

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



March 2024

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SECTION ONE - ASC ORGANIZATION & PURPOSE

- 1.1. The name of the service body shall be the Central Texas Area of Narcotics Anonymous (CTANA), whose address is 1108 Lavaca St. #110-284, Austin, Texas 78701.
- 1.2. Addresses for CTANA are:
 - A. Mailing address; 1108 Lavaca St. #110-284, Austin, Texas 78701
 - B. Webpage: www.ctana.org
 - C. Email address: cta@ctana.org
- 1.3. Everything that occurs during NA service must be motivated by the desire to carry the message of recovery to the addict who still suffers.
- 1.4. The Area Service Committee (ASC) is a committee made up of the Administrative Committee, Group Service Representatives (GSR's) or Alternate Group Service Representatives (AGSR's) from all groups within the Area, together with subcommittees to better organize and carry out its duties.
- 1.5. The primary function of the ASC is to support the groups within its Area in carrying the NA message of recovery.

SECTION TWO – AREA SERVICE COMMITTEE MEETINGS

- 2.1. The ASC Meeting Format shall be determined by the Facilitator and published as an agenda prior to each ASC meeting. A suggested format is listed in Section 2.8.
- 2.2. Each ASC shall meet at a place and time determined by the Facilitator.
 - A. An announcement of each regular ASC shall be made at the previous regular ASC meeting and reported in the minutes.
 - B. If it is impractical to determine the date and time of an ASC at the previous ASC (or if a previously scheduled meeting must be changed), the Facilitator shall inform all Groups and Administrative Committee members at least seven (7) days in advance by written and/or electronic means.
- 2.3. The Twelve Traditions and the Twelve Concepts of Narcotics Anonymous shall guide and direct the CTANA ASC in all its affairs.
- 2.4. The current CTANA Policy, as adopted by the members, shall guide and direct the ASC where it is consistent with the Twelve Traditions and Twelve Concepts. The document may be downloaded from the CTANA web site.
- 2.5. ASC Members should become familiar with the CTANA Policy Document, the Twelve Traditions, the Twelve Concepts of NA Service, and A Guide to Local Service in Narcotics Anonymous.
- 2.6. ASC meetings are open to all NA members. Anyone present will be recognized by the Facilitator to speak from the floor during the consensus discussion.
- 2.7. New GSR orientation will be provided no less than 30 minutes prior to the beginning of the ASC by the Policy subcommittee Facilitator or Co-facilitator.

2.8 ASC business meeting suggested format:

- A. Moment of silence
- B. Serenity Prayer
- C. Service Prayer reading
- D. 12 Traditions reading
- E. 12 Concepts reading
- F. Roll call to establish voting members based on GSR's that are present
- G. Welcome new groups/new GSR's
- H. Open forum: _____/discussion (no time limit is set)
- I. Approval of previous ASC minutes
- J. Administrative Body Reports: Facilitator, Co-Facilitator, Recorder, Treasurer, Regional Committee Members (RCM) I and II, Literature Facilitator.
- K. Subcommittee reports: Activities, Common Welfare, Hospitals & Institutions, Public Relations
- L. Oral Group reports (as needed)
- M. Old business
- N. New business (Proposals)
- O. Elections
- P. Announcements
- Q. Next ASC: _____
- R. Proposal to Adjourn
- S. Closing Prayer

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

2.10 Some important concepts regarding conduct are:

- A. Remarks must be confined to clarifying and understanding the proposal.
- B. We cannot repeat what's already been said during proposal discussion.
- C. Proposal discussions will be closed by the Facilitator.
- D. Another member's motives may not be attacked.
- E. To speak, please raise your hand to be recognized by the Facilitator.
- F. Refrain from speaking adversely about an idea that is not pending.
- G. Refrain from speaking against your own idea.
- H. If the Facilitator interrupts, you must yield the floor.
- I. You must not disturb the body.
- J. A time limit on a particular subject may be implemented by the Facilitator with the consent of the ASC.

2.11 The 7th tradition will be collected during our ASC meetings. The money will be given to the Treasurer or Assistant Treasurer to be placed in the general fund.

SECTION THREE - CONSENSUS-BASED DECISION MAKING GUIDELINE (CBDM)

