

AREA SERVICE COMMITTEE GUIDELINES
OF
THE LAUREL MT. HIGHLANDS AREA OF NARCOTICS
ANONYMOUS

ARTICLE I

Name

The name of this Area Service Committee (ASC) shall be as follows:
“Laurel Mt. Highlands Area of Narcotics Anonymous”
(LMHANA)

ARTICLE II

Purpose

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

ARTICLE III

Participants

Participants: This Area Service Committee (ASC) shall only have two classes of participants, which are voting and non-voting. No member of the ASC shall hold more than one trusted service position at any time. This area service committee participants are, group service rep. (GSR), GSR alternate, Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, Hospitals & Institutions Chair, Public Information/Help Line Chair, Literature Chair, Fundraiser Activities Chair, Unity Retreat Chair, Board of Directors Rep., Policy & Administration Chair, Ad Hoc Chairs and Liaisons, and any concerned NA Members.

SECTION II:

Voting Participants: The voting participants of this ASC shall be the Group Service Rep’s (GSR) or, in the GSR’s absence, the GSR Alternate of each NA Group in LMHANA. The LMHANA Area Trusted Servants do not have a vote unless they are a GSR or GSR alternate of LMHANA. The LMHANA Area Trusted Servants are here to serve and share their Experience, Strength, and Hope. In the case of a tie vote the ASC Chair must reopen the motion for discussion no more than two times, or exercise their right to have a vote to break the tie. If the Chair abstains from using his right to a tie breaking vote, or is already a LMHANA group representative with voting rights at that ASC, the motion is tabled to next month’s old business. For the purpose of these guidelines, the terms “Group Service Rep., Group Service Rep. Alternate, and Area Trusted Servants” shall be defined as stated in the approved NAWS “Guide to Local Service in NA”.

SECTION III

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

ARTICLE IV

Observers

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

ARTICLE V

Election of Trusted Servants

SECTION I: All Trusted Servants shall be nominated and elected at the October ASC of LMHANA, or when vacancy occurs. The trusted Servant's of LMHANA shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, Hospitals & Institutions Chair, Public Information/ Helpline Chair, Literature Chair, Fundraiser Activities Chair, Unity Retreat Chair, Board of Directors Representative, Policy & Administration Chair, and when needed, an Ad Hoc chair and Liaisons.

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

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

SECTION IV: All Trusted Servants shall be elected by a majority vote of the LMHANA voting members present at the ASC and serve for a maximum term of one year. Elected Trusted Servants transitional responsibilities shall begin at the end of the ASC at which they were elected with a cooperative thirty-day transitional period between the outgoing and in-coming Trusted Servants. The new Trusted Servants take full responsibility for their positions at the end of the ASC following their election. No Trusted Servant shall be eligible to serve more than two terms consecutively in the same position. Any Trusted Servant elected to fill a vacancy in mid-course of a position's term shall serve in that position until the October elections. Six or more months served in a mid-term election shall be considered a full term towards the eligibility to serve two consecutive years.

SECTION V: Notice of service position vacancies shall be made to all LMHANA Home Groups for no less than one month so that nominations to fill vacancies can occur equally. Nominations to fill a vacancy in a service position shall occur one month after a vacancy arises. In the case of a vacancy of the Area

Chairperson, the Area Vice Chair shall assume the duties of the Area Chair until the start of the next regular ASC meeting, where the new Area Chair will be elected as first order of business.

ARTICLE VI

Removal of Trusted Servants

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

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

ARTICLE VII

Duties & Qualifications of LMHANA ASC Trusted Servants

SECTION I:

Chairperson: The duties of the LMHANA Chairperson are as follows:

Qualifications:

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

Duties:

1. Open the ASC at the appointed time by taking the Chair and calling the ASC to order.
2. Announce, in proper order & sequence, the business that comes before the assembly or comes in order with the prescribed agenda and with existing orders of the day.
3. To recognize NA members or observers who are entitle to the floor.
4. State and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, except for questions that relate to the Chairperson, and to announce the results of each vote; or, if a motion that is not in order is made, to rule out of order.
5. To ensure the adherence to the decorum of NA, and Roberts Rules of order, in a consistent manner.
6. Decide all questions of order subject to appeal unless, when in doubt, the Chairperson prefers to submit such a question to the ASC for decision.
7. Expedite business in every way compatible with the rights of NA members.
8. Respond to inquiries of NA members relating to parliamentary procedure or factual information bearing on the business of the ASC.
9. Shall conduct the meeting with impartiality and fairness.

