  
104 includes:

- 105 1. Loss of abstinence (relapse).
- 106 2. Unexcused absence from three Area Service Committee Meetings in their service year. An  
107 absence is considered excused if a report is submitted on one's commitment by a member of their  
108 subcommittee, and their excuse for the absence is submitted to the Area Chair prior to roll call of  
109 that ASC for approval by the voting members.
- 110 3. Non-fulfillment of duties of their position as stated in these guidelines. Removal for  
111 nonfulfillment requires a 2/3 majority vote of the LMHANA ASC.

## 112 113 114 **ARTICLE VII**

### 115 **Duties & Qualifications of LMHANA ASC Trusted Servants**

#### 116 117 **SECTION I: Chairperson**

##### 118 119 **Qualifications:**

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

##### 126 127 **Duties:**

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

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

## 161 162 **SECTION II: Vice Chairperson**

### 163 164 **Qualifications:**

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

### 172 173 **Duties:**

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

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

### 192 **SECTION III: Secretary**

#### 193 **Qualifications:**

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

#### 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 11. Will attend and participate in monthly P&A sub-committee.

### 218 **SECTION IV: Treasurer**

#### 219 **Qualifications:**

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

- 225 4. Have a NA sponsor and a NA home group.
- 226 5. Have the willingness to give the time and resources necessary to conduct the business of
- 227 LMHANA.
- 228 6. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
- 229

230 **Duties:**

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

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

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251 **Qualifications:**

- 252 1. Suggested minimum one year of continuous clean time.
- 253 2. Suggested one year of previous involvement in area service at any level.
- 254 3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
- 255 4. Have a NA sponsor and a NA home group.
- 256 5. Have the willingness to give the time and resources necessary to conduct the business of
- 257 LMHANA.
- 258 6. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
- 259

260 **Duties:**

- 261 1. Represent LMHANA at each Tri-State Regional Service Committee (TSRSCNA) meeting.
- 262 Absence from three TSRSCNA meetings will result in an automatic resignation.
- 263 2. Provide the LMHANA chair with additional agenda items from the TSRSCNA meeting.
- 264 3. Provide a written report to the ASC covering the business of the previous TSRSCNA along
- 265 with a copy of TRSCNA minutes and any other NA Area, Regional, or World Information
- 266 4. Nominate only those NA members approved by the ASC for regional positions, all regional
- 267 nominees shall be from LMHANA.
- 268 5. Will attend and participate in monthly P&A sub-committee.
- 269 6. Attend MARLCNA for CAR and CAT. To record and report to LMHANA ASC necessary
- 270 information, and carry the conscience to TSRACNA.



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

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273 **Qualifications:**

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1. Suggested minimum one year of continuous clean time.
2. Suggested one year of previous involvement in area service at any level.
3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA Service.
4. Have a NA sponsor and a NA home group.
5. Have 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.

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280 **Duties:**

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1. Represent LMHANA at each Tri-State Regional Office board of Directors meeting. Absence from three BOD meetings will result in an automatic resignation.
2. Provide the LMHANA chair with additional agenda items from the BOD meeting.
3. Provide a written report to the ASC, covering the business of the previous BOD meeting along with a copy of BOD meeting minutes.
4. Will attend and participate in monthly P&A sub-committee

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

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289 **Qualifications:**

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1. Suggested minimum two years of continuous clean time.
2. Suggested one year of previous involvement in area service at any level.
3. A working knowledge of the Roberts Rules of Order, 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
4. Have a NA sponsor and a NA home group.
5. Have 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.

299 **Duties:**

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

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## ARTICLE VIII

308

### Standing Subcommittees, Ad Hoc Committees and Liaisons

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310 **General Duties:**

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**SECTION I:** LMHANA may establish subcommittees or liaisons as necessary to perform certain duties. These standing subcommittees shall be formed by LMHANA. Standing subcommittees may include, but

313 not be limited to: Public Relations, Hospitals & Institutions, Literature, Fundraiser Activities, Unity  
314 Retreat, Policy & Administration, Convention Program Liaison, Additional Needs Liaison, Out Reach,  
315 and any other standing subcommittee which shall be deemed necessary to carry out the work of  
316 LMHANA.

317  
318 **SECTION II:** At the inception of these standing subcommittees or liaisons a Chairperson or  
319 Representative will be elected by LMHANA. Any other Trusted Servants of each standing subcommittee  
320 will be elected by the membership of that respective subcommittee. Please refer to each LMHANA  
321 subcommittee guidelines or NAWS hand books and guidelines for further information.

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

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

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

332

### 333 **SECTION VI: Hospitals & Institutions Chairperson**

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

337

#### 338 **Qualifications:**

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

348

#### 349 **Duties:**

- 350 1. Coordinate all LMHANA H&I subcommittee business and generate area enthusiasm and
- 351 involvement in H&I.
- 352 2. Work closely with the H&I Vice Chairperson, Secretary and Panel Coordinators.
- 353 3. Prepare the monthly agenda of matters they should act upon to bring before the H&I
- 354 subcommittee. (See area secretary or vice chair for sample subcommittee agenda template.)
- 355 4. Shall provide an emailed monthly report to area secretary no later than one week following ASC
- 356 meeting, on the status of each LMHANA H&I commitments, Regional H&I service meetings and
- 357 other responsibilities of this H&I subcommittee.
- 358 5. To rigorously maintain H&I subcommittee archives that are to be given to the next H&I chair.
- 359 6. To establish and maintain contact between this H&I subcommittee and other H&I subcommittees
- 360 on an Area, Regional, and World level.

