

***Pikes Peak Area of
Narcotics Anonymous
Guidelines
2023
(Rev. 0)***

Service Prayer

***"God grant us the knowledge that we may act according to
Your divine precepts, instill in us a sense of Your purpose,
make us servants of Your will, and grant us a bond of selflessness
that this truly be Your work, not ours, in order that no addict,
anywhere, need die from the horrors of addiction."***

TWELVE CONCEPTS FOR NA SERVICE

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

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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I. General Information

- A. The name of this committee is the *Pikes Peak Area Service Committee (ASC or PPASC)* of the *Pikes Peak Area of Narcotics Anonymous (PPANA)*.
- B. The ASC will meet every month on the first Saturday for the express purpose of serving the specific needs of its member groups.
 - 1. If the meeting day coincides with a holiday (i.e., New Year's Day or July 4th), the ASC will meet the second Saturday of the month.
- C. The purpose of the ASC is to be supportive of its groups and their primary purpose by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs.
- D. The ASC is "ultimately responsible to the groups" (it serves). Narcotics Anonymous groups send *Group Service Representatives (GSRs)* to serve on the ASC. While maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs, and through them, in the area committee, for necessary work to get done." (Please refer to the Guide to Local Services, GTLS.)

II. General Participation

- A. **Participants.** Every member of NA who attends the meeting may present proposals to the ASC and **has the right to request the floor**. The chair will carefully consider each request. Anyone who wishes to be recognized must raise their hand and be recognized by the Chair.

- B. **Qualified Decision Makers.**

Only GSRs, *Alternate GSRs (GSR-A)*, or *Group Appointed Representatives (GAR)*, are qualified decision makers.

III. ASC Meeting Agenda Format

Convene the Meeting at 1:30 pm.

- A. Allow five minutes for proposals, group donations, literature orders, etc., to be completed.

Call to Order at 1:35 pm.

Moment of silence followed by the **Serenity Prayer**

Read the **Service Prayer**

Read the **12 Traditions front side only**

Read the **12 Concepts front side only**

- B Pass the **7th Tradition**

1st Roll Call

Recognition of new groups

Approval of last month's minutes (additions/corrections are made now only)

Reports

Administrative Officers:

Chairperson

Vice Chairperson

Secretary

RCM-E/RCM-O

Treasurer

Group Reports

Special (ad-hoc) committee reports

Standing Subcommittee reports:

Guidelines

Activities

Public Relations

Break (at the Chair's discretion, may allow a 5-to-15-minute break)

2nd Roll Call of all Qualified Decision Makers

Old Business

Sharing Session

Elections

New Business - Proposal Closure (Chair calls for final proposal submissions)

Announcements

Adjournment

Close Meeting

IV. Procedural Guidelines

- A. **Call to Order:** The ASC will convene at 1:30 pm and call to order at 1:35 pm.
1. Any business other than ASC business will cease.
 2. Literature orders should be submitted before the meeting is called to order.
 3. All group donations should be handed in to the ASC Treasurer before call to order.
- B. **Quorum** must be present to do business.
1. An *official quorum* is one-half of Qualified Decision Makers of the active ASC
 2. An *official quorum* must be reached upon the 1st roll call.
 - i. If the first roll call indicates that a quorum is not present, reports will be made, automatic disbursements will be paid, and a break will be taken. A second roll call will be taken to determine if a quorum is present. If a quorum is not present, the meeting is adjourned.
 - ii. The only record for that meeting will be all business conducted prior to the second roll call.
 - iii. The ASC Secretary will contact each absent group within 10 days of the ASC meeting with a concern of absence.
- C. **Acceptance of Minutes.** The Chair will ask for approval of the minutes from the previous month's ASC meeting.
1. Minutes are the official record of the ASC meeting. However, some portions of the minutes may require discussion if issue is taken with how those proceedings were reported.
 2. The Chair asks for objections to the minutes. If there are no objections, the minutes are deemed approved.
 3. If there are objections to the minutes, these objections can be voiced by anyone in attendance.
 - i. The ASC Secretary is to note changes in the current month's ASC minutes.

D. Reports

1. At the discretion of the Chair, a brief time for discussion and questions may follow each report.
2. Should be as brief as possible, yet complete, on the provided PPASC forms.
3. Should be written legibly or typed, read aloud, and then submitted to the Secretary.
4. If any information is to be announced at other groups' meetings, it should be specified on the report form that this information gets included in the announcements section of the ASC minutes.

E. **Old Business.** When proposals put before the ASC at a previous ASC meeting have been tabled or deferred, these proposals are re-presented at the next ASC meeting. These proposals are listed on the agenda.

1. Each proposal is read in its entirety, including the reason why the proposal is being re-presented.
2. For voting procedure, refer to CBDM process discussed below in Section F.3.

F. **The Sharing Session** puts our fellowship's Sixth Concept to work. The sharing session may be scheduled to address any subject, problem, or grievance. The sharing session is not a regularly scheduled item on the monthly ASC agenda but may be scheduled by:

1. Presenting a formal, written request to the Chair **prior to the start of Old Business**. The request should include the topic to be addressed during the sharing session, some stated objective for holding a sharing session, and an estimate of how much time is requested for the sharing session
2. The Chair will read the sharing session request. The session will proceed or not proceed based on a consensus-based decision.