- 3.1. ASC participants can bring proposals to the body. Only GSR's can vote.
 - 3.1.1 Proposals shall be submitted by email to asc@ctana.org five days before the scheduled ASC meeting to be considered for a spot on the "New Business" agenda.
 - 3.1.2 Proposals made during the ASC meeting will be introduced in new business and brought up for consensus on whether they will be discussed during the current ASC meeting.
- 3.2. Consensus is reached when there are no "stand asides" or "blocks". When a vote is required, 80% or more of the GSR participants in attendance with each participant having only one vote.
- 3.3. Area Facilitator asks the body for clarifying questions about the proposal (not a pro vs. con debate) but a brief session to be sure everyone understands the proposal. All Narcotics Anonymous (NA) members in attendance are welcome to participate in discussion.
- 3.4. Area Facilitator **only** asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be amended.
- 3.5 A proposal can be re-written and re-submitted if clarification is needed.
- 3.6 **Point of Information** may be made in the form of a statement or open question. This can be used to get more clarifying or to give pertinent information to the speaker or group.
- 3.7. When all reservations have been heard and answered the Area Facilitator asks, "Do we have consensus?"
- 3.8 There must also be a consensus if a GSR wants to take a proposal back to their group.
- 3.9. **Participants respond in one of four ways:**
 - A. **Assent**: To support the proposal, all things considered. Assent is signified by remaining silent. It may not mean that I'm in agreement with every aspect, but that I've heard the discussion and had my chance to participate in the process of finalizing the proposal, and am prepared to support it.
 - B. **Assent with Reservation**: It is done by raising your hand and simply saying when the facilitator calls on you, "Assent with reservation". The Facilitator will ask if a participant wishes to share their reservation to be noted in the Record. This is not materially different from Assent, and is the option often left out for that reason, but it is sometimes included as a way of giving people a place to stand when they don't want to object more strongly, but they do want to note that they have reservations.
 - C. **Stand Aside**: It is a statement that I do not support the proposal, but my objection is not of the nature or the severity to warrant a block. A common misconception about the stand aside is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. One of the ASC's guidelines needs to be how many or what proportion of stand asides indicate a consensus too weak to adopt the proposal.
 - D. **Block**: Given that a proposal can be defeated by a sufficient number of stand-asides, the block should be an extremely rare step taken only when a participant honestly believes that

the proposal is in direct conflict with Traditions or Concepts, or some very fundamental moral position of the participant is violated. A member who blocks should be able to articulate which tradition, concept, or moral position with which the proposal is in conflict.

SECTION FOUR - TRUSTED SERVANTS

4.1 The Trusted Servants of the CTANA are the Administrative Committee, Subcommittee Facilitators and GSR's or Alternate Group Service Representative (AGSR) as voted on by their home group.

4.2 **Eligibility:**

- A. Shall have been and should continue to be an active participant of a Narcotics Anonymous group and an active participant in their personal recovery before and during their term of office.
- B. Have willingness and desire to serve.
- C. Familiar with the Twelve Traditions, Twelve Concepts of NA Service, The Guide to Local Service, and the CTANA Policy document.
- D. Agree to a minimum **one-year commitment** for the office of Facilitator, Policy Facilitator, Recorder, Treasurer, Regional Committee Member I, and Subcommittee Facilitators;
- E. Agree to a minimum **ONE-year commitment** with the opportunity to take on, or step up, based on the position in at present. This is for the office of Co-facilitator, Assistant Recorder, Assistant Treasurer, Regional Committee Member II, and Subcommittee Co-facilitators. CHANGED FROM TWO YEAR
- F. **Have a required clean time of:**
 - 1. **Four years** (4) for Facilitator, Co-facilitator, Recorder, and Treasurer.
 - 2. **Three years** (3) for Assistant Recorder, Assistant Treasurer, and RCM I.
 - 3. **Two years** (2) for Subcommittee Facilitator, RCM II, and AdHoc Facilitator.
- G. Have a willingness to attend Area events.
- H. Have the time and resources necessary to be an active participant and to fulfill the duties of the office they hold.
- I. 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 Facilitator or Co-facilitator, or an Ad-Hoc Committee Facilitator or Co-facilitator.
- J. It is recommended that the ASC take into account the outside real life experiences of a nominee when electing administrative committee positions.

4.3 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.

4.4 The Trusted Servants shall assume office at the close of the meeting at which they are elected, and shall serve until the next election.

4.5 It is recommended that administrative Trusted Servants shall serve no more than two terms in the same office.

- 4.6 In the case of a vacancy in the office of the Facilitator, the Co-facilitator shall serve as Facilitator for the remainder of the term.
- 4.7 In the case of a vacancy in the office of Recorder, the Assistant Recorder shall serve in that capacity for the remainder of the term.
- 4.8 In the case of a vacancy in the office of Treasurer, the Assistant Treasurer shall serve in that capacity for the remainder of the term.
- 4.9 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.
- 4.10 In the event both the Facilitator and the Co-facilitator 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 Facilitator until the vacancy is filled by an election:
- a. Regional Committee Member I
 - b. Regional Committee Member II
 - c. Recorder, Treasurer
 - d. Assistant Recorder
 - e. Assistant Treasurer.
- 4.11 A vacancy in any other office shall be filled on a permanent basis according to CTANA Election procedures.

SECTION FIVE - ADMINISTRATIVE COMMITTEE & DUTIES

- 5.1 The Administrative Committee of the CTANA shall be the Facilitator, Co-Facilitator, Policy Facilitator, Recorder, Treasurer, Literature Bank Facilitator, Regional Committee Members I and II, Assistant Recorder, Assistant Treasurer, and Literature Bank Co-Facilitator.
- 5.2. 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.
- 5.3 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 Facilitator or by any three (3) members of the Administrative Committee.
- 5.4 The meeting may be held via conference call, virtual, or in person and notice of the meeting shall be sent to the entire ASC with at least seventy-two (72) hours prior notice via email, or telephone call. Minutes of this meeting shall be distributed at the next regularly scheduled ASC meeting.
- 5.5. Each Administrative Committee Member shall perform such additional duties as are prescribed by the Policy and Procedures.

5.6 If an Administrative Committee Member fails to attend two consecutive meetings of the ASC and does not provide the Facilitator of the CTANA with an adequate reason in advance for such absences, the Committee Member shall forfeit their office.

