

# Peace River Area of Narcotic Anonymous Guidelines



We establish guidelines to clarify our responsibilities and articulate clearly the guidelines that each of us (that are privileged to serve) will observe and respect. Just as our traditions remind us, we are equally members of Narcotics Anonymous. We put our guidelines clearly in writing here so that each participant of the Peace River Area Service Committee will adhere to these guidelines. These guidelines are intended to help us “be of” service; in developing them in the future we should regularly look to our 12th concept, which reminds us:

**In Keeping with the spiritual Nature of Narcotics Anonymous our,  
structure should always be, one of Service, never of Government**



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Revised



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## **The Definition of an Area Service Committee**

An Area Service Committee (ASC) is made up of Service Representatives (GSR) from within a designated area. They meet monthly for the express purpose of serving the specific needs of its member groups and to unify the groups within the area.

The most important service which an ASC provides is that of supporting the groups. Whenever a group has a specific situation or need which it has been unable to handle on its own, it can come to the ASC for help. These situations are nearly limitless in scope, but we have learned that we can get much accomplished when we work together to carry the message of recovery.

The attracting of new members, the planning and implementation of activities and the aid given to groups with specific situations are services which require much more effort than a monthly meeting. In order to provide these services, an ASC needs the active participation of its GSR's. Each GSR must keep their group informed and must represent that group's conscience in all committee decisions. GSR'S should evaluate each vote in terms of the needs of those they serve.

It also takes money to provide these services and it is a group responsibility to offer this support. Usually, as an area grows, the financial need of its ASC also grows. In order to provide a full line of services, the ASC requires a steady flow of money. Some areas provide these funds through activities. This alternate course of financial support may be helpful, but the final responsibility still falls on the group members.

## **THE TWELVE TRADITIONS**

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 matter 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 nonprofessional, 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. NA 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 to 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.

## **The Twelve Concepts for Narcotics Anonymous Service**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a service 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 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 process.
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 process.
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.

## **Article 1: ASC Meeting Format**

Prior to opening the meeting Chair announces, please make donations, turn in literature, and turn in all fliers for approval.

1. Open meeting with Serenity Prayer
2. Read the definitions of ASC, the 12 Traditions & the 12 Concepts. Pass basket.
3. Welcome any new GSR's, alternates or visitors. (Read by Chair)
4. Roll Call (Admin Officers, Committee Chairs and GSR's. Ask for new groups and establish quorum.)
5. Secretary's Report – (Chairperson asks if all GSR'S have received the minutes and are there any additions or deletions – if none enter a motion to accept.)
6. Admin Report
7. Old Business (Read by Vice Chair)
8. RCM Report
9. Group Reports – (GSR's will read any group concerns, issues or announcements.)
10. Subcommittee Reports (5 minutes each with 5 minutes for questions)
  - A. Activities
  - B. Campout
  - C. Helpline
  - D. H & I
  - E. Literature
  - F. Outreach
  - G. Policy
  - H. Public Relations
  - I. Web-servant
  - J. Multi Unity Day Liaison
  - K. Ad-hoc committees
11. Open Forum (Any NA member may address ASC without rebuttal)
12. Recess (15 minutes, all motions are turned in before new business)
13. Roll Call (Re-establish quorum, show of hands by GSR's)
14. New Business (Read by Chairperson. Pre-arranged agendas have priority, motions should be made in writing and submitted to the area secretary)
15. Elections of Officers (if necessary)
16. Treasurer's Report (The treasurer will go over the financial report answering any questions, note any changes and then move for the report to be accepted.)
17. Review Business of the day (Read by Secretary).
18. Establish Next Meeting Time and Place
19. Close Meeting with the 3<sup>rd</sup> Step Prayer

## **Article 2: How to Make a Motion**

This is to be a simple guideline serving to help members create motions that serve our primary purpose to carry the message to addicts who still suffer. Motions made must have a clear description of the motion being presented as well as the intent of the motion. Members should be able to read the motion and its intent and be able to understand the meaning of the motion and what the implementation of said motion would have on the PRASC, subcommittees, groups and individual members as a whole. Motions submitted without a clear statement of the motion or the intent behind the motion will be considered incomplete and ruled out of order until further clarification is added. When drafting or discussing motions a question that helps to ask is, "How will this serve to further fulfill our primary purpose?"

Our 8 Concept, Open and frank communication is a critical ingredient of effective leadership". To better serve know the ideas, wishes, needs conscience of those they serve, trusted servants must listen carefully to their fellowship.

To give the NA groups the information they need to guide and support our services. NA leaders regularly distribute full unequivocal reports. Full and frequent communications is essential in the development of group conscience, the spiritual means by which we invite the influence of a loving God in making our collective decisions. To develop group conscience, communication must be honest and direct. Without the full picture, seen from all sides, our groups, service boards and committees cannot develop and informed group conscience. A conscience fed on ignorance, an ineffective conscience, incapable of providing reliable guidance, and effective conscience can develop only in an atmosphere of regular, open communication among all parties concerned. The purpose of our services is to help our fellowship fulfill its primary purpose: To carry the message to the addict who still suffers. With regular two-way communication, our groups and our services are well positioned to uphold the ideals and fulfill the responsibilities described in our Twelve Concepts.

