

**POLICY OF THE  
CENTRAL TEXAS AREA  
SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS**



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## PREFACE

*Tradition 9 – NA as such ought never to be organized, but we may create service boards or committees directly responsible to those they serve.*

*First Concept – 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.*

*-To assure that no addict seeking recovery need die without having found a chance to live a new and better life: from this day forward we may provide the necessary service.*

Everything that occurs in the course of NA service must be motivated by the desire to successfully carry the message of recovery to the addict who still suffers. It was for this reason that this policy has been compiled. We must remember that as individual members, groups, and a service committee, we are not, and never should be, in competition with each other. We work separately and together in an effort to help the newcomer and for our common good. We have learned painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary as the fellowship grows.

## SECTION ONE

### Name

The name of the service body shall be the Central Texas Area of Narcotics Anonymous (CTANA). 1108 Lavaca St. #110, Austin, Texas 78701

## SECTION TWO

### Purpose

The Purpose of CTANA is to plan and provide services and support that facilitate the continuation and growth of Narcotics Anonymous Groups in the CTANA so that our groups may fulfill their primary purpose as expressed in our Fifth Tradition; .to carry the message to the addict who still suffers.. In order that no addict seeking recovery in the Central Texas area need die without having a chance to find a new way of life.

## SECTION THREE

### Vision

The Vision of the CTANA is to provide a vehicle for a diverse group of recovering addicts through their Home Groups to share their experience, strength, and hope with one another. The groups have created the service

structure; they have the final authority over all its affairs. The groups also have the final responsibility for the support (financial, spiritual, and in-person) of all its activities.

## SECTION FOUR

### Service Area

The CTANA was founded to serve central Texas communities:

- North from Austin/Travis County to encompass Williamson County;
- West from Austin/Travis County to encompass Burnet, Llano, and Blanco Counties;
- South from Austin/Travis County to encompass Hays and Caldwell counties; and
- East from Austin/Travis County to encompass Bastrop, Lee, and Fayette counties.

## SECTION FIVE

### Area Service Committee (ASC) Guiding Authority and Conduct

5.1 The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service shall guide and direct the CTANA ASC, where consistent, in all its affairs;

5.2 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CTANA in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service and any special rules of order the CTANA may adopt."

Robert's Rules of Order Newly Revised (RONR). The Tenth edition, referred to as Robert's Rules of Order Newly Revised, supersedes all earlier editions as the parliamentary authority in organizations that have adopted Robert's Rules of Order in their bylaws. It is important for all members of an organization to use a single parliamentary guide. Older editions of Robert's Rules have significant differences in their guidelines and page and section references, which can exacerbate disagreements instead of helping to settle them.

5.3 Mutual respect is the expected standard of conduct during the ASC meeting.

5.4 Some important concepts regarding decorum are:

5.4.1 Remarks must be confined to the merits of the pending question;

- 5.4.2 Another member's motives may not be attacked;
- 5.4.3 To speak, please raise your hand to be recognized by the Chair;
- 5.4.4 Refrain from speaking adversely about an idea that is not pending;
- 5.4.5 Refrain from speaking against your own idea;
- 5.4.6 If the Chair interrupts, you must yield the floor;
- 5.4.7 You must not disturb the body; and
- 5.4.8 A time limit on a particular subject may be implemented by the Chair with the consent of the ASC

## SECTION SIX

### Administrative Committee

- 6.1 The Administrative Committee of the CTANA shall be a Chair, Vice Chair, Secretary, Treasurer, Regional Committee Member I, a Policy Person, Assistant Secretary, Assistant Treasurer, and Regional Committee Member II.
- 6.2 The Administrative Committee shall handle the business of the ASC between meetings and such other duties as may be specified by this Policy or the ASC. The Administrative Committee shall be subject to the decisions of the ASC and none of its acts shall conflict with action taken by the ASC.
- 6.3 For matters that require emergency action of the Administrative Committee in between meetings of the ASC, meetings of the Administrative Committee shall be called by the Chair or by any three (3) members of the Administrative Committee. The meeting may be held via conference call or in person, and notice of the meeting shall be sent to the entire ASC with at least seventy-two (72) hours notice via email, postal mail, or by telephone call. Minutes of this meeting shall be distributed at the next regularly scheduled ASC meeting.
- 6.4 The Administrative Committee shall put on a minimum of two (2) workshops per year on Service, Concepts, and Traditions. The dates of these workshops are to be set by the Chair.

## SECTION SEVEN

### Trusted Servants of the ASC

- 7.1 The Trusted Servants of the CTANA are the Administrative Committee and Subcommittee Chairs.

## Eligibility

7.2 Ideally, Trusted Servants shall have been and should continue to be an active participant of a Narcotics Anonymous group and an active participant in his or her personal recovery before and during his or her term of office.

7.2.1 Trusted Servants shall:

7.2.2.1 Have willingness and desire to serve;

7.2.2.2 Have a demonstrated understanding of the Twelve Traditions, Twelve Concepts of NA Service, The Guide to Local Service, and the CTANA Policy document;

7.2.2.3 Agree to a minimum one-year commitment for the office of Chair, Secretary, Treasurer, Regional Committee Member I, Policy Person, and Subcommittee Chair;

7.2.2.4 Agree to a minimum two-year commitment for the office of Vice Chair, Assistant Secretary, Assistant Treasurer, Regional Committee Member II, and Subcommittee Vice Chair;

7.2.2.5 Have a suggested clean time of:

Two years for Chair, Vice Chair, Secretary, Vice Secretary, Regional Committee Member I, Policy Person, Subcommittee Chair, Ad-Hoc Committee Chair, Vice Treasurer, and Regional Committee Member II; Three years for Treasurer One-year for Subcommittee Vice chair

7.2.2.6 Have a willingness to attend Area events;

7.2.2.7 Have the time and resources necessary to be an active participant and to fulfill the duties of the office he or she holds; and

7.2.2.8 Administrative Committee Members are recommended to have prior area experience, preferably as a Group Service Representative (GSR), an Assistant Group Service Representative (AGSR), a Subcommittee Chair or Vice Chair, or an Ad-Hoc Committee Chair or Vice Chair.

7.2.2.9 It is recommended that the ASC take into account the outside real life experiences of a nominee when electing administrative committee positions.

- 7.3 All Trusted Servants shall serve without financial compensation for services, but may be reimbursed, at the discretion of the ASC, for expenses directly related to their position and/or responsibility.
- 7.4 The Trusted Servants shall assume office at the close of the meeting at which they are elected, and shall serve until the close of the next December meeting.
- 7.5 It is recommended that administrative Trusted Servants shall serve no more than two terms in the same office.
- 7.6 In the case of a vacancy in the office of the Chair, the Vice Chair shall serve as Chair for the remainder of the term.
- 7.7 In the case of a vacancy in the office of Secretary, the Vice-Secretary shall serve in that capacity for the remainder of the term.
- 7.8 In the case of a vacancy in the office of Treasurer, the Vice-Treasurer shall serve in that capacity for the remainder of the term.
- 7.9 In the case of a vacancy in the office of Regional Committee Member I, the Regional Committee Member II shall serve in that capacity for the remainder of the term.
- 7.10 In the event both the Chair and the Vice Chair are unable to perform their duties, shall resign, be removed from office, or permanently be unable to discharge the duties of their offices, the following Trusted Servants, in the order listed, shall serve as interim Chair until the vacancy is filled by an election: Regional Committee Member I, Regional Committee Member II, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer.
- 7.11 A vacancy in any other office shall be filled on a permanent basis according to CTANA Elections Procedures.

## SECTION EIGHT

### Area Service Committee

- 8.1 The ASC shall supervise and direct the Trusted Servants and committees of the CTANA.
- 8.2 The Area Service Committee, while recommended to meet at least once a month, shall meet at minimum once every other month upon the call of the Chair or by a petition signed by a majority of the members of the Area Service Committee. Notice of all meetings shall be emailed or mailed to all members of the ASC at least seven (7) days prior to the

meeting. This provision exists in order to give the Chair discretion if an emergency arises and the ASC is unable to meet for a given month.

- 8.3 The Area Service Committee shall be the Administrative Committee, Group Service Representatives, and Subcommittee Chairs. Ad-Hoc Committee Chairs shall be non-voting members of the ASC.
- 8.4 The Area Service Committee shall guide and direct the CTANA in all matters except where in conflict with CTANA Policy, the Twelve Concepts for NA Services, and the Twelve Traditions of Narcotics Anonymous.

## SECTION NINE

### Member Groups

- 9.1 Member Groups of the CTANA ASC shall be those groups registered with or in the process of registering with the World Service Office, Inc., of Narcotics Anonymous and who have complied with any other requirements placed on them by this policy.
- 9.2 Recognition of Groups
- 9.2.1 The CTANA shall recognize any NA group within CTANA's geographical boundary that petitions CTANA for recognition
- 9.2.2 Once recognized, the group shall be granted representation privileges (though not voting privileges) on the ASC
- 9.2.3 Representation privileges include meeting time and place listed in the next printing on the CTANA Meeting list, their information listed on the CTANA website, and their name added to the roll call (though not the quorum call) of the ASC
- 9.2.4 New Groups given recognized status shall be given a starter kit free of charge by the ASC. The kit will consist of one (1) Basic Text, one (1) set of readings, five (5) of each color keytag, and one (1) WSC group starter kit.<sup>1</sup>
- 9.2.5 Recognized groups shall have sole authority within their group provided their actions do not violate or conflict with the 12 Traditions of Narcotics Anonymous.
- 9.2.6 A group not represented two months in a row at the ASC shall be noted in the Secretary's verbal report to the ASC, and members of the

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<sup>1</sup> Revised September 9, 2012

Administrative Committee will contact the group and report back to the next month's ASC as to the group's situation and intention.

9.2.7 A meeting shall not be removed from the meeting schedule or website until a representative of that group reports to the ASC in person or in writing that the meeting no longer exists, or a member of the administrative body has personally confirmed the meeting no longer exists or no longer qualifies as a member of the ASC.

## SECTION TEN

### Participation

- 10.1 ASC meetings are open to all NA members, however; only ASC members will be recognized by the Chair to speak from the floor. Persons who are not ASC members may only be recognized to speak during the Open Forum portion of the ASC.
- 10.2 The following persons may make and or second a motion:
- 10.2.1 Group Service Representatives (or any representative given a vote of confidence by their group in the GSRs absence);
  - 10.2.2 Regional Committee Member I (or the RCM II in the RCMs absence);
  - 10.2.3 CTANA Administrative Committee Members (except for the Chair), or the Assistant Secretary, Assistant Treasurer in the Secretary or Treasurer's absence.
  - 10.2.4 Subcommittee or Ad-Hoc Committee Chairs may only make a motion pertaining to their own committee (or the Vice Chair in the Chair's absence);
  - 10.2.5 All seconds must be made by a GSR.
- 10.3 Each member of the ASC should acquaint themselves with these ASC Policies, the 12 Traditions of NA, the 12 Concepts of NA Service, the CTANA Group Service Notebook, and A Guide to Local Service in Narcotics Anonymous. The ASC shall make each of these available at no charge to all area service committee members.
- 10.4 Administrative Committee Trusted Servants, GSRs (or any representative given a vote of confidence by their Home Group in the GSRs absence), and Subcommittee Chairs must be present for the duration of the ASC meeting. Any of these trusted servants who leave

the ASC before the end of the meeting, without subsequent representation, will be marked absent.

## SECTION ELEVEN

### Elections

- 11.1 In October, the Chair shall announce that elections for CTANA Administrative Committee Offices and Subcommittee Chairs shall be held in December. The Chair shall request the GSRs to go back to their Home Groups and return in November with nominations for the offices.
- 11.2 Nominations for the CTANA Administrative Offices and Subcommittee Chairs shall be made during the November ASC.
- 11.3 All nominees will need to be present at the November ASC to qualify themselves and at the December ASC for selection of trusted servants. Elections for all Administrative Committee positions and all Subcommittee Chair positions shall be held in December.
- 11.4 Trusted Servants shall be elected in the following order: Chair, Vice Chair, Secretary, Treasurer, Regional Committee Member I, Policy Person, Assistant Secretary, Assistant Treasurer, Regional Committee Member II, followed by subcommittees in alphabetical order. Before proceeding to vote for each office, nominations shall be closed for that office.
- 11.5 A majority of all votes cast (50.0%+1) shall be necessary for the election of each officer. In the event that a ballot does not result in a majority for any nominee, for any office, the nominee having the lowest number of votes on the immediately preceding ballot shall be dropped from the next ballot, and similar procedure shall followed on each succeeding ballot so long as more than two (2) nominees remain. Nominations shall not be reopened during votes except by two-thirds (2/3) vote of the ASC.
- 11.6 All elections shall be conducted by a show of hands unless a secret ballot is requested in writing by a minimum of two (2) GSRs.

### Challenging an Election

11.6.1 An election may be challenged only during the time that it is taking place or within a reasonable brief time thereafter. Reasonable time thereafter, for these purposes, is defined as the next regularly scheduled ASC meeting.

11.6.2 The officer chosen during the election takes office and remains in office until a decision on the challenge has been reached.

## SECTION TWELVE

### Duties of Administrative Committee Members

#### 12. Administrative Committee Members:

12.1 Chair -The Area Chair is responsible for conducting the committee meeting, preparing the agenda, and various other administrative duties. The chair is also responsible for correspondence and maintaining area files and archives. The chair is one of the cosigners of the ASC's bank account. The chair's primary tools are a firm hand, a calm spirit, and a clear mind. The chair must also have access to the CTANA mailbox. Removed 2/2013

12.1.1. The Chair shall preside at meetings of the ASC. He or she shall exercise general supervision over the work and activities of the CTANA. He or she shall perform such other duties as usually pertain to the office of the Chair. Any positions that are herein appointed by the Chair shall serve at the pleasure of the Chair and may be removed at any time, with or without cause, at the Chair's sole discretion.