5.7. **Facilitator**: Required clean time is four years. The Facilitator's is responsible for:

- A. Finding a place for the ASC to meet.
- B. Conducting each ASC meeting, preparing the agenda, and various other administrative duties.
- C. The role of the facilitator is to help a group or service body reach consensus on an issue. To do this, certain actions are required:
- D. Ensure everyone has a clear understanding of the process being used and the issue being discussed.
- E. Help everyone to participate, including the quieter members in the room.
- F. Listen for common ground and points of agreement and share these with the body.
- G. Repeat ideas that are shared to be sure everyone has a common understanding of them.
- H. Suggest ways to combine ideas to build consensus.
- I. Manage the time available and ensure enough is allocated for the proposal.
- J. Keep the conversation focused and move it forward towards a decision when needed.
- K. Ensure everyone has a clear understanding of any decisions that are made and any further actions that are required, and that these are recorded.
- L. The facilitator is one of the authorized signers of the ASC's bank account.

5.8 **Co-facilitator** - Required clean time is four years. Co-facilitator responsibilities are:

- A. 1. Act as Assistant to the Facilitator, and shall perform such duties as directed by the ASC.
- B. In the event the CTANA Facilitator is temporarily absent or unable to perform their duties, the Co-facilitator shall preside and perform the duties of the CTANA Facilitator.
- C. Shall supervise the work of Subcommittee Facilitators to ensure active participation from all groups in their respective subcommittees.
- D. May conduct and coordinate subcommittee meetings in the absence of an elected subcommittee Facilitator or Co-facilitator for that subcommittee.
- E. Is one of the authorized signers on the ASC's bank account.
- F. Keeps in regular touch with the Facilitator of each subcommittee to stay informed on their projects, and any problems that arise.
- G. Attends subcommittee meetings whenever possible.
- H. If disputes arise within a subcommittee or between subcommittees, helps to find a solution.
- I. Works closely with subcommittee Facilitators when they prepare their annual reports / budgets.
- J. Will take possession of 1 of the 4 CTANA mailbox keys, upon assuming duties of this position. The key will be turned in to the Facilitator if the position is not filled the following year or if he/she is unable to fulfill the commitment.

5.9 **Policy**

- A. The Policy Facilitator must attend all monthly ASC meetings.
- B. The Policy Facilitator serves the CTANA and the CTANA Administrative Committee.

- C. With guidance from the 12 Traditions, they are responsible for defining, clarifying, and revising CTANA Policy as necessary through the CTANA ASC.
- D. Updates must be given to Webmaster at least one week before the next area meeting for publication on the CTANA website.
- E. The Policy Facilitator is responsible for reviewing proposed changes to the policy to minimize inconsistencies between the Policy, the 12 Traditions of Narcotics Anonymous and the 12 Concepts of NA Service.

Conducts the New GSR Orientation at least 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. GSR orientation procedures are posted on CTANA website.

5.10 Recorder: Required clean time is four years.

- A. The CTANA Recorder shall be the recording and correspondence officer of the CTANA.
- B. They shall attend all meetings of the ASC and shall act as Recorder thereof.
- C. Shall serve as the **main point of contact** for general inquiries and non-specific communications.
- D. Handles all the committee's non-financial paperwork.
- E. Take clear and accurate minutes of the ASC meetings, including proposals and distribute those minutes to all committee members within 2 weeks following the ASC.
- F. Is one of the authorized signers on the ASC's bank account and is authorized to be issued a debit card.
- G. Keep an updated list of contact information and for all communication.
- H. Maintains CTANA email forwarding directory.
- I. The Recorder shall perform such additional duties as are assigned to them by the Facilitator of the ASC.
- J. Will take possession of 1 of the 4 CTANA mailbox keys, upon assuming duties of this position. The key will be turned in to the Facilitator if the position is not filled the following year or if he/she is unable to fulfill the commitment.

5.11 Assistant Recorder: Required clean time is three years.

- A. In the absence of the CTANA Recorder, the CTANA Assistant Recorder shall perform the duties of the Recorder listed above with the exception of any financial duties.
- B. The CTANA Assistant Recorder shall also perform such additional duties as are assigned to him or her by the ASC.

5.12 Treasurer: Required clean time is four years.

- A. It is recommended that people elected to this position are financially secure, good at managing their personal finances, and inspire the trust of the committee.
- B. Shall receive and account for the funds of the CTANA under the supervision and direction of the ASC.
- C. Shall make a written monthly financial report to the ASC.
- D. Shall attend all meetings of the ASC and, if possible, attend any CTANA sanctioned activity in which funds are being collected on behalf of the CTANA.

- E. Shall disperse CTANA funds, as directed by the CTANA Facilitator, and the ASC, in accordance with the budget approved by the ASC.
- F. Is one of the authorized signers on the ASC's bank account and is authorized to be issued a debit card.
- G. Receives contributions from the groups, administers the CTANA checking account, and pays the rent for the committee's meeting space/virtual accounts.
- H. 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.
- I. 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 Facilitator and RCM, and if available the outgoing Treasurer, Facilitator, or RCM. This audit shall include a review of controls over cash and the appropriateness of receipts and disbursements.
- J. Will take possession of 1 of the 4 CTANA mailbox keys, upon assuming duties of this position. The key will be turned in to the Facilitator if the position is not filled the following year or if he/she is unable to fulfill the commitment.