## **Article 3: Voting**

1. GSR's are the only voting members of an ASC meeting or their alternate in their absence, providing they are carrying the group conscience.
2. New groups shall have voting privileges at the 2-nd consecutive ASC meeting they attend. They shall then be included in roll call, count as part of voting participation of the area for quorum purposes and their meeting shall be added to the area meeting list.
3. The following can make and second motions; GSR's, Vice-Chair, Treasurer, Secretary, RCM and
  - a. Subcommittee Chairs.
4. Discussion on motions will be limited to 2 Pro's and 2 Cons.
5. All voting will be done by a show of hands,
6. Extensive abstentions are when more than 1/2 of the voting members in attendance abstain. In the event of extensive abstentions, a second discussion with 2 pro's and 2 cons' will be held, then a second vote will be taken which will stand. If the abstentions still prevail the motion will die.
7. A 2/3 yes vote is required for policy change, amendment to policy or forming new policies. All policy changes, including amendments, must go back to groups. All other business requires a simple majority to pass.
8. The Chairperson may vote only in the case of a tie.
9. It is the will of this body that changes to the policy should not be made casually or haphazardly. Changes to the existing policy of the PRASC shall require a 2/3 majority
  - A. If a policy is not serving the needs of the area, it should be changed or modified. Motions to waive policy guidelines on a temporary basis should be rarities and only used to solve a critical or emergency situation that is time sensitive. A motion to waive or suspend policy shall require unanimous consent of all ASC members present to pass.
  - B. To ensure care and consideration are exercised in new policies the Chairperson will read Concept 5 prior to any other discussion on a motion to amend, make or waive policy, "For each responsibility assigned to the service structure a single point of decision and accountability should be clearly defined".
10. Regional motions require a simple majority. Abstaining votes are not counted as votes cast unless they are the majority. At such time, the RCM will carry an abstaining vote to Region.
11. On matters of ASC meeting incidentals, (Date, Time, Location, Cancellation, Suspending Break, etc.) All ASC members present may vote.

## **Article 4: Financial**

1. All ASC funds will be handled through a consistent checking account. Every check must be signed by 2 of the following people: Treasurer, Alt. Treasures. ASC Chairperson or Vice Chairperson.
2. The ASC treasurer will maintain a prudent reserve of \$3800 in the checking account, always. If it is necessary to go below prudent reserve to pay monthly expenses/reimbursement, a vote on the ASC floor will be made. Any funds exceeding prudent reserve after paying set-asides (money motions, upcoming events and checks) will be donated to the SFRSC at the end of ASC, after all expenses have been paid, on the months SFRSC meets.
  - A. Registration fees and funds raised by the Campout Committee to be set aside and kept separate from area funds until the Campout is over with. These funds are to be used to pay the Campout Facility and maybe withdrawn from the Area as needed to pay for expenses.
3. All sub-committee chairs will review their existing budget and submit an annual itemized budget for ASC approval the month following election. The submitted budgets will be sent back to home groups to be voted on at the next ASC meeting. Until a budget is approved by the ASC, a motion and check request (with receipt/invoice attached) must be submitted for any payments or reimbursements.
  - A. Campout Budget is from February to January.
4. All money motions other than normal budgeted items, administrative housekeeping items or normal monthly expenditures must go back to groups for vote if the dollar amount exceeds \$200. (Excluding RSC donations)
5. All sub-committee chairs, admin or any member holding an event using PRA funds must present a detailed budget for approval 60 days prior to any planned function.
6. All expenses above literature cost will be absorbed by the Admin Budget; shipping and/or taxes.
7. All receipts for ASC expenditures without pre-approval or exceeding approved budgets must be submitted to the ASC for approval before reimbursement
8. ASC will not take personal checks for payment for any literature.
9. Funds will be dispersed from the ASC treasurer to committee chairpersons, who must provide receipts accounting for all funds received. Unused funds and/or any money collected from events held during the month will be returned to the ASC General Fund and all deposits will be made within 3 business days. In person or by utilizing a night deposit at the bank and a picture of the deposit slip being sent to the treasure. Attaches deposit slip copy to treasurer's monthly report. (see trusted servant financial policy for procedures on handling PRASC merchandise and/or funds) unused funds budgeted do not go back into a committee's budget for future use.
10. All check requests must be filled out and turned into the treasurer before the start of ASC and must be submitted with a dollar amount.
11. After Area or an event all deposits will be made within 3 business days. In person or by utilizing a night deposit at the bank and a picture of the deposit slip being sent to the treasure.

12. Adopt world service bulletin #30 from world service policy(attached) and that the financial policy form be signed by admin, all sub-committee chairs and any person handling PRA funds. Have forms including letters to be utilized as a plan of action regarding misappropriation of NA funds.
  - A. Financial policy
  - B. Theft inquiry letter
  - C. Restitution agreement letter
  - D. Actual restitution agreement letter (attached documents)
13. If there should be a lack of funds to sufficiently meet the budgeted expenses, the priority of the expense will be in the following order: meeting room rent, PO box rental, secretary expenses, all other accounts as proposed to the ASC for approval.
14. All “stop payment” on issued checks, due to failure to cash or loss, will be debited from the check register and the issued amount of the check will be credited back to the account. A new check will be issued at the following ASC. If the same member requests a “stop payment” and a new check is reissued 2 or more times in a fiscal year, the member will be asked to reimburse the ASC for the bank fees associated with the stop payment.
15. After Area or an event all deposits will be made within 3 business days. In person or by utilizing a night deposit at the bank and a picture of the deposit slip being sent to the treasurer. Attaches deposit slip copy to treasurer’s monthly report.
16. Written registers and reports will always be maintained, along with all monthly bank statements, deposit slips, check requests, receipts and home group donation envelopes.
17. All checks concerning sub-committees must be written directly to the vendor whenever possible and all reimbursements must have a receipt/invoice.
18. Any committee planning to sell area NA merchandise (example t-shirts) Must receive 3 quotes from vendors.