12.1.2. The Chair shall prepare a tentative agenda and make it available on the day of the ASC. All input, ideas and motions given to the Chair in writing twenty (20) days prior to the meeting shall have priority over input, ideas and motions introduced on the floor.

12.1.3. The Chair is responsible for finding a place for the ASC to meet.

12.2 Vice Chair -The area vice chair's primary responsibility is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, and attends subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chair works closely with subcommittee chairs when they prepare their annual reports and budgets. The vice chair is a co-signer on the ASC's bank account.

12.2.1. The CTANA Vice Chair shall act as Assistant to the Chair, and shall perform such duties as directed by the Chair or the ASC.

12.2.2. The CTANA Vice Chair shall supervise and coordinate the activities of the Subcommittee Chair working to ensure active participation from all recognized groups in CTANA activities.

12.2.3. In the event the CTANA Chair is temporarily absent or unable to perform his or her duties, the Vice Chair shall preside and perform the duties of the CTANA Chair.

12.2.4. The CTANA Vice Chair shall conduct and coordinate subcommittee meetings should there not be an elected Chair or Vice-Chair for that subcommittee.

12.3 Secretary -The Area Secretary handles all the committee's paperwork. Their first responsibility is to take clear and accurate minutes of the ASC meetings and distribute those minutes to all committee members within a reasonable period of time after each meeting. The Secretary also keeps a log of the various motions presented at Area and files them in the archives. The Secretary is one of the cosigners of the ASC's bank account.<sup>2</sup> Since the Secretary emails or mails the minutes to the ASC members, he or she need to keep an updated list of the members' addresses.

12.3.1. The CTANA Secretary shall be the recording and correspondence officer of the CTANA.

12.3.2. The Secretary shall perform such additional duties as are assigned to him or her by the Chair of the ASC.

12.3.3. He or she shall attend all meetings of the ASC and shall act as Secretary thereof.

12.3.4. The Secretary shall be given a key to the CTANA mailbox and check the mail at a minimum of once every other week.

12.4 Treasurer -The Area Treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as Treasurer, it is especially important that the ASC selects their Treasurer with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds are not properly accounted for. It is recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have

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<sup>2</sup> Added Secretary per Bank's policy. November 2017. Should have been updated in January 2017.

substantial clean time. The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting space, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. Treasurer will have access to the CTANA mailbox.

12.4.1. The Treasurer shall receive and account for the funds of the CTANA under the supervision and direction of the Area Service Committee.

12.4.2. The Treasurer shall make a written monthly financial report to the ASC.

12.4.3. The Treasurer shall attend all meetings of the ASC and it is recommended that he or she attend any CTANA sanctioned activity in which funds are being collected on behalf of the CTANA.

12.4.4. The Treasurer shall disperse CTANA funds, as directed by the CTANA Chair, and the ASC, in accordance with the budget approved by the Area Service Committee.

12.4.5. The Treasurer shall be responsible for preparing a review of the financial records of the CTANA for each fiscal year that ends during the Treasurer's term of office. The report of the review will be presented by the Treasurer for approval by the ASC at its January meeting.

12.4.6. The review required by Section 12.4.6 shall be an agreed upon procedures engagement to assess the controls over cash and the appropriateness of receipts and disbursements.

12.4.7. The Treasurer is a co-signer on the ASC checking account.

12.4.8. The Treasurer shall be given a key to the CTANA mailbox.

12.4.9. Anytime there is a change in the office of treasurer, an internal audit will be conducted within 30 days by the new Treasurer, the current Chair and RCM, and any past Treasurer, Chair, or RCM.

12.5 Regional Committee Member -Regional Committee Members serve as the core of the Regional Service Committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The RCM attends all meetings of the Tejas Bluebonnet Regional Service Conference (RSC)

and also represents the CTANA at those meetings, and keeps the CTANA ASC informed all issues at the Regional and World levels. The RCM also serves all yearlong as a contact point between NA World and local services. RCMs keep their Area in touch with the larger world of NA by providing information on activities in neighboring Areas, functions sponsored by the Regional committee, reports relevant to Subcommittee affairs, and important issues being discussed at various levels of service. Both the Region and its Areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and the Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips. RCMs should carefully study the reports from their own Area's groups, officers, and Subcommittee chairs so that they can pass their Area's experience on to others at the Regional meeting. RCMs will be more effective contacts between their Areas and the Regional Committee if they take time to talk personally with other participants in their Area Committees, allowing them a better idea of what needs and concerns the Regional Committee should address. RCMs serve two-year terms.

The RCM or the RCM II to attend the second day of the RSC in May and November.<sup>3</sup>

Regional Committee Members (I & II) shall have equal participating and voting responsibilities at the Regional Service Committee meeting.<sup>4</sup>

12.6 Policy Person -The Policy Person serves as the Policy Person for the CTANA ASC and the CTANA Administrative Committee. With guidance from the 12 Traditions, he or she is responsible for defining, clarifying, and revising CTANA Policy as necessary through the CTANA ASC.

12.6.1. The Policy Person is responsible for maintaining and updating the CTANA Policy before the next Area Service Committee meeting after a policy change has been approved. Updates must be given to Webmaster at least one week before the next area meeting for publication on the CTANA website.<sup>26</sup>

12.6.2. The policy person is responsible for reviewing proposed changes to the policy to minimize inconsistencies between the Policy,

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<sup>3</sup> Added July 7, 2013

<sup>4</sup> Added February 7, 2016

<sup>26</sup> Updated language March 2018

the 12 Traditions of Narcotics Anonymous and the 12 Concepts of NA Service.

12.6.3. All proposed policy changes from the ASC must be reviewed by the Policy Person within 30 days of submittal, and the Policy Person shall report back to the ASC with a recommendation to adopt, deny, or adopt with changes, the proposed policy change. The ASC must consider the recommendation of the Policy Person in its deliberations but is not required to adopt the recommendation of the Policy Person.

12.6.4. The Policy Person will also provide any needed assistance to the CTANA groups in regards to procedures. The Policy Person must have a working knowledge of CTANA Policy and a willingness to help the CTANA ASC follow its own policy.

12.6.5. The Policy Person is to distribute updated policy information with an end of the year report.

12.6.6. Conducts the New GSR Orientation, held 30 minutes before the start of each CTANA ASC meeting. This introduces the new GSR to the practical format of the ASC business meeting, including, but not limited to, discussing the duties and responsibilities of the GSR's position.

12.7 Assistant Secretary -In the absence of the CTANA Secretary, the CTANA Assistant Secretary shall perform the duties of the Secretary. The CTANA Assistant Secretary shall perform such additional duties as are assigned to him or her by the Chair or the ASC.

12.8 Assistant Treasurer -The Assistant Treasurer will assist the Treasurer in compiling and delivery of the Treasurer's report. The Assistant Treasurer must possess all the qualifications needed to be the Treasurer and should be treated as such when being considered for this position. The Assistant Treasurer is not a co-signer on the ASC bank account.

In the absence of the CTANA Treasurer, the CTANA Assistant Treasurer shall perform the duties of the Treasurer. The CTANA Assistant Treasurer shall perform such additional duties as are assigned to him or her by the Chair or the ASC.

12.9 Regional Committee Member II -In the absence of the RCM, the RCM II shall perform the duties of the RCM. The RCM II shall perform such additional duties as are assigned to him or her by the Chair or the

ASC. The RCM or the RCM II to attend the second day of the RSC in May and November<sup>5</sup>

12.10 Each officer shall perform such additional duties as are prescribed by the Policy and Procedures.

The Chair and the ASC may from time-to-time prescribe other duties to the Trusted Servants.

12.11 Each officer must attend all meetings of the ASC. If an officer fails to attend two consecutive meetings of the ASC and does not provide the Chair of the CTANA with an adequate reason in advance for such absences, the officer shall forfeit his or her office.

## SECTION THIRTEEN

### Monthly Reports by Trusted Servants

13.1 All Administrative Committee Members, Ad-Hoc Committee Chairs, and Subcommittee Chairs are to submit a monthly report by email To: [asc@ctana.org](mailto:asc@ctana.org)<sup>6 7</sup> When the report has a financial impact, it must be submitted in writing to the ASC with sufficient copies for all ASC trusted servants (GSRs and Administrative Committee Members), as well as one (1) copy for the archives.

13.2 Each report is to be given by the trusted servant or Chair responsible for it.

13.3 Each report will include an account of any activities the person, subcommittee or ad-hoc committee was involved in for the month, plans of upcoming events (if any), and any financial information such as expenditures or requests for funds.

13.4 The Literature Bank, Hospitals and Institutions, and Public Information Subcommittees shall include in their monthly report an inventory of all literature on-hand, all literature ordered/purchased, and all literature sold/given away. These reports shall be detailed in that it is broken down both by dollar amount and specific type of literature as well as whom the literature was sold/given away and ordered/purchased.

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<sup>5</sup> Added July 7, 2013

<sup>6</sup> May 2017, Motion accepted to accept Chair reports by email unless there is a financial impact

<sup>7</sup> Removed [asc2@ctana.org](mailto:asc2@ctana.org) per Secretary's email received November 5, 2017

## SECTION FOURTEEN

### Annual Report of Trusted Servants

- 14.1 All Administrative Committee Members as well as Subcommittee and Ad-Hoc Committee Chairs are to submit an end of year report in writing to the ASC with sufficient copies for all ASC trusted servants (GSRs and Administrative Committee Members), as well as one (1) copy for the archives as well as one to the RCM for the annual report to be presented at the regional service committee. Annual reports shall contain no new business, but may include recommendations for improving the work of the committee for the next year.
- 14.2 The area Chair report is to include any updates to the Central Texas Area (if any), total active groups, problems and solutions the area experienced. Also included will be a financial statement and plans for the upcoming year.
- 14.3 The Vice Chair report will provide a summary of interaction with the area subcommittees, noting any specific accomplishments, challenges, and projected plans for the coming year.
- 14.4 The Secretary report shall include an up to date meeting list as well as contact information for all members of the CTANA ASC.
- 14.5 The Treasurer is to compile a yearly report consisting of the past year's financial records. It will including an up to date financial statement and the budget approved for the following year.
- 14.6 The Policy Person's report should include all changes made to the policy during the year, any recommendations for changes to the policy, and a copy of the new policy with all changes made that year included.
- 14.7 Each Subcommittee chair will report on the past year's activity, accomplishments, specific problems, situations, solutions, financial records, and plans for the coming year.

## SECTION FIFTEEN

### Monthly Group Reports

- 15.1 The group may, at their own discretion, give an oral report to the ASC.<sup>8</sup>
- 15.2 The GSR or AGSR will be responsible for giving the report and then answering questions (if necessary) following the report.

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<sup>8</sup> Replaced " All groups should submit a report at each area in writing " January 2017

15.3 The GSR may, at their own discretion, may turn in their written report and not give an oral report.

## SECTION SIXTEEN

### Quorum

16.1 The quorum of the Area Service Committee shall be a majority of voting member groups (50% + 1). (rev. 7-7-2013)<sup>9</sup>

16.2 If quorum is not reached, reports will be read, however, no new idea will be considered, no discussion of new or old ideas will be held, and no decisions will be made that would normally require a vote;

16.3 If quorum is met during the course of reading reports, any new idea that was contained in a previously read report will be presented in New Business;

16.4 Any ASC group trusted servant arriving late after Roll Call who informs the CTANA Chair that they have arrived will be marked tardy but present for that Roll Call;

16.5 If quorum is not reached by the time all reports have been read, the meeting will be adjourned and the Secretary will send a letter of concern to the absent groups within 10 days.

## SECTION SEVENTEEN

### Committees (Sub and Ad-Hoc)

17. Committees:

- 1) The Subcommittees, the qualifications to be a Subcommittee Chair, and the method of electing Subcommittee Chairs shall be established later in this document.
- 2) Ad-Hoc Committees (i.e. fact-finding committees) shall be established by a vote of the ASC, and the CTANA Chair shall appoint the Chair of the committee. They shall be disbanded as soon as their final report is submitted to the ASC.
- 3) Any CTANA member may serve on a Subcommittee or Ad-Hoc committee.
- 4) Each Subcommittee shall report to and take instructions from the ASC, and the CTANA Vice Chair shall oversee general activities of these committees.

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<sup>9</sup> Revised July 7, 2013

- 5) Subcommittee Chairs shall serve until the adjournment of the December ASC meeting, or upon their resignation or upon their replacement by the ASC.
- 6) The ASC Chair and Vice Chair shall be non-voting members of all
- 7) Subcommittee and Ad-Hoc committees.
- 8) The following shall be the standing committees of the CTANA: Activities, Hospitals and Institutions, Literature Bank, and Public Relations.

8.1 Activities deal with such Area functions as celebrations and service workshops and with the Area's involvement in Regional and other special events. It puts on dances, picnics, campouts, and special speaker meetings. The committee's goals are to promote fellowship and recovery within the Area while upholding the traditions. Activities like these can provide a greater sense of community for the local NA fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services. Remember it is also important to have just plain fun in recovery.

The committee should plan events which promote unity and fellowship in the NA program. All functions planned by the committee are to be brought back to the ASC for approval. The committee is accountable to the ASC for a written report on each event including all financial transactions (including receipts).

The activities committee is also responsible for putting on 2 special events every year. One is a fundraiser for the purpose of supporting the world level directly. The other is the Holiday Function which is used to purchase books for the Hospital and Institutions Committee.

8.2 Hospitals and Institutions coordinate and conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals. The H&I Committee is to provide an accounting of their literature distribution and it is to be attached to their report on a monthly basis.

The information will include inventory on hand, itemization of literature, amount of literature items distributed and to which facilities, and an

itemization (including amount spent) of literature purchased that month. The Literature Bank, Hospitals and Institutions, and Public Relations

Subcommittees shall include in their monthly report an inventory of all literature on-hand, all literature ordered/purchased, and all literature sold/given away. These reports shall be detailed in that it is broken down both by dollar amount and specific type of literature as well as whom the literature was sold/given away and ordered/purchased. A more in-depth explanation of what H&I does can be found in the H&I Handbook.