10. Declare the meeting adjourned when the assembly so votes, or where applicable, at the time prescribed in the agenda, or at any time in the event of a sudden emergency affecting the safety of those present.
11. To hold a key for the LMHANA P.O. Box, to collect mail from the same P.O. Box, and to ensure all bills reach the area treasurer for monthly payment.
12. Shall be co-signer of the LMHANA bank account.
13. Shall have the responsibility for orientating any new GSRs attending the ASC 10 minutes prior to the beginning of the ASC. Chair may delegate this responsibility to another trusted servant, i.e.: Area Vice Chair.
14. Be responsible for opening the ASC meeting place for LMHANA at the prearranged time, help set up the meeting place, and close the meeting place according to the rules of the facility.
15. Shall coordinate all LMHANA area business and generate enthusiasm for NA unity and participation in LMHANA ASC & trusted servant positions.

SECTION II:

Vice Chairperson: The duties of the LMHANA Vice Chair are as follows:

Qualifications:

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

Duties:

1. Serve as the acting Area Chairperson in any way possible.
2. Notify all Area Trusted Servants and Subcommittee Chairs of their responsibilities upon election, and to furnish them with whatever documents are required for the performance of their duties.
3. Act as temporary chairperson of any standing subcommittee in case of a vacancy of the chairperson of that subcommittee, to assure the basic essential business of that subcommittee is handled.
4. To ensure that all subcommittee chairpersons adhere to any policy that may affect LMHANA or Narcotics Anonymous as a whole.
5. Shall assume the responsibility of the LMHANA bank account in the absence or vacancy of the Area Treasurer, with the direct cooperation of the Area Chairperson.
6. To hold a key for the LMHANA P.O. Box, collect mail from the same P.O. Box, and ensure all bills reach the area treasurer for monthly payment.
7. Shall be a co-signer of the LMHANA bank account, unless acting as the Area Treasurer.
8. Share the responsibility for orientating new GSRs, or any new member attending the ASC, 10 minutes prior to the beginning of the ASC.
9. Shall receive an automatic nomination for the LMHANA Chairperson position at the time of that position's election. (Does not need to be nominated by anyone.)

SECTION III:

Secretary: The duties of the LMHANA Secretary are as follows:

Qualifications:

1. Suggested minimum of six months continuous clean time.
2. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.

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

Duties:

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

SECTION IV:

Treasurer: The duties of the LMHANA Treasure are as follows:

Qualifications:

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

Duties:

1. Be the custodian of the LMHANA bank account.
2. Provide a written report of receipts and disbursements at each LMHANA ASC meeting.
3. Provide a complete written annual financial report at the November ASC meeting, which will be audited by LMHANA jointly.
4. During the ASC, disburse funds in accordance with LMHANA decisions, by check only, for all bills due, and subcommittee expenses. Have the co-signers sign checks that will be mailed by the treasurer directly after the ASC.
5. Shall accept group donations only at the LMHANA ASC meeting.
6. Will provide a receipt for all donations and retain a copy of those receipts.
7. Shall not reimburse any LMHANA member for any area expense without a receipt.
8. Maintain a ledger, recording all LMHANA financial transactions.
9. Follow the NAWs Conference approved Treasurer's Handbook.
10. Shall immediately following the ASC, and accompanied by another Trusted Servant, deposit all monies collected at the ASC to the area bank account, and mail all financial obligations for the services rendered to LMHANA. (Mail payment for the monthly bills.)

SECTION V

Regional Committee Member (RCM): The duties of the LMHANA RCM are as follows:

Qualifications:

1. Suggested minimum of one year continuous clean time.
2. Suggested one year 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 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.

Duties:

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

SECTION VI

Regional Board of Directors Representative (BOD Rep): The duties of the LMHANA Area Board BOD Rep are as follows:

Qualifications:

1. Suggested minimum of one year continuous clean time.
2. Suggested one year 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 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.

Duties:

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.

SECTION VII

Policy and Administration Chair: The duties of the P & A chair are as follows:

Qualifications;

1. Suggested minimum of two years continuous clean time.
2. Suggested one year 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 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.

Duties:

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.

ARTICLE VIII

Standing Subcommittees, Ad Hoc Committees and Liaisons

General Duties:

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

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

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

SECTION VI: The guidelines of each standing subcommittee must be reviewed and approved by the LMHANA ASC.

