

GUIDELINES OF THE NORTHERN NEW MEXICO AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

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ARTICLE I: NAME

The name of this assembly shall be the Northern New Mexico Area Service Committee, hereinafter referred to as "Area."

ARTICLE II: PURPOSE

The purpose of Area shall be to serve and unite the Groups within the Area, to carry the Narcotics Anonymous (NA) message of recovery, and to contribute to the growth of NA.

ARTICLE III: PARTICIPANTS

All members of NA are welcome and encouraged to attend and speak at Area meetings.

ARTICLE IV: GROUP SERVICE REPRESENTATIVES & ALTERNATE GROUP SERVICE REPRESENTATIVES

Section 1: Group Service Representatives (GSRs)

A. Requirements

1. One GSR is elected by each Group to represent that Group at Area meetings.
2. Each GSR may represent only one Group.
3. Suggested minimum of one year continuous clean time.
4. Desire to serve.
5. Experience at the Group level.

B. Duties and Privileges

1. Attend Area meetings.
2. Be a voting participant in all matters at Area.
3. Submit a written report of the Group's status at each regular Area meeting.
4. Any GSRs requesting Local Guide to Service is to receive one, donated by area, if their group does not have one

Section 2: Alternate GSRs

A. Requirements

1. One Alternate GSR is elected by each Group.
2. Suggested minimum of six months continuous clean time.
3. Desire to serve.
4. Experience at the Group level.

B. Duties and Privileges

1. Attend Area meetings.
2. Represent the Group at Area meetings when GSR is absent.
3. Become GSR, upon Group's approval, when current GSRs term is over.
4. If the GSR is unavailable, the group may send an Alternate GSR or another trusted member to carry the group's conscience to Area

ARTICLE V: OFFICERS

Section 1:

Officers are Chair, Vice Chair, Secretary, Treasurer, Vice Treasurer, Regional Committee Member (RCM) 1 and 2. This group is known as the Executive Committee.

Section 2:

Any Area Officer is eligible to be designated custodian of the Post Office box and co-signer (with the Treasurer) of any Area bank accounts.

Section 3:

The term for all Area officers is one year.

Section 4:

No officer may hold more than one Area position at one time.

Section 5:

No officer may serve more than two consecutive terms in the same position.

Section 6:

An officer may be removed from office by a motion passed by a two-thirds majority; a three-month service moratorium at the Area service level shall be required for any member thus removed from office.

Section 7:

Loss of abstinence shall constitute resignation.

Section 8:

All Officers shall be guided by **Article IX – Spiritual Guidance**

Section 9: Chair

A. Requirements

1. Suggested minimum two years continuous clean time.
2. Desire to serve.
3. Area service experience.

B. Duties and Privileges

1. Attend Area meetings.
2. Set agenda for and preside at Area meetings.
3. Contact new Groups within the Area.
5. Maintain electronic archives of current and prior year's minutes to the web-site, and to the online Drive.
6. Take a roll call and record attendance in the spreadsheet in online Drive. Contact absent officers, subcommittee chairs and GSRs; in the case of GSRs, the Group shall also be contacted.
7. Correspond within the Area on matters affecting NA or the Area. This includes, but is not limited to, instances of suspected Traditions violations.
7. Submit a written report of activities at each regular Area meeting.
8. Collect and update Area meeting information and facilitate its transference to the Web Subcommittee.

Section 10: Vice Chair

A. Requirements

1. Suggested minimum of one year continuous clean time.
2. Desire to serve.
3. Area service experience.

B. Duties and Privileges

1. Attend Area meetings.
2. Perform all the duties of Chair in the Chair's absence.
3. Become Chair, upon simple majority (i.e., 50% + 1) approval, when the current Chair's term is over.
4. Participate as much as possible at Area subcommittee meetings, and act as subcommittee Chair in case of vacancy.
5. Maintain documents listed under Article IX: Spiritual Guidance.
6. Submit a written report of activities at each regular Area meeting.
7. Coordinate efforts to communicate and promote unity with new Groups.
8. Act as parliamentarian, and be familiar with Robert's Rules of Order
9. Responsible for paying rent in the spirit of the 7th Tradition. The form of payment will depend upon the facility being used by Area for its meetings. An expenditure of not less than \$25 shall be paid in either cash or the equivalent in Area meeting schedules. Regularly scheduled groups meeting at these are responsible for supplying Information Pamphlets (IPs) and any other NA-approved literature.