5.13 **Assistant Treasurer:** Required clean time is three years.

- A. The Assistant Treasurer is **not** an authorized signer on the ASC bank account.
- B. Shall attend all ASC and CTANA activities where funds are collected.
- C. In the absence of the CTANA Treasurer, the CTANA Assistant Treasurer shall perform the duties of the Treasurer.
- D. The CTANA Assistant Treasurer shall perform such additional duties as are assigned to him or her by the Facilitator or the ASC.
- E. Shall make a written monthly financial report to the ASC in the absence of the Treasurer.

5.14 **Literature Bank Facilitator**

- A. Maintain and distribute an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the CTANA ASC meeting.
- B. Maintains an adequate supply of NA literature to meet the needs of the CTANA.
- C. Attends and provides written reports of all monthly activities and inventories at each ASC meeting.
- D. Channels all funds to the Treasurer of the CTANA.
- E. Remove the minimum amount in literature inventory to a maximum monthly spending amount of \$2,000 (outside subcommittee orders).
- F. An accurate continuous inventory shall be kept at all times.
- G. Monthly literature orders through NAWS will be based on historical purchases from the previous year and Facilitator's discretion.
- H. Payment for literature is due at the time the literature is ordered.
- I. Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the end of the ASC meeting.
- J. All literature purchased by the CTANA should be ordered from the WSO. All shipping fees from literature purchases made by the Literature Bank Facilitator should be paid by the Administrative Body of the CTANA. The applicable taxes and cost of literature should be paid by the Literature Bank Facilitator.

- K. All literature orders must be submitted using the current CTANA literature order form.
- L. All changes to these guidelines must be approved by the CTANA ASC during a regularly scheduled meeting.

5.15 Literature Bank Co-Facilitator

- 5.15.1 In the absence of the Literature Bank Facilitator, the Literature Bank Co-Facilitator shall perform the duties of the Literature Bank Facilitator
- 5.15.2 Shall perform such additional duties as are assigned to him or her by the Literature Bank Facilitator or the ASC.
- 5.15.3 Shall make a written monthly financial report to the ASC in the absence of the Literature Bank Facilitator.

5.16 Regional Committee Members: (RCM1 and RCM2) – Both RCMs are CTANA Representatives at the Tejas Bluebonnet Region of Narcotics Anonymous (TBRNA).

A. RCM Description:

- 1. The position of the RCM1 and RCM2 will require a continual contact, and communication between CTANA and TBRNA.
- 2. The position will require sharing the group conscience of the TBRNA and WSC with the CTANA.
- 3. RCM1 is the primary and RCM2 is the alternate.
- 4. An RCM will be elected each year to stagger the terms.
- 5. As RCM1 completes their 1 year, the RCM2 automatically rolls into that Position.
- 6. Both RCMs shall have equal participating and voting responsibilities at the Regional Service Committee meeting.

B. Requirements:

- 1. Minimum three years clean time for RCM 1.
- 2. Two years clean time for RCM 2.
- 3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
- 4. Willingness to give time and resources necessary for this position.
- 5. Willingness to serve a full 2-year term.
- 6. Must have access to a computer or smart phone.

C. Responsibilities

- 1. Attend all Tejas Bluebonnet Regional Service Conference (RSC) quarterly meetings and represents CTANA at those meetings.
- 2. Keeps CTANA (Area Service Committee) informed on all issues at the Regional and World Levels.
- 3. RCMs keeps their Area in touch with neighboring Area functions, sponsored by the Regional Committee, and reports relevant to Subcommittee affairs.

4. RCMs should carefully study the reports from their own Areas Groups, officers, and Subcommittee Chairs so they can pass their Areas experience on to others at the Regional meeting.
5. RCMs shall give a written report to all ASC and RSC meetings.

SECTION SIX - COMMITTEES (SUB & ADHOC)

6.1 The following shall be the standing committees of the CTANA: Activities; Common Welfare; Hospitals and Institutions; and Public Relations.

- A. Each meeting should be publicized thus encouraging all members to attend.
- B. Meetings shall not be held less than once a month.
- C. Must be an active member of Narcotics Anonymous.
- D. Have the personal time and abilities to perform the duties and a willingness and desire to serve within the committee.
- E. Each subcommittee shall take instructions from the ASC.
- F. Each subcommittee shall make a written monthly report to the ASC.
- G. Subcommittees shall include in their monthly report an inventory of all literature on hand, all literature ordered/purchased, and all literature sold/given away.
 1. These reports shall be detailed; broken down by both dollar amount and specific type of literature, as well as to whom the literature was sold/given away and ordered/purchased.
- H. The Subcommittee facilitator / co-facilitator shall be non-voting members of all.
- I. If a subcommittee facilitator fails to attend two consecutive meetings of the ASC and does not provide the Facilitator of the CTANA with an adequate reason in advance for such absences, that subcommittee facilitator shall forfeit their office.

6.2 All subcommittees will consist of the following as needed:

- A. Facilitator - Elected by CTANA ASC.
 1. Responsible for: arranging times and agenda for and presiding over all subcommittee meetings.
 2. Is the point of accountability and present at all events of that subcommittee.
- B. Co-facilitator - Elected by the subcommittee.
- C. Recorder - Elected by the subcommittee.
- D. Task Coordinators as needed - Appointed by the Subcommittee Facilitator.

