



## Off the Wall Area Guidelines (04/05/2015)

### ARTICLE I: DEFINITION, PURPOSE and FUNCTION FOR THE OTW ASC.

- A. Definition.** The Off The Wall (OTW) Area Service Committee (ASC) is made up of Group Service Representatives (GSR's), Sub-Committee (SC) Chairs, and Area Officers from the OTW area of Narcotics Anonymous (N.A.) located in Northern Colorado.
- B. Purpose.** This ASC is designed to serve the needs of its member groups and addicts seeking recovery in N.A. in the OTW area.
- C. Function.** The OTW ASC meets monthly to unify its member groups, carry the N.A. message of recovery from the disease of addiction, contribute to the growth of N.A., and communicate information from groups to other areas, the Colorado Region (CRSC) and world level NA service bodies.

### ARTICLE II: SERVICE MEETINGS

- A. Regularly scheduled ASC meetings** will be held the first Sunday of every month, except in July, normally starting at 9:00 AM, (check the Off the Wall Area website for the ASC meeting location). The secretary is responsible for communicating the time and place of these meetings in the minutes. A change of meeting time or place must be communicated to the ASC at least 15 days in advance of the meeting.
- B. Special ASC meeting.** Any ASC member may call for a special meeting per the following procedure:
  - a. A member requesting a special meeting contacts the secretary, who then polls the OTW ASC steering committee to see if at least 60% agree to hold a special meeting.
  - b. If it is decided to hold a special meeting, the secretary drafts a notice stating the exact reason(s) for it and business is limited to those reasons.
  - c. Said notice will be e-mailed using the OTW e-mail alias at least 10 days prior to the meeting as well as being posted on the OTW ASC website – [www.otwna.org](http://www.otwna.org)
  - d. The quorum requirements (50%+1) are the same as for a regularly scheduled ASC meeting. If quorum is not reached, discussions can be held, but votes are not binding.
- C. Quorum.** A quorum for conducting business consists of a simple majority of eligible participants – determined by chair roll call. If an N.A. group is not represented at two consecutive regular ASCs, they are accorded “inactive” status for the purpose of quorum at the second ASC missed. A group will regain “active” status for quorum purposes when it sends a GSR or other representative to the ASC.

### ARTICLE III: PARTICIPANTS AND DECISION MAKING

- A. Participants.** Any N.A. group choosing membership in the OTW ASC has one vote in decision making through its GSR or GSR Alternate (GSRA). Groups or meetings wanting to be listed on the Area schedule need to show up at the ASC and request inclusion. Groups and meetings are strongly urged to register with the WSO via [www.na.org/index.htm](http://www.na.org/index.htm). All officers of the ASC (except the Chair) and Sub-Committee (SC) chairs also have one vote each. In the absence of an SC chair the vice-chair, if any, is allowed to vote. A GSR holding another area position gets only one vote. Any

N.A. member or interested party may attend the OTW ASC and is allowed to take part in discussions, but does not vote. If an N.A. group or meeting is determined to be in violation of our Traditions and/or affecting N.A. as a whole they will be asked to correct such behavior. If they choose not to, they will be removed from OTW meeting lists. So-called special interest groups/meetings do not violate NA traditions, per WORLD SERVICE BOARD OF TRUSTEES BULLETIN #18. <http://www.na.org/bulletins/bull18-r.htm>

- B. Decision Making.** All participants, as defined in the previous section, have a voice in decision making. We attempt to reach decisions by consensus, however, barring that, > 50% carries an election, and a 2/3rds majority is required to pass a motion. Any member may make a motion or nominate someone for election. All motions and nominations must be seconded.
- C. ASC Steering Committee.** Composed of the Chair, Vice-Chair, Secretary, Treasurer and both RCM's.