G. **Elections:** Committee officers (administrative officers and subcommittee chairs) are elected from the members of Narcotics Anonymous. Great care should be taken in this process. Clean time requirements, personal maturity, prior service and performance and experience in steps, traditions, and concepts should be of utmost consideration. All open positions will be announced two months prior to election for solicitation.

1. **Qualifications for Nominations**

- i. Each nominee must be present to qualify themselves.
- ii. Anyone wishing to hold an ASC position must attend **two consecutive ASC meetings** before being voted in.
- iii. ASC officers will not represent any group.
- iv. No ASC officer will hold more than one ASC service position.

2. **Nominations:** The positions open for election are announced.

- i. In the event of ASC Chair position, the current Vice Chair is automatically nominated.
- ii. An explanation from the PPASC Guidelines and from the approved service manual may be read to establish each position's responsibilities if requested.
- iii. The floor is opened for nominations and the Chair will accept any nominations.

3. **Closing Nominations**

- i. After accepting nominations from the floor, the Chair will ask the floor, one time only, if there are any further nominations
- ii. The Chair will ask, one time only, if there is any further discussion regarding nominees.

4. **Voting**

- i. Nominee will leave the room.
- ii. Voting is done by a show of hands; only affirmative votes are asked for.
- iii. Election is based on a simple majority of the qualified decision makers.

H. **New Business** is when new proposals are presented, discussed and decided upon by the ASC. Proposals are the vehicle by which we seek the loving guidance of a Higher Power to serve the still suffering addict.

1. **Submitting Proposals**

- i. Any member of NA, except the ASC Chair, may present a proposal to the ASC.
- ii. All proposals shall be based on NA Principles, Twelve Traditions or Twelve Concepts.
- iii. If the proposal goes against guidelines, it is on the proposal maker to attempt to craft a proposal that follows guidelines, or **state why it is necessary** to disregard guidelines.
- iv. All proposals shall be submitted prior to the end of New Business
- v. All proposals shall be presented on the provided PPASC proposal form.
- vi. The maker of the proposal is free to withdraw the proposal at any time.

2. **Presentation of Proposals to the ASC**

- i. After calling New Business, the Chair reads a single proposal for consideration, in its entirety, including the intent.
- ii. The floor is opened first for clarifying questions about the proposal (not a debate on the merits, but a brief session to be sure everyone understands the proposal).

3. **Waving Guidelines or violating Traditions or Concepts**

- i. Great care should be taken to work within the spirit of the guidelines, traditions, and concepts. Our Higher Power's will for us does not rely on technicalities, or lawyers. If it is not practical, it is not spiritual
- ii. Anyone can raise a concern that the proposal violates guidelines, traditions, or concepts. However, they must be able to clearly state how or why it violates.
- iii. If the proposal violates guidelines, traditions, or concepts, consensus must first be reached to move forward by performing the following:
 - a. Consensus must be reached that the proposal does not violate traditions or concepts.
 - b. Consensus must be reached to waive guidelines.
 - c. If consensus cannot be reached in either case, the proposal cannot move forward **as written**. The body will discuss other alternatives to achieve the intent of the proposal that satisfies guidelines or traditions and concepts.
 - d. If consensus cannot be reached on alternatives that satisfy guidelines, traditions, or concepts, the proposal cannot move forward.

4. Discussion on proposal and reaching consensus

- i. The Chair will ask if anyone disagrees with the proposal. Those that disagree with the proposal will be heard. If there are more than 20% of the decision makers that disagree, the proposal cannot move forward as written.
- ii. The Chair will ask if there are any other members with reservations on the proposal. Those with reservations or concerns will be heard.
- iii. The maker of the proposal is free to change the proposal to resolve any disagreements or reservations. However, the maker is not required to do so. If the proposal is changed, the Chair will read the proposal again as written and ensure all decision makers understand the modified proposal.
- iv. If less than 20% of decision makers disagree, the proposal has consensus. The Chair will state there is a consensus, and verify the body agrees the proposal has consensus.

5. Consensus cannot be reached

- i. All attempts will be made to come to an agreement that reaches consensus. The body can decide if discussion is constructive and moving towards consensus.
- ii. If the body agrees consensus is unlikely, then the proposal fails to reach consensus. These are the possible actions that can be taken. The ACS Chair will remind the body of these possibilities:
 - a. The proposal can be referred to the groups for further input and compromise. The proposal will be placed on the next ASC agenda as "Old Business".
 - b. The body can decide to form a discussion group to try to reach the intent of the proposal that overcomes the objections.
 - c. If decision makers do not want to take it back to their groups to discuss, and there are no ideas on how to resolve the disagreements, then the proposal fails to reach consensus.

6. Voting

- i. Maker of the proposal speaks first to the intent.
- ii. The floor is opened first for clarifying questions about the proposal (nota debate on the merits, but a brief session to be sure everyone understands the proposal).
- iii. Chair asks whether anyone has reservations about the proposal. These are heard and may be answered, or the proposal may be amended.
- iv. Once all reservations have been heard and answered in this way, the Chair asks, "Do we have consensus?" Consensus means that decision makers agree with the proposal and can fully support the decision moving forward. Consensus will be considered 80% of decision makers agreeing to the proposal.
- v. It is important to understand that there is no "abstaining" from votes in CBDM. All decision makers will have one of the following positions:
 1. **Block** - Block should be an extremely rare step taken only when a participant honestly believes that one of the NA principles, traditions or

concepts is directly violated by this proposal. A participant who blocks must be able to articulate which Tradition, Concept or spiritual principal fundamental to NA is violated by this proposal.