6.3 The AdHoc Committees (i.e., fact-finding committees)

- A. Shall be established by a consensus of the ASC. The AdHoc committee shall be disbanded as soon as their final report is submitted to the ASC.
 1. Shall make a written monthly report to the ASC.

6.4 Activities Subcommittee

- A. The committee's goals are to promote fellowship and recovery within the Area while upholding the traditions.
- B. Activities Subcommittee Guidelines:
- C. Is directly responsible to the CTANA.

- D. Will provide a calendar to CTANA that provides each of these **six (6) annual** activities at least **three (3) months in advance** to include:
1. **CTANA Annual Campout** – held in the spring. Campsite reservations must be made at least 5 months in advance.
 2. **Recovery Awareness** - held in September during Recovery Awareness Month and in coordination with Public Relations to support the recovery message.
 3. **CTANA Anniversary** – held in June to celebrate the founding and history of the CTANA.
 4. **Learning Day** - can be combined with any other CTANA event to promote awareness and education of the 12 Traditions, 12 Concepts and the ASC Subcommittees.
 5. **Unity Day** – held in September to promote NA unity. This event can be held in conjunction with NAWS Unity Day.
 6. **Holiday Function** – will be held with the H&I Subcommittee in December. Funds raised at the Function will go towards the purchase of Basic Text for H&I. These funds will be added into and in addition to the H&I approved annual budget. Any funds collected in the 7th tradition at this function will revert to the CTANA general account.
- E. Will 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.
- F. Shall make a written monthly report to the ASC.
- G. All functions planned by the committee are to be brought back to the ASC for approval.
- H. The committee is accountable to the ASC for a written report on each event including all financial transactions (including receipts).
- I. If a combined subcommittee event, a representative from that subcommittee **MUST** attend the Activities subcommittee meetings as needed.

6.5 Common Welfare Subcommittee – The committee's purpose is to cultivate an area wide awareness and open communication to the issues at hand.

- A. We as a community are each other's eyes and ears.
- B. It is important to take inventory personally and as a fellowship to overcome the behaviors that hinder our primary purpose.
- C. Every addict has a right to a safe community for recovery.
- D. Is a subcommittee of the CTANA and is directly responsible to the CTANA ASC through its subcommittee leader, the Common Welfare Facilitator, who is elected annually at the CTANA ASC.
- E. Shall provide a written monthly report to the ASC.
- F. Will be organized to provide resources, solutions, and education at the area, group, and individual level, regarding issues that could hinder the primary purpose and common welfare of our area.
- G. Support home groups with issues that interfere with our primary purpose and assist in communication, mediation, and addressing issues that could divide us.
- H. Will be organized to help individuals and groups identify predatory behavior, exclusion, discrimination, and intimidation.

- I. Will be organized in order to help overcome the isolation that hinders the growth and survival of both our groups and individual members.
- J. Acts as a resource and coordinating body for the CTANA Public Relations efforts.
- K. 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.
- L. Educates and informs the local fellowship of ongoing Public Relations activities, including presentations, learning days, forums, and conferences.

6.6 Hospitals and Institutions Subcommittee

- A. 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.
- B. It serves the needs of the Area by participating in activities that promote growth, strength and unity of all H&I efforts as needed within the Area and the fellowship.
- C. The H&I Subcommittee initiates, coordinates and conducts all H&I meetings in the area.
- D. The H&I Facilitator is to provide an accounting of their literature distribution and it is to be attached to their report on a monthly basis.
 - 1. The information will include:
 - a. Inventory on hand
 - b. Itemization of literature
 - c. Amount of literature items distributed and to which facilities.
 - d. Itemization (including amount spent) of literature purchased that month.
- E. One member, or the Facilitator/Co-facilitator of the H&I Subcommittee is required to attend every meeting of the Regional Service Committee.
- F. The Subcommittee maintains an updated listing of all appropriate facilities within the Area.
- G. The subcommittee participates, and/or coordinates outreach projects with the Public Relations subcommittee, that carry the message into facilities.
- H. The subcommittee is to follow the Guidelines contained in the WSC H&I Handbook and CTANA H&I Policy.
- I. The subcommittee is responsible for coordinating responses to letters directed to CTANA from people in hospitals and institutions.
- J. The subcommittee will participate in an H&I Learning Day at least once per calendar year.
- K. Will take possession of 1 of the 4 CTANA mailbox keys, upon assuming duties of this position. The key will be turned in to the Facilitator if the position is not filled the following year or if he/she is unable to fulfill the commitment.

6.7 Public Relations Subcommittee

- A. **Purpose, Name and Accountability**

1. 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.
2. Is a subcommittee of the CTANA and is directly responsible to the CTANA ASC through its subcommittee leader the Public Relations Facilitator who is elected at the CTANA ASC.
3. Shall make a written monthly report to the ASC.
4. Is organized in order to help overcome isolation that hinders the growth and survival of both our groups and individual members.
5. 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.
6. Acts as a resource and coordinating body for the CTANA Public Information efforts.
7. Educates and informs the local fellowship of ongoing Public Information activities, including presentations, learning days, forums, and conferences.
8. 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.