## **Article 5. Reports**

1. A group report will be submitted on the GSR report form and will consist of the following: group name, when & where, literature expense, ASC contribution, attendance, newcomers, group conscience, name, date and email.
2. Subcommittee reports Subcommittee reports will consist of the following: when & where, attendance, old business, new business, starting balance, expenses, income, and closing balance, name, date, phone number and email. Will be typed and emailed to Secretary and Treasurer.
3. GSR should give their contributions to the treasurer and literature order forms to the literature distribution chair.

## **Article 6. Miscellaneous**

1. During open forum, any NA member may have a voice on the floor, but they must raise their hand to be recognized by the chairperson.
2. All new groups are suggested to register with the WSO by filling out a “narcotics anonymous new group registration form”. Found at NA.ORG <http://www.na.org/?=updateforms-ngp-form>
3. All new groups will be given a group starter kit. The kit will consist of 3 white books, key tags 5-white, 5-orange, and 1 of all others, 25 IP's and group readings.
4. In case of an emergency affecting the area service committee and its functions the administrative officer contacts all GSR's and subcommittee chairs.
5. Admin will do all new GSR orientation, hold a trusted servant workshop and supply all new GSR with a packet of information.
6. Access to PRA storage will be Admin and Subcommittee Chairpersons. Area Chair / Vice Chair will conduct a bi-yearly inventory of contents with all members who have access to storage unit.
7. Any flyers and /or informational paperwork for distribution to the fellowship at the Area meeting must contain a NA logo & registration <sup>®</sup> mark as well as a statement indicating that the event is not affiliated with the facility at which it is held. Must be approved prior to distribution by three Admin members. However, if there are any objections, majority approval is required. Merchandise using approved NA logos must have a <sup>®</sup>.



## **Article 7. Election of Officers and Subcommittee Chairs**

1. Clean time requirements for ASC elected positions will not be waived.
2. No Area Officer or Subcommittee Chair shall serve more than 2 consecutive terms in the same position. There will be a cap of 4 consecutive years for all Admin positions.
3. A member must be present to be nominated and elected to serve the ASC. Each nominee must state in person, and on paper, their qualifications for serving the Peace River Area fellowship.
4. Nominations are to be presented by the “group conscience” of each group to the Area in April and May, elections will be held in June, leaving July as a transition period for trusted servants’ term of office is from August to July.
  - A. Campout Chair nomination is in January, election is in February, term of office is February to January.
5. An explanation of responsibilities and qualifications of each position is read from the “Peace River Area Policy” guidelines to establish each position responsibility.
6. All Administrative members, and Subcommittee Chairs, Alternates and Liaisons will be required to attend the Admin and Area Service meetings and stay until Area is over unless there is a good reason to leave. Must sign a Trusted Servant Financial Policy Form.
  - A. Admin consists of Chair, Vice Chair, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, RCM, Alt RCM.
  - B. At the April ASC, the following positions get a priority vote of confidence unless opposed, Vice Chair, Alt Secretary, Alt Treasurer, Alt. Literature Distributor and Alt RCM. The vote of confidence requires a 2/3 majority, anyone not receiving a 2/3 majority becomes a nominee for those respective positions. Abstention votes are considered votes not cast. Unless they are the majority.
  - C. If acclimations are missed in April, all positions are open and must go back to groups for vote.

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7. Shall an office be vacated; the Area chair could appoint a pro temp for no more than 2 (two) area meetings with the approval of a simple majority of the GSR in attendance.
  - B. The Chair shall have the authority to appoint an Ad Hoc Committee Chair for such special purposes as may be necessary. Purpose and duration of Ad Hoc Committee will be specifically designated at the time of appointment. Once finished, the Ad hoc committee is dismissed. Ad Hoc Committees will comply with the PRA Guidelines.
8. When a Subcommittee Chair's position is vacant for 1 (one) or more Months after June elections, a GSR could be nominated and (elected by the Groups) and remain a GSR with voting privileges. This applies if a Subcommittee Chair's position becomes vacant during the year and remains open for 1 (one) or more Months. The Electee is encouraged to find a replacement for them in their group. This does apply to a GSR being elected to a position during June elections.

## **Article 8. Removal of ASC Officers and Sub-Committee Chairs**

### **Resignation or Automatic Removal of Officers**

1. Relapse.
2. Two consecutive absences from the regular scheduled Area meeting including the Admin.
3. Any four absences with or without a written report in a fiscal year for Sub-Committee Chairs
4. Written resignation.
5. Removal by 2/3 voting members for failure to perform duties and responsibilities.
6. Open position should remain open for a period of one month before accepting nominations and holding elections.

## **Article 9. Responsibilities and Qualifications of ASC Officers**

### **Section A. Chairperson:**

Clean time is 3 years. Length of commitment is 1 year. Duties to include:

1. Approves a pre-arranged agenda submitted by the Secretary prior to each ASC meeting.
2. Coordinates with the Secretary to approve ASC minutes 10 days following area service.
3. Presides over all meetings of the Peace Area ASC.
4. Maintains a line of communication between the ASC and all GSR's throughout the year.
5. Enforces the guidelines of decorum and discipline.
6. Must be fair and impartial.
7. Must refrain from discussing a motion when presiding.
8. Is a co-signer on the ASC bank account.
9. When any member of the ASC misses 2 or more meetings, the chairperson is to contact them and investigate the matter.
10. Form a committee from the ASC, consisting of the ASC chair, vice chair, secretary, policy chair, treasurer and alternate treasurer to conduct an annual financial audit.
11. Must sign a Trusted Servant Financial Policy Form.
12. The Chair shall have the authority to appoint an Ad Hoc Committee Chair for such special purposes as may be necessary. Purpose and duration of Ad Hoc Committee will be specifically designated at the time of appointment. Once finished, the Ad hoc committee is dismissed. Ad Hoc Committees will comply with the PRA Guidelines.