Section 11: Secretary

A. Requirements

1. Suggested minimum of one year continuous clean time.
2. Desire to serve.
3. Area service experience.

B. Duties and Privileges

1. Attend Area meetings.
2. Keep accurate minutes of each Area meeting.
3. Maintain an updated email and mailing list of Area participants.
4. Prepare and distribute minutes to GSRs, officers, subcommittee chairs, and other interested parties, no more than two weeks after each meeting.
5. Keep copies of current and previous year's minutes on hand at each meeting, and submit these plus updated Guidelines and Amendments to the incoming secretary.
6. Maintains and updates Guidelines as approved by Area
7. If needed, has a monthly budget of \$25 without a formal Area vote.
8. Motions passed at previous Area meetings shall be included in the Meeting Minutes for that meeting under a Section entitled "Subjects of Old Business Issues in Minutes" under Old Business heading.
9. Individual names who make or second motions are not to be included in the minutes, if requested by the individual making or seconding the motion.

Section 11: Treasurer, Vice Treasurer (and Authorized Signers for the treasury account.)

A. Requirements for treasurer:

1. Suggested minimum two years continuous clean time.
2. Desire to serve.
3. Area service experience.
4. A basic understanding of bookkeeping principles.

B. Duties and Privileges for treasurer

1. Attend Area meetings.
2. Act as custodian and signer of Area bank account(s).
3. Keep an accurate financial ledger.
4. Promptly deposit all funds.
5. Pay Area's rent and expenses.
6. Submit written monthly and annual financial statements.
7. Provide the RCM 1 & 2 with a copy of the previous year's financial statement for the presentation Service Committee.
8. Manages the Area Checkbook and mails checks as directed by the ASC.

Section 12: Vice-Treasurer

A. Requirements for vice-treasurer:

Requirements for vice treasurer are the same as the treasurer since they both have access to the bank account.

B. Duties and Privileges

1. The Vice-Treasurer is responsible for any and all duties of the Treasurer when the Treasurer is absent or unable to fulfill their duties.
2. The Vice-Treasurer assists the Treasurer in the execution of their duties and provides two-person oversight on all financial actions.

Section 13: Regional Committee Member #1 (RCM 1)

A. Requirements

1. Suggested minimum of three years continuous clean time.
2. Desire to serve.
3. Completion of previous service commitment at Area level.
4. Willingness and resources to attend Regional meetings.
5. The term for RCM 1 is one (1) year, and is renewed upon election.

B. Duties and Privileges

1. Attend Area meetings.
2. Represents Area at Regional meetings.
3. Corresponds outside the Area.
4. Participates on one or more Regional subcommittees, if possible.
5. Submits a written report of the Area's activities at each regular Regional meeting.
6. Submits a written report of the Region's activities at Area meetings following Regional meetings.
7. Assures the existence of an Area post office Box.
8. May collect a stipend for travel expenses to attend Regional meetings when the Area can afford it. (Upon request, an RCM 1 and/or RCM 2 shall receive \$25 for both the RCM 1 and 2 as reimbursement for expenses incurred in attending any Regional meeting held farther than 75 miles from Santa Fe.)
9. Any Area Motion to be taken to Region will be in writing and is to be read verbatim at Region.

Section 14: Regional Committee Member #2 (RCM 2)

See RCM 1 Requirements and Duties & Privileges above. See GSR Guidelines, Requirements and Duties above.

ARTICLE VI: SUBCOMMITTEES

Section 1:

Area may establish subcommittees and ad hoc committees.

Section 2:

Area's standing subcommittees shall include but not be limited to Public Relations, Phonenumber, Hospitals and Institutions, Literature, Activities, Outreach, and Website.

Section 3:

Subcommittees shall consist of the elected chair plus volunteer members. The term for all subcommittee chairs is one year.

Section 4:

No member may hold more than one Area position at one time except that a subcommittee chair may also be a GSR.

Section 5:

No subcommittee chair may serve more than two consecutive terms in the same position.