8.3 Literature Bank maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. The Subcommittee is responsible to process group orders, tracking inventory, and reordering depleted items. The Literature Committee is to provide an accounting of their literature distribution and it is to be attached to their report on a monthly basis.

The information will include inventory on hand, itemization of literature, amount of literature items distributed and to whom, and an itemization (including amount spent) of literature purchased that month. The Literature Bank, Hospitals and Institutions, and Public Relations -PI Subcommittees shall include in their monthly report an inventory of all literature on-hand, all literature ordered/purchased, and all literature sold/given away. These reports shall be detailed in that it is broken down both by dollar amount and specific type of literature as well as whom the literature was sold/given away and ordered/purchased.

Handbook for Narcotics Anonymous Literature Committee

8.3.a. All literature purchased by the CTANA should be ordered from the WSO. All shipping fees from literature purchases made by the Literature Committee should be paid by the Administrative Body of the CTANA. The applicable taxes and cost of literature should be paid by the Literature Committee.

8.4 Public Relations is the compilation of four Subcommittees known as Workgroups -Outreach, Phonenumber, Public Information and Website. The Public Relations Subcommittee has a Chair and four Coordinators. Each Coordinator is in charge of one of the Workgroups:

8.4.a. Outreach serves as the outstretched hand of an established NA community: reaching out to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and in person, they make sure that no group or addict has to go it alone. It helps put isolated groups

and addicts in touch with the mainstream of the NA fellowship. There is also institutional outreach that helps established groups behind the walls link up to the service structure. The committee is to actively seek and encourage the growth of NA within and around the Central Texas Area by assisting groups in solving problems that may impede their growth or threaten their survival. Outreach helps groups overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the NA service structure. The fundamental approach in Outreach efforts is often described as support services for groups, helping groups to help themselves. For more information on Outreach and the responsibilities of the Workgroup, refer to the Outreach Resource Information Handbook or the Narcotics Anonymous Public Relations Handbook.

8.4.b. Phonenumber maintains a telephone information service for NA that helps addicts and others in the community find us easily and quickly. Phone line Service Volunteers often serve as the first point of contact between the community at large and the NA fellowship. For this reason, it is vital that careful attention be paid to the work of this Workgroup. The Phone line Coordinator should attend all meetings of the RSC and is responsible for ensuring that all Phone line Service Volunteers comply with CTANA Policies by holding a workshop for the Workgroup volunteers at least once a year. Included in the Workgroup's monthly report to the ASC via the Public Relations Subcommittee, should be a log of all calls coming into the Phone line that month and what information was requested with each call. For more details on NA Phone lines, consult the Guide to Phone line Services or Narcotics Anonymous Public Relations Handbook.

8.4.c. Public Information (PI) deals with Narcotics Anonymous public relations, as stated in the 11th Tradition, and helps attract addicts by providing information about NA to those outside our fellowship. The Workgroup handles matters through the media and supplies the CTANA groups and the Area as a whole with information necessary to initiate and follow-up PI campaigns, as well as to respond appropriately to requests for speakers and information. The Workgroup is responsible to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Some of these responsibilities are to conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. This Workgroup also focuses on the NA community's relations with

local treatment professionals. Very simply, PI lets our communities know that we exist. PI is also responsible for the printing of the CTANA meeting schedules as well as any changes that need to be made. The Literature Bank, Hospitals and Institutions, and Public Relations Subcommittees shall include in their monthly report an inventory of all literature on-hand, all literature ordered/purchased, and all literature sold/given away. These reports shall be detailed in that it is broken down both by dollar amount and specific type of literature as well as whom the literature was sold/given away and ordered/purchased. For a better understanding refer to the Narcotics Anonymous Public Relations Handbook.

8.4.d. Website Workgroup must have a working knowledge of and be able to follow the Narcotics Anonymous Public Relations Handbook, the Public Relations Guidelines and the NA World Service website guidelines. Must have access to a computer with a high speed internet connection. Must have a working knowledge of web site management and all the technologies and programs required to manage the CTANA website. Updates will be posted on the website within seven days of receiving the update. ASC must approve any major changes to the website.

Only the Workgroup Coordinator, Public Relations Chair, and hosting vendor will have passwords to access and/or make changes to the website. Anytime the Workgroup Coordinator or Public Relations Chair resigns or is replaced, the passwords will be changed. Any Group, Area, or Region will be allowed to have their workshops, functions, or conventions posted on the Events/Calendar page of the website as long as they are NA related. Absolutely no personal announcements or events will be posted on the website. Regarding the Workgroup Coordinator experience as a web servant or web master is preferred, however, proficiency in other information technologies may be considered. The Workgroup Coordinator shall make all CTANA group meeting changes to both the CTANA Website and the NAWS website based on the latest printing of meeting locations and times.

## SECTION EIGHTEEN

### Collective Duties of Subcommittees

18.1 An annual report should be submitted upon completion of a chair's term;

18.2 All subcommittees shall hold a subcommittee meeting at least once every other month;

- 18.3 It is suggested that all subcommittees hold a workshop once a year to promote an awareness of how they function within the fellowship;
- 18.4 The first responsibility of all subcommittees, newly formed subcommittees, and ad-hoc committees should be setting goals, prioritizing tasks, and adhering to our 12 Traditions.
- 18.5 All subcommittees and ad-hoc committees are directly responsible to the ASC;
- 18.6 The Chairs of Hospital Institutions and Public Relations are required to attend all Regional Service Committee Meetings either in person or by a representative of the committee;
- 18.7 All ASC Subcommittees and Ad-Hoc Committees will elect their own Vice Chair and Secretaries.
- 18.8 The CTANA Chair and Vice Chair sit on all subcommittees and ad-hoc committees.
- 18.9 Must submit a yearly budget to the ASC for approval. (See Budget Section for further details).

## SECTION NINETEEN

### General Duties of Subcommittee Chairs

- 19.1 May make and debate motions in the ASC;
- 19.2 Conducts all meetings of their subcommittee; and
- 19.3 Email reports to [asc@ctana.org](mailto:asc@ctana.org) and makes oral reports at the ASC on their committee activities.<sup>10</sup>
- 19.4 Must submit a yearly budget in October to the ASC for approval. (See Budget Section for further details).

## SECTION TWENTY

### Establishing a New Subcommittee

To form a new subcommittee, there are several steps to be taken:

- 20.1 The proposal is brought forth in new business in the form of a motion;
- 20.2 A need for the subcommittee must be established in the proposal, either from discussion on the floor or from an ad-hoc committee;

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<sup>10</sup> May 2017, Motion accepted to accept Chair reports by email unless there is a financial impact. Removed “written”

20.3 A draft of the guidelines should be drawn up by either the subcommittee or an ad-hoc committee and then presented to the ASC for adoption. A two-thirds majority vote is required to adopt.

## SECTION TWENTY-ONE

### Reactivating an Inactive Subcommittee

To reactivate an inactive committee, there are several steps to be taken:

21.1 The proposal is brought forth in new business in the form of a motion;

21.2 A need for the subcommittee must be established in the proposal, either from discussion on the floor or from an ad-hoc committee;

21.3 A draft of the guidelines should be drawn up by either the subcommittee or an ad-hoc committee and then presented to the ASC for adoption. A two-thirds majority vote is required to adopt.

## SECTION TWENTY-TWO

### Establishing Ad Hoc Committees

22.1 An ad-hoc committee is a fact finding committee;

22.2 This committee gathers information on a particular item and reports back to the ASC body so that an informed decision can be made;

22.3 Once the need for an ad-hoc committee is established by the ASC, the ASC Chair will appoint the Chair of the ad-hoc committee;

22.4 The committee will continue until its assigned task is completed;

22.5 The ASC Chair will then dissolve the committee.

## SECTION TWENTY-THREE

### Elimination of a Subcommittee

23.1 To eliminate a standing committee that is now active, the subcommittee itself must recommend to the ASC that a motion be made to eliminate the subcommittee;

23.2 The motion is then seconded and taken back to the groups for their consideration;

23.3 The motion is brought back up under new business at the next ASC meeting;

23.4 A two-thirds majority vote is needed to approve such an issue.

23.5 If a subcommittee is not meeting any longer and the position of subcommittee chair has been vacant and every attempt to fill the vacancy has failed, the ASC Chair may declare the subcommittee inactive. A vote of the ASC is not necessary.

23.6 A motion to eliminate an inactive subcommittee may be made by any GSR and only requires a simple majority (50%+1) for approval.

## SECTION TWENTY FOUR

### Voting Rights

24.1 All home groups with voting rights, the Chair, the Vice Chair, the Secretary, the Treasurer, the Regional Committee Member I, the Policy Person, and all subcommittee chairs are allowed one vote (regardless of the number of trusted servant positions held) on the ASC.

24.2 The Assistant Secretary, Assistant Treasurer, and the RCM II shall vote in the absence of their respective counter-position (Secretary, Treasurer, and RCM I).

24.3 Recognized Member Groups who attend three (3) consecutive Area Service Committee (ASC) meetings shall be granted voting privileges in the ASC and added to the quorum call of the ASC.

24.4 Each recognized member group (once granted voting privileges) shall have via its elected representative (or any representative given a vote of confidence by their Home Group in the GSRs absence) to the CTANA ASC, one vote

24.5 Recognized Member Groups (once granted voting privileges) who miss three consecutive meetings shall lose their voting rights on the ASC until they attend three consecutive ASC meetings.

24.6 No person shall cast more than one vote on the ASC regardless of the number of positions held.

24.7 Any voting member may ask for a vote to overrule the decision of the Chair.

## SECTION TWENTY FIVE

### Recommended Qualifications for Subcommittee and Ad-Hoc Committee Chairs

25.1 Willingness and desire to serve;

25.2 At least two (2) year clean time;

- 25.3 At least six (6) months continuous NA service involvement;25.4 Understanding of the Twelve Traditions of Narcotics Anonymous;
- 25.5 Understanding of the Twelve Concepts for NA Service; and
- 25.6 Time and resources necessary to be an active participant
- 25.7 Other qualifications as needed or required by the ASC or the CTANA Policy document.

## SECTION TWENTY-SIX

### Communications

- 26.1 The Administrative Committee, Subcommittees, and Ad-Hoc Committees may meet in person or by telephone conference so long as all members have reasonable notice and access to the conversation. Extensive notes must be taken and submitted to the ASC at its next regularly scheduled meeting.
- 26.2 In all cases that are required for receiving of reports, use of mail, fax or e-mail may be used.
- 26.3 In all cases that require written notice, use of mail, fax or email may be used.
- 26.4 The email list kept by the ASC Secretary should be used for official CTANA business only.

## SECTION TWENTY-SEVEN

### Tenure of Trusted Servants

- 27.1 Voluntary Resignations
  - 27.1.1 Any officer of the CTANA may submit a written resignation to the Secretary of the CTANA and such resignation shall become effective at the end of thirty (30) days from the date of receipt unless accepted sooner by the Area Service Committee.
- 27.2 Involuntary resignation from office:
  - 27.2.1 Any Administrative Officer, Subcommittee or Ad-Hoc Committee Chair that misses two (2) consecutive ASC meetings without notification shall be automatically removed from office and notified by the Secretary via written notice;
  - 27.2.2 Any Administrative Officer, Subcommittee or Ad-Hoc Committee Chair that misses three (3) consecutive ASC meetings for any reason,

on a motion of a GSR may be removed from office with a two-thirds (2/3) affirmative vote of the ASC;

27.2.3 Any subcommittee Chair whom for any reason misses 2 consecutive meetings of the committee they chair may be removed from office for non-performance of duties by a majority vote of the ASC;

### 27.3 Impeachment from office

27.3.1 A motion to impeach for just cause must be made by a GSR and must be seconded by two (2) Group Service Representatives;

27.3.2 Any Administrative Officer, Subcommittee or Ad-Hoc Committee Chair may be impeached for just cause, by a two-thirds (2/3) vote of the Area Service Committee.

27.3.3 Just cause includes, but is not limited to:

27.3.3.1 Misappropriation of NA funds (which is defined as using ASC funds for any reason other than for the intended purpose of said ASC funds);

27.3.3.2 Failure to perform duties and responsibilities as defined in the policy;

27.3.3.3 Relapse during term of office;

27.3.3.4 Commission and conviction of a felony during term of office

## SECTION TWENTY-EIGHT

### Changes to CTANA Policy

28.1 Proposed changes to the policy must be submitted in writing to the ASC.

28.2 The proposed changes are then referred from the ASC to the Policy Person for review and comment. The review is open to all members of the CTANA so that all ideas may be given merit.

28.3 The review must take place within 30 days of submittal, with the results being reported back to the ASC at the next regularly scheduled ASC meeting following the policy review. The report shall include a recommendation to adopt, a recommendation to deny, or a recommendation to adopt with changes.

28.4 The ASC must consider, but is not required to accept, the recommendation of the Policy Person in its deliberations.

28.5 After deliberation, the ASC may vote on the proposed policy change. A two-thirds (2/3) vote of the ASC is required for a change in policy.

## SECTION TWENTY-NINE

### Budget

29.1 The Area Service Committee shall adopt a budget, making appropriations each fiscal term. The CTANA will be run on an annual budget from January 01 to December 31. Each budget shall specify the purpose and the amount of each appropriation, and include a statement of the estimated revenues and expenses;

29.2 The Prudent Reserve for the CTANA is \$1750.00.

29.3 All budget requests will be broken down into three categories: general expenses, travel, and projects;

29.4 Each budget request shall specify the purpose and the amount of each appropriation, and be as detailed as possible;

29.5 All Subcommittee Chairs and Administrative Committee members shall present their projected financial needs for the coming year in writing to the Treasurer no later than the October ASC meeting;

29.6 The CTANA budget for the following year shall be presented by the Treasurer in writing to the ASC November meeting. Subcommittee chairs will explain their requests to the ASC;

29.7 The proposed budget will be voted on during the November ASC meeting, and must be approved by a majority of the ASC;

29.8 The final budget as passed will be included in the November CTANA Minutes;

29.9 General expense budgets (which show fixed costs and additional costs) may be used as needed throughout the year, but great care needs to be used in order to avoid overspending in the early months of the year. Fixed costs are Administrative costs as well as Regional and World donations. Additional costs are all projects being considered or being worked on by the ASC or subcommittees. The ASC must approve the spending of more than 25% of an annual general expense budget in one month before reimbursement may be made;

29.10 Travel budgets are based as accurately as possible on the cost of travel in that year to the projected locations of Regional Service Committee meetings and approved workshops and of lodging in these places. CTANA trusted servants who are traveling on CTANA business claim reimbursement for specified expenses for each day of travel on an approved CTANA service trip.