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

SECTION VIII:

Hospitals & Institutions Chairperson

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

Qualifications:

1. Suggested minimum of one year continuous clean time.
2. Six months of previous involvement in H&I.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.

4. A working knowledge of the LMHANA H&I Guidelines and NAWS H&I Handbook.
5. The ability to organize, coordinate, and serve this H&I subcommittee.
6. Have the willingness to give the time and resources necessary to conduct the business of this H&I subcommittee.
7. Attend all meetings. Unexcused absence from three meetings is an automatic resignation.

Duties:

1. Coordinate all LMHANA H&I subcommittee business and generate area enthusiasm and involvement in H&I.
2. Work closely with the H&I Vice Chairperson, Secretary and Panel Coordinators.
3. Prepare the monthly agenda of matters they should act upon to bring before the H&I subcommittee. (See area secretary or vice chair for sample subcommittee agenda template.)
4. Make written monthly reports to LMHANA on the status of each LMHANA H&I commitments, Regional H&I service meetings and other responsibilities of this H&I subcommittee.
5. To rigorously maintain H&I subcommittee archives that are to be given to the next H&I chair.
6. To establish and maintain contact between this H&I subcommittee and other H&I subcommittees on an Area, Regional, and World level.
7. To attend Regional H&I subcommittees or send the H&I Vice Chair in their place.
8. Handle all public relations involving policy matters that pertain to any current LMHANA H&I meeting. Establishment of any new H&I meetings will be done in cooperation with the PI chair for presentation help and contact.
9. Responsible for all correspondence with participating facilities and within NA pertaining to H&I.
10. Keep an updated H&I volunteer list from H&I workshops of all NA members willing to be panel members.
11. Assure that the H&I volunteer lists are utilized by H&I Vice Chair and Panel Coordinators for the purpose of functioning H&I Panel System. Also, makes and H&I volunteer list available to all LMHANA H&I subcommittee members.
12. Attend at least one public information workshop a year.
13. Ensure that all H&I panel coordinators and panel leaders understand the NA H&I panel system as explained in LMHANA and NAWS H&I guidelines and handbooks.

SECTION V:

Public Information, Website, and Helpline Chairperson

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

Qualifications:

1. Suggested minimum of one year of continuous clean time.
2. Suggested six months of previous involvement in PI/Website/Helpline
3. A working knowledge of the 12 Steps, 12 traditions, and 12 Concepts of Narcotics Anonymous.
4. Have a sponsor and a NA home group.
5. A working knowledge of the LMHANA PI guidelines and NAWS PI/Helpline Handbooks.
6. The ability to organize, coordinate, and serve this PI/Website/Helpline subcommittee.
7. Have the willingness to give the time and resources necessary to conduct the business of this PI/Helpline subcommittee.

Duties:

1. Coordinates all LMHANA PI/Helpline/Website subcommittee business and generates enthusiasm and involvement for projects planned by the PI subcommittees.

2. Prepare the monthly agenda to bring before the subcommittee matters to be acted upon.
3. Make regular monthly reports to LMHANA on the status of Area PI/Helpline/Website projects, Regional PI/Helpline/Website business meetings, or any other responsibility of this PI/Helpline/Website subcommittee.
4. Rigorously maintain PI/Helpline/Website subcommittee archives that are to be given to the next PI/Helpline/Website Chairperson.
5. Establish and maintain contact between the LMHANA PI/Helpline/Website subcommittee and other PI/Helpline/Website subcommittees on an area, regional and world level.
6. Attend all regional PI/Helpline/Website subcommittees or send the PI/Helpline/Website Vice Chair in their place.
7. Work closely with this PI/Helpline/Website subcommittee to uphold the integrity of NA in all correspondence with the general public.
8. Report monthly PI/Helpline/Website expenditures to LMHANA and the PI/Helpline/Website subcommittee and validate with receipts.
9. Adhere to the LMHANA PI/Helpline/Website and NAWS guidelines and handbooks.
10. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting list.

Website Specific Duties:

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

Fundraiser Activities Chairperson

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

Qualifications:

1. Suggested minimum of one year continuous clean time.
2. Suggest six months of previous involvement in Fundraiser Activities.
3. Have a sponsor and a NA home group.
4. The ability to organize, coordinate, and serve the fundraiser activities subcommittee.
5. Have the willingness to give the time and resources necessary to conduct the business of the LMHANA fundraiser activities subcommittee.