2. **No** – This means the decision maker does not agree with the proposal and cannot support it.
3. **Yes with Reservations** – This means that the decision maker does not agree with certain parts of the proposal, but ultimately can support the proposal moving forward.
4. **YES** – It means you agree with the proposal, you have no reservations, and you fully support the proposal. Not stating a disagreement, remaining silent, is a **YES**.
- vi. At any time, any GSR can request the proposal be taken back to groups for more input. This is automatically granted. However, this does not immediately end discussion. Discussion will continue as long as the body agrees, so a full understanding of the proposal can be taken back to the groups for consideration.

7. **Alternate Disposition of Proposals**

- i. Proposal to Table—Our Seventh Concept provides that “In significant matters affecting the groups, a service body will want to ask for guidance directly from the groups.”
- ii. Any decision maker can request that a proposal be referred to the groups for further consideration. In this event, the CBDM process will be used to determine whether discussion on the matter should come to a close.
- iii. The tabled proposal will then appear as Old Business at the next ASC meeting.

V. **General Area Guidelines**

A. **ASC Members and Officers: General Guidelines of Service**

1. **Removal of ASC Members and Officers:**

- i. Any ASC officer removed from office or who resigned prior to the completion of the term of office cannot hold any new ASC position for a period of less than six months following such premature resignation.
- ii. Any ASC officer may be removed for non-compliance by consensus of the qualified decision makers.
- iii. If any ASC officer is logged with **three total** absences within one year, the ASC may proceed with removal due to non-compliance.
- iv. Any ASC officer is automatically removed from their position for interruption of continuous clean time during their term of service.

2. **Limits of Service**

- i. All members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating members, it is recommended that no officer serve more than one term in any position.
- ii. Administrative committee members will serve no more than two consecutive terms in the same position; however, it is recommended that they serve no more than one term.

3. **Attendance**

- i. **Administrative Officers** are strongly encouraged to attend the monthly ASC meeting. If an officer is unable to attend an ASC meeting, the officer needs to make every reasonable attempt to contact the Vice Chair or Chair, in a timely manner, to inform them of the absence. If no contact is made by at least an hour before the start of the meeting, the Secretary will record that the officer was “Absent Without Notification” and will contact the officer within 10 days of the meeting to voice the ASC’s concern.
- ii. If any officer is logged with **two** absences, the Vice Chair will contact that officer to inform them that they may be removed from their position at the following ASC.

4. **Subcommittee chairs** are subject to the rules outlined above.

5. **GSRs** cannot be removed from their position by the ASC.

- i. If a group has gone without representation (i.e., GSR, GSR-A or GAR) for two consecutive ASC meetings, the Vice Chair will contact that group to ascertain any problems.
- ii. If a group is absent from the ASC for three consecutive months, then that group shall not be counted for quorum purposes. If the group returns to the ASC; they shall be counted as part of the quorum immediately upon return.
- iii. GSRs, GSRAs and GARs may carry only one group vote at the ASC.

6. **Filling Service Positions: Special Consideration**

- i. In the event that an office cannot expediently be filled by election, the preceding officer may be retained in a “Lame Duck” capacity for a period not to exceed 12 months.
- ii. If an office has been vacated due to resignation or if an office has still not been filled by election after a preceding officer’s term of “Lame Duck”:
 - The Vice Chair may fill the position until the position can be filled by Election.
 - The ASC may fill the position temporarily with a member of the ASC.

7. **Travel Expenses for Official PPASC Business**

- i. Mileage may be reimbursed at \$.585 per mile of travel upon proposal made and approved. This amount will increase with and be the same as the mileage reimbursement approved by the federal government. This provision does not apply to any group representative, unless a group is unable to pay.
- ii. No other travel expenses will be reimbursed except under special circumstances and by proposal made and approved.

8. **Storage Unit.** Keys to the area storage unit shall be held only by the ASC Chair, Activities Chair, Literature Chair and PR Chairperson.

B. **New Groups**

1. GSRs, GSR-As or GARs representing new groups are granted full rights and responsibilities of an established PPASC group at their second consecutive ASC.
2. New groups and/or meetings wishing to be listed on the Phonenumber and Website

will contact the appropriate subcommittee chairs with all pertinent information and will be listed immediately.

3. New groups and/or meetings wishing to be listed on the area printed schedule will contact the PR subcommittee chair with all pertinent information but will not be listed on the area schedule until 90 days from the date the group first meets.
4. New groups will be given a one-time \$50 literature donation, upon request the ASC will supply each new group with a GSR packet that includes: a GSR orientation packet, The 12 Concepts of Service, and The PPANA Guidelines.

C. Rules of Order

The ASC has adopted Consensus Based Decision Making procedures.

VI. Amendments and Revisions to ASC Guidelines

- A. If a Guidelines proposal passes, it will not go into effect until the next ASC meeting, unless specified to take immediate effect.
- B. All amendments to Guidelines will be recorded in the Guidelines log.
- C. Guidelines subcommittee chair is to provide an Addendum to the area the following month after a Guidelines proposal has passed.
- D. If any Guidelines changes have been made, a revised version (or pages) will be submitted at the January ASC with changes incorporated.