#### **ARTICLE IV: ELECTION OF TRUSTED SERVANTS**

- A. Rotation of trusted servants.** Ideally, positions are filled as follows.
  - a. January – ASC Treasurer, CRCNA Liaison
  - b. February – ASC Secretary
  - c. March – Public Information (P.I.) Sub-Committee Chair
  - d. April – Merchandise Sub-Committee Chair
  - e. May – Literature Sub-Committee Chair
  - f. June – ASC Chair, ASC Vice Chair
  - g. October – Activities Sub-Committee Chair
  - h. November – Hospitals and Institutions (H&I) Sub-Committee Chair
  - i. December – Regional Committee Member (RCM) 1 & 2 in alternate years
  - j. In case of a resignation or open position, the election to fill that position can be held at any regular ASC meeting, given that the fellowship has been informed of the opening. If a position is filled in a month other than the schedule above, the elected will serve until the normal month and then needs to be re-elected.
- B. Election Procedures.**
  - a. Groups in the OTW area must be informed of opening positions, through minutes, GSR checklist, and asked to provide nominations.
  - b. Nominees must be present to be elected.
  - c. Nominations from the floor are accepted and must be seconded. One can nominate themselves.
  - d. ASC Chair or a person designated by the Chair reads the general qualifications, clean time requirements, and the Responsibilities of the position, as well as the Resignation or removal of Trusted Servants applicable part(s) of these guidelines.
  - e. Each nominee will qualify for the position, including clean time, service experience, other relevant information and discuss their ability to fulfill the responsibilities of the given position.
  - f. The member is questioned from the floor, and then asked to leave. A vote is taken; ideally an election is by consensus, but majority rules. In the case of two or more nominees, the top two vote getters will face a second round of voting for election.
- C. Terms of office.** An ASC trusted servant may not serve in the same position for more than two terms or elected more than 3 times (in the case of a partial first term).
- D. Resignation or removal of Trusted Servants.** A voluntary resignation is given to the ASC chair in writing. Relapse requires removal because we care more about the addict than the service they provide. Involuntary removal may take place at an ASC for failure to perform duties and

responsibilities, breach of the N.A. Traditions or Concepts, or other good cause. The servant facing removal is given an opportunity to present information to the ASC verbally and/or in writing.

## **ARTICLE V: RESPONSIBILITIES & QUALIFICATIONS FOR ASC AND STEERING COMMITTEE TRUSTED SERVANTS**

### **A. General Qualifications**

- a. Should not simultaneously hold the position of GSR. If so, only one vote per member is allowed.
- b. First and foremost, one must be in active recovery – attend meetings, sponsor and be sponsored, willing to work on understanding the practical application of the traditions and concepts. Our trusted servants must have recovery based service, not service based recovery.
- c. Must have the time and ability to be an active participant at the ASC, fulfill the responsibilities of the position and to commit to a full term – either one or two years.
- d. An OTW trusted servant that misses two consecutive ASC's without a report being sent or a total of four within a given year is considered to have resigned.
- e. An OTW trusted servant that misses two consecutive commitments pertaining to their position without a report or a total of 4 within a year is considered to have resigned.

### **B. OTW ASC Chairperson**

- a. Prepares the agenda for each ASC, accepts agenda items from members and groups.
- b. Facilitates ASC meetings with the goals of accomplishing service needs in the OTW area, achieving the ASC's needs in a purposeful manner, and encouraging participation from members and groups.
- c. Maintains open and honest lines of communication between groups and the ASC.
- d. Is responsible for becoming a co-signer on all ASC bank accounts.
- e. Votes only in case of a tie, including on the steering committee, and seeks consensus on all issues.
- f. Suggested qualifications are at least one year clean time and 6 months of Area service experience.
- g. Facilitates the printing of meeting schedules to be given out at every ASC.

### **C. OTW ASC Vice-Chair**

- a. In the Chair's absence, has all the duties and powers of that position.
- b. Acts as a liaison between all Sub-Committees and the ASC to assure that they function according to these guidelines. Promotes unity and open and honest communication within N.A.
- c. Is responsible for becoming a co-signer on all ASC bank accounts.
- d. Suggested qualifications are one year continuous clean time and 6 months Area service experience.
- e. If a Sub-Committee chair position is open, the OTW Vice Chair, with assistance from other ASC officers, seeks to ensure that critical SC functions are continued until the position is filled.

### **D. OTW ASC Secretary**

- a. Maintains the archives of the ASC, written records of each ASC meeting and correspondence.
- b. Maintains contact info for ASC participants and groups.
- c. Distributes ASC minutes no later than one week after each ASC meeting, to those on the e-mail list and to any other member seeking that information. Gets minutes to web servant for posting, and provides a copy of these guidelines to each new officer/group of the ASC.
- d. Is responsible for becoming a co-signer on all ASC bank accounts.
- e. Suggested qualifications are one year continuous clean time and 6 months area service experience.
- f. Is responsible for maintaining the contract of the location of the ASC meetings.