## **Section B. Vice-Chairperson:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Perform all duties and has all power of the chairperson in his/her absence.
2. Is a member of all sub-committees.
3. Is a liaison between all sub-committees to assure proper functioning of said committees, per ASC guidelines. Is responsible for coordinating the sub-committees. Communicates frequently with each of the sub-committee's chairperson and acts as a resource to the sub-committee to facilitate the continuation of their duties. Is responsible for assisting the sub-committees to continue with business in the event of an absence or resignation of a sub-committee chair.
4. Attend as many of the area's group meetings as possible.
5. Shall fill in for the treasurer in case of his/her absence.
6. Assists with tabulating votes.
7. Is a co-signer on the ASC bank account.
8. Holds a key to the post office box and checks mail or confirms mail is being checked.
9. Must sign Trusted Servant Financial Policy Form.

### **Section C. Secretary:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Compiles a pre-arranged agenda prior to each ASC meeting that must be approved by the chairperson before the ASC meeting.
2. Is responsible for the written record of ASC meetings.
3. Keeps a mailing list of all ASC trusted servants, GSR's, to be included in the minutes.
4. Responsible for typing minutes so they can be emailed/mailed out, at most 2 weeks following each ASC meeting, to all those on the mailing list.
5. Coordinate and to keep records, files and archives of the area with access to any NA member. Maintains a file system for all information generated by the ASC including certain materials created by the sub-committees or groups, as well as a record of motions, reports and correspondence for the ASC archives.
6. Should limit attachments to area minutes to functions in this area only.
7. Review flyers for NA logo and non-affiliation disclaimer, approve and distribute. (See Miscellaneous # 7)
8. Prepares letters and communication as needed for Peace River Area.
9. Holds a key to the post office box and will maintain the post office box by paying annually.
10. To disburse an announcements / anniversaries sheet to ASC participants and compile said sheet to be sent out with the minutes.

### **Section D. Alternate Secretary:**

Clean time is 1 year. Length of commitment is 1 year. Duties to include:

1. Become familiar with the duties of the secretary.
2. Attends all ASC meetings.
3. Assist secretary whenever possible.
4. Responsible for all secretaries' duties when the secretary is unable to perform any or all duties.

## **Section E. Treasurer:**

Clean time is 5 years. Length of commitment is 1 year. Duties to include:

1. Keep an accurate record of all transactions, including receipts for income and disbursements.
2. Prepares a financial report due at each ASC meeting.
3. Disburses money as per group conscience of the ASC.
4. After Area or an event all deposits will be made within 3 business days. In person or by utilizing a night deposit at the bank and a picture of the deposit slip being sent to the treasurer. Attaches deposit slip copy to treasurer's monthly report.
5. The ASC treasurer, as part of the ASC committee, will make an annual projected budget, with a suggested prudent reserve at the end of his/her term.
  - a. Is present for bi-annual audits.
6. Is a signer on the ASC bank account.
7. Refrains from putting last names on ASC reports.
8. Coordinate with public relations to assure treasurer maintains adequate payment on phone lines.
9. Will pass a background check by the bank of checking account to be an endorser of checks.
10. Pay literature order by phone.
11. Will give a receipt to GSR's of ASC donation.

12. A typed monthly report will be provided by the ASC treasurer for inclusion in the minutes. This report will include at a minimum:

- a. A statement of cash flow (income/expenses) for the month ASC,
- b. A year-to-date expense vs. budget report
- c. Beginning and ending account balance from check register.
- d. A monthly bank statement screenshot photo less the account number.

## **Section F. Alternate Treasurer:**

Clean time is 4 years. Length of commitment is 1 year. Duties to include:

1. Assist the treasurer in all of his/her duties.
2. Collects literature orders and money from groups at ASC.
3. No funds handled by the alt treasurer outside of the ASC.
4. Fills in for treasurer in the event of his/her absence. After Area or an event all deposits will be made within 3 business days. In person or by utilizing a night deposit at the bank and a picture of the deposit slip being sent to the treasurer.
5. Deposit bag and deposit slip will be picked up the week following ASC, a picture of the deposit slip will be sent to the treasurer.
6. Is a signer on the ASC bank account.
7. Will Pass a background check by the bank of checking account to be an endorser of checks.

## **Section G. RCM:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Primary purpose of the RCM is to link the Peace River Area with the region.
2. Presents minutes of the RSC.
3. Attend all Regional service committee meetings. Hotel expenses paid by Area. Efforts are to be made to reduce costs by sharing accommodations, when appropriate.
4. Attends as many regional functions as possible.
5. The RCM and Alt. RCM work closely together on all group conscience decisions at an RSC.

## **Section H. Alternate RCM:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Assumes all responsibilities of RCM in their absence
2. Attends as many regional functions as possible.
3. Attend all Regional service committee meetings. Hotel expenses paid by Area. Efforts are to be made to reduce costs by sharing accommodations, when appropriate.
4. The RCM and Alt. RCM work closely together on all group conscience decisions at an RSC.

## **Article 10: Responsibilities and Qualifications of Sub-Committee Chairs**

### **Section A. Activities:**

Clean time is 2 years. Length of commitment is 1 year.