Section 6:

A subcommittee chair may be removed from office for non-fulfillment of duties by a motion passed by a two thirds majority; a six-month service moratorium shall be required for any member thus removed from office

Section 7:

All subcommittee guidelines need to be placed in the online drive and available to the Area.

Section 8:

Loss of abstinence shall constitute resignation. Section 9: Subcommittee Chairs

A. Requirements

1. Recommended minimum of one year continuous clean time.
2. Desire to serve.
3. Service experience.

B. Duties and Privileges

1. Attend Area meetings.
2. Perform subcommittee functions as set forth in appropriate NA literature.
3. Hold regular subcommittee meetings and represent the subcommittee at regular Area meetings.
4. Submit a written report at regular Area meetings detailing the subcommittee's activities and including status of current activities, proposal of future activities, a financial statement and any difficulties.

Section 10: Individual Subcommittee Policies

A. Literature Chair

The literature subcommittee is allowed to charge prices based on the WSO Price list plus shipping. An increase of stock is to be requested directly from Area Funds and not through markups.

B. H & I Chair

The Chair has a monthly allotment of up to \$200 to purchase NA literature without a formal vote required per H&I Chair request. H & I Orientation is mandatory before an NA member can participate in an H & I panel. (All current H & I panel leaders and members were encouraged to attend an upcoming H & I Orientation to keep the message clear.)

C. Activities

has a seed fund of \$400 "to always be available for use for the Activities subcommittee.

D. Phonline

is to have a budget created by Area, if needed. All Area Subcommittee Members must submit written, typed, or emailed reports to the secretary within 5 days of the last Area Meeting.

Section 11: H & I Subcommittee Guidelines

A. Purpose

We follow the Fifth Tradition to the best of our ability to carry the message of recovery to the addict who still suffers. The Hospitals and Institutions (H&I) subcommittee carries the message of recovery into facilities such as hospitals, jails, halfway houses, recovery homes, treatment facilities etc...

B. Function

The H & I subcommittee attempts to make NA available to any addict seeking recovery from addiction by mutual cooperation with these facilities by establishing contacts, making literature available and starting meetings in these places.

C. Aim

1. Provide a regular forum to pool experience (“I can’t, we can”).
2. Communicate information and distribute literature supplies to coordinators.
3. Set policies, plan and supervise all H&I work.
4. Educate Panel members on H&I Do’s and Don’ts
5. Maintain communication with treatment facilities and detention centers.

D. H&I Subcommittee meeting

The meeting will be held monthly at a time and location determined by the H&I meeting

K. Modification of internal H&I guidelines

Any change in these H&I guidelines requires a majority vote (51%) of the H&I subcommittee members present at the monthly H&I subcommittee meeting. All changes must be made public to the NNMA. The Area chair and Area secretary must be notified of any change in writing. Any change to the H&I guidelines should be included in the H&I chair report

Section 12: PR Subcommittee Guidelines

A. Name

The name of this assembly shall be the Northern New Mexico Area Public Relations Subcommittee, hereinafter referred to as “PR.”

B. Purpose

The purpose of PR shall be to serve the groups and Area service structure by informing the public that NA exists. It offers hope for recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous and the NAWS PR Handbook.

C. Functions/Responsibilities

The basic functions of a PR subcommittee are to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. These basic functions are:

1. To open and maintain lines of communication:
 - a. Between NA and the Public.
 - b. Between the ASC/RSC and the WB/WSO
2. To respond to all requests for information in a timely and effective manner.
3. To be sure that those requests are handled at the appropriate level of service.

D. Requirements And Duties Of Chair

1. Personal time and abilities to perform their duties.

2. Willingness and desire to serve in the position.
3. Clean time and service experience is suggested for these service positions:
 - a. Chairperson: Recommended minimum of 1 year
4. Understanding and practical experience of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.
5. Maintenance of clean time throughout the term of office or participation.

Section 13: Website Coordinator

A. Requirements

1. Recommended minimum of 1 year clean.
2. Technical capability or willingness to learn.

B. Duties

1. The Area website coordinator is responsible for keeping the website updated with any meeting or service bodies updates.
2. Add any Area events to the website calendar.
3. Print meeting schedules and distribute them as needed.
4. Coordinate with the Regional website coordinator as needed to maintain the website.