VII. Guidelines for ASC Administrative Committee

A. General Information

1. The administrative committee consists of the Chair, Vice Chair, Secretary, Treasurer, and Regional Committee Member(s). (See GTLS for extended definitions.)
 - i. All administrative committee members must attend all ASC meetings.
 - ii. All administrative committee members serve a one-year term, except for RCM-E and RCM-O, who each serve a two-year term.
 - iii. An officer may resign by providing written notice to the Chair.
 - The resignation will be accepted no sooner than the following ASC meeting.
 2. In the event that there are two administrative committee members of the same household, only one may be a signatory on the PPASC checking account at a time. At the time that one of the member's term is up, the other would then be eligible to be a signatory.
 3. Any signatory on the PPASC checking account must have at least five years clean.
 4. Two signers are required on all checks written from the PPASC checking account.
 5. At least three members of the PPASC Administrative Committee must be signatories on the PPASC checking account.
- B. Chair** presides over the monthly ASC meeting. It is strongly suggested that the Chair have at least five years clean time and a working knowledge of PPASC Guidelines, NA Traditions and Concepts. The duties are:
1. Convene and then call the meeting to order at the appropriate times,

- providing each member in attendance with a copy of the agenda.
 - 2. Recognize members or observers who are entitled to the floor.
 - 3. Facilitate the voting process for all legitimate proposals and announce the outcome of each proposal.
 - 4. Enforce the rules relating to debate, order and decorum within the ASC. Respond to all inquiries from members relating to procedure or factual information bearing on the business of the ASC.
 - 5. Expedite business in every way compatible with the rights of the members and observers and decide all questions of order, unless it is appropriate to refer the question to the ASC for decision.
 - 6. Authenticate by signature, when necessary, all acts, orders and proceedings of the ASC.
 - 7. Appoint ad hoc committee chairs.
 - 8. Conduct the meeting with impartiality, fairness and without opinion.
 - 9. Adjourn the meeting.
- C. **Vice Chair** oversees the general welfare of all standing subcommittees and serves as Chair in the Chair's absence. It is strongly suggested that a Vice Chair have at least five years clean time and a working knowledge of the PPASC Guidelines, NA Traditions and Concepts. The duties are:
- 1. If any administrative committee member is absent, temporarily serve in that position.
 - 2. If any administrative committee position is vacant, may fill the position until it can be filled by election; or the ASC may, by group conscience, fill the position temporarily with a member of the ASC (by straw vote).
 - 3. Coordinate the standing ASC subcommittees:
 - i. Contact each subcommittee monthly to keep informed of projects and problems.
 - ii. Attend subcommittee meetings whenever possible.
 - iii. Find solutions when disputes arise within a subcommittee or between subcommittees.
 - iv. When a subcommittee notifies the ASC (at a scheduled ASC meeting) of problems relating to the designated functions of that subcommittee, attends that subcommittee's next scheduled meeting.
 - v. In the absence of a standing subcommittee chair (i.e. due to completion of term, resignation, dismissal, etc.), attends that subcommittee's next scheduled meeting.
 - 4. Contact groups that have not been represented at two consecutive ASC meetings, prior to the next scheduled ASC meeting, and bring back and present a report at the next scheduled ASC meeting regarding that group's welfare.
 - 5. Submit a written report every month to the ASC regarding the functioning and coordination of subcommittee activities.
- D. **Secretary** keeps accurate minutes of each ASC meeting and distributes the minutes to each ASC member no later than 10 days following the ASC meeting. It is strongly suggested that the Secretary have at least two years clean time, a working knowledge of the PPASC Guidelines, NA Traditions and Concepts. The duties are:
- 1. Keep a record of proceedings of the ASC as follows:
 - i. All subcommittee and group reports.

- ii. Proposals presented to the ASC and the disposition of those proposals, including any amendments to the proposal and any other business pertaining to the ASC.
 - 2. Call roll of GSRs and standing committees.
 - i. Upon arrival at each ASC, will have the number of qualified decision makers needed for a quorum.
 - ii. Upon completion of first roll call, will inform the ASC whether or not a quorum has been reached.
 - iii. Keep a log of election of new officers, including month elected to term and month of completion of term.
 - No later than two months prior to the end of a term, include in announcements impending open ASC positions to solicit potential nominees for the positions from all groups.
 - 3. Furnish the Chair with a calendar (see Appendix A attached) before each ASC meeting.
 - 4. Ensure that the ASC and all subcommittees are registered with the WSO.
 - 5. Update and furnish the ASC and all subcommittees with whatever documents are required for the performance of their duties.
 - 6. Send notice of special ASC meetings.
 - 7. Submit all records, information, and archives to the next Secretary.
 - i. Keep an electronic version of the ASC archives updated and orderly.
- E. **Treasurer** is the custodian and single point of accountability for all PPASC funds; therefore, all billings to the ASC must be directed to the ASC post officebox. It is strongly suggested that the Treasurer have at least five years clean time, steady employment, and a working knowledge of PPASC Guidelines, NA Traditions and Concepts. The duties are:
- 1. Maintain the Federal ID number required for the PPASC checking account.
 - 2. Is a signatory on the PPASC checking account.
 - 3. Disburse funds as directed by the ASC.
 - i. Create and maintain a monthly budget
 - ii. item for recurring established bills (i.e., insurance, phonenumber).
 - iii. Keep receipts for all contributions and disbursements.
 - iv. Disbursements made only if submitted in writing and approved by the ASC.
 - i. Except for all contributions and disbursements (expenditures) that are made on a continuous and approved basis by the ASC.
 - v. Disbursements will be made by check written directly to businesses or those providing services to the ASC:
 - i. Except in special circumstances as approved by the ASC through a consensus-based decision.
 - ii. Except when the amount is less than \$5.00. In the case of this type of minimal expenditure, cash that is receipted will suffice.
 - iii. Personal reimbursements will only be made with a valid receipt.
 - vi. All members, groups, committees and subcommittees utilizing or requesting funds are required to provide a financial report, including all receipts.
 - vii. Budgeted disbursement requests from ASC subcommittees will not be allotted if all previous requests have not been covered by receipts.
 - i. Budget items do not need to be voted on by the ASC unless the amount