Typical expenses allowed under the policy are for meals, transportation, parking fees, tolls, and tips. The daily maximum for meals is \$55.00. Reimbursement for lodging is typically for double occupancy. Single accommodations may be arranged to accommodate individual needs or concerns, if presented and approved by the ASC. This may not be determined by the individual traveler. The CTANA ASC does not reimburse for companion accompaniment. CTANA trusted servants who travel at the expense of the CTANA do so voluntarily. It is mutually understood that the CTANA ASC does not assume any liability for personal injury or loss of personal property to trusted servants traveling at the expense of the CTANA. Furthermore, the CTANA does not assume any liability for personal injury or loss of property to others who may suffer loss of property or become injured as a result of trusted servants travel.

29.11 Travel budgets are allocated quarterly, and the travel expenses for each quarter should be projected carefully, so that the budget will accurately represent the money needed per quarter;

29.12 Project budgets are allocated based on estimated costs; <sup>11</sup>

29.13 Before the budget of any newly elected trusted servant of the CTANA ASC may be activated, that person must meet in person with the CTANA Treasurer to discuss bookkeeping procedures. <sup>12</sup>

29.14 It is the responsibility of the CTANA Treasurer to oversee the budget and alert the ASC immediately when there is an overrun or shortfall noted or projected; <sup>13</sup>

## SECTION THIRTY

### Finances and Accounting

NA members around the world contribute money to help our fellowship fulfill its primary purpose. It is incumbent upon every element of our service

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<sup>11</sup> Changed from 29.15. April 17, 2011

<sup>12</sup> Changed from 29.16. April 17, 2011

<sup>13</sup> Changed from 29.17. April 17, 2011

structure to use those funds to carry the NA message as far as possible. To do that our service bodies must manage those funds responsibly, accounting fully and accurately for its use to those who provided it.

Narcotics Anonymous funds should always be used to further our primary purpose. NA monies are used to pay the expenses involved in running NA recovery meetings, to inform the public about NA, and to reach addicts who can't get to meetings. It is used to develop, produce, translate, and distribute our message in written form, and to bring our members together in a service community committed to the vision of spreading our message around the world to those in need. All of this is done in support of NA's spiritual aim: To carry the message to the addict who still suffers.

Service funds are not easy to come by to fulfill our primary purpose; we need all of the financial resources at our fellowship's disposal. Our groups, service boards, and committees must make prudent use of the money we give them, refusing to spend money frivolously or self-indulgently. With NA's primary purpose in mind, our services will avoid wasting money; using the funds they have been given to carry our message as effectively as possible.

Any changes in officers will demand immediate changes on the bank signature card.

30.1 All disbursements shall be made by check or other commonly accepted disbursement practice that provides for accountability.

30.2 The Administrative Committee shall designate the depository of all funds of the CTANA. Such depository shall be approved by the Area Service Committee.

30.3 All checks written by the CTANA require 2 signatures

30.4 Authorized signers on the CTANA bank account are: CTANA Chair, CTANA Vice Chair, CTANA Secretary, and the CTANA Treasurer<sup>14</sup>

30.5 Any CTANA check not cashed within 90 days of its issuance by the Treasurer will be voided and the funds returned to the CTANA bank account. The Treasurer will report all voided checks to the ASC at its next meeting.

30.6 To provide accountability, the CTANA Secretary shall send a letter to the RSO annually indicating the new trusted servants authorized to

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<sup>14</sup> Added Secretary per Bank's policy. January 2017

place literature orders from the Regional Service Office (RSO) on the CTANA account.

30.7 The only persons allowed to sign a contract on behalf of the CTANA are the Chair, or the Vice Chair in the Chair's absence. A contract may only be signed after it has been voted on and approved by the ASC.

30.8 The treasurer will issue receipts for any funds received.

30.9 All funds received greater than \$10.00 should be in the form of a group check or money order, and should be stamped "for deposit only".

30.10 ASC funds spent without prior approval from the body is considered misappropriation.

Reimbursement of officers' expenses and ASC bills are considered previously approved.

30.11 All motions requiring new expenditures must be passed by a 2/3 - majority vote.

30.12 An audit of the ASC's financial records should take place at least once a year, when there is a change in treasurers, or on request.

30.13 All CTANA funds received will be deposited within 72 hours of the close of Area or any NA event where donations are made. This can be done by the treasurer or the trusted servant responsible for the event. In the event that it is not the treasurer making the deposit, the trusted servant will get a deposit slip from the treasurer prior to the event. Once the funds are totaled, another responsible officer will recount the funds and initial the receipt prior to deposit.

30.14 All sources of incoming funds must be documented and included in the ASC's treasurer's report.

30.15 No checks will be written out to cash. All checks will designate to whom the check was issued.

30.16 No donations will be accepted that are earmarked for a particular subcommittee. <sup>15</sup>

30.17 Any group that issues a check to the CTANA and has insufficient funds shall no longer be able to procure CTANA services until amends are made. <sup>16</sup>

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<sup>15</sup> Corrected duplicate numbering, 30.15. April 17, 2011

<sup>16</sup> Corrected duplicate numbering, 30.16. April 17, 2011

30.18 The approval of the ASC must be obtained before reimbursement of travel expenses amounting to more than those remaining in the budget for the quarter in which the trip was made, although leftover money allocated for a previous quarter in the current year may be used with prior approval of the ASC;<sup>17</sup>

30.19 No expenses will be reimbursed without special approval from the ASC for the following items:

Travel outside the Tejas Blue Bonnet Region; Additional expenses of those not elected as trusted servants of the ASC; and Registration fees and donations.<sup>18</sup>

30.20 Cautious and responsible handling of CTANA money dictates that we use it frugally. Among the ways of reducing our travel expenses are selecting inexpensive accommodations and means of travel, carpooling, sharing rooms, and using alternative housing.<sup>19</sup>

30.21 The CTANA Treasurer shall disburse 15% of each of the CTANA monthly group contributions to the Tejas Bluebonnet Regional Service Conference.<sup>20</sup>

30.22 Monies requested by a subcommittee above the amount in their account must be appropriated by a motion, which must include the source of those funds.<sup>21</sup>

30.23 At the end of the year, all unspent monies return to the main CTANA account.<sup>22</sup>

## SECTION THIRTY-ONE

### CTANA Statement on Predatory, Inappropriate, Disruptive and Violent Behavior

While the ASC recognizes the autonomy of all home groups, the ASC also recognizes that 'There are many distracting influences that can divert us from our primary purpose' and 'each time our focus is diverted from our primary purpose, the addict seeking recovery loses out'. If there is chaos, aggression, predatory behavior et cetera at an Area function, an ASC

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<sup>17</sup> Changed from 29.12. April 17, 2011

<sup>18</sup> Changed from 29.13. Changed April 17, 2011

<sup>19</sup> Changed from 29.14. Changed April 17, 2011

<sup>20</sup> Changed from 29.19. April 17, 2011

<sup>21</sup> Changed from 29.20. April 17, 2011

<sup>22</sup> Changed from 29.21. April 17, 2011

meeting, or a home group meeting, it is likely to prevent our carrying a message of recovery.

Individual recovery depends on regular safe meetings and other recovering addicts to provide support.

The ASC through its home groups must fulfill their responsibility of welcoming members without allowing individuals to threaten the safety of those attending an Area function, an ASC meeting, or a home group meeting. It is the responsibility the ASC and its home groups to provide the best forum for recovery from addiction. Getting our egos out of the way and practicing the principle of selfless service maintains the atmosphere of recovery vital to our Area.

Recovery can be a delicate thing; it grows best in a stable and supportive environment. Our common welfare requires personal commitment and responsible action to ensure a meeting is safe for all members.

Each of us as a member of the fellowship plays a part in maintaining stability. Tradition Five stresses the collective responsibility of the members to maintain an atmosphere of recovery. The 'we' comprises all the individuals present at an Area function, an ASC meeting, or a home group meeting; everyone is responsible.

Behavior which causes some people to feel unwelcome, scared, discriminated against, excluded, ashamed or harassed will prevent the Area and its home groups from conducting its business.

Behaviors that occur outside of an ASC such as harassment or behavior that exploits a members' vulnerabilities, can also affect an Area's atmosphere of recovery.

The decision as to whether behavior is inappropriate or not should be made by a group conscience; and no other way. We all have different ideas about what constitutes 'recovery', and this is where a group conscience is crucial to gain a consensus on what constitutes acceptable behavior in an Area function, an

ASC meeting, or a home group meeting. In all situations the group conscience must prevail. In terms of action it is important to tackle inappropriate behavior with love and inclusion.

Many members believe that an abusive, violent or sexually predatory individual within an Area is a 'still suffering addict'; her or his behavior

unequivocally demonstrates this, and he or she therefore qualifies for acceptance in NA.

During a group conscience the guiding principles of our fellowship should be borne in mind rather than the personality of the individual(s) under discussion. We do not seek to expel disruptive 'still suffering addicts' from an Area function, an ASC meeting, or a home group meeting, but to demonstrate recovery, offer love and acceptance, and create and maintain firm boundaries to protect the environment and vulnerable members.

It is important when dealing with abusive behavior to refuse to engage at the level of abuse, but to hold the highest thought about the 'abuser' in consciousness throughout any interaction. We are not qualified to make judgments about whether or not someone wants or deserves recovery. Our responsibility is to carry the message and to effect conscience decisions about what is acceptable behavior for an Area function, an ASC meeting, or a home group meeting. A loving god has ultimate authority and a loving god does not condemn.

Sexually Predatory Behavior manifests in many forms; from preying on newcomers, to using the fellowship as a dating agency. It is also difficult to discern since actual sexual activity and the planning of that inevitably takes place outside NA meetings. It remains, however, the responsibility of the Area to do its best to ensure that no-one who comes looking for recovery is distracted or prevented from that by anyone whom they meet in an Area function, an ASC meeting, or a home group meeting. When members of the fellowship know that another member is using the fellowship for abusive sexual behavior, the power of peer pressure might be invoked and the fellowship members might confront the behavior of the offender. Often, the predator will be unable to see her/himself as such, the power of denial being as it is, and he or she may need guidance from those who have a fuller understanding of the nature of addiction.

Vulnerable newcomers are prey to abusive members and cannot be expected to have the knowledge or strength to protect themselves. The Area needs to protect its members from anyone who might interfere with their chance of recovery at an Area function, an ASC meeting, or a home group meeting. The difficulty is to balance consideration for all with the efforts we wish to make not to exclude an addict who is in pain and acting out through abusive behavior. That is why it is so important to place principles before personalities. While our fellowship is anonymous, the fellowship has the same resources as individuals who are terrorized by violence and need not feel that it is against the principles of NA to invoke civil forces to protect

individuals or the Area as a whole if a member is prone to violence or threats of violence.

## APPENDICES

### A Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## B 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 non-professional, 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.

## C 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 the 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.

## D Meeting Format to be used by the ASC

Note: At each ASC, a Traditions and Concepts mini-workshop will be presented. A total of 5 minutes for each workshop: —10 minutes total—is allotted.

Opening: Moment of Silence for the addict who still suffers followed by the Serenity Prayer.

Read the Service Prayer and the Twelve Traditions, and the Twelve Concepts for NA Service

Roll Call and Quorum Report

Open Forum—This is an opportunity for members to discuss any concerns they may have. THIS IS NOT A RECOVERY MEETING. Members with issues and concerns they want to discuss will need to inform the Chair at the beginning of the Open Forum so they may be placed on the agenda. Anyone may address the ASC during the Open Forum. The meeting will be moderated by the Chair and will not last longer than 30 minutes unless extended by a majority vote of the groups present.

Recognize and welcome new groups and new GSR's

Read and approve last month's minutes (Secretary)

Administrative Committee Report: Chair, Vice Chair, Policy Person, RCM I, and RCM II, Treasurer's Report

Ad-Hoc Committee Reports (if any)

Committee Reports (in alphabetical order)

BREAK FOR 15 MINUTES (optional)

Serenity Prayer

Roll Call

Mini Workshop on Traditions and Concepts

Group Reports

Old Business

Elections and/or notification of elections (as necessary)

New Business

Announcements

Set time and place for next meeting

Closing with Third Step Prayer

## E Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th edition)*

### Robert's Rules of Order Motions Chart

RobertsRules.org

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.  
§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.**  
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

## F Robert's Rules of Order FAQs

CAUTION: THE ANSWERS GIVEN HERE TO THE QUESTIONS PRESENTED ARE BASED UPON THE RULES CONTAINED IN ROBERTS RULES OF ORDER NEWLY REVISED. THESE RULES ARE, IN EFFECT, DEFAULT RULES; THAT IS TO SAY, THEY GOVERN ONLY IF THERE ARE NO CONTRARY PROVISIONS IN ANY FEDERAL, STATE OR OTHER LAW APPLICABLE TO THE SOCIETY, OR IN THE SOCIETY'S BYLAWS, OR IN ANY SPECIAL RULES OF ORDER THAT THE SOCIETY MAY HAVE ADOPTED. THIS FACT MUST ALWAYS BE KEPT IN MIND WHEN READING ANY OF THE ANSWERS GIVEN.

Question 1. Is it true that, once a quorum has been established, it continues to exist no matter how many members leave during the course of the meeting?