ARTICLE VII: MEETINGS

Section 1: Meetings

- A.** Area shall hold regular meetings.
- B.** Any two officers may cancel an Area meeting in the event of unusual circumstances such as inclement weather. Reasonable efforts shall be made to inform all participants.
- C.** Every year Area shall hold an Area inventory meeting. The Chair and Vice Chair are responsible for this. See "A Guide to Local Service," section on Area inventory.
- D.** Voting members of Area shall be all GSRs present or their Alternates, plus others as may be required to reach a quorum (see Section 5, below). A member may be present physically or electronically such as by phone or other telecommunication means.

Section 2: Quorum

A. In order to conduct business

all Area meetings must reach a quorum.

B. A quorum shall number 50% plus one (1)

of the total number of elected GSRs from active meeting participants (see E. and F. for definition) (i.e., if the Area contains 10 elected GSRs a quorum shall equal 6).

C. If a quorum of GSRs cannot be reached

those GSRs present shall vote in, first from among subcommittee chairs present, and second from among officers present, the number needed to complete a voting quorum.

D. The Chair may not be included in the quorum

They vote only in case of a tie.

E. Any meeting unrepresented

Any meeting unrepresented at Area for three consecutive months is dropped from the

quorum determination. However, this does not preclude the meeting from continuing to appear on the Area Meeting Schedule.

F. When can a GSR vote on a new or returning meeting

When a Group Representative has been present at 3 consecutive Area meetings. The GSR may begin voting at the beginning of their third Area meeting

G. If a meeting fails to follow the applicable Twelve Traditions of Narcotics Anonymous

Then it shall be removed for the meeting area meeting schedule. Anyone bringing a motion to the Area to remove a meeting must also state the applicable Twelve Tradition that is being violated, and provide supporting, verifiable information to demonstrate the existence of a violation of that Tradition.

Section 3: Motions

Motions may be made by any member of NA. Seconds may only be made by a voting member of Area.

Section 4: Area Meeting 7th Tradition

Area rent comes from the Area Treasury (when applicable).

ARTICLE VIII: ELECTIONS

Section 1: Elections

Elections may be held as the need arises. Outgoing officers and subcommittee chairs are expected to give one month's advance notice.

Section 2: Nominations

- A. Any NA member may nominate an individual for Area office or subcommittee chair.
- B. Nominations must be seconded by a voting member.
- C. Any willing NA member who is present at the Area meeting and meets the stated requirements is eligible for nomination to an Area office or subcommittee chair. A member may be present physically or electronically such as by phone or other telecommunication means.
- D. The nominee with the most votes is elected to the office.

ARTICLE IX: SPIRITUAL GUIDANCE

Section 1:

Area shall be guided in all its actions by the following documents:

- A. The Twelve Traditions Of Narcotics Anonymous.
- B. The current NNMASC Guidelines.
- C. Any special rules of order Area may adopt.
- D. Guide to Local Services
- E. All current Narcotics Anonymous handbooks.
- F. Past Area motions.
- G. Twelve Concepts of NA Service

Section 2:

Any Area member may request a special Area Inventory meeting to determine how best to serve the fellowship, to actively affirm “principles before personalities,” and to resolve any problems affecting NA. Such a meeting shall convene following approval by a majority vote of ALL MEMBERS (officers, subcommittee chairs, and GSRs or their alternates).

ARTICLE X: FUNDS

Section 1: Bank Account

All monies accumulated by Group donations or other NA sources shall be maintained in a bank account. This general fund, with separate bookkeeping of individual committee funds, is subject to disbursement by the Treasurer or Vice-Treasurer as directed.

Section 2: A separate account may be maintained by the Literature Subcommittee,

if this is more convenient. GSRs are to have cash or Money Orders when submitting literature orders. No personal checks.

Section 3: The treasury shall maintain a \$500 (five hundred) prudent reserve.

Section 4: All expenses incurred by Area shall be paid by check or cash with a signed receipt.

Section 5: No officers shall sign checks payable to themselves.

Section 6: Receipts shall be submitted and must coincide with all monies disbursed. In the event of a discrepancy, the officer, subcommittee chair or other member involved shall be accountable to Area for an explanation of the shortage.

Section 7: An annual budget shall be submitted by all Area officers and subcommittee chairs when applicable.