The purpose of the activities sub-committee is to provide the fellowship with recovery-oriented activities. Funds generated through this sub-committee belong to the Peace River Area Service and are to be used to support the area's needs. Duties to include:

1. Being directly responsible to the ASC.
2. To recruit volunteers for sub-committee and delegate responsibility.
3. Provide a written report of all monthly activities at each ASC meeting and provide an emailed/typed copy to the Secretary.
4. Any activity needs to be approved by the ASC.
5. Any activity requiring money must be presented to the ASC with a detailed budget for approval at least 60 days prior to the event. Flyers available 30 days prior to the event.
6. After Area or an event all deposits will be made within 3 business days. In person or by utilizing a night deposit at the bank and a picture of the deposit slip being sent to the treasure and becomes part of the ASC funds.
7. An annual learning day will be held to promote service participation, and the subcommittee Chairperson will host the event (regional representatives may be available). Sub-committee workshops will provide awareness of service, explain their function in the fellowship and encourage participation. Flyers announcing the event will be distributed. All NA members are encouraged to attend, and activities will also host 2 additional functions annually. All ASC activities will include an NA message (meeting, workshop, literature study, speaker, etc..). Or be scheduled in conjunction with an existing meeting.
8. Will consider regional meetings and activities when scheduling local activities.
9. Review existing budget and submit annual budget for ASC approval.
10. There are no cash prizes at any Peace River Area activities or functions.
11. Will receive at least 3 estimates from vendors when pricing merchandise.
12. Encouraged to attend all Regional service committee meetings.

Yearly events are to include:

- A. December - Christmas Day Marathon Meeting
- B. March - Volleyball Tournament
- C. April Weekend before Area Meeting - Service Slam
- D. August - Anniversary Dinner

## **Section B. Campout:**

Clean time is 2 years. Length of commitment is 1 year.

The purpose is to organize a celebration of recovery by bringing members of NA and their guests together for meetings, workshops and other activities. The intent is to encourage unity and fellowship amongst the members. Duties to include:

1. Directly responsible to the ASC.
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary.
3. Provide a written report for all monthly activities at each ASC meeting and provide an emailed/typed copy to Secretary.
4. Review existing budget for ASC approval.
5. After Area or an event all deposits will be made within 3 business days. In person or by utilizing a night deposit at the bank and a picture of the deposit slip being sent to the treasure.

## **Section C. Helpline:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

Recruit volunteers from the Narcotics Anonymous Fellowship to effectively answer calls 24 hour/7 days a week. Through our volunteers we form a link between Narcotics Anonymous and the general public. All of this is in an effort to better carry the message to the addict who still suffers.

1. Being directly responsible to the ASC
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary
3. Provide a written report monthly of activities at each ASC meeting and emailed/typed copy to Secretary.
4. Review existing budget and submit annual budget for ASC approval
5. Working knowledge of the Twelve Steps / Twelve Traditions and Twelve Concepts
6. Hold regularly scheduled and announced monthly meetings.

## **Section D. Hospitals and Institutions:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

The purpose of the H&I committee is to carry the message of recovery to those facilities whose clients are unable to regularly attend NA meetings in our area.

1. Being directly responsible to the ASC.
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary.
3. Provide a written report of all monthly activities at each ASC meeting and provide an emailed/typed copy to Secretary.
4. Will also function within the principles of any world service handbook, guideline or guide unless stated in writing by the sub-committee or the ASC as a group.
5. Review existing budget and submit annual budget for ASC approval.
6. Encouraged to attend all Regional service committee meetings.

## **Section E. Literature Distributor:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Being directly responsible to the ASC.
2. Provide a written report of all monthly activities at each ASC meeting and provide an emailed /typed copy to Secretary.
3. The literature distributor will be working very closely with the treasurer.
4. Keep a log of monthly distributions.
5. Review existing budget and submit annual budget for ASC approval.
6. Include all meetings in our geographical location on our meeting lists.
7. Will keep following literature on hand. (50) of each key tag. (10) Basic Text, Step Working Guide, Living Clean, Just for Today. For a total of \$700 of literature.
8. Encouraged to attend all Regional service committee meetings.

## **Section F. Alternative Literature Distributor:**

Clean time 1 year. Length of commitment is 1 year. Duties to include:

1. To carry out all duties of the literature chair in the event of his/her absence.
2. Responsible for providing monthly meeting lists in quantities to meet anticipated needs.
3. Encouraged to attend all Regional service committee meetings.

## **Section G. MAUD Liaison (Multi Area Unity Day)**

1. Primary purpose of the MAUD Liaison is to be the link for Peace River Area with the Multi Area Unity Day
2. Attends all Multi Area Unity Day being Peace Rivers voice.
3. Gives a report at monthly Area meeting.

## **Section H. MAUD Liaison Alternate**

1. Assumes all responsibilities of Liaison in their absence
2. Attends all Multi Area Unity Day being Peace Rivers voice.
3. Gives a report at monthly Area meeting

## **Section I. Outreach:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

Will function within the principles of NA world service handbooks. The goals of outreach service are to assist groups in solving problems that may impede their growth or threaten their survival and to help groups overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the NA service structure

1. Being directly responsible to the ASC
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary
3. Provide a written report monthly of activities at each ASC meeting and emailed/typed copy to Secretary.
4. Review existing budget and submit annual budget for ASC approval
5. Working knowledge of the Twelve Steps / Twelve Traditions and Twelve Concepts
6. Hold regularly scheduled and announced monthly meetings.
7. Shall attempt to initiate communication between inactive groups in our Area.
8. Administrate or facilitate a GSR session 30 minutes prior to the start of the monthly Area meeting.

## **Section J. Policy:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

The purpose of the policy chair is to have a working knowledge of the 12 steps, 12 traditions, 12 concepts and make sure current policy is kept up to date.

1. Being directly responsible to the ASC.
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary.
3. Adds policy changes as needed in the form of an addendum. Provides the ASC every year with a revised version of the policy and noting changes made throughout the year.
4. Provide a written report of all monthly activities at each ASC meeting and provide an emailed/type copy to Secretary.
5. Will also function within the principles of any world service handbook, guideline or guide unless stated in writing by the sub-committee or the ASC as a group.
6. Be on hand at ASC to resolve policy questions and concerns,
7. Encouraged to attend all Regional service committee meetings.
8. Policy must meet at a different time than all other sub-committees.