SECTION SEVEN - MONTHLY REPORTS OF ASC COMMITTEE AND SUBCOMMITTEES

- 7.1 All Administrative Committee Members, Ad-Hoc Committee, and Subcommittee Facilitators are to submit a monthly report in writing or by email to: asc@ctana.org at or before the ASC meeting. If submitted in writing, sufficient copies for all ASC trusted servants must be provided.
- 7.2 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.
- 7.3 The Literature Bank, Hospitals and Institutions, and Public Information Subcommittees shall include in their monthly report a detailed dollar amount, and type of literature inventory of all literature on-hand, all literature ordered/purchased, and all literature sold/given away.

SECTION EIGHT - MEMBER GROUPS

- 8.1 **Recognized Groups of the CTANA ASC will include:**
 - A. Those groups registered with or in the process of registering with the World Service Office, Inc., of Narcotics Anonymous
 - B. That has complied with any other requirements placed on them by CTANA policy which include a trusted servant of that group will be in attendance at each ASC meeting.
 - C. Any NA group within CTANA's geographical boundary that petitions CTANA for recognition.
 - D. Once recognized, the group shall be granted representation privileges on the ASC.
 - E. Representation privileges include meeting time and place listed on the CTANA Website and on the next printing on the CTANA Meeting list.

- F. Their name added to the roll call.
- G. 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 key tag, and one (1) WSC group starter kit.
- H. Recognized groups shall have sole authority within their group provided their actions **do not violate or conflict with the 12 Traditions of Narcotics Anonymous**, which includes but not restricted to:
 - 1) being fully self-supporting
 - 2) no affiliation with the meeting place
 - 3) carries a clear NA message of recovery.
- I. 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 a member of either the Administrative Committee, or Outreach Committee, will contact the group and report back to the next month's ASC as to the group's situation and intention.

8.2 A meeting shall not be removed from the meeting schedule or website until:

- A. A representative of that group reports to the ASC in person or in writing that the meeting no longer exists.
- B. A member of the Outreach Committee or Administrative body has personally confirmed the meeting no longer exists or no longer qualifies as a member of the ASC.

SECTION NINE - MONTHLY GROUP REPORTS

9.1 The group may at their own discretion give an oral, or just a written report to the ASC.

- A. The written report can be sent via email at asc@ctana.org.

SECTION TEN - ANNUAL REPORT OF ASC COMMITTEE AND SUBCOMMITTEES

10.1 All Administrative Committee Members as well as Subcommittee and Ad-Hoc Committee Chairs are to submit an end of year report via email at asc@ctana.org to the ASC.

- A. Annual reports shall contain no new business but may include recommendations for improving the work of the committee for the next year.

10.2 The **Facilitator** report is to include any updates to the Central Texas Area (if any), total active groups, problems and solutions the area experienced.

10.3 The **Co-Facilitator** report will provide a summary of interaction with the area subcommittees, noting any specific accomplishments, challenges, and projected plans for the coming year.

10.4 The **Recorder** report shall include an up to date meeting list as well as contact information for all members of the CTANA ASC.

10.5 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.

10.6 Each Subcommittee and Ad Hoc facilitator will report on the past year's activity, accomplishments, specific problems, situations, solutions, financial records (if applicable), and plans for the coming year.

SECTION ELEVEN - ELECTIONS

11.1 In **October**, the Facilitator shall announce that elections for CTANA Administrative Committee Offices and Subcommittee Facilitator's shall be held in December.

- a) The Facilitator 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 Facilitators shall be made during the **November** ASC.

- a) **All nominees will need to be present at the November ASC** to qualify themselves.

11.3 In December all nominees must be present at ASC for selection of trusted servants. Elections for all Administrative Committee positions and all Subcommittee Facilitator positions shall be held in December.

11.4 Trusted Servants shall be elected in the following order:

1. Facilitator
2. Co-facilitator
3. Recorder
4. Assistant Recorder
5. Treasurer
6. Assistant Treasurer
7. Regional Committee Member I
8. Regional Committee Member II
9. Activities Facilitator
10. Common Welfare Facilitator
11. H&I Facilitator
12. Literature Bank Facilitator
13. Policy Facilitator
14. Public Relations Facilitator

11.5 Voting:

- A. A majority of all votes cast (50.0%+1) shall be necessary for the election of each officer.
- B. 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.
- C. Nominations shall not be reopened during votes except by consensus.

11.6 All elections shall be conducted by a show of hands. Unless a secret ballot (in writing) is requested by a minimum of two (2) GSRs.

SECTION TWELVE - TENURE OF TRUSTED SERVANTS

12.1 Voluntary Resignations

- A. 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.

12.2 Involuntary resignation

- A. Any Administrative Officer, Subcommittee or Ad-Hoc Committee Facilitator that misses two (2) consecutive ASC meetings without notification shall be automatically removed from office and notified by the Secretary via written notice;

12.3 Removal from Office

- A. Any Administrative Officer, Subcommittee or Ad-Hoc Committee Facilitator that misses three (3) consecutive ASC meetings for any reason, on a proposal of a GSR may be removed from office by a consensus from the ASC.
- B. Any subcommittee Facilitator whom for any reason misses 2 consecutive meetings of the committee they facilitate may be removed from office for non-performance of duties by a consensus from the ASC

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12.4 Impeachment from office

- A. A proposal to impeach for just cause must be made by a **GSR** and must be seconded by two (2) GSR's.
- B. Any Administrative Officer, Subcommittee or Ad-Hoc Committee Chair may be impeached for just cause by a consensus from the ASC.