- exceeds ASC funds available.
 - ii. Any new expenditures need to be passed by the ASC through a consensus-based decision.
- 4. Issue a receipt for all monetary transactions.
- 5. Submit a written financial report of contributions and expenditures at each ASC meeting, to include the monthly bank statements.
- 6. Submit a written financial annual report at the end of each calendar year.
- 7. Keep an archive of the past month's financial reports, receipts and transactions.
- 8. Maintain a prudent reserve not to exceed \$450.00.
 - i. At the end of business, if said prudent reserve exceeds \$450.00, the excess will be immediately disbursed to the Region and NAWS.
 - i. 50% to NAWS and 50% to the CRSC.
- 9. Send a \$100.00 monthly regional donation with the RCM-E and RCM-O to the next Regional Committee meeting. The ASC must be at or over its prudent reserve in order to send a donation to Region. If the ASC falls below its prudent reserve, there will be no regional donation for the month.
- 10. Complete an audit of the ASC financial records:
 - i. Every 6 months.
 - i. In attendance at this bi-annual audit will be the PPASC Treasurer, one member of the administrative committee, and one GSR.
 - ii. When there is a change in treasurers.
 - iii. Upon formal request from any NA member.
- 11. Utilize formats and any other forms deemed appropriate by the ASC.
- 12. Collect all funds (either unused funds from committee budgets, money in excess of approved "seed money" funds enumerated in Guidelines, or income from committee events) from the ASC subcommittees and handle them in the following way:
 - i. Oversee and handle funds from all ASC-sponsored events. Attend (or send the ASC Chair, Vice Chair, RCM-E or RCM-O to attend) any and all ASC-sponsored events for the purpose of collecting funds.
 - ii. Total and confirm all event proceeds and have the subcommittee chair initial it.
 - iii. Deposit such funds into the PPASC checking account within 24-48 hours of the event.
- 13. Refuse any donations earmarked for the exclusive use of a particular subcommittee or activity.
- 14. Deposit all funds into the PPASC checking account within 24-48 hours of the ASC meeting. Treasurer will accept donations in the form of a money order, cashier's check, personal check or VENMO via PPANA Colorado.

- F. Regional Committee Members (RCM-E and RCM-O)** should be elected in even and odd numbered years so to always have experienced representatives. It is strongly suggested that both officers have at least five years clean time, a working knowledge of PPASC Guidelines, NA Traditions and Concepts. Both officers' duties are:
1. Attend the Regional Service Committee (RSC) meetings and the yearly regional assemblies.
 2. Represent the interest of the PPASC at the RSC meetings and carry the PPANA's conscience to the RSC.

3. Submit a written report to the RSC, including (but not limited to):
 - i. PPANA concerns and issues.
 - ii. PPANA activities (submitting accompanying fliers when available).
 - iii. Amount of donations (if any) to the Region from the ASC.
4. Submit a written report to the ASC with a copy of the report submitted to the RSC.
5. Inform ASC of any and all Regional and World activities.
6. Serve as the ASC Chair in the absence of the Chair and Vice Chair.

VIII. Guidelines for ASC Subcommittees

A. General Information:

1. The ASC has created subcommittees to do the actual work involved in delivering its direct services and delegates sufficient authority to the subcommittees to exercise their best judgment in fulfilling their duties.
2. Since subcommittees ultimately answer to the ASC and, by implication, the groups served by the ASC, subcommittee chairs must attend each ASC meeting.
3. Conversely, because subcommittees perform their various duties with the authority assigned to them by the ASC, it should be assumed that day-to-day details of a subcommittee's activities are the domain of subcommittee meetings.
4. Reports presented by subcommittees at ASC meetings are generalized summaries of the committees' day-to-day activities; debate or questions regarding issues not covered in those reports are best addressed at the subcommittee meetings.
5. Committee members are encouraged to regularly attend subcommittee meetings for further information and should refrain from taking up time at the ASC meeting with issues that should be dealt with in the subcommittee.
6. The information compiled here is for the specific Guidelines relating to the ASC's direction of standing subcommittees and for Guidelines outlining the formation of ad hoc subcommittees or new standing subcommittees. The WSO provides handbooks for most subcommittees, and it is recommended that further inquiry into the specific details of subcommittee procedures be directed to those resources.
 - i. The list of standing ASC subcommittees consists of Activities, Guidelines, and Public Relations (PR).

- B. Activities** bring us together to celebrate our recovery. It is strongly suggested that the Activities Chair have three years clean time, a working knowledge of the PPASC Guidelines and NA Traditions and Concepts, have a recommendation from the Activities subcommittee and one year service on the Activities subcommittee. Although many of the activities bring in extra money to the area, fundraising is never to be the primary purpose of the Activities subcommittee. It is important that the ASC not become dependent on the cash-flow generated by activities to supplement the Seventh Tradition donations. Because activities tend to generate funds for the area, extra care should be taken in the handling of these funds.