### **E. OTW ASC Treasurer**

- a. Accurately records all financial transactions of the OTW ASC, presenting a report at each meeting.
- b. Collects and maintains financial reports from ASC participants.

- c. Disburses funds in a timely fashion per ASC decisions.
- d. Collects all funds provided to the ASC by donations, SC activities, etc, and deposits them in the ASC bank account.
- e. Is responsible for the maintenance of the OTW ASC bank account.
- f. Presents an annual report and budget to the ASC as described in Article VII.
- g. Is a co-signer on all ASC bank accounts and updates signer cards every January.
- h. Maintains the ASC P.O. box and brings the mail to each ASC.
- i. Suggested qualifications are three years continuous clean time, one year of Area service experience, a working knowledge of basic book keeping procedures and personal financial responsibility.
- j. When treasurer position is rotated, works with new treasurer to ensure proper signatures on bank accounts, ownership of phone line accounts, PO Box, and any other necessary ASC business.

#### **F. Regional Committee Member Team – RCM1 and RCM2**

- a. Provide two way communications between the OTW ASC and other N.A. service bodies, particularly the CRSC, NAWS and any applicable Zonal Forums.
- b. Ensures that the OTW ASC is represented at all CRCS meetings (normally 6 per year) as well as Regional Assemblies where elections occur and CAR votes are tallied
- c. Makes minutes of the CRSC available to NA members in the area.
- d. Attends as many OTW activities and meetings as possible throughout the area.
- e. Is a resource on Tradition and Concept questions/concerns/issues.
- f. Each RCM serves a two year term. Elections are staggered to allow continuity of service. Suggested qualifications are 3 years of continuous clean time & one year of Area service experience at the ASC level.

### **ARTICLE VI: THE OTW SUB-COMMITTEES & POSITIONS THE OTW ASC HAS THE FOLLOWING SUB-COMMITTEES & POSITIONS**

#### **General Qualifications**

- a. Should not simultaneously hold the position of GSR. If so, only one vote per member is allowed.
- b. First and foremost, one must be in active recovery – attend meetings, sponsor and be sponsored, willing to work on understanding the practical application of the traditions and concepts. Our trusted servants must have recovery based service, not service based recovery.
- c. Must have the time and ability to be an active participant at the ASC, fulfill the responsibilities of the position and to commit to a full term – either one or two years.
- d. An OTW trusted servant that misses two consecutive ASC's without a report being sent or a total of four within a given year is considered to have resigned.

#### **Sub-Committee Chairs**

- a. Coordinate and oversee the day to day work of the sub-committee according to their responsibilities described in Article V.
- b. Collect and disburse all funds handled by the sub-committee and take responsibility for expenditures in accordance with the sub-committee budget and the wishes of the OTW ASC.
- c. Submit a written report to the ASC Secretary and a written financial report – if applicable – to the ASC treasurer at each regularly scheduled ASC meeting.
- d. Provide a copy of the minutes of all sub-committee meetings to the ASC secretary.
- e. Prepare an annual SC budget and SC financial report as described in Article VII.
- f. Suggested qualifications are one year continuous clean time and six months of service experience, and some experience @ASC level.

### **Sub-Committee Vice-Chairs**

- a. A nominee should have six months of continuous clean time and some service experience.
- b. Perform all duties and have all the powers of the chair in the chair's absence.
- c. Work actively with the chair in anticipation of becoming chair when the position is vacant.

### **A. Public Information (P.I.)**

- a. Carries the N.A. message of recovery to those who have not heard of N.A., are not fully informed, or request information about N.A.
- b. Acts as a resource to members and groups in their P.I. efforts, including providing supplies, information, panel participants, literature and literature ordering information.
- c. Keeps a list of media outlets, professionals who work with addicts and N.A. lit locations in the area.
- d. Maintains examples of items used in P.I. efforts.
- e. Oversees and coordinates the efforts of the OTW Web servant and Phone line chair(s).
- f. Cooperates closely with H&I in carrying the N.A. message of recovery from addiction.
- g. Periodically checks na.org, For the Public > Find a Meeting to verify and update meetings found there are consistent with the website and meeting schedules.