1. Just cause includes, but is not limited to:

- a. Misappropriation of NA funds (which is defined as using ASC funds for any reason other than for the intended purpose of said ASC funds)
- b. May be held legally accountable:
*(Accountability is generally the state of being liable, answerable, or accountable.
When applied to a legal context, accountability means that some legal rule(s) exists under which a theory or claim can be made to find one liable in a civil law suit or culpable in a criminal matter.)*
- c. Failure to perform duties and responsibilities as defined in the policy;
- d. Relapse during term of office;
- e. Commission and conviction of a felony during term of office

SECTION THIRTEEN - BUDGET

- 13.1 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;
- 13.2 The Prudent Reserve for the CTANA is **\$1750.00**.
- 13.3 All budget requests will be broken down into three categories: general expenses, travel, and projects;
- 13.4 Each budget request shall specify the purpose and the amount of each appropriation, and be as detailed as possible;
- 13.5 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;
- 13.6 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**;
- 13.7 The proposed budget will be voted on during the November ASC meeting, and must be approved by a majority of the ASC;
- 13.8 The final budget as passed will be included in the November CTANA Minutes.
- 13.9 **General expense budgets** (which show fixed costs and additional costs)
- A. 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.
 - B. Fixed costs are Administrative costs as well as Regional and World donations.
 - C. Additional costs are all projects being considered or being worked on by the ASC or subcommittees.
 - D. The ASC must approve the spending of more than 25% of an annual general expense budget in one month before reimbursement may be made;
- 13.10 **Travel budgets**
- A. 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.
 - B. **Typical expenses** allowed under the policy are for meals, transportation, parking fees, tolls, and tips. The daily maximum for meals is \$55.00.

- C. Reimbursement for lodging is typically for double occupancy.
- D. Single accommodations may be arranged to accommodate individual needs or concerns, if presented and approved by the ASC.
- E. This may not be determined by the individual traveler.
- F. The CTANA ASC does not reimburse for companion accompaniment.
- G. CTANA trusted servants who travel at the expense of the CTANA do so voluntarily.
- H. 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.
- I. 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;

13.13 Project budgets are allocated based on estimated costs;

13.14 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.

13.15 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.

SECTION FOURTEEN - FINANCES AND ACCOUNTING

14.1 NA members around the world contribute money to help our fellowship fulfill its primary purpose. This is done for the following reasons:

- A. It is incumbent upon every element of our service structure to use those funds to carry the NA message as far as possible.
- B. To do that our service bodies must manage those funds responsibly, accounting fully and accurately for its use to those who provided it.
- C. Narcotics Anonymous funds should always be used to further our primary purpose.
- D. 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.
- E. 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
- F. All of this is done in support of NA's spiritual aim: To carry the message to the addict who still suffers.
- G. 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.
- H. Our groups, service boards, and committees must make prudent use of the money we give them, refusing to spend money frivolously or self-indulgently.
- I. 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.

- J. Any changes of trusted servants who are authorized signers on the CTANA checking account will require immediate bank notification and updating of bank account documents. Including but not limited to signature cards and authorized debit card users.

14.2 All disbursements shall be made by check or other commonly accepted disbursement practice that provides for accountability. Recurring general expenses approved by CTANA may be paid by ACH auto-draft or debit card by CTANA authorized users.

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

14.4 All checks written by the CTANA require **2 signatures**

14.5 Authorized signers on the CTANA bank account are: CTANA Facilitator; Co-Facilitator; Recorder; and Treasurer.

14.6 The Treasurer will reconcile on a monthly basis any financial accounts that process and/or hold CTANA funds including but not limited to the main checking account, PayPal and Square.

14.7 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.

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14.8 The Treasurer is responsible for accurately filing on a timely basis all State of Texas statutory tax returns and forms. This includes:

A. Franchise Tax Report is due annually on May 15.

B. Sales & Use Tax Returns quarterly 20th day following the end of each calendar year quarter.

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

14.10 The treasurer will issue receipts for any funds received.

14.11 All funds received in the form of a cashier's check, a group check or money order will be endorsed "For Deposit Only," "CENTRAL TEXAS AREA SERVICE, NA" and the checking account number.

14.12 ASC funds spent **without prior approval** from the body is considered misappropriation. Reimbursement of officers' expenses and ASC bills are considered previously approved.