Activities Chair duties are as follows:

1. Chair a monthly subcommittee meeting.
 - i. Coordinate planning and management of all Activities subcommittee

- events.
 - ii. Seek ideas from NA members for future Activities subcommittee events.
 - 2. Ensure Activities Guidelines are being upheld.
 - 3. Attend and submit a report to the ASC every month, including (but not limited to):
 - i. Itemized proposed expenditures for all pending activities.
 - ii. Itemized expenses with receipts and income, if any, resulting from prior Activities subcommittee events from the previous month.
 - 4. Provide an annual budget to the ASC.
 - 5. See Activities Guidelines.
- C. **Literature Bank** maintains a stock of NA literature that can be purchased by local groups at the monthly ASC meeting. It is strongly suggested that the Literature Bank Chair have five years clean time, a working knowledge of the PPASC Guidelines, NA Traditions and Concepts and steady employment. The Literature Bank is fully self-supporting.

Literature Bank Chair duties are as follows:

- 1. Maintain the PPASC Literature Bank checking account.
 - 2. Is a signatory on the PPASC Literature Bank checking account (i.e., debit transactions for NA literature or supplies), and ensures that another member of the ASC is also a signatory on the literature account. All deposits must be made by the following Monday after that month's ASC meeting.
 - 3. Attend the ASC meeting monthly and submit to the ASC a monthly written report reflecting total sales, purchases, and make available copies of the corresponding bank statement, deposit slips and WSO order attached.
 - 4. Provide an audit to the ASC at the start of the calendar year, with the change of subcommittee chair, or upon request by the ASC.
 - i. Audit to be done by Literature Chair, administrative committee member, and a GSR.
 - 5. Make the entire inventory available at all ASC meetings.
 - 6. Literature Bank will add 5% to all orders which goes to generate funds for the PPASC Literature Bank.
 - 7. Literature Chair will accept cash on transactions less than \$15.00.
- D. **Guidelines** subcommittee studies and reviews Guidelines' decisions made by the ASC, ensuring that such decisions adhere to the principles outlined in the Traditions and Concepts. It is strongly suggested that the Guidelines Chair have three years clean time, a working knowledge of PPASC Guidelines, NA Traditions and Concepts.

Guidelines Chair duties are as follows:

- 1. Attend all ASC meetings in order to assist the ASC Chair in procedural questions.
- 2. When questions about Guidelines arise, when the ASC seeks to change Guidelines, or when the ASC has a questionable proposal on the table:
 - i. Examine the merits of the proposal(s) at the next subcommittee meeting and report back to the ASC their findings.
- 3. Chair monthly subcommittee meetings when deemed necessary.
- 4. Coordinate quarterly GSR orientations. (March, June, September and

- December).
5. Thoroughly review PPASC Guidelines and any PPASC handouts.
 6. Keep a log of any and all Guidelines changes.
 - i. If any Guidelines changes have been made, a revised version will be submitted at the January ASC with said changes incorporated.
 - ii. Provide an addendum to the ASC the month following any ASC meeting at which a Guidelines proposal was passed.
 7. Conduct an annual review of PPASC Guidelines in November. (i.e., addendums and revisions).
 8. Ensure that printed copies of the Area guidelines are available at the ASO for GSRs.

E. Public Relations ("PR") Subcommittee shares the message of recovery with the public, prospective members, and with professionals in order "that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live." Public Relations functions as one subcommittee and serves as an umbrella to coordinate Public Information and Hospitals & Institutions services to increase public awareness of the NA program. Hospitals & Institutions has traditionally taken meetings into facilities where addicts are unable to attend regular NA meetings. Public Information presents information to professionals, and maintains communications such as our Website, Phonenumber, and meeting schedules.

1. PPANA Website

- i. The PR Chair, Vice Chair, and Website Coordinator shall maintain access to all website and e-mail logins.
- ii. Website Coordinator shall update the website meeting schedules within 72 hours of notice of a change.
- iii. New meetings are added to the online schedule one week after the initial request is received.

2. PPANA Phonenumber

- i. PR Chair, Vice Chair, and Phonenumber Coordinator shall maintain access to phonenumber service provider logins.
- ii. Phonenumber Coordinator shall update the phonenumber meeting schedule within 72 hours of notice of a change.

3. PPANA Meeting Schedules

- i. Meeting schedules shall be printed and made available at ACS meetings.
- ii. New meetings need to add their information on PPANA website, and their meeting will appear on the next printed schedule.
- iii. Schedule/information changes for existing meetings are reflected on the next printed meeting schedule.

4. PR Chairperson

It is required that the PR Chair have five years clean time, a working knowledge of the PPASC Guidelines, The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service, and experience in both H&I and PI service. The duties and responsibilities of the PR Chair are as follows:

- i. Coordinate and chair monthly service meeting with H&I and PI Coordinators.
- ii. Is the single point of accountability for this subcommittee.
- iii. Attend every ASC meeting.
- iv. Attend every PR Subcommittee meeting that is in addition to the monthly

service meeting.