Answer. No. Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until the chair or any other member notices that a quorum is no longer present. If the chair notices the absence of a quorum, he or she should declare this fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can and should make a Point of Order to that effect whenever another person is not speaking. It is dangerous to allow the transaction of substantive business to continue in the absence of a quorum. Although a Point of Order relating to the absence of a quorum is generally not permitted to affect prior action, if there is clear and convincing proof no quorum was present when business was transacted, the presiding officer can rule that business invalid (subject to appeal). [RONR (11th ed.), pp. 348-49; see also pp. 12-13 of RONR In Brief.]

Question 2. In determining the result of a vote, what constitutes a majority?

Answer. The word "majority" in this context means, simply, more than half. The use of any other definition, such as 50 percent plus one, is apt to cause problems. Suppose in voting on a motion 17 votes are cast, 9 in favor and 8 opposed. Fifty percent of the votes cast is 8 1/2, so that 50 percent plus one would be 9 1/2. Under such an erroneous definition of a majority, one might say that the motion was not adopted because it did not receive fifty percent plus one of the votes cast, although it was, quite clearly, passed by a majority vote. [RONR (11th ed.), p. 400; see also p. 66 of RONR In Brief.]

Question 3. Can we round to the nearest number in computing the result of a vote? For example, since two thirds of 101 is 67.3333, will 67 affirmative votes out of 101 votes cast meet the requirement of a two-thirds vote?

Answer. No. The requirement of a two-thirds vote means at least two thirds. As a consequence, nothing less will do. If 101 votes are cast, 67 affirmative

votes are not at least two thirds. It is less than two thirds, and will not suffice. [RONR (11th ed.), p. 401.]

Question 4. Do abstention votes count?

Answer. The phrase "abstention votes" is an oxymoron, an abstention being a refusal to vote. To abstain means to refrain from voting, and, as a consequence, there can be no such thing as an "abstention vote."

In the usual situation, where either a majority vote or a two-thirds vote is required, abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the vote required is a majority or two thirds of the members present, or a majority or two thirds of the entire membership, an abstention will have the same effect as a "no" vote. Even in such a case, however, an abstention is not a vote. [RONR (11th ed.), p. 400, ll. 7-12; p. 401, ll. 8-11; p. 403, ll. 13-24; see also p. 66 of RONR In Brief.]

Question 5. How do you deal with a "friendly amendment"?

Answer. On occasion, while a motion is being debated, someone will get up and offer what he or she terms a "friendly amendment" to the motion, the maker of the original motion will "accept" the amendment, and the chair will treat the motion as amended. This is wrong. Once a motion has been stated by the chair, it is no longer the property of the mover, but of the assembly. Any amendment, "friendly" or otherwise, must be adopted by the full body, either by a vote or by unanimous consent.

If it appears to the chair that an amendment (or any other motion) is uncontroversial, it is proper for the chair to ask if there is "any objection" to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however, the amendment is subject to debate and vote like any other, regardless of whether its proposer calls it "friendly" and regardless of whether the maker of the original motion endorses its adoption. [RONR (11th ed.), p. 162.]

Question 6. Must debate on a motion stop immediately as soon as any member calls the question?

Answer. It is a fairly common misconception that, after debate has continued for some time, if any member shouts out "Question!" or "I call the question!", debate must immediately cease and the chair must put the pending question to a vote. This is simply not the case. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question.

Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the Question," and even if no one is speaking, it is still necessary to seek recognition. [RONR (11th ed.), p. 202; see also pp. 35-37 of RONR In Brief.]

Question 7. Isn't it always in order to move to table a motion to the next meeting?

Answer. This question confuses the motion to *Lay on the Table* with the motion to *Postpone to a Certain Time*. The purpose of the motion to *Lay on the Table* is to enable an assembly, by majority vote and without debate, to lay a pending question aside temporarily in order to take up something else of immediate urgency. In ordinary societies it is rarely needed, and hence seldom in order. [RONR (11th ed.), pp. 209-18; see also p. 127 of RONR In Brief.]

Question 8. Can something be defeated by adopting a motion to table it?

Answer. This is a common violation of fair procedure. Such a motion is not in order, because it would permit debate to be suppressed by a majority vote, and only a two-thirds vote can do that. The proper use of the motion to Lay on the Table is stated in the answer to Question 12, immediately above. [RONR (11th ed.), pp. 215-17.]

How can something be defeated without a direct vote on it?

Before debate on an original (ordinary substantive) main motion has begun you may raise an *Objection to Consideration of [the] Question*, which is undebatable and can suppress the main question by a two-thirds vote against consideration. [RONR (11th ed.), p. 216, l. 34 to p. 217, l. 2; pp. 267-70; see also p. 129 of RONR In Brief.]

If debate on the main motion has begun and you want to get rid of that motion without a direct vote on it, use the motion to *Postpone Indefinitely*. That motion requires only a majority vote, but until it is adopted, it leaves the main question open to debate. [RONR (11th ed.), pp. 126-30; see also p. 126 of RONR In Brief.]

If you feel that it is undesirable that debate take place, move the *Previous Question* immediately after moving to *Postpone Indefinitely*. If adopted by a two-thirds vote, this motion will cause an immediate vote on the motion to *Postpone Indefinitely* without further debate. [RONR (11th ed.), pp. 197-209.]

Question 9. How can I get an item on the agenda for a meeting?

Answer. For a proposed agenda to become the official agenda for a meeting, it must be adopted by the assembly at the outset of the meeting. At the time that an agenda is presented for adoption, it is in order for any member to move to amend the proposed agenda by adding any item which the member desires to add, or by proposing any other change.

It is wrong to assume, as many do, that the president "sets the agenda." It is common for the president to prepare a proposed agenda, but that becomes binding only if it is adopted by the full assembly, perhaps after amendments as just described. [RONR (11th ed.), p. 372, ll. 24-35; see also p. 16 of RONR In Brief.]

Question 10. Isn't it necessary to summarize matters discussed at a meeting in the minutes of that meeting in order for the minutes to be complete?

Answer. Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said. [RONR (11th ed.), p. 468, ll. 16-18; see also p. 146 of RONR In Brief.]

Question 11. If minutes of a previous meeting are corrected, are the corrections entered in the minutes of the meeting at which the corrections were made?

Answer. If corrections to minutes are made at the time when those minutes are originally submitted for approval, such corrections are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved "as corrected."

If it becomes necessary to correct minutes after they have initially been approved, such correction can be made by means of the motion to *Amend Something Previously Adopted*. In this event, since the motion to *Amend Something Previously Adopted* is a main motion, the exact wording of that motion, whether adopted or rejected, should be entered in the minutes of the meeting at which it was considered. [RONR (11th ed.), p. 469, ll. 4-8; p. 475, ll. 18-24; see also p. 151 of RONR In Brief.]

Question 12: Can votes be taken in an executive session?

Answer: Yes, votes can be taken in executive session. Proceedings in an executive session are secret, but are not restricted in any other way. [RONR (11th ed.), pp. 95-96.]

Question 13: Is it possible to withdraw a resignation after it has been submitted?

Answer: A resignation is a *Request to Be Excused from a Duty*. It may be withdrawn in the same manner as any motion may be withdrawn -that is to say, before the proposed resignation has been placed before the assembly by the chair stating the question on its acceptance, it may be withdrawn without the consent of the assembly, but it may not be withdrawn without permission of the assembly once it has been placed before the assembly for its approval. [RONR (11th ed.), pp. 289-92; 295-97.]

Question 14: Can we hold our board meetings by conference telephone call?

Answer: You may hold board meetings by conference telephone call only if your bylaws specifically authorize you to do so. If they do, such meetings must be conducted in such a way that all members participating can hear each other at the same time, and rules should be adopted to specify the equipment required to participate, as well as methods for seeking recognition, obtaining the floor, submitting motions in writing, determining the presence of a quorum, and taking and verifying votes. [RONR (11th ed.), pp. 97-99; see also p. 159 of RONR In Brief.]

It should be noted in this connection that the personal approval of a proposed action obtained from a majority of, or even all, board members separately is not valid board approval, since no meeting was held during which the proposed action could be properly debated. If action is taken by the board on the basis of individual approval, such action must be ratified by the board at its next regular meeting in order to become an official act. [RONR (11th ed.), p. 486, l. 33 to p. 487, l. 12.]

\*\*For the complete list of FAQs, please visit  
<http://www.robertsrules.com/faq.html>

G CTANA Group Report Form  
Group Report Form

DATE: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

MEETING DAY: \_\_\_\_\_

MEETING TIME: \_\_\_\_\_

LOCATION OF MEETING:

Is the above meeting day, time, or location different from what is published in the CTANA meeting schedule?

If yes, which things have changed, and when did the change occur?

GSR NAME AND CONTACT INFORMATION:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AGSR NAME AND CONTACT INFORMATION:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Has any GSR or AGSR information changed since the last Service Committee meeting? Y or N If yes, which information?

\_\_\_\_\_

When is your next election of trusted servants?

Your group Area donation for this month:

Your group literature purchase for this month:

Is this group following Traditions?

\_\_\_\_\_

Is this group meeting financial obligations?

\_\_\_\_\_

Announcements: (Use back if necessary)

Do you have any ideas for future Area discussions or any criticisms of Area that need to be addressed? (Use back if necessary)

H CTANA Subcommittee Report Form

DATE: \_\_\_\_\_

SUBCOMMITTEE NAME: \_\_\_\_\_

MEETING DAY/TIME: \_\_\_\_\_

LOCATION OF MEETING: \_\_\_\_\_

SYNOPSIS OF SUBCOMMITTEE ACTIVITIES THIS MONTH:

\_\_\_\_\_  
\_\_\_\_\_

PROPOSED FUTURE SUBCOMMITTEE ACTIVITIES:

\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF MONEY SPENT THIS MONTH: \_\_\_\_\_

AMOUNT OF MONEY REQUESTED FOR NEXT MONTH: \_\_\_\_\_

PLEASE ATTACH SUBCOMMITTEE EXPENSE REPORT, SUBCOMMITTEE FUNDS REQUEST REPORT, AND/OR SUBCOMMITTEE LITERATURE REQUEST REPORT TO THIS FORM BEFORE DISTRIBUTION TO THE ASC.

I CTANA Subcommittee Funds Request Form

CTANA....directly responsible to those they serve...

ADVANCE REQUEST

Name/Subcommittee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSES \_\_\_\_\_

TYPE DESCRIPTION AMOUNT

Postage \_\_\_\_\_

Copy & Printing \_\_\_\_\_

Supplies \_\_\_\_\_

Telephone \_\_\_\_\_

Airfare \_\_\_\_\_

Hotel \_\_\_\_\_

Per Diem \_\_\_\_\_

Mileage \_\_\_\_\_

Transportation \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Check #: \_\_\_\_\_

DATE: \_\_\_\_\_ Checked by: \_\_\_\_\_

\*\*\*Please attach all receipts\*\*\*

J Subcommittee Expense Report Form

CTANA....directly responsible to those they serve

SUBCOMMITTEE EXPENSE REPORT FORM

Name/Subcommittee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSES

TYPE DESCRIPTION AMOUNT

Postage \_\_\_\_\_

Copy & Printing \_\_\_\_\_

Supplies \_\_\_\_\_

Telephone \_\_\_\_\_

Airfare \_\_\_\_\_

Hotel \_\_\_\_\_

Per Diem \_\_\_\_\_

Mileage \_\_\_\_\_

Transportation \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Check #: \_\_\_\_\_

DATE: \_\_\_\_\_ Checked by: \_\_\_\_\_

\*\*\*Please attach all receipts\*\*\*

K Activities Subcommittee Funds Request Form  
CTANA....directly responsible to those they serve.

ACTIVITIES EXPENSE REPORT

Phone:

Date:

Purpose:

TYPE EXPENSES

TYPE DESCRIPTION AMOUNT

Postage \_\_\_\_\_

Copy & Printing \_\_\_\_\_

Supplies \_\_\_\_\_

Telephone \_\_\_\_\_

Airfare \_\_\_\_\_

Hotel \_\_\_\_\_

Per Diem \_\_\_\_\_

Mileage \_\_\_\_\_

Transportation \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Check #: \_\_\_\_\_

DATE: \_\_\_\_\_ Checked by: \_\_\_\_\_

## L Activities Subcommittee Guidelines

The Activities Subcommittee uses WSC approved "A Guide to Local Services in NA" as its guidelines. Exceptions to those guidelines are as follows:

### I. Purpose

A. The primary purpose of the Activities Subcommittee is to coordinate, plan, and implement activities that promote unity and create a greater sense of community in the Central Texas Area.

### II. Responsibilities

A. The Activities Subcommittee is directly responsible to the CTANA.

Responsibilities include:

A.1. To provide a calendar to the GSRs at each ASC that provides the following activities for up to 4 months in advance:

A.1.a. CTANA Activities Subcommittee events.

A.1.b. Central Texas Area groups events, when notified by the group of their event.

A.1.c. Tejas Bluebonnet Region conventions and RSCs.

A.2. To provide a list of potential events for the upcoming year.

Included in the list are the functions Activities is responsible for putting on and assisting with:

A.2.a. an annual Unity function to promote unity within the Area;

A.2.b. an annual anniversary function to celebrate the founding and history of the CTANA;

A.2.c. an annual ASC and Subcommittees Learning Day to bring awareness and education of the 12 Traditions, 12 Concepts and the ASC Subcommittees;

A.2.d. an awareness event for the purpose of supporting the message of recovery<sup>23</sup>;

A.2.e. an annual Holiday function, in conjunction with the Public Relations and H&I Subcommittees to raise funds to purchase Basic Texts for H&I and other NA literature for Public Relations.

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<sup>23</sup> Changed from WSC, January 2017; Changed to remove fundraiser, January 2018

A.2.e.i. The percentage of the distribution of the funds is explained in the Finances section of Policy.

A3. To provide the ASC with a proposed Event Budget, for the ASC's approval, for every activity at least three (3) months prior to that activity.

A.4. To provide the ASC a monthly accounting of all funds received and disbursed and assets held by the Activities Subcommittee.

### III. Subcommittee Meetings

A. Each meeting should be publicized thus encouraging all members to attend.

B. Meetings shall be held not less than once a month.

C. Meeting Format/Agenda

C.1. Opening prayer

C.2. Reading of the Twelve Traditions, Twelve Concepts and the Service Prayer.