- 361 7. To attend Regional H&I subcommittees or send the H&I vice Chair in their place.
- 362 8. Handle all public relations involving policy matters that pertain to any current LMHANA H&I
- 363 meeting. Establishment of any new H&I meetings will be done in cooperation with the PR chair
- 364 for presentation help and contact.
- 365 9. Responsible for all correspondence with participating facilities and within NA pertaining to H&I.
- 366 10. Keep an updated H&I volunteer list from H&I workshops of all NA members willing to be panel
- 367 members.
- 368 11. Assure that the H&I volunteer lists are utilized by H&I Vice Chair and Panel Coordinators for the
- 369 purpose of functioning H&I Panel System. Also, makes and H&I volunteer list available to all
- 370 LMHANA H&I subcommittee members.
- 371 12. Attend at least one regional level workshop annually if available.
- 372 13. Ensure that all H&I panel coordinators and panel leaders understand the NA H&I panel system as
- 373 explained in LMHANA and NAWS H&I guidelines and handbooks.
- 374 14. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting
- 375 list.
- 376

### 377 **SECTION VII: Public Relations/Website Chairperson**

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

#### 381 **Qualifications:**

- 383 1. Suggested minimum of one year of continuous clean time.
- 384 2. Suggested six months of previous involvement in PR/Website.
- 385 3. A working knowledge of the 12 Steps, 12 traditions, and 12 Concepts of Narcotics Anonymous.
- 386 4. Have a NA sponsor and a NA home group.
- 387 5. A working knowledge of the LMHANA PR guidelines and NAWS PR Handbooks.
- 388 6. The ability to organize, coordinate, and serve this PR/Website subcommittee.
- 389 7. Have the willingness to give the time and resources necessary to conduct the business of this PR
- 390 subcommittee.
- 391 8. Attend all ASC meetings. Unexcused absence from three meetings is an automatic resignation.
- 392

#### 393 **Duties:**

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

- 409 9. Adhere to the LMHANA PR/Website and NAWS guidelines and handbooks.  
410 10. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting  
411 list.

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](http://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](http://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 NA 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 **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 NA 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 5,000 dollars.
- 501

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

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

506

507 **Qualifications:**

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

518

519 **Duties:**

520

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

529

530

531 **SECTION XI: Literature Chairperson**

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

535

536 **Qualifications:**

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

546

547 **Duties:**

548

1. Coordinate all LMHANA literature subcommittee business and generate enthusiasm and

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

## 565 **SECTION XII: Outreach Chairperson**

566 Elected by majority vote from the LMHANA Service Committee for a one-year term, in accordance with

567 and accountable to LMHANA policy and guidelines, as well as, directly responsible to those they serve

568 the NA groups of LMHANA.

569

### 570 **Qualifications:**

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

### 581 **Duties:**

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

- 595 8. Report monthly Outreach expenditures to LMHANA and the Outreach subcommittee and validate  
596 with receipts.  
597 9. Adhere to the LMHANA Outreach and NAWS guidelines and handbooks.  
598

599 **ARTICLE IX**  
600 **Financial Guidelines**

601  
602 **SECTION I:**

603 LMHANA will maintain only one bank account, with only one tax ID number, for LMHANA Service.  
604 Note: other checking accounts may be opened, upon LMHANA approval for various subcommittee funds.  
605

- 606 1. LMHANA will register three signatures with these approved checking accounts and will require  
607 two of these three signatures to validate all LMHANA checks.  
608 2. The LMHANA Chairperson, Vice Chairperson, and Secretary will be the only Trusted Servants  
609 responsible for signing LMHANA Area and Literature checks. The Unity Retreat will maintain its  
610 own signers as per LMHANA Unity Retreat guidelines.  
611 3. In the event of a vacancy in the LMHANA Chair, Vice Chair, or Secretarial position, A Regional  
612 Committee Member (RCM) or any other Trusted Servant LMHANA votes as responsible may  
613 also be responsible for signing checks.  
614 4. All LMHANA committee or subcommittee Treasurers cannot be as signer of any LMHANA  
615 checking accounts.  
616 5. LMHANA will pay rent monthly to the facility we hold our monthly ASC at. This amount will be  
617 10% of LMHANA group donations received at the current monthly ASC, the minimum monthly  
618 donation will be no less than \$10 to the facility in which LMHANA area meets.  
619

620  
621  
622  
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 2,000 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 men's and women's side, 15 dollars per treatment facility commitment  
639 men's and women's side, as well as an annual 150-dollar budget for H&I workshops.  
640 2. Public Relations/Website Committee is to receive a 50-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 5,000 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 2,000 dollars. A ten percent markup is 651  
652 added to the per item purchase price of literature and rounded to the nearest nickel, to keep pace  
653 with the supply and demand of the LMHANA groups.
- 654 6. Literature can be purchased from 12 pm (noon) to 1:45 pm.
- 655 7. Outreach is to receive a 25-dollar non-accruing monthly budget.
- 656 8. Regional Committee Member is to receive a 50-dollar non-accruing monthly budget.
- 657 9. Area Secretary is to receive a 25-dollar non-accruing monthly budget.
- 658 10. Policy & Administration Chairperson is to receive a 25-dollar non-accruing monthly budget.

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 PR  
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  
680 financial difficulties LMHANA may vote to approve special circumstances.

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.**