## **Section K. Alternate Policy:**

Clean time is 1 year. Length of commitment is 1 year. Duties to include:

1. Being directly responsible to the ASC.
2. To carry out all duties of the Policy Chair in the event of their absence.
3. Assists policy chair in his/her duties.
4. Attends all policy sub-committee meetings.
5. Encouraged to attend all Regional service committee meetings.

## **Section L. Public Relations:**

Clean time is 2 years. Length of commitment is 1 year. Duties to include:

The purpose of Public Relations (PR) is to provide conference approved literature and information to the public. Serves as a resource of information about NA in the Peace River Area. Will refer to the “Guide to Public Information”.

1. Being directly responsible to the ASC
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary
3. Provide a written report monthly of activities at each ASC meeting and emailed/typed copy to Secretary.
4. Review existing budget and submit annual budget for ASC approval
5. Working knowledge of the Twelve Steps / Twelve Traditions and Twelve Concepts
6. Hold regularly scheduled and announced monthly meetings.

## **Section M. Web-servant Technology Coordinator**

### **Purpose:**

The purpose of the Area website is to carry the message of recovery, to our members, non-members and to help inform professionals about Narcotics Anonymous. This is accomplished by providing information about NA meetings, events and resources such as links to NA World Services.

### **Requirements:**

1. Requires at least 2 (two) years of clean time; Length of commitment is 1 year.
2. Should have at least 2 (two) years' experience in Internet communications, experience updating website content via a website content management system (CMS), such as WordPress or OO. Should have a good understanding of how a website is coded. Experience working with website markup/languages such as HTML, CSS, PHP, and JavaScript is preferred.
3. Must have access to your own computer with internet access, and must always use security best practices.

### **Duties to include:**

1. Being directly responsible to the ASC
2. To recruit volunteers for subcommittee and delegate responsibilities as necessary
3. Provide a monthly written report of activities at each ASC meeting and emailed/typed copy to Secretary.
4. Review existing budget and submit annual budget for ASC approval
5. Working knowledge of the Twelve Steps / Twelve Traditions and Twelve Concepts
6. Hold regularly scheduled and announced monthly meetings.
7. Responsible for maintaining a secure record of all online login credentials needed to operate and maintain the PRA website sharing that information with the Area Secretary.
8. Responsible for updating the content on the Area website on a regular basis and in a timely manner.
  - C. To included posting the monthly meeting-list pamphlet (.pdf) Group meeting times and locations and the Newsletter (.pdf) (if applicable)
  - B. Posting Events and Activities information as needed.
  - C. Responsible for posting the Area minutes within seven days of admin approval and upon receipt of the digital version.
  - D. Responsible for adding, updating, or removing any other information (that is not already stated above) on the Area website as needed.
  - E. Familiarity with the NA Public Relations Handbook as it relates to internet communication.
  - F. Since information on the web can be accessed from all over the world, personal names, phone numbers, email addresses, or other identifying information regarding individual members will not be disclosed. However, first names, last initials, and phone numbers /email addresses may be used when approved by the Area and the consent of the member is obtained (e.g. flyers, newsletters, interviews, publishing, etc).

**Section N. Area Service Coordinator:**

Clean time is 6 months. Length of commitment is 1 year. Duties to include:

1. Make coffee for ASC meeting
2. Must arrive at least 30 minutes prior to the start of ASC.
3. Helps with the set-up and breakdown of ASC.
4. Shall collect and keep a running total of all 7<sup>th</sup> tradition money. If the amount exceeds \$40.00, the excess amount is to be turned into the treasurer.
5. May hold another ASC position if desired.

## **Article 11. Parliamentary Procedures**

These guidelines are intended to be a simple easily understood explanation of the procedures utilized at the ASC meeting for the GSR's. As a GSR, your input to the ASC is essential to both your groups and your area, so it is important that you can meaningfully participate.

1. An ASC meeting is composed of different parts. There is an agenda that is usually followed. The opening of the meeting, the secretary's and treasurer's report and the reports from the sub-committees are parts of the meeting that are structured. Remembering that it's your ASC, you should pay close attention to these reports because you will be asked to either accept or reject the reports or accept them with corrections (for example the secretary may have made an error recording a portion of last month's meeting or the treasurer may inaccurately reported your group's contribution).
2. The way you participate in the meeting will be governed by the principles set out below. The following procedural authority will guide area business:
  - A. The 12 Concepts of Narcotics Anonymous
  - B. The procedural guidelines of the Peace River Area
  - C. Robert's rules of order newly revised
  - D. A guide to local service
  - E. Additional rules that the body may adopt, in that order

The Chairperson, to assure a smooth and orderly meeting, will adhere to these guidelines. The Chairperson is empowered to keep discussions focused on the topic and within a reasonable time frame.

1. You can only be recognized by the Chairperson; this is done by raising your hand. The Chairperson must acknowledge you for you to speak. When you have something to say it generally must be relevant and timely to what is going on in the meeting, with some limited, specific exceptions.
2. A main motion must be submitted in writing and comes up for discussion during new business. Another member of the ASC must second this motion before the ASC can consider it. A "second" is an indication by the person making the "second" that the idea deserves consideration by the members of the ASC. If there is no "second" the matter will die.
3. Once "seconded" it becomes the business of the GSR's of the ASC to consider the motion and discuss its pros and cons. The Chairperson will usually call upon the sponsor of the motion to explain the intent of the motion. When he/she is through, the Chairperson will ask for other NA members who wish to speak for or against the motion. There will usually be 2 pros and 2 cons. Under limited circumstances, debates may be extended unless an amendment of the motion is proposed, seconded and accepted, or the motion is tabled or referred to the groups, debate is then concluded and it is time to vote (a 2/3 vote is required to close, limit or extend the debate). A simple majority of the votes cast by the GSR's is required for the motion to pass. A Majority means one more than half of the votes cast.