Section 8: All budgets and motions requiring new monetary expenditures

require a simple majority vote for approval. Anyone seeking reimbursement for an expense not previously approved by Area cannot be guaranteed reimbursement. A signed, itemized reimbursement form with original receipts is to be used to request reimbursement. This form is to be used to “authorize anticipated spending in writing.”

Section 9: If the Treasurer is not present

at an Area meeting the Vice-Treasurer or another officer shall be designated to take custody of all monies collected.

Section 10: Area may designate an auditing committee,

consisting of three members who are not signers on the bank accounts, to perform the auditing duties prescribed by *A Guide to Local Services*.

ARTICLE XI: AMENDMENT OF GUIDELINES

Section 1: Any participant may propose an amendment to these Guidelines

at any Area meeting. The proposal must be seconded and approved by a majority, then sent to the Groups for consideration.

Section 2: A two-thirds majority is required to amend.

Section 3: The amendment shall go into effect immediately

upon its adoption unless otherwise specified in the motion to adopt.

Section 4: Record the motion.

The will be recorded in the Minutes by the Secretary. Either the Secretary or the Chair may update the guidelines immediately (used for small changes) or record and collect all amendments until an ad hoc guidelines subcommittee can be established to update the guidelines.

ARTICLE XII: SPECIAL RULES OF ORDER

Section 1: A motion may be amended or withdrawn by the maker prior to voting; such an amended motion requires a new second.

Section 2: New business shall be added in writing either online or via paper to the agenda at the beginning of each meeting and submitted to the Chair.

Section 3: Upon recognition by the Chair each individual may speak for up to three minutes.

ARTICLE XIII: SUGGESTED MEETING FORMAT

1. A Formal statement requesting those participating to be mindful of keeping the meeting moving expeditiously. 2. Meeting called to order.
3. Open with a moment of silence, the Serenity Prayer, the Twelve Traditions of Narcotics Anonymous, the Service Prayer, the Twelve Concepts Of NA Service, and "What Is Our Message" from the NA *Basic Text*.
4. Attendance taken.
5. Additions or changes to agenda, if necessary.
6. Officer, subcommittee chair and GSR reports read and submitted to the Secretary for inclusion in minutes.
7. Old business: any unfinished business from a previous Area meeting is discussed and, if possible, concluded.
8. New business: introduction and discussion of matters not previously considered.
9. For the good of the fellowship: any issues which may have surfaced during the meeting or since the last meeting that may affect the good of the Groups, Area or NA as a whole, but are not appropriately handled under old or new business (details not to be included in minutes).
10. Next meeting is scheduled.
11. Announcements.
12. Meeting closes with a prayer.

History of changes

Approved	Feb 21, 2021
<p data-bbox="298 134 708 168">Summary of Approved Changes</p> <ul data-bbox="347 239 1276 1136" style="list-style-type: none"> <li data-bbox="347 239 1252 365">● Area now meets every month instead of every two months so the guidelines change was: "Area shall hold regular meetings." Therefore we won't have to change if we go back. <li data-bbox="347 373 1097 403">● Maintaining attendance was added to the duties of the chair. <li data-bbox="347 411 1219 470">● We had no guidelines for the webchair so the position and duties were added. <li data-bbox="347 478 1195 571">● We added: "If the GSR is unavailable, the group may send an Alternate GSR or another trusted member to carry the group's conscience to Area." <li data-bbox="347 579 1252 739">● We clarified when a Group could have voting rights restored after a long absence: "When a Group Representative has been present at 3 consecutive Area meetings. The GSR may begin voting at the beginning of their third Area meeting." <li data-bbox="347 747 1219 806">● The H&I Guidelines that referenced internal committee activities were moved to the H&I guidelines which are now posted on our website. <li data-bbox="347 814 1276 940">● We clarified updating the NNMA Guidelines document "The Secretary and the Chair may update the guidelines immediately (used for small changes) or record and collect all amendments until an ad hoc guidelines sub-committee can be established to update the guidelines." <li data-bbox="347 949 1260 1108">● Since we are online now, all references to paper were expanded to say on paper or online. For example: New business shall be added in writing either online or via paper to the agenda at the beginning of each meeting and submitted to the Chair <li data-bbox="347 1117 1000 1146">● Several small format only changes were made. 	Sept 21, 2024