Duties:

1. Coordinates all LMHANA fundraiser activities subcommittee business and generates enthusiasm and involvement for activities planned by this fundraiser activities subcommittee.
2. Make regular monthly reports to LMHANA on status of area fundraiser activities projects.
3. Maintain a fundraiser activities subcommittee archives that are to be given to the next fundraiser activities chairperson.
4. Report monthly all fundraiser activities incomes and expenditures to LMHANA and this fundraiser activities subcommittee and validate with receipts.
5. Submit all pending contracts or written agreements for review and approval by LMHANA.
6. Will conduct a minimum of three fundraiser activities per calendar year, which promotes enthusiasm unity throughout the entire LMHANA area.
7. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting list.
8. Adheres to the LMHANA Fundraiser Activities and NAWS guidelines and handbooks.

SECTION X:**Unity Retreat Chairperson**

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

Qualifications:

1. Suggested minimum of two years continuous clean time.
2. Suggested one year of previous involvement in Unity Retreat or fundraiser activities subcommittees.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
4. Have a sponsor and a NA home group.
5. The ability to organize, coordinate, and serve the Unity Retreat subcommittee.
6. Have the willingness to give the time and resources necessary to conduct the business of the Unity Retreat subcommittee.

Duties:

1. Coordinate all LMHANA Unity Retreat subcommittee business and generate enthusiasm and involvement for the Unity Retreat, as well as any other retreat activities planned by this subcommittee.
2. Prepare the monthly agenda, to bring before the subcommittee any matters that should be acted upon.
3. Make regular monthly reports to LMHANA on the status of the Unity Retreat.
4. Maintain subcommittee archives that are to be given to the next Unity Retreat Chairperson.
5. Act as treasurer in the absence of the Unity Retreat treasurer.
6. Report monthly Unity Retreat incomes and expenditures to LMHANA and the Unity Retreat subcommittee, as well as validate with receipts.
7. Must submit all pending contracts or written agreements for review and approval by **LMHANA**.
8. Hold a regular scheduled monthly meeting prior to the ASC as noted on the LMHANA meeting list.
9. Ensure that the LMHANA Unity Retreat subcommittee adheres to the LMHANA and NAWS guidelines and handbooks.

SECTION XI:**Literature Chairperson**

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

Qualifications:

1. Suggested minimum of one year continuous clean time.
2. Suggested six months of previous in service at any level.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
4. Have a sponsor and a NA home group.
5. A working knowledge of the LMHANA Literature Guidelines and NAWS Handbook.
6. The ability to organize, coordinate, and serve the literature subcommittee.
7. Have the willingness to give the time and resources necessary to conduct the business of the literature subcommittee.

Duties:

1. Coordinate all LMHANA literature subcommittee business and generate enthusiasm and involvement in the literature subcommittee.
2. Prepare the monthly agenda of matters they should act upon to bring before the subcommittee.
3. Make regular monthly reports to LMHANA on the status of the literature stockpile.
4. Maintain subcommittee archives that are to be given to the next literature chairperson.
5. Report all monthly literature incomes, expenditures, and stockpile balances to LMHANA and the literature subcommittee, as well as validate by turning over all cash and receipts of sales to the LMHANA Treasurer.
6. Maintain the LMHANA literature stockpile through the purchase of NA literature at the Tri-State Regional Service office or NAWS office.
7. Keep an updated literature order form for distribution, which contains all available literature for purchase.
8. Adhere to the LMHANA literature and NAWS guidelines and handbooks.

SECTION XI:

Ad-Hoc

ARTICLE IX
Financial Guidelines

SECTION I:

LMHANA will maintain only one bank account, with only one tax ID number, for LMHANA Service.

Note: other checking accounts may be opened, upon LMHANA approval for various subcommittee funds.

1. LMHANA will register three signatures with these approved checking accounts and will require two of these three signatures to validate all LMHANA checks.
2. The LMHANA Chairperson, Vice Chairperson, and Secretary will be the only Trusted Servants responsible for signing LMHANA Area and Literature checks. The Unity Retreat will maintain its own signers as per LMHANA Unity Retreat guidelines.
3. In the event of a vacancy in the LMHANA Chair, Vice Chair, or Secretarial position, A Regional Committee Member (RCM) or any other Trusted Servant LMHANA votes as responsible may also be responsible for signing checks.
4. All LMHANA committee or subcommittee Treasures cannot be as signer of any LMHANA checking accounts.

5. LMHANA will make either a quarterly, biannual, or annual donation to the facility we hold our monthly ASC at. This amount will be determined and approved by LMHANA. The current donation is to the United Presbyterian Church, paid quarterly at the rate of 10 dollars per month, or greater if approved by LMHANA.