C.3. Acceptance of the minutes from the last meeting

C.4. Old Business

C.5. Subcommittee Elections

C.6. New Business

C.7. Closing Prayer

### IV. Membership

A. Qualifications

A.1. Must be an active member of Narcotics Anonymous.

A. 2. Have the personal time and abilities to perform the duties

A3. Have a willingness and desire to serve within the committee

B. The subcommittee consists of the following:

B. 1. Chairperson -Elected by CTANA ASC

B.2. Vice-Chairperson -Elected by the Activities Subcommittee

B.2.a. Minimum one year continuous abstinence from all drugs.

B.3. Secretary -Elected by the Activities Subcommittee

B.3.a. Minimum 6 months continuous abstinence from all drugs

B.4. Task Coordinators -Appointed by the Activities Subcommittee  
Chairperson

B.4.a. Have the desire to make the commitment to the activity

B.5. General Members -Any addict with the desire to make the commitment to work within the committee and at Activities events

#### V. Responsibilities of Positions

A. Chairperson -Responsible for:

A.1. Arranging times and agenda for and presiding over all subcommittee meetings

A.2. Being the point of accountability and presence at all events of the subcommittee

#### VI. Finances

A.2.a. if unable to attend or assume responsibility, communicate this to the Vice-Chair of ASC and Vice-Chair of Activities Subcommittee

A3. Representing the subcommittee at monthly ASC meetings

A.3.a. if unable to attend, communicate this to the Vice-Chair of ASC and Vice-Chair of Activities Subcommittee

A.3.b. include a monthly accounting of all funds received and disbursed, and all assets on hand in the Activities Chairperson's Subcommittee Report to the ASC each month

A.4. The handling and accounting of any funds given to or generated by this committee

A.5. Preparing and maintaining a monthly calendar of events

A.6. Following up with all Task Coordinators for all scheduled events

A.7. Sharing responsibility with the Vice Chairperson and training them to take over as Chairperson

A.8. Maintaining and overseeing all records and documents of the Activities Subcommittee

A.9 To inform and cooperate with specific NA groups if the church or institution where the group or groups meet will be rented for an Area activity.

Vice Chairperson -Responsible for:

B.1. Assisting the Chairperson as necessary

B.2. Performing the duties of the Chairperson in their absence

B.3. Helping the Chairperson maintain a list of facilities and contacts for future events

B.4. Maintaining the inventory of all Activities Subcommittee's assets and supplies (such as: coffee, coffee pots, leftover sodas, sports equipment, audio components, electronics, cups, etc.)

B.5. Making sure coffee, cups, sugar and artificial sweetener are provided at all events (where applicable) including ASC Secretary -Responsible for:

C.1. Attending all subcommittee meetings.

C.2. Recording accurate minutes at each committee meeting and ensuring minutes are sent to the Chair in time for ASC.

C.2.a. Also sends minutes to committee members.

Task Coordinators -Responsible for:

D.1. Specific duties pertaining to specific Activities events

General Members -Responsible for:

E.1. Providing input and assistance to the committee and/or events

A. Individuals collecting monies hosted by CTANA Activities Subcommittee events must have a minimum of one year clean time.

## M Hospitals and Institutions Subcommittee Guidelines

The following outlines policy guidelines for the CTANA Hospital and Institutions Subcommittee, a service of the Central Texas Area of Narcotics

Anonymous:

### Basic Purpose

The Central Texas Area of Narcotics Anonymous (CTANA) Hospitals and Institutions Subcommittee carries the Narcotics Anonymous message of recovery into hospitals, jails, treatment centers and other similar institutions by making presentations to addicts seeking recovery who have limited or no access to outside meetings. It serves the needs of the Area by conducting activities that promote growth, strength and unity of all H&I efforts as needed within the Area and the fellowship.

The H&I Subcommittee initiates, coordinates and conducts all H&I meetings in the area. However, it may use other methods, such as distributing literature and meeting lists to make recovery more available to addicts in these facilities.

One member of the H&I Subcommittee is required to attend every meeting of the Regional Service Committee.

The Subcommittee maintains an updated listing of all appropriate facilities within the Area and records which ones are served by the subcommittee and the type of services that are being performed.

The subcommittee conducts and/or coordinates outreach projects that carry the message into facilities

The subcommittee conducts workshops to address and/or work on problems the H&I subcommittee members have are experiencing or to discuss new methods of H&I work.

The subcommittee is to follow the Guidelines contained in the WSC H&I Handbook

The subcommittee keeps an updated list of all approvals (of members) for all institutions where we have panels.

The subcommittee is responsible for coordinating responses to letters directed to CTANA from people in hospitals and institutions. To facilitate this, the H&I coordinator shall hold a key to the CTANA mailbox. 2/2013

It is the responsibility of the H&I Subcommittee in order to assure accountability, to give to the ASC a complete record of all transactions This

report should always include the amount of literature being distributed, so the Subcommittee's literature request remains prudent and the subcommittee can fairly distribute the literature without exceeding its budget.

No Panel Member shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with inmates or patients on the inside.

Excessive use of vile, profane, filthy stories or language is strictly prohibited by authorities of all institutions serviced by this subcommittee. All speakers and panel members must strictly comply with this regulation.

Nothing will be given to or taken from an inmate or a patient, including messages or phone numbers.

Panel leaders shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.

N.A. case histories, life stories and/or N.A. principles are to be the main topics of N.A. Panels conducted within all institutions served by this Subcommittee.

All speakers and panel members must strictly comply with this requirement confining their talks solely to the N.A. message of recovery.

The suggested attire for N.A. subcommittees' panel participation is neat and modest in compliance with institutional rules.

#### H&I Annual Learning Day

The subcommittee will conduct an H&I Learning Day at least once per calendar year.

The venue itself shall be secured by the Activities Subcommittee (with consultation from the H&I Subcommittee).

Contracts shall be negotiated by Activities and signed by the CTANA Chair (the contract should be negotiated to consider the needs of the H&I program)

Themes, artwork and logos shall be selected by the Regional H&I subcommittee.

## Literature Distribution

Literature that this committee disburses is as follows: Current Meeting Lists, NA Basic Text, White Books, IP's No. 6 (Recovery and Relapse), 7 (Am I an Addict), 8 (Just For Today), 9 (Living the Program), 11 (Sponsorship), 12 (The Triangle of Self Obsession), 13 (for Adolescent facilities), 16 (For the Newcomer), 17 (For Those in Treatment), 19 (Self Acceptance), 21 (The Loner), 22 (Welcome to NA), 23 (Staying Clean on the Outside), 26 (Accessibility for those with Additional needs), In Times of Illness, Behind the Walls, and Introductory Guide. Also optional are, Basic Text (soft) and It Works How and Why (soft). (All literature must be stamped prior to distribution). Additional literature must be approved by a majority vote of the CTANA ASC.

## Do's and Don't For H&I Work in Correction Facilities

The World Service Conference H&I committee has compiled this list based upon the experiences of committees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

Do: Make directories of outside meetings available to residents.

Do: Clarify the facility's rules with anyone you bring in.

Do: Try to get residents involved especially those in long term facilities (i.e. literature, coffee, readings, etc.)

Do: Obey all dress codes. Exercise common sense and respect for the facility in what you wear.

Do: Keep the staff aware of your whereabouts at all times.

Do: Follow all security regulations at all times.

Do: Stamp all literature you bring into a facility with the local hotline number and regional/area address.

Do: Screen all speakers and chair persons carefully, especially regarding the clean time requirements of the facility and the H&I Subcommittee.

Do: Contact the facility contact person and let he or she know that he or she can purchase literature from the RSO and WSO. (Most jails and facilities have funds available for this).

Do: Inform the contact person that we have literature order forms available for their use.

Do: Make sure all speakers carry a clear NA message of recovery.

Do: Follow the guidelines in the WSC H&I Handbook.

Don't: Break another person's anonymity or tell his or her story.

Don't: Get involved in discussion about an inmate's guilt or innocence.

Don't: Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.

Don't: Discuss conditions within the facilities or opinions of staff members.

Don't: Give or accept gifts.

Don't: Carry excessive amounts of cash or expensive or flashy jewelry.

Don't: Show favoritism to any inmate(s).

Don't: Carry letters in or out of the facility

Don't: Carry in any contraband items.

Don't: Give out another person's address and/or phone number.

Don't: Give the residents money.

Don't: Take a person into a facility meeting who is on parole or probation unless he or she specifically obtains permission from the parole/probation officer and the facility.

Don't: Take a person with outstanding warrants.

Don't: Give anyone your personal address and/or phone number.

Don't: Take a member who has friends or family in the facility

Do: Keep staff aware of our whereabouts at all times.

Do: Stamp all literature you bring into a facility with the local Help line number.

Do: Screen all panel members carefully, especially regarding the clean time or other requirements.

Do: Explain the language that we use (addict, clean, recovery.) and why we use it (the First Step of NA).

Do: Emphasize that in NA, recovery is available to any addict, regardless of type or drug(s) used.

Do: Emphasize the importance of getting to an NA meeting the first day out.

Do: Emphasize the importance of getting a sponsor and a home group, and the ongoing nature of recovery, the importance of attending meetings (suggest ninety meetings in ninety days), and the fact that the treatment center has not cured them (First Step).

Do: Use the literature recommended for H&I work. If we are supplying the literature, encourage the treatment centers to supply NA literature on their own, if at all possible.

Do: Be selective about whom you choose to take into H & I meetings. Clean time requirements are very important. People who sit on NA panels should be able to share a message of recovery in Narcotics Anonymous.

Do: Clarify the facilities' rules with anyone you bring in.

Do: Start and end on time!

Do: Briefly explain the purpose of H & I.

Do: Make it clear that NA is separate and distinct from the facility as well as other fellowships.

Do: Try to get residents involved, especially those in long-term facilities (literature person, readings, coffee, etc.

Do: Make directories of outside meetings available to residents.

Don't: Show favoritism to any resident(s).

Don't: Take messages in or out of the facility.

Don't: Give out any other person's address and/or phone number.

Don't: Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Don't: Rely on flooding a Treatment Center with literature to carry our message. The most powerful tool for carrying our message is the NA member.

Don't: Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.

Don't: Debate the merits of the Treatment Centers' program or other fellowships. Remember, we have one opinion. The best approach is to focus on the positive and unique qualities of our program. Keep your Basic Text handy, and read from it. It carries a lot of weight.

Don't: Comment on the methods used by the treatment facility. Not all facilities are Twelve Step based nor do its understandings of the Steps necessarily coincide with the understanding gained in Narcotics Anonymous.

We share our experience without reference to the facilities' methods or to residents' comments.

Don't: While Sharing put too much focus on what it was like. They already know.

Don't: Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.

Don't: Let the meeting run too long. Most Treatment Center residents spend much of their day in meetings of one sort or another, often in the same room.

Don't: Pass the basket.

Don't: Debate any issues involving the facilities' rule or regulations.

Don't: Discuss conditions within facility, or opinions about staff members.

Don't: Break another person's anonymity or tell his or her story.

## N Literature Bank Subcommittee Guidelines

The following outlines policy guidelines for the CTANA Phone Literature Bank Subcommittee, a service of the Central Texas Area of Narcotics Anonymous; Central Texas Area of Narcotics Anonymous Area Service Committee

### I. Definition and Purpose of the Subcommittee:

The Mile subcommittee is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to maintain an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the CTANA ASC meeting.

In all its proceedings the Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA, the resources of A Guide to Local Services and the Handbook for NA Literature Committee.

### II. Functions of the Subcommittee:

1. Maintains an adequate supply of NA literature to meet the needs of the CTANA.
2. Stocks and makes available review and approval-form literature.
3. Distributes Literature to all groups via CTANA ASC meetings.
4. Attends and provides written reports of all monthly activities and inventories at each CTANA ASC meeting.
5. Channels all funds to the Treasurer of the CTANA ASC.
6. The Subcommittee shall maintain a literature inventory of no less than \$2,000.00 and no more than \$3,000.00.<sup>24</sup>
7. An accurate continuous inventory shall be kept at all times.
8. Physical inventory shall be taken every month and reported to the CTANA ASC.
9. Monthly literature orders through NAWS will be based on historical purchases from the previous year and Chairperson's discretion.<sup>25</sup>
10. Payment for literature is due at the time the literature is ordered.
11. Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the end of the CTANA ASC meeting.

<sup>24</sup> Changed from \$5,000 and \$7,000 respectively. December 2017

<sup>25</sup> Language added to use historical purchases as guide for current purchases of literature. March 2018  
*Note: Motion passed deleting Section II, Line 9 reading "Orders that are placed at the area will be filled at the next area." March 2018*

12. The Literature Committee will not order any literature unless the CTANA Treasurer has confirmed that the money is available in the subcommittee's budget.

13. All changes to these guidelines must be approved by the CTANA ASC during a regularly scheduled meeting.

### O Public Relations Subcommittee Guidelines

The following outlines policy guidelines for the CTANA Public Relations Subcommittee, a service of the CTANA. All changes to these guidelines must be approved by the CTANA ASC during a regularly scheduled meeting.

#### I. Purpose, Name and Accountability

A. The purpose of the CTANA Public Relations Subcommittee is

A.i. To strengthen the unity of the CTANA in keeping with the 12 Traditions of Narcotics Anonymous and the 12 Concepts of Service, offering support, compassion, and guidance. The subcommittee:

A.i.a. Is organized in order to help overcome isolation that hinders the growth and survival of both our groups and individual members.

A.ii. To provide an atmosphere of unity for the Phonenumber volunteers to meet and share their experience and problems within their assigned shift

A.ii.a. Additionally, to provide a structure within the Phonenumber Workgroup to govern the activities and outline the responsibilities of that committee and its volunteers, in accordance with the 12 Traditions and 12 Concepts of Service of Narcotics Anonymous.

A.iii. to open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts. The subcommittee:

A.iii.a. carries the message of recovery in accordance with the 12 Traditions and 12 Concepts of Narcotics Anonymous.