14.13 All new expenditures requests must be approved by the ASC.

- 14.14 An audit of the ASC's financial records should take place at least once a year, when there is a change in the Treasurer, or upon reasonable request from the ASC.
- 14.15 All CTANA funds received will be deposited within three (3) business days of the close of Area, any NA event where funds/donations are received or any instance where any CTANA funds are received.
- A. This can be done by the Treasurer or the trusted servant responsible for the event. That trusted servant will get a deposit slip from the Treasurer prior to the event.
 - B. Once the funds are totaled, another Trusted Servant will recount the funds and initial the receipt prior to deposit.
- 14.16 All sources of incoming funds must be documented and included in the ASC's treasurer's report.
- 14.17 No checks will be written out to "Cash". All checks will designate to whom the check was issued.
- 14.18 No donations will be accepted that are earmarked for a particular subcommittee.
- 14.19 Any group that issues a check to the CTANA that is returned shall not procure CTANA products / literature until amends are made. Responsible party will pay for any service charges accrued due to returned check.
- 14.20 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;
- 14.21 No expenses will be reimbursed without special approval from the ASC for the following items: Travel outside the Tejas Bluebonnet Region; Additional expenses of those not elected as trusted servants of the ASC; and Registration fees and donations.
- 14.22 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.
- 14.23 Within thirty (30) days of the end of the prior quarter, the Treasurer shall disburse 15% of the CTANA monthly group contributions to the Tejas Bluebonnet Regional Service Conference.
- 14.24 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.
- 14.25 At the end of the year, all unspent earmarked funds will revert to the CTANA general account.

- 14.26 All purchases of merchandise (other than literature purchased from NAWS) must be supported by a minimum of three bids.

SECTION FIFTEEN: CHANGES TO CTANA POLICY

- 15.1 Proposed changes to the policy must be proposed to the ASC **in writing**.
- 15.2 The ASC must consider, but is not required to accept, the recommendation of the Policy Facilitator in its deliberations.
- 15.3 After deliberation, the ASC may come to a consensus on the proposed policy change. A consensus of the ASC is required for a change in policy.
- 15.4 At the discretion of the ASC Facilitator, a proposal may be tabled to be taken back to the groups before consensus is reached.

SECTION SIXTEEN: ESTABLISHING A NEW SUBCOMMITTEE

- 16.1 To form a new subcommittee, there are several steps to be taken:
- A. The proposal is brought forth in new business.
 - B. A need for the subcommittee must be established in the proposal, either from discussion on the floor or from an ad-hoc committee.
 - C. Consensus is reached on whether or not a new subcommittee is needed as per ad-hoc committee.

SECTION SEVENTEEN: STATEMENT ON PREDATORY, INAPPROPRIATE, DISRUPTIVE, AND VIOLENT BEHAVIORS

- 17.1 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.' - It Works How and Why, Tradition Five p. 161
- 17.2 If there is chaos, aggression, predatory behavior et cetera at an Area function, an ASC meeting, or a home group meeting, it is likely to prevent us from carrying a message of recovery.
- 17.3 Individual recovery depends on regular safe meetings and other recovering addicts to provide support.
- 17.4 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, home group meeting, or fellowship related activities.

- 17.5 It is the responsibility of the ASC and its home groups to provide the best forum for recovery from addiction.
- 17.6 Getting our egos out of the way and practicing the principle of selfless service maintains the atmosphere of recovery vital to our Area.
- 17.7 Recovery can be a delicate thing; it grows best in a stable and supportive environment.
- 17.8 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.
- 17.9 Tradition Five stresses the collective responsibility of the members to maintain an atmosphere of recovery.
- 17.10 The 'we' comprises all the individuals present at an Area function, an ASC meeting, or home group meeting, or fellowship related activities; everyone is responsible.
- 17.11 Behavior which causes some people to feel unwelcome, scared, discriminated against, excluded, shamed or harassed will prevent the Area and its home groups from conducting its business.
- 17.12 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.
- 17.13 The decision as to whether behavior is inappropriate or not should be made by a group conscience and no other way.
- 17.14 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, home group meeting, or fellowship related activities.
- 17.15 In all situations, the group conscience must prevail. In terms of action it is important to tackle inappropriate behavior with love and inclusion.
- 17.16 Many members believe that an abusive, exploitative, violent, or predatory individual within an Area is a 'still suffering addict'; their behavior unequivocally demonstrates this, and therefore, they qualify for acceptance in NA.
- 17.17 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.
- 17.18 We do not seek to expel disruptive 'still suffering addicts' from an Area function, an ASC meeting, home group meeting, or fellowship related activities, but to demonstrate recovery, offer love and acceptance, and create and maintain firm boundaries to protect the environment and vulnerable members.

- 17.19 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.
- 17.20 We are not qualified to make judgments about whether or not someone wants or deserves recovery.
- 17.21 Our responsibility is to carry the message and to effect group conscience decisions about what is acceptable behavior for an Area function, an ASC meeting, or a home group meeting, or fellowship related activities.
- 17.22 Sexually Predatory Behavior manifests in many forms, from preying on newcomers, coercion for sexual acts, stalking, grooming, and assault.
- 17.23 It is also difficult to discern since actual sexual activity and the planning of that inevitably takes place outside NA meetings.
- 17.24 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, home group meeting, or fellowship related activities.
- 17.25 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 address the behavior of the offender.
Often, predators will be unable to see themselves as such, the power of denial being as it is, and they may need guidance from those who have a fuller understanding of the nature of addiction.
- 17.26 Vulnerable newcomers are prey to abusive members and cannot be expected to have the knowledge or strength to protect themselves.
- 17.27 The Area needs to protect its members from anyone who might interfere with their chance of recovery at an Area function, an ASC meeting, home group meeting, or fellowship related activities.
- 17.28 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.
- 17.29 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.
- 17.30 Our Area Service Committee has created a Common Welfare Service Subcommittee to assist with things of this nature. If you need assistance please reach out to them at ctana.cw@gmail.com.