SECTION II:

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

1. The monthly prudent reserve currently stands at 1,000 dollars with the intent of covering up to three months of LMHANA expenses.
2. Each month the LMHANA treasurer will report all LMHANA monies over the prudent reserve that will be donated to the Tri-State Regional Service Committee, unless voted on by this ASC to do otherwise.

SECTION III:

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

1. Hospitals and Institutions is to receive a 50 dollar non accruing monthly budget.
2. Public information is to receive a 30 dollar non accruing monthly budget.
3. Helpline will have their costs paid for each month by LMHANA Treasurer and signed by the required signers.
4. Fundraiser Activities were given a start-up of 70 dollars and is to generate funds within the subcommittee to a prudent reserve cap of 250 dollars held by LMHANA treasure. All funds above the prudent reserve cap are to be transferred to the LMHANA Area account for area expenses.
5. Unity Retreat is to hold its own checking account and generates funds within the subcommittee and has a prudent reserve of 3,000 dollars to allow monies for the upcoming year expenses. All funds above the prudent reserve are to be transferred to the LMHANA ASC account for area expenses.
6. Literature subcommittee is expected to continue to generate funds within its standing subcommittee. There is no cap on the literature subcommittee funds but a 300 dollar prudent reserve has been established for computer maintenance. A seven percent markup is added to the per item purchase price of literature and rounded to the nearest nickel, to keep pace with the supply and demand of the LMHANA groups.
7. Literature can be purchased from 11 am to 2 pm.

SECTION IV

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

1. This report will contain all expenses and incomes for that subcommittee. H&I and PI subcommittee reports will also include a detailed list of the distribution of all literature and books in order to provide knowledge to subsequent subcommittee and to know which and to know which institutions have what literature.
2. All LMHANA subcommittees will deposit monthly income monies into the LMHANA checking accounts.
3. All standing subcommittee chairpersons must submit all pending contracts or written agreements for review and approval by LMHANA. A minimum of two ASCs in advance of the event.
4. All LMHANA subcommittees are financially responsible to those they serve, which are the LMHANA groups.

SECTION V:

Travel Expenses

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

SECTION VI:

Theft of LMHANA funds

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

SECTION VII:

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

ARTICLE X

ASC Meetings

SECTION I:

Regular LMHANA ASC meetings shall be held monthly at the approved date and time agreed upon by the LMHANA ASC.

SECTION II:

The LMHANA ASC meeting in October shall be known as the election meeting and shall be for the purpose of electing ASC Trusted Servants as provided in Article V.

SECTION III:

Emergency meetings may be called by the chairperson of LMHANA, upon request by members of the LMHANA ASC. The purpose of the meeting shall be stated and no other business other than that which is stated will be conducted. At least a seven day notice shall be given before each emergency meeting to LMHANA Home Groups.

ARTICLE XI

Parliamentary Procedure

SECTION I:

The rules contained in the current edition of "Roberts Rules of Order", shall be utilized in a consistent manner at the Chairperson's discretion to expedite the business of LMHANA. In cases to which they are against or inconsistent with these guidelines, special rules the ASC may adopt, and the 12 Traditions and 12 Concepts of NA.

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

SECTION II:

The ASC shall be limited to three hours in duration. At that time the ASC may be extended by a majority vote of that ASC.

ARTICLE XII

Additional Group Services

SECTION I:

LMHANA will supply:

1. To group treasurers: a "Group Treasurer's Record" or an approved substitute.
2. To any new LMHANA Group: A Start-Up Package will be granted, consisting of set of the NA Group Readings, plus 15 dollars of literature of their choice.
3. Groups should be removed from the meeting list after LMHANA has verified they are closed and/or LMHANA has been unable to contact the group after reasonable attempts.

SECTION II:

LMHANA will:

1. Permit LMHANA Groups to use the LMHANA post office box as a stable mailing address for fellowship related correspondence.
2. Copy and distribute all pertinent information received from the NA fellowship. Accessible through the Internet upon request.

ARTICLE XIII

Amendment of Guidelines

SECTION I:

These guidelines, and any subcommittee guideline may be amended at any LMHANA ASC meeting by a 2/3 majority vote of the quorum. After the motion to amend has been made it will be tabled/returned to the LMHANA groups for their conscience and then voted at the next ASC.

ADDENDUM

Additional Motions affecting area business but not requiring amendments to the Area Guidelines.