Certain motions require a 2/3 vote to pass, these include:

- A. To amend the policy guidelines
- B. To close, limit or extend debate
- C. To close nominations
- D. To change the order of business

4. In many cases a simple voice vote of the GSR's is sufficient. For example, when a vote is called to accept the minutes or a treasurer's report, all those in favor may signify by saying "aye" and those opposed may signify by saying "nay". However, when a vote is required, GSR's must raise hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at the Chairperson's discretion or may call for the matter to be returned to the groups for a group conscience decision and be brought back to the next ASC.

5. If any GSR thinks that the vote is close, a roll call may be called for the wherein every GSR is individually polled and an accurate tally taken. The request for a roll call vote is itself a motion that must be seconded, is not debatable and requires a simple majority to be passed.

6. Only the administrative members, sub-committee chairs and the GSR's have a voice on the floor (except during open forum when any NA member can address the ASC.)

## **Parliamentary Procedures**

Motion	2nd Required	Debatable	Amendable	Vote
Main Motion Guidelines	Yes	2 Pro 2 Con	Yes	Majority
Amendment	Yes	2 Pro 2 Con	No	Majority
Refer to Committee	Yes	1 Pro 1 Con	Yes	Majority
Call the Vote	Yes	1 Pro 1 Con	No	Two-Thirds
Table	Yes	1 Pro 1 Con	No	Majority
Recess	Yes	No	No	Majority
Adjourn	Yes	1 Pro 1 Con	No	Majority
Point of Order	No	No	No	None
Appeal the Chairs Decision	Yes	1 Pro 1 Con	No	Majority
Suspend the Rules	Yes	No	Yes	Two-Thirds
Point of Information	Yes	No	No	None
Reconsider	Yes	2 Pro 2 Con	No	Majority
Take from Table	Yes	No	No	Majority

## **Article 11. Definitions**

**Budget:** An itemized estimate of expected income and expenditures; plan of operations

**GSR:** group service representative

**Official Quorum:** 51% of the GSR's on roll call (necessary to conduct ASC business)

**Roll Call:** Peace River Area groups with voting privileges. New groups are included on roll call and have voting privileges at the 2<sup>nd</sup> consecutive ASC meeting they attend. Subcommittees, no voting privileges.

## **Article 12. Robert's Rule of Order**

### **Robert's Rule of Order Definitions**

**Main Motion:** A main motion is a motion whose introduction brings business before the ASC. Such a motion can be made only when no other motion is pending.

**Amendments:** An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

**Motion to Table:** A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for:

- A. To get further information
- B. More pressing business to be dealt with.
- C. A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the administrative committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it. Any motion tabled twice dies.

**Motion to Refer to Committee:** When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider.

Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to 1 pro and 1 con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed there will be 2 pros and 2 cons on the original motion so as to obtain information to give direction to the committee.

**Motion to Refer to Groups:** When a motion to groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to 1 pro and 1 con and the debate will pertain only to the desirability of committing the motion. There will be 2 pros and 2 cons on the original motion so as to give information to bring back to groups.

**Motion to Reconsider:** A motion to reconsider is meant to bring an item that has already been dealt with onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situation not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

**Unanimous Consent:** That is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

**Withdraw or Modify:** A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After a motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter; that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

**Motion to Call the Vote:** A motion to call the vote must be seconded. A 2/3 majority is required to adopt this motion. The intent of the motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

**Point of Information:** A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. This allows a member to ask a question, and it is not to make a statement or give information.

**Point of Order:** When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which is effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks, but instead is to bring to the attention of the Chairperson that a member feels the proper procedures are not being followed.

**Suspend the Rules:** A motion to suspend the rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

**Appeal the Decision of the Chair:** By electing the ASC Chairperson the ASC delegates to him/her the authority and duty to make necessary rulings on questions or parliamentary procedure. Any 2 members (1 making the appeal and another seconding it) have the right to appeal from his/her decision on such a question. The question is taken from the Chairperson and given to the ASC for final decision. Debate will be limited to 1 pro by the maker of the motion and 1 con by the Chairperson, limited to 2 minutes each.

## **Article 13. Budget**

### ***Budget / Prudent Reserve***

<b>Admin</b>	<b>\$2705.00</b>
<b>ASC Coordinator</b>	<b>\$40.00 per month</b>
<b>RCM</b>	<b>\$800.00</b>
<b>Activities</b>	<b>\$2000.00</b>
<b>Campout</b>	<b>\$2000.00</b>
<b>Helpline</b>	
<b>H&amp;I</b>	<b>\$1500.00</b>
<b>Literature</b>	<b>\$1500.00</b>
<b>Outreach</b>	
<b>Policy</b>	<b>\$450.00</b>
<b>Public Relations</b>	<b>\$800.00</b>
<b>Treasurer</b>	<b>\$105.00</b>
<b>Web Servant</b>	<b>\$150.00</b>
<b>Prudent Reserve</b>	<b>\$3800.00</b>

## **Article 14. Emergency Policy Addendum**

The following conditions and events will constitute an emergency condition for the Peace River ASC:

1. Hurricane or other state of emergency
2. Pandemic, i.e COVID
3. Absence of vital admin peoples
  - a. Both Chair / Vice Chair absent
  - b. No Vice Chair and no Treasurer and Alt Treasurer

When in a state of emergency Admin (which consists of Chair, Vice Chair, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, RCM, Alt RCM, Policy and Alt Policy) has the discretion to do the following:

1. Vote to suspend or have area via Zoom.
  - a. The vote must be a majority result (51%+) of the filled admin positions.
  - b. Vote must happen by the Thursday before area.