A.iii.b. acts as a resource and coordinating body for the CTANA Public Information efforts.

A.iii.c. educates and informs the local fellowship of ongoing Public Information activities, including presentations, learning days, forums, and conferences.

A.iv. to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicates the activities of the CTANA.

B. The Public Relations Subcommittee is a compilation of four subcommittees merged into one. Those subcommittees are Outreach, Public Information, Phonenumber and Website.

B.i. The name of the group of trusted servants responsible for performing Outreach Workgroups for the CTANA is the CTANA Public Relations Outreach Workgroup (CTANAPR Outreach Workgroup).

B.ii. The name of the group of trusted servants responsible for answering the CTANA Phonenumber is the CTANA Public Relations Phonenumber Workgroup (CTANAPR Phonenumber Workgroup).

B.iii. The name of the group of trusted servants responsible for providing Public Information for the CTANA is the CTANA Public Relations Public Information Workgroup (CTANAPR Public Information Workgroup).

B.iv. The name of the group of trusted servants responsible for publishing the CTANA Website is the CTANA Public Relations Website Workgroup (CTANAPR Website Workgroup).

C. The Public Relations Subcommittee is a subcommittee of the CTANA and is directly responsible to the CTANA ASC through its subcommittee leader the Public Relations Chair -elected at the CTANA ASC.

C.i. The CTANA Public Relations Outreach Workgroup is a subcommittee of the Public Relations Subcommittee and is directly responsible to the CTANA Public Relations Subcommittee through its group leader -the Public Relations Coordinator -Outreach (PRC Outreach).

C.i.a. The Public Relations Coordinator -Outreach is the point of accountability for the CTANAPR Outreach Workgroup and is directly responsible to the CTANA Public Relations Subcommittee.

C.ii. The CTANA Public Relations Phonenumber Workgroup is a subcommittee of the Public Relations Subcommittee and is directly responsible to the CTANA Public Relations Subcommittee through its group leader -the Public Relations Coordinator -Phonenumber (PRC Phonenumber).

C.ii.a. The Public Relations Coordinator -Phonenumber is the point of accountability for the CTANAPR Phonenumber Workgroup and is directly responsible to the CTANA Public Relations Subcommittee.

C.iii. The CTANA Public Relations Public Information Workgroup is a subcommittee of the Public Relations Subcommittee and is directly responsible to the CTANA Public Relations Subcommittee through its

group leader -the Public Relations Coordinator Public Information (PRC PI).

C.iii.a. The Public Relations Coordinator -Public Information is the point of accountability for the CTANAPR Public Information Workgroup and is directly responsible to the CTANA Public Relations Subcommittee.

C.iv. The CTANA Public Relations Website Workgroup is a subcommittee of the Public Relations Subcommittee and is directly responsible to the CTANA Public Relations Subcommittee through its group leader -the Public Relations Coordinator -Website Workgroup (PRC Website).

C.iv.a. The Public Relations Coordinator -Website is the point of accountability for the CTANAPR Website Workgroup and is directly responsible to the CTANA Public Relations Subcommittee.

## II. Workgroup Specifics, Duties and Other Related Information

### A. Outreach:

A.i. Works closely and coordinate with both the CTANA H&I subcommittee and CTANAPR workgroup to prevent overlapping of services and increase support among and for the subcommittees of the CTANA ASC.

A.ii. Supports a "Meeting on Wheels". At the request of an addict, the CTANAPR Outreach Workgroup will enlist two or more members to go to hospitals, nursing homes, and hospices to hold a meeting for a member that cannot get out to go to one.

A.iii. Is responsible for securing interpretation for the deaf and hearing impaired at all area wide events, including ASC meetings if needed.

A.iv. Works with the CTANA Administrative Committee by visiting groups who have missed two consecutive ASC meetings, and notifying them that their voting status is in jeopardy.

A.v. Listens to the groups' concerns and offers them support.

### B. Phonenumber:

#### B.i. Phone numbers:

B.i.a. The CTANA Phonenumber number (English) is 512-480-0004.

B.i.b. The CTANA Phonenumber number (Spanish) is 512-480-0007.

B.i.c. The CTANA Phonenumber number (Toll Free) is 866-79-CTANA.

B.ii. Phonenumber Workgroup Volunteer:

B.ii.a. Is appointed by the Public Relations Phonenumber (PRC Phonenumber) after completing an orientation to Phonenumber Workgroup.

B.ii.a.1. The Phonenumber Workgroup Volunteer must be retrained on a yearly basis.

B.ii.a.1.i. Any member of Narcotics Anonymous can become a member of the Phonenumber Workgroup by attending a Phonenumber Workgroup meeting and informing the PRC Phonenumber of their desire to serve and then attending an orientation to Phonenumber Workgroup.

B.ii.b. Position is a one-year commitment with a requirement of at least six months clean time.

B.ii.c. Must have an active phone.

B.ii.d. Must keep an open line on their telephone during their shift or must acquire (at their own expense) additional telephone services that would alleviate any interference with incoming calls to NA during their shift.

B.ii.d.1. The length of the shift will be determined by the Phonenumber Workgroup.

B.ii.e. Ensures that no one else answers the shift telephone unless approved by the Phonenumber Workgroup.

B.ii.e.1. At no time should the Phonenumber be transferred to a pager, recorder, or voice mail box.

B.ii.f. Must be familiar with the CTANA Policy as well as these guidelines.

B.ii.g. Keeps a log of all calls on his/her shift and reports any pertinent information to the Phonenumber committee chair for discussion at Phonenumber Workgroup committee meetings.

B.ii.h. Must attend all Phonenumber subcommittee meetings.

B.ii.i. Must represent and uphold the Twelve Traditions of NA during his or her shift.

B.ii.j. Ensures that his or her shift is covered on time for the entire length of time, according to the schedule determined by the Phonenumber Workgroup committee.

B.ii.k. MUST contact the person on the previous phone shift to let them know the Phonenumber has been picked up on time.

B.ii.k.1. Phonenumber volunteers who do not contact the person on the previous phone shift to let them know the Phonenumber has been picked up will be assumed to NOT have picked up the Phonenumber and reported to the Phonenumber Workgroup chair.

B.ii.l. Must be able to give accurate meeting times and locations to all meetings in the Central Texas Area.

B.ii.m. Must be able to handle various types of incoming calls and refer informational requests to qualifying personnel such as CTANAPR PI, CTANA H&I, CTANAPR Outreach, etc.

B.iii. Phonenumber Workgroup Orientation:

B.iii.a. For the purpose of this guideline, orientation for Phonenumber Workgroup will be conducted by the CTANAPR Coordinator - Phonenumber and will come from the Guide to Phonenumber Workgroup manual.

B.iv. Phonenumber Workgroup Decision-Making:

B.iv.a. Decisions by the Phonenumber Workgroup that change the way the Phonenumber Workgroup is handled must be approved by a vote of the CTANA ASC.

B.v. Additional Guidelines

B.v.a. Any member of the Phonenumber Workgroup is automatically relieved from his or her Phonenumber shift service upon relapse, but may again become eligible to serve when he or she can conform to the requirements of these guidelines.

B.v.a.1. Being clean for the purpose of this Phonenumber Workgroup shall be defined as complete abstinence from all drugs.

B.v.b. Any member not conforming to these guidelines, the CTANA Policy, or any other guideline which may be added later, including any rules and regulations of outside agencies utilized by the subcommittee, may be relieved from Phonenumber Workgroup according to the PRC Phonenumber's discretion.

B.v.c. Any Phonenumber Workgroup Volunteer that fails to operate any part of his or her shift more than twice in one week without an

excused emergency may be removed from service at the PRC Phonenumber's discretion.

## C. Public Information

### C.i. The workgroup:

C.i.a. is to maintain a close working relationship with other committees throughout the CTANA, thereby ensuring that all requests for information are referred to and carried out by the appropriate Public Information and/or Hospitals and Institutions committees in accordance with the Twelve Traditions and Twelve Concepts.

C.i.b. will maintain a close working relationship with the Regional Public Information Subcommittee, and the chair of the CTANAPR Subcommittee or the coordinator of the CTANAPR PI Workgroup will attend all meetings of the Regional PI Subcommittee.

C.i.c. will research and coordinate area Public Information efforts pertaining to community organizations and medical professionals/institutions.

C.i.d. is responsible for the coordination and printing of the Area's meeting schedule.

C.i.e. will respond to any inquiries from the public or within NA within 48 hours of receipt of the inquiry.

C.ii. If the subcommittee cannot commit to a presentation with enough experienced members, it is the responsibility of the PRC PI to reschedule the event, ask for Regional or neighboring Area support, or decline the request.

C.ii.a. All requests (accepted or declined), will be reported to the CTANA ASC via the CTANA Public Relations monthly report to the ASC.

C.iii. For the safety and security of our members, a minimum of 2 subcommittee members must attend each presentation.

C.iii.a. If only one member may attend, the invitation should be declined or assistance requested from the Region or neighboring PI committees.

## D. WEBSITE

### D.i. WEBSITE URL:

D.i.a. The Uniform Resource Locator (URL) for this site is [ctana.org](http://ctana.org)

## D.ii. FINANCES AND OWNERSHIP

D.ii.a. Costs for web hosting, domain registration and associated publishing software are the responsibility of the CTANA.

D.ii.a.1. Costs for Internet access by members of the CTANAPR Website Workgroup are not included.

D.ii.b. The PRC Website is responsible for communicating all financial needs and consequences to the CTANA ASC via the CTANA Public Relations Subcommittee.

D.ii.c. This CTANA is the owner of the domain name —ctana.org.

The PRC Website is responsible for maintaining the ownership of the domain name for the CTANA.

D.ii.d. The CTANAPR Website Workgroup is responsible for investigating and choosing a vendor for hosting the CTANA website.

D.ii.d.1. Final responsibility rests with the CTANA for distribution of funds.

D.ii.e. All budget considerations will be addressed as outlined in the CTANA policy.

## D.iii. CTANAPR WEBSITE WORKGROUP REPORTING AND COMMUNICATIONS

D.iii.a. The PRC Website will submit a written report on behalf of the CTANAPR Website Workgroup to the CTANAPR Chair at each regularly scheduled meeting via the CTANA Public Relations Subcommittee.

D.iii.a.1. This report communicates all needed) technical and correspondence operation of the website.

Financials related to (as the D.iii.b. The PRC Website is responsible for downloading and distributing e-mail and website feedback communications.

D.iii.c. Personal e-mail addresses are not to be used on the CTANA website so that official NA communications are processed properly and appropriately.

D.iii.c.1. It is up to the trusted servant whether to use their own personal e-mail to reply to communications or have the

PRC Website relay e-mails through the ctana.org domain for such replies.

D.iii.d. Trusted servants and/or service committees receiving communications relayed from the PRC Website are responsible for acknowledging the communication and informing the PRC Website of the disposition of the communication.

D.iii.e. The CTANA ASC meeting minutes will be posted on the website for downloading and review by any Fellowship member as they become available.

#### D .iv. CTANAPR WEBSITE WORKGROUP DECISION MAKING

D.iv.a. Financial decisions by the CTANAPR Website Workgroup must be approved by a vote of the CTANA ASC via the CTANAPR subcommittee

#### D.v. WEBSITE CONTENT AND COMPONENTS (The purpose of this section is to outline the baseline content of the CTANA website).

D.v.a. The website must contain (at a minimum) the following sections and/or pages:

D.v.a.1. Events Calendar -Information on CTANA events and NA Conventions.

D.v.a.2. Contact Info -Contact information (address, phone numbers, e-mail addresses for the CTANA and NA World Services).

D.v.a.3. Downloads -All available download files for the website (meetings, convention or gathering forms, service committee communications, etc.).

D.v.a.4. Help Lines -A listing of all helpline telephone numbers in the Tejas Bluebonnet Region.

D.v.a.5. Home Page -Entry page to website, normally the index.htm file, may be another page if desired.

D.v.a.6. Links -List of external hyperlinks to NA approved websites with disclaimer notice.

D.v.a.7. Meeting Schedules -Meeting schedules for the CTANA.

D.v.a.8. Privacy -Notice of privacy of communications.

D.v.a.9. Search -Search component for website.

D.v.a.10. Site Index -Table of contents component used for viewing website in hierarchy format.

D.v.a.11. What is NA? -Public information content excerpted from "Narcotics Anonymous: A Society of Recovering Addicts" that is approved for Internet usage by NA World Services.

D.v.b. The CTANA website will have the following content on each page (at a minimum):

D.v.b.1. The title of the page.

D.v.b.2. Each page should display a copyright notice and technical contact information for the website.

D.v.b.3. The index or home page will have the following content -in addition to the standard page information:

D.v.b.3.i. A welcoming paragraph (with announcements when necessary).

D.v.b.3.ii. Clear text stating that this is an official website for NA in the CTANA through the administration of the CTANA ASC.

D.vi. TECHNICAL GUIDELINES (This section describes technical design, philosophy and guidance information)

D.vi.a. The user name and user password to publish the website will be held by the CTANA Public Relations Chair, PRC Website and the CTANA Chairperson only.

D.vi.b. Internet browser compatibility will be as universal as possible when considering design elements of the website

D.vi.c. The site will be designed for a browser window of 800 x 600 pixels.

D.vi.d. The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.

D.vi.e. The size of files for downloading should be kept low to reduce the time needed for downloading and slow connection speeds, whenever possible.

D.vi.f. Files for downloading should be offered in differing formats such as Plain Text with Line Breaks -filename.txt; Rich Text Files - filename.rtf and; Portable Document Format filename.pdf, as determined by the CTANAPR Website Copyright policy under General Guidelines.

D.vi.g. Files for downloading should be scanned for viruses before posting to the website.

D.vi.h. External hyperlinks should be checked on a monthly basis for integrity and site content examination.

D.vi.i. Registration of the website with major search engines should be reviewed every six months.

D.vi.j. Text font size will be chosen for easier reading for all platforms.

D.vi.k. Alternate text tags will be used for images.