### **B. Merchandise Sub-Committee**

- a. Maintains a stock of N.A. related merchandise such as t-shirts, cups, stickers, etc.
- b. Attends, as able, group, area and regional events for the purpose of selling or trading merchandise.
- c. Has merchandise available for fundraising activities, including for trade or sale.
- d. Ensures that N.A. Intellectual property, including trademarks and copyrights, are used in accordance with NAWS Intellectual Property Guidelines.
- e. Will follow guidelines for Handling Area Funds: Budget Process; Article VII, Section D.
- f. The subcommittee will work in conjunction with the Activities Subcommittee

### **C. Hospitals and Institutions (H&I).**

- a. Carries the N.A. message to addicts in hospitals and institutions who often have no other way of hearing our message of recovery from the disease of addiction.
- b. Acts as a resource to members and groups in their H&I efforts, including providing supplies, information, panel participants, literature, and literature ordering information;
- c. Keeps a list of hospitals and institutions in the OTW area where addicts may be found.
- d. Initiates and coordinates cooperation with those facilities.
- e. Cooperates closely with the P.I. Sub-Committee in carrying the N.A. message of recovery.

### **D. Literature Sub-Committee**

- a. Maintains a stock of conference approved N.A. books, pamphlets, medallions, etc for purchase by N.A. members and groups and outside enterprises. Member and group needs take priority.
- b. Inventory should be kept at no less than twice the amount sold in one month, not to exceed 3 times sales based on a rough average over the previous 4 (active) month's sales. New literature excluded.
- c. Has material available for purchase at each regular OTW ASC meeting with 6% surcharge.
- d. Seeks input from members, groups and the OTW ASC on proposed N.A. literature and forwards that to N.A. World Services (NAWS) and/or the World Literature Committee.
- e. The subcommittee should inform the groups of all items to insure that we continually rotate all forms of NA conference approved literature through the area and make new purchases.
- f. Will follow guidelines for Handling Area Funds: Budget Process; Article VII, Section D.

**E. Activities Sub-Committee**

- a. Organizes and coordinates activities – campouts, dances, picnics, etc – for the purposes of unity and carrying the N.A. message of recovery from addiction.
- b. Acts as a resource to members and groups in their efforts to hold activities.
- c. Gathers and distributes information about activities in the OTW area, other areas and region, and coordinates with the web servant to have such information on the OTW web site.
- d. Periodically polls NA groups and members about activity preferences.
- e Cooperates with other Sub-Committees to carry the N.A. message of recovery from addiction.
- f. Will follow guidelines for Handling Area Funds: Budget Process; Article VII, Section D.
- g. The merchandise subcommittee will work in conjunction with the Activities Subcommittee

**F. Colorado Regional Convention of N.A (CRCNA) Liaison Position**

- a. Attends as many CRCNA meetings as possible, providing two way communication between the OTW ASC and CRCNA members.
- b. Need not hold a position on the CRCNA committee or any SC's, but that often happens.

**ARTICLE VII: HANDLING AREA FUNDS**

**A. General Provisions applying to the handling of all OTW ASC funds.**

- a. No funds of the OTW ASC will inure to the benefit of any member or individual. Any assets of the OTW ASC, upon its dissolution if ever, will be transferred to the Colorado Regional Service Committee.
- b. The OTW ASC will maintain a prudent reserve of **\$600.00**. Excess funds can be forwarded to the CRSCNA or NAWS. Ideally, the ASC treasurer and Lit SC receive cash not checks.
- c. Financial records are to be readily available upon request of any member or group.
- d. Unapproved out of pocket expenses can, and most likely will, be considered 7<sup>th</sup> tradition donations.

**B. Revenues.** The OTW ASC should be fully self-supporting through contributions from its groups and members. All revenue accumulated will be maintained in a bank account, to be deposited in a timely fashion upon receipt. Funds raised through the efforts of sub-committees are turned over to the ASC treasurer when the sub-committee chair position becomes vacant or when requested by the ASC. Cash on hand for the Literature SC will be deposited in a timely fashion after any and all sales. We have a general debit account to which deposits are made, from which the WSO draws payment. Once the Literature inventory is greater than \$1000 with sufficient monthly sales to replenish stock all profit from service charges will be returned to the ASC general fund.