The following is how GSRs will proceed if area is not held in person:

1. Literature Orders
  - a. Email / Call Orders to Lit Chair or Alt Lit Chair, including a breakdown of funds for Area  
Donation and Literature Order
    - i. Orders should be submitted within a week after original area date
    - ii. If next area is not held in person, orders can be arranged to be picked up within a couple days of next area
  - b. Literature can also be ordered by groups individually from the following places:
    - i. Florida RSO: <https://www.floridarso.org/store/pc/home.asp>
    - ii. World: <https://cart-us.na.org/>
2. Money to Treasurer
  - a. Arrange to pick up money in person via Treasurer / Alt, with breakdown of funds for Area  
Donation and Literature Order
    - i. Money should be picked up within a week after original area date
  - b. Donate Group's Money via CashApp to handle: Peace River Area
    - i. email breakdown of funds for Area Donation and Literature Order to [peaceriverarea@gmail.com](mailto:peaceriverarea@gmail.com)
  - c. If a member needs to be reimbursed, then checks will be issued within a week after original area date
3. All area forms are available via the Peace River website: <https://peaceriverna.org/area-service>
4. Subcommittee Chairs and Admin roles who are unable to attend area during an emergency state:
  1. When 2nd excused area has been missed
    - a. Vote in a pro-temp person who will hold the interim chair / admin position until the original member can return.

Vote will be taken at the start of area and will be a majority vote by all members present.

## **Article 15. Documents**

All area forms are available via the Peace River website: <https://peaceriverna.org/area-service>

## Theft of NA funds



### **#30 theft of na funds**

*The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.*

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

### **SAFEGUARDING FUNDS**

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable--we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

### **SELECTING TRUSTED SERVANTS**

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not

only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time *and* financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

## **RESPONSIBLE MANAGEMENT**

*"NA funds are to be used to further our primary purpose, and must be managed responsibly."* Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The *Treasurer's Handbook* is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines to require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

## **WHEN SAFEGUARDS FAIL**

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

## **Peace River Area / Updated November 9, Revised 2025**

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

### **RESOLUTION AND RECOVERY**

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

**Left Blank for a Financial Future Form**



Member Name  
Member Address  
Member phone number

Peace River Area Service Committee of Narcotics Anonymous  
PO Box 380417  
Murdock, FL 33938-0417

Date

**RE: RESTITUTION AGREEMENT FOR THEFT OF PEACE RIVER AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS FUNDS**

Dear \_\_\_\_\_;

On behalf of the Peace River Area Service Committee of Narcotics Anonymous ("PRASCNA"), I write regarding your admitted theft of PRASCNA funds. While we are grateful for your admission of the theft of PRASCNA funds prior to our determining it through an audit process, and while we wish you no personal harm as a result of guilt, shame or financial hardship, PRASCNA does require your guarantee that you will make complete restitution. PRASCNA also requires you to resign from your current elected service position of \_\_\_\_\_.

In accordance with the PRASCNA Policy, which adopted N.A. World Service Bulletin #30: The Theft of NA Funds (AMENDED), into policy in December 2015, we have formulated the enclosed agreement for the repayment of funds that you have admitted absconding from PRASCNA during the time you held the elected position of PRASCNA

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As you are likely aware, some NA members may be angry and hurt as a result of this incident, but we are hopeful that we can resolve this matter through a process that is both responsible and spiritual. As NA members practicing spiritual principles, we will endeavor to support you in continuing your recovery, utilizing meetings, your sponsor, and the Twelve Steps throughout this process.

Please contact me at {Chairperson's Phone Number} by {7 (seven) days from date of letter}, to discuss this matter.

Yours truly,

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PRASCNA Chairperson

Enc.

RESTITUTION AGREEMENT FOR THEFT OF  
NARCOTICS ANONYMOUS FUNDS  
(the "Agreement")

BETWEEN:

PEACE RIVER AREA SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS "PRASCNA"

AND:

MEMBER NAME

"Service Position"

WHEREAS:

\_\_\_\_\_ has admitted to theft of PRASCNA funds;

\_\_\_\_\_ and PRASCNA hereby agree that:

1. \_\_\_\_\_ shall provide PRASCNA with \_\_\_\_\_ monthly post-dated checks of \$ \_\_\_\_\_ each commencing \_\_\_\_\_. Each check is to be dated on a date that will not cause \_\_\_\_\_ personal financial hardship, but will not be longer than 30 days from the preceding check.
2. Should this agreement, which is made in good faith of both parties, be breached by \_\_\_\_\_ by failure to remit the full amount owed, PRASCNA reserves the right to commence Legal Action against \_\_\_\_\_, and to request that \_\_\_\_\_ be charged for the theft of funds from PRASCNA. Should PRASCNA exercise that right, PRASCNA is entitled to provide the authorities with a copy of the Agreement, any other documentation obtained by means of a financial audit, and the proof of payments already remitted by \_\_\_\_\_.
3. This signed and witnessed Agreement shall be held in trust by the Treasurer of the PRASCNA. In the absence of a Treasurer, the Chairperson shall hold the document in trust until the Agreement has been fulfilled and all monies remitted by \_\_\_\_\_; the ongoing status of which will be documented in the Peace River Area Service Committee Treasurer's report at the monthly meeting of the PRASCNA.

Signed in Port Charlotte, Florida on \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_, Member

Print: \_\_\_\_\_

Signature: \_\_\_\_\_