- v. Responsible for PR correspondence to Regional PR.
- vi. Prepare a monthly report to be presented to the ASC detailing the activities of the subcommittee, including but not limited to:
 - Status of participation and function of obligations at each facility served by H&I.
 - Status of participation and function of presentations made by PI.
 - Recommendations and proposals for H&I facilities not currently served by PPANA.
 - Recommendations and proposals for new community contacts to be made by PI.
 - Any coordinated activities between H&I and PI or other subcommittees.
 - Itemized expenditures (with a copy submitted to the ASC Treasurer).
- vii. Maintain an archive of the minutes of each subcommittee meeting and make these minutes available at every subcommittee meeting.
- viii. Coordinate the service performed by H&I and PI and assist coordinators as needed.
- ix. Prepare for submission to the ASC an annual budget for the subcommittee.
- x. Assume the duties and responsibility of any open PI Coordinator position. In the event there is no PR Vice Chair, assume the responsibilities of any open PR Subcommittee position.
- xi. Prepare a final year-end report that details the activities of the PR Subcommittee and present the same at the next January ASC meeting.
- xii. See PI Guidelines

5. **PR Vice Chairperson**

It is required that the PR Vice Chair have four years clean time, a working knowledge of the PPASC Guidelines, The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service, and experience with service in both H&I and PI service. The duties and responsibilities of the PR Vice Chair are as follows:

- i. Assume the duties and responsibility of any open H&I Coordinator position.
- ii. In the absence of the PR Chairperson, (vacant, resignation, removal), assumes subcommittee responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- iii. Works closely with the chairperson.
- iv. May at any time visit any meeting/presentation at any facility for any purpose beneficial to PR, including offering assistance to panels. (NOTE: Facility requirements must still be met.)
- v. Attends the regular meetings of the PR subcommittee.

F. **CRCNA Liaison** - it is strongly suggested the CRCNA Liaison have one-year clean time and a working knowledge of PPASC Guidelines, NA Traditions and Concepts. The duties are:

1. Attend all CRCNA meetings.
2. Attend all ASC meetings.
3. Submit a written report to the ASC containing any and all CRCNA

information.

4. Submit an annual budget.
 - i. Submit any and all receipts for expenses paid by the ASC.
 - ii. Return excess funds to next ASC.
- G. **Ad Hoc Subcommittees** are set up for specific purposes or special projects that do not fit into any standing subcommittee's existing description. Once the ASC determines that a situation requires an ad hoc subcommittee, the subcommittee will function as any other subcommittee, exercising whatever authority it has to achieve its objectives, reporting back to the ASC with its progress, and providing itemized accounting for resources that have been allocated to it. However, ad hoc subcommittees are short lived and function within a limited time frame. A proposal for the formation of an ad hoc subcommittee requires:
 1. Submit and present a proposal during New Business, to include:
 - i. Clearly specified objectives.
 - ii. The authority and resources that will be given to the sub-committee.
 - iii. A target date by which the subcommittee will accomplish its task.
 2. If the ASC passes the proposal, through a consensus-based decision, the ASC Chair will:
 - i. Appoint the subcommittee chair, leaving them to appoint members at a later date.
 3. If it is apparent that the ad hoc subcommittee has accomplished its task but has not presented a proposal for its dissolution, the ASC Chair may make a proposal to dissolve the ad hoc committee.
- H. **New or Inactive Subcommittees.** The process for forming new subcommittees or activating a subcommittee that has been considered inactive (a subcommittee is considered inactive only if reports have not been presented to the ASC for more than three consecutive months prior to reactivation) is as follows:
 1. Submit and present a proposal in New Business.
 2. If the proposal is approved, the subcommittee will draft proposed guidelines and submit such guidelines to the Guidelines subcommittee for review.
 3. If upon review, the subcommittee's proposed guidelines do not violate Traditions and Concepts, then a proposal to accept the guidelines and subcommittee will be presented at the next ASC.
 4. If upon review, the subcommittee's proposed guidelines need to be amended, each amendment to the guidelines must be approved by the decision makers.
 5. All proposed subcommittee guidelines require approval by the decision makers.
 6. If the proposal to accept the guidelines fails, the proposal to form the subcommittee is automatically out of order and must be withdrawn.

IX. Guidelines for ASC Service – GSRs

- A. The area has no guideline regarding GSRs but does retain the right to enforce World Board Membership Values (see Appendix B) that apply to **all ASC members**.
- B. PPASC has approved the "GSR Orientation Packet" as the recommended guidelines for all qualified decision makers.
- C. GSRs are encouraged to regularly attend subcommittee meetings for further information and should refrain from discussing at the ASC issues that should be dealt with in the subcommittee.

- D. All group donations to the ASC Treasurer must be in the form of a check or money order.
 - 1. IF a check bounces ONCE, only the person who wrote the bounced check, not the subcommittee or group, will be ineligible to write another check for a period of two years. During such two-year period of ineligibility, all donations must be in the form of a money order only. In addition, any individual who bounces a check to the ASC will be held liable for all bank fees incurred.
 - 2. If a check submitted to the ASC by a member is returned for insufficient funds, all signatories on the PPASC account will be notified.
- E. All group literature order payments to the Literature Bank Chair must be in the form of a money order or check unless the order is under \$15.