D.vi.l. Plain text alternatives should be available for all meeting directory pages and contact information pages.

D.vi.m. The PRC Website will make regular and frequent back-up copies of the website.

D.vi.m.1. These back-up copies of the website shall be an agreed upon media that can be utilized by the Public Relations Chair (or other CTANA Trusted Servants).

D.vi.m.2. The purpose of the back-up copies of the website is for archival and rescue purposes by the PRC Website in maintaining the website.

#### D.vii. GENERAL GUIDELINES AND POLICIES

D.vii.a. It is recommended that external hyperlinks be only to official NA websites.

D.vii.a.1. The CTANAPR Website Workgroup will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.

D.vii.b. Meeting directory pages should be checked and changed for updates within seven days of every printing of the CTANA Meeting Schedule.

D.vii.c. The CTANAPR Website Workgroup is responsible for updating the NAWS website with any changes or updates made to the CTANA Meeting Schedule.

D.vii.d. Each recognized CTANA Home Group may request to post information concerning local area activities, or other NA related information — excluding personal recovery communications.

D.vii.e. Newsletters or other similar content concerning recovery are not posted on the website since the site to the public's scrutiny and opinions presented may give readers as being the opinion of NA as a whole. personal is open confuse

D.vii.f. Images of any identifiable person, whether an NA member or not, are never used.

D.vii.g. Sales of merchandise are not done on the website.

D.vii.h. Requests for literature purchases will be referred to Narcotics Anonymous World Services.

D.vii.i. Copyrighted material will not be used on the website without specific permission from the owner of the material.

D .viii. PRIVACY POLICY (This section describes the current privacy policy of the website).

D.viii.a. A privacy policy on communications with the NA service structure is an important aspect of our Twelfth Tradition of anonymity.

D.viii.b. The CTANAPR Website Workgroup will apply all of the Traditions and the Twelve Concepts of Service in developing and implementing a Privacy Policy for the CTANA website.

D.viii.c. This privacy policy will evolve as needed and must be approved by the CTANA ASC before being changed.

D.viii.d. Cookies: The employ any technical this website. CTANAPR means to Website track or Workgroup identify any does visitor not to

D.viii.d.1. For further information on "cookies", consult your Internet browser's help utility or other Internet resource.

D.viii.e. Communications: Any communication submitted to ctana.org will be treated with confidentiality and anonymity in mind.

D.viii.e.1. All communications received is deleted on a regular basis.

D.viii.e.2. Total anonymity in all circumstances is not guaranteed.

D.viii.e.3. The senders of e-mail should take their own precautions if they desire to remain anonymous.

D.viii.f. All communications considered to be official NA business require some level of identification for the purposes of responding to those communications.

D.viii.f.1. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.

D.viii.g. Personal Requests: Under no circumstances will we forward e-mail of a personal nature to any NA member.



CTANA MOTION FORM

The Central Texas Area of Narcotics Anonymous

**Motion Form**

**Date:** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Motion:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Intent:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vote:**

For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstain: \_\_\_\_\_

**Motion outcome:**

Carried: \_\_\_\_ Failed: \_\_\_\_

Tabled to: Next month: \_\_\_\_ Policy: \_\_\_\_ Groups: \_\_\_\_

## R GSR Helpful Hints

The Central Texas Area Service Committee (ASC) meeting is held the 1st Sunday of every month at 1:30 PM. (See current meeting guide for location.) Before the ASC meeting begins...

### New GSR Orientation

The New Group Service Representative (GSR) Orientation is held at 1:00 PM prior to the ASC meeting in the same location. Arrive prior to 1:00 PM and find the person who conducts the New GSR Orientation. An announcement is usually made.

### Literature Order

Upon arrival of the ASC meeting, place the group's literature order (you pay when you order). Literature cannot be picked up prior to the completion of the ASC meeting.

### ASC Donation

Next, give the treasurer the group's ASC donation. You will be given a receipt. Give the receipt to your group's treasurer for their records. Written Reports

Written reports and announcements are located on the table in the back of the ASC meeting room. Pick up one report from each ASC member giving a verbal report. Many of the subcommittee chairs arrive after the ASC meeting has started, and pass out their reports during the meeting.

### Announcements

Announcements are also located on the back table. Pick up announcements and other area meeting guides. Use your judgment on the number of announcements to pick up. Many times there is only enough for one announcement for each group. Occasionally, there is mail for each group (The NA Way Magazine, etc.). Be sure to pick this up as well.

\*\* Agenda is useful to mark off what reports you have or need to collect.

### During the ASC Meeting...

The ASC meeting follows an agenda. Secretary always brings extra copies left up at the back table. The majority of the ASC meeting consists of verbal and written reports from the various ASC administration, subcommittee, and working group members. Hi-light or make notes during each report as to

what you think your group will find important. Also, make a note of what positions are open and add them to your announcements to read. Take notes on what is said during open forum to add to your GSR report. Take notes on all motions under new and old business. Pay close attention to any motions that are sent backs to the groups to vote on. At the next ASC, you will need to vote the conscious of your group.

### After the ASC Meeting

#### Literature Order

When you pick the literature after the ASC meeting, the literature committee will give you a receipt. Prior to leaving the ASC check the literature received against the literature order form. If we received literature that we did not pay for or we were charged for literature that we did not receive, go back to the counter and inform them of the discrepancy. (Meeting guides and literature order forms are free.) Give the group's treasurer the literature receipt with a note to either confirm that the order was filled correctly or that it wasn't and you had taken the steps to get it corrected.

#### Back at the Group...

At the next group meeting, bring the group's literature and stock it accordingly. Give the group's treasurer the literature receipt and the donation receipt. Update the meeting lists.

Replace last month's with the new ones you received at the ASC. Update your announcements. Get rid of the outdated ones and add the new ones to your GSR report.

At Each Meeting... (This may vary from group to group some announcements are done through the secretary only) When the chairperson ask for any NA announcements, stand up and announce the upcoming events and open positions.

At the Group Conscience... (Some meeting do not have a Group Conscience and give GSR report during the meeting, keep notes brief to avoid taking up too much meeting time, have all reports available for any member to read). Be prepared to give your report on the ASC meeting. Your report should consist of highlights from each report presented at the previous ASC meeting, topics under open forum, any motions voted on at the ASC, any new motions to be voted on by the group, and anything else that you think is noteworthy.

Make sure that any motions to be voted on by the group are brought up under new business at the group's business meeting or during regular meeting for those that have no business meeting. When these motions are brought up at the next ASC, vote the group's conscious.

Approximately Two Meetings Before the next ASC... (This may vary from group to group) The amount of literature has to be inventoried. Using a blank literature order form, count the number of pamphlets, books, and medallions that is currently in stock. Give this to the treasurer.

Approximately One Meeting Before the next ASC... (This may vary from group to group) The treasurer will provide you with a completed literature order form and cash to purchase literature at the next ASC. The treasurer will also supply you with the group's donation to the ASC.

### Communication Key

1. If you are unable to attend the ASC meeting, please contact your Alternate GSR to take your place. If the Alternate GSR is unavailable to take your place, then contact another trusted servant from the group.
2. The group's representation is required monthly at ASC.
3. 3rd Consecutive missed ASC meeting the group will be considered inactive, this is defined as loss of voting privileges at the Area level. A group becomes active again when a GSR or GSR alternate next attends three consecutive meetings of the ASC.

## S Glossary

TERM	DEFINITION
Additional needs, addicts with	Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitation imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.
Area Service Committee (ASC)	A committee created to provide common services for NA groups in a specific locale. Composed of GSRs (Trusted Servants of the Group), ASC officers (Trusted Servants of the ASC) and Subcommittee Chairpersons (Trusted Servants of the ASC). Usually part of a region, to which it sends RCMs.
Closed Meetings	NA recovery meetings that are closed to non-addicts.
Common Needs (Special Interests)	A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common -for example, men's or women's groups or gay or lesbian groups.
Conference-approved Literature	See NA-approved literature
Fellowship approved literature	See NA-approved literature
Group Service Representative (GSR)	Elected by an NA group to participate on the group's behalf in the ASC Home Group The group an NA member calls —home II. Home group membership calls for regular attendance of its recovery meeting, financial and voluntary service support and participation in conscience-building and decision-making processes.
Hospitals and Institutions (H&I)	A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.
NA Way Magazine	The NA Fellowship's quarterly journal, published in various languages.

NA-approved literature	Literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as — fellowship-approved literature II. Formerly known as —conference-approved literature II at a time when the entire WSC voted on the approval of new NA literature.
Narcotics Anonymous World Service (NAWS)	Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board.
Open Meetings	NA recovery meetings that allow attendance of non-addicts.
Public Information (PI)	A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous
RCM	See regional committee member
Regional Assembly	A gathering of RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the annual WSC meeting. The regional delegate is elected at the assembly.
Regional Committee Member (RCM)	Elected by an ASC to participate on the area's behalf on the regional service committee.
Regional Delegate (RD)	A World Service Conference participant elected by a region's GSRs and RCMs.
Regional Service Committee (RSC)	A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.
Service Bulletins	Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.
Shared Service Committee	A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic

	organizations. Funded by and accountable to those who created it.
Sharing Session	A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.
Special Interest (Common Needs)	A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men's or women's groups and gay or lesbian groups.
Trusted Servant	An NA euphemism for —leader, —official, or —officer. Derived from NA's Second Tradition, in which NA leaders are characterized as —trusted servants as opposed to governors.
Twelve Concepts for NA Service	One of three bodies of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.
Twelve Steps	One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and a spiritual awakening.
Twelve Traditions	One of three bodies of basic NA principle, the traditions provides guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.
World Service Conference (WSC)	A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an World Service Conference Report Tire frill reports of the World Service Conference and its boards and committees. Formerly known as the World Service Office (WSO) World Service Board headquarters (Los Angeles) and branch
WSC	See World Service Conference
WSO	See World Service Office

## T Travel Request Form

Central Texas Area of Narcotics Anonymous

Request for Travel Funds

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Your Service Position: \_\_\_\_\_

Which Subcommittee or are you Representing: \_\_\_\_\_

What are your anticipated expenses for Travel: \$\_\_\_\_\_

Lodging: \$\_\_\_\_\_

Food: \$\_\_\_\_\_

Local Transportation: \$\_\_\_\_\_

Other: \$\_\_\_\_\_

TOTAL: \$\_\_\_\_\_

Amount of funds requested: \$\_\_\_\_\_

Where are you going? \_\_\_\_\_

Why are you going? \_\_\_\_\_

Will you be allowed to participate? \_\_\_\_\_

Is there voting at this event: \_\_\_\_\_

Will you be allowed to vote: \_\_\_\_\_

What information will you be able to bring back to this body? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## U Subcommittee Literature Order Form

Subcommittee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subcommittee Financial Balance in CTANA Account

Price of Literature to be Ordered \_\_\_\_\_

(Please attach copy of literature order to this form)

Does amount to be ordered exceed the amount in the account?

If the answer is yes, the literature may not be ordered. If the answer is no, the literature may be ordered.

I certify that the funds needed to order this literature are available and that the literature may be ordered.

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Treasurer's Signature

Date

This form is to be submitted in triplicate. One copy is to stay with the Treasurer (and be attached to his or her monthly report). The second copy is to be kept by the subcommittee and attached to their monthly report. The third copy is to be kept by the Literature Bank and included in their monthly report.

**A copy of the literature order must be attached to all three copies.**

## V Hospitals and Institution's Literature Stockpile Inventory Form

DESCRIPTION	ITEM	QTY	UNIT	PRICE	\$ TOTAL
Narcotics Anonymous, Basic Text (Soft Cover)	EN-1102				
NA White Booklet	EN-1500				
NA White Booklet (Spanish)	CS-1500				
Institutional Group Guide	EN-2115				
Behind the Walls	EN-1601				
H&I Handbook with Tape	EN-2101				
IP #6 Recovery and Relapse	3106				
IP #7 Am I an Addict?	3107				
IP #8 Just For Today	3108				
IP #11 Sponsorship	3111				
IP #13 Youth and Recovery	3113				
IP #17 For Those In Treatment	3117				
IP #21 The Loner - Staying Clean in Isolation	3121				
IP #23 Staying Clean on the Outside	3123				
				TOTAL:	\$

## W Acronym Table

Acronym	Meaning
AGSR	Assistant Group Service Representative
ASC	Area Service Committee
CTANA	Central Texas Area of Narcotics Anonymous
GSR	Group Service Representative
H&I	Hospitals and Institutions
NA	Narcotics Anonymous
PI	Public Information
PR	Public Relations
PRC	Public Relations Coordinator
RONR	Robert's Rules of Order Newly Revised
RCM	Regional Committee Member
RSC	Regional Service Committee
RSO	Regional Service Office
TBRNA	Tejas Bluebonnet Region of Narcotics Anonymous
VC	Vice Chair
WSC	World Service Committee
WSO	World Service Office

## X CTANA Records Retention Schedule

In January of each year, the Chair will ensure that all items listed below as "scanned" have been imaged in pdf format on a CD to be retained by the Chair, and the secretary will ensure that all paper records that have met their retention requirement are destroyed.

### Retention Period

Records Series Item	Record Series Title	Paper	Scanned	Total	Remarks	Archival Code
1	Correspondence	AV			Kept only as long as needed	R
2	Minutes	1 yr	PM	PM	Kept permanently for historical value	A
3	Bank Statements	1 yr	6 yrs	7 yrs	Federal requirement	A
4	Treasurer Reports	1 yr	6 yrs	7 yrs	Federal requirement	A
5	Other Admin, Subcommittee, and GSR Reports	1 yr		1 yr		A
6	Fliers			AC	Kept until event has occurred	
7	Policy			US	Kept until new policy is approved	
8	Literature Orders to NAWS	AV			Keep one year for historical analysis	
9	Group Literature Orders	AV			Kept only as long as needed	

Retention codes	Archival Codes
AC - After Closed, Terminated, Completed, Expired, Settled AV - Administratively Valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded	A - Transfer to Completed R - Review by Chair