**C. Expenditures.**

- a. The ASC account will have four possible signers, and any two are REQUIRED for each check. No two signers on any check may reside in the same household.
- b. All non-budgeted disbursements are to be approved by the ASC.
- c. No reimbursement is to be made without receipts or proof of purchase. All monthly sub-committee financial reports are to be accompanied with receipts or proofs of purchase.
- d. Normally, all ASC expenditures are made by check.
- e. In the event that a check is made payable to one of the 4 possible check signers, the payee will not be allowed to be a signer on that check.

**D. Budget process.** To manage OTW funds, we will have an annual budget process.

- a. Each SC chair and ASC officer will submit a written budget for expected expenditures and revenues ASAP after election.
- b. When presented, annual budgets will be voted on by the ASC for approval.
- c. The Treasurer coordinates the preparation of a comprehensive annual budget for distribution at the January meeting.
- d. The Treasurer provides a written report on the past year's expenses and revenue for presentation at the January ASC meeting.
- e. The outgoing treasurer, the incoming treasurer, ASC chair, and a person appointed by the chair perform an audit of ASC funds to be presented at the March meeting for the previous year.
- f. Operate all OTW Area business from one bank account, and any debit card(s) attached to the account be held by the Area Treasurer.
- g. Use checks or debit card for all transactions.
- h. Require timely deposits of all funds within 48 hours at a bank branch where the Area does business. If the deposit may not be made within the required timeline of 48 hours, the subcommittee chair must contact the ASC Vice Chair or the ASC Treasurer to make the deposit.
- i. Establish standing operating budgets (S.O.B's) for: Activities, Merchandise and Literature. These subcommittees are required to maintain their own account ledger of expenditures, and include an accurate financial reconciliation to the ASC each month.
- j. Better planning. No last minute events and no fliers printed until an event is actually on the calendar. All events must be presented 60 days in advance of event to ASC.

**ARTICLE VIII: AMENDING THESE GUIDELINES**

These guidelines may be amended by the OTW ASC at any time using the decision making process outlined in Article III, regarding motions, provided that such amendment was listed on the agenda distributed for any given meeting.

Except when stated otherwise, these guidelines are considered to be subservient to the 12 Traditions, the 12 Concepts and any other N.A. conference approved material.

**Statement on Service** – Page xxvi in the Introduction to the N.A. Basic Text, 6<sup>th</sup> Edition

“Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict that still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together for the common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth.”

12/03/2006 – Changed Open ASC month from August to July to coincide with a holiday weekend.

03/04/2007 – Added 5<sup>th</sup> Tradition Outreach Position with March Election

03/26/2007-Deleted Sterling, Ft. Morgan, and Yuma from our ASC rotation-Deleted *discussion*, in election process-Added that ASC officers should be working a Narcotics Anonymous program.

09/01/2008-Delete Capture the Banner –Deleted 5<sup>th</sup> Tradition Outreach Position.-

09/04/2011 – Draft: Added Provisions f thru j to: Article VII; Handling of Area Funds, Section D.

10/7/11 – Removed reference to Becky Stuart, added “representative of the City of Loveland”. Added reference to Article VII, Section D (Budget Process clause under Handling Area Funds) to each relevant sub-committee section.

Draft: 12/21/2011 – ADHOC Committee changes – will be submitted to ASC on January 8, 2012.

1/8/12 – ADHOC changes accepted by the ASC with the exception of revising the timeline for the deposit of funds to be within 48 hours instead of 72 hours.

04/01/2012 – Changed responsibility of printing mtg schedules from P.I. to Chair

12/12/12 – removed 6% literature surcharge

02/03/2013 – added back 6% Literature surcharge

09/08/2013 – removed Article VI, Sect D, Sub e @ separate inventory

09/08/2013 – added to Article V, Sect B, Sub e

10/13/2013 – Removed Newsletter Chair Article VI, Sect F

10/27/2013—Removed Article V, Sect A, Sub e pertaining to meeting lists see change made 04/01/2012

2/2/2014- added Article VI, Sect B, Sub f pertaining to Activities subcommittee working with merchandise

2/2/2014- added Article VI, Sect E, Sub g pertaining to Merchandise subcommittee working with Activities

04/05/2015 – added Article VI, Sect A, g adding responsibility for verifying and updating na.org with correct mtg info. Also changed e from Phonline Chair to Phonline Chair(s). Change site on Pg 1.