Appendix A
PPANA Annual Calendar

January

1. Literature Bank semi-annual audit
2. Literature Bank Inventory/report due
3. All ASC Administrative Officer and Subcommittee Chair positions open
4. Conduct semi-annual ASC financial audit
5. If appropriate, newly revised Guidelines distributed

February

March

1. All ASC Subcommittees' annual budgets due
2. GSR Orientation

June

1. GSR Orientation

July

1. Literature Chair semi-annual audit
2. Conduct semi-annual ASC financial audit

September

1. GSR Orientation

October

November

1. Solicitation for all ASC Administrative Officers and Subcommittee Chair positions begins
2. Annual Guidelines review

December

1. GSR Orientation
2. Elections

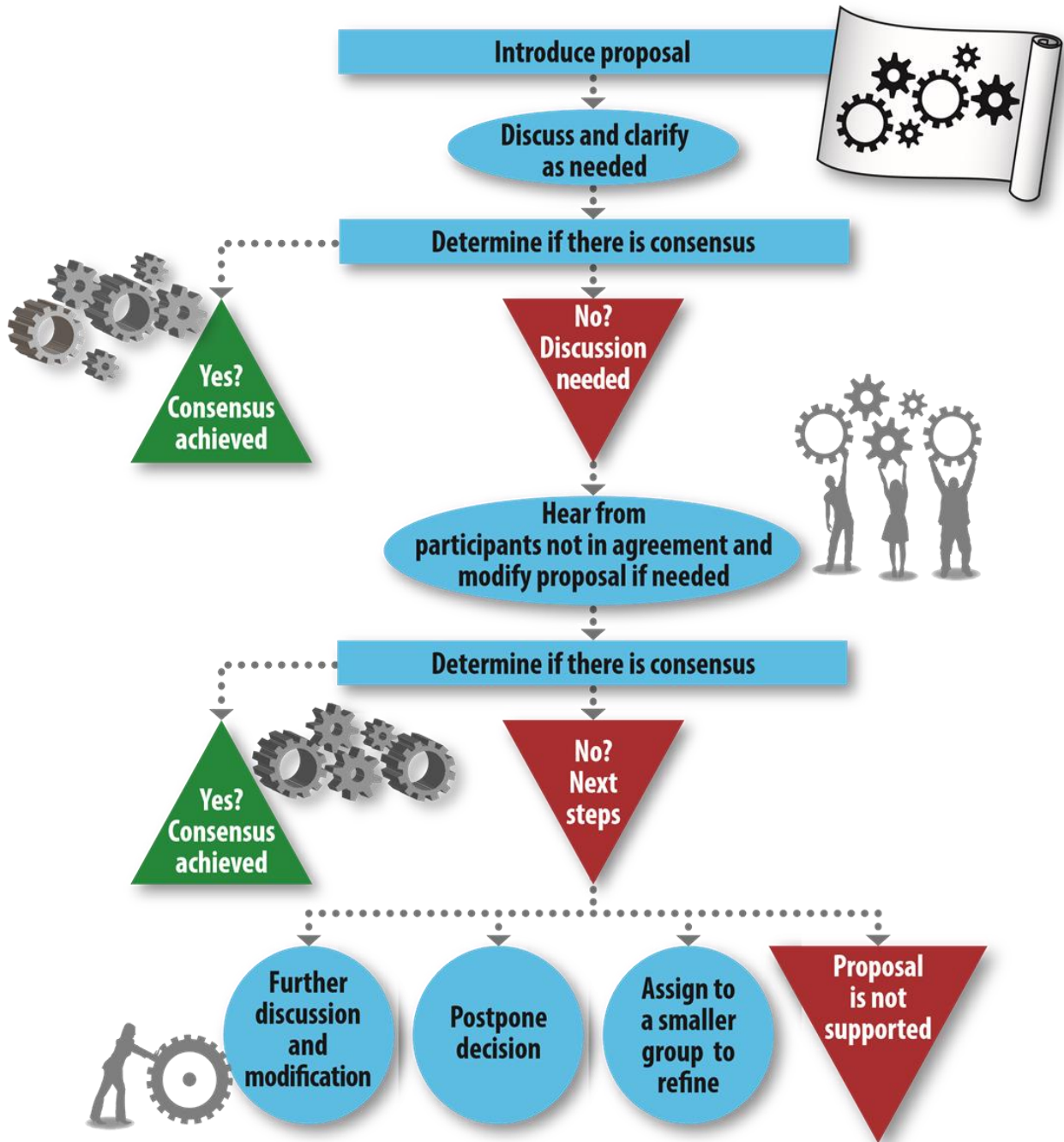
Appendix B

WORLD BOARD MEMBERSHIP VALUES

- We affirm that mutual respect and trust is paramount to the effectiveness of all Service Committee activities and shall characterize all our interactions and communications.
- We encourage one another to offer our personal views, ideas, dreams, and creativity to all deliberations and projects.
- We are committed to having the courage and vision to take risks by not confining ourselves to preconceived limitations.
- We strive to achieve consensus whenever possible.
- We will not separate ourselves as individuals from the consensus of the Service Committee and will take responsibility for the decisions of the Service Committee.
- We will focus ourselves upon establishing unity, mutual respect, and trust at the beginning of each meeting.
- We will meet our stated objectives for each meeting.
- Our meetings and breaks will start and stop on time.
- We affirm that issues will be discussed - not personalities.
- We affirm that the Service Committee discussions and deliberations will be balanced - no one person will dominate our discussions, and everyone will actively participate.
- We agree that only one person will speak at a time, and there will be no side-bar conversations.
- We affirm that action groups (ad hoc committees) will be used at Service Committee meetings to identify solutions for goals and issues before the Service Committee.

Appendix C

CBDM Flow Chart



Guideline Change Log

Date	Rev.	Description
2022		ASO dissolved and prudent reserve dropped to \$450
2022		CBDM revised to 80% for consensus and plain language of No/Reservations/Yes
Mar 23	Rev 0	Removed 13 th edition from name and will title guidelines by year and revision #. Will keep running log online and keep guidelines up to date.