

GUIDELINES OF C.W.P.A.S.C.N.A.

ARTICLE I

The name of this committee shall be the CENTRAL WESTERN PENNSYLVANIA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS (CWPASCNA).

ARTICLE II

The Central Western Pennsylvania Area Service Committee (ASC) will meet on the first Saturday of each month. The meeting location and time shall be approved by the entire ASC.

- A. The regular ASC meeting date is subject to change when it conflicts with a holiday or major NA event.
- B. The new date will be agreed upon by the Areas' members.
- C. In the event that an ASC meeting is cancelled due to inclement weather that it be postponed until the following Saturday. And in the event that this happens for 2 consecutive weeks that the P & A committee will get together as soon as possible to do business (pay bills).

ARTICLE III

The purpose of the Central Western Area Service Committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous Groups within the Central Western Pennsylvania Area, to support the needs of these groups, to serve as a link between these groups and the Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA), and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous Group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

ARTICLE IV

PARTICIPANTS

SECTION I

This Committee shall have two (2) classes of participants only, that of voting, the other of non-voting. Only voting participants shall have voting rights. No person shall hold more than one membership in a class or combination thereof.

SECTION II

- A. The voting participants of the committee shall be the Group Service Representatives (GSRs) or in the GSR's absence, the GSR's alternate (Alt GSR) or Group Representative of each Narcotics Anonymous Group within the Central Western Pennsylvania Service Area. For the purpose of these guidelines, the term Group Service Representative and Group Service Representative Alternate shall be defined as stated in the approved service manual of Narcotics Anonymous. The Chairperson may vote only to resolve a tie.
- B. The non-voting participants of this committee shall be the Chairperson (except as provided in Section II, A) and any other Trusted Servant of the ASC and the Subcommittee Chairpersons who are not specifically assigned voting rights in Section II, A.
- C. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. Any such motion must be seconded by a Group Service Representative (GSR) or the motion dies. The ASC Chair may NOT introduce motions or participate in any debate or discussions.

ARTICLE V

OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. Observers cannot make or second motions but may request to address the assembly. The Chairperson has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may be overturned by a 2/3 majority of voting participants.

ARTICLE VI

ELECTION OF TRUSTED SERVANTS

SECTION I

The Trusted Servants of the Area Service Committee shall be a Chairperson, a Vice-Chairperson, a Regional Committee Member (RCM), a Regional Committee Member Alternate (Alt. RCM), a Secretary, a Treasurer and a Board of Directors Representative (BOD Rep).

SECTION II

All Trusted Servants shall be elected in March of each year. All Subcommittee Chairpersons shall be elected at the regular ASC meeting in April, except for the 12-Step Unity Weekend Chair, who shall be elected two (2) months following the Unity Weekend. However, to align with the Tri-State Regional Service Office (TSRSO), the Area BOD Representative shall be elected in January of each year.

SECTION III

Trusted Servants and Subcommittee Chairpersons shall be elected by a majority vote of the voting participants. Terms of service are one year, with their responsibilities to begin at the start of the April ASC for Trusted Servants and the May ASC for Subcommittee Chairs. Regardless of when a Trusted Servant or Subcommittee Chairperson is elected all positions are open for nominations in the month of March or April (as stipulated above) each year.

SECTION IV

No Trusted Servant or Subcommittee Chairperson shall hold more than one (1) Area Service position at a time. No Trusted Servant or Subcommittee Chairperson shall be eligible to serve more than two (2) terms consecutively in the same position. Upon election to an Area Service position, the NA member should resign from any other Area Service positions as soon as practical. NO ASC Trusted Servant shall hold a Trusted Servant position in any other Area, Region or World Service Committee.

SECTION V

An election to fill a vacancy in a Trusted Servant's position shall occur within two (2) months after the vacancy arises. Notice of intent to fill the vacancy shall be provided. An exception to the above would be made if the Trusted Servant who most recently held that position is reinstated after receiving a majority vote of the GSRs.

SECTION VI

Any member of Narcotics Anonymous may submit a nomination through the GSR which represents his/her Home Group at the ASC meeting. Only GSRs and Area Trusted Servants may make nominations at the ASC meeting. A GSR must second all of those nominations. **All nominees must be present at the ASC meeting to accept their nominations.**

SECTION VII

SUGGESTED CLEAN TIME FOR AREA TRUSTED SERVANTS

Area Trusted Servants Elected in **March**

Area Chair	2 Years plus one year in continuous service at Home Group level (same position)
Area Vice-Chair	2 Years plus one year in continuous service at Home Group level (same position)
Secretary	1 Year

Treasurer	2 Years plus steady income, one year continuous service at Home Group level (same position) NO EXCEPTIONS; not to be Treasurer of a home group, Area Subcommittee or Audit Committee
Regional Committee Member	3 Years
Regional Committee Member Alt.	2 Years

SUGGESTED CLEAN TIME FOR SUBCOMMITTEE CHAIRS

Area Subcommittee Chairs Elected in April

Policy & Administration Chair	2 Years
Activities Chair	1 Year plus one year continuous service at Home Group level (same position)
Literature Chair	1 Year
Literature Vice-Chair	6 Months
Hospitals & Institutions Chair	2 Years
Public Information Chair	2 Years
Convention Program Rep.	2 Years
Outreach Chair	1 Year
Audit Chair	1 Year not to be Treasurer of any other group or activity
Additional Needs Chair	1 Year
12-Step Unity Weekend Chair	2 Years plus one year continuous service at Home Group level (same position); election to follow 2 months after the event is held
Board of Directors Rep.	3 Years election in January

ARTICLE VII

REMOVAL OF TRUSTED SERVANTS

Any member will be automatically removed from their position for non-compliance. A 2/3 majority of the voting members present at the ASC is required to be reinstated.

- A. Non-compliance includes, but is not necessarily limited to:
 - 1. Loss of abstinence
 - 2. Non-fulfillment of the duties of their position
 - 3. Two (2) consecutive missed service meetings that the position requires them to attend (includes subcommittee meetings) in the same month (does not include meetings held on the same day)
- B. An Area Trusted Servant may resign by providing notice to the Area Chairperson, in advance, prior to the next ASC meeting.

ARTICLE VIII

DUTIES OF TRUSTED SERVANTS

SECTION I

The duties of the Chairperson include the following:

- A. To locate and maintain a meeting place in which to conduct the Area Service meeting.
- B. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- C. To announce in proper sequence, the business that comes before the assembly or in accordance with the prescribed order of the business agenda or with the existing orders of the day.
- D. To recognize members or observers who are entitled to the floor.
- E. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings. To announce the results of each vote. To rule out of order any motion made that is out of order.
- F. To protect the assembly from obvious frivolous or dilatory motions by refusing to recognize them.
- G. To enforce the rules relating to debate and to order and decorum within the assembly when appropriate.
- H. To expedite business in every way compatible with the rights of members and observers.
- I. To decide all questions of order, subject to appeal, unless when in doubt the Chairperson prefers to submit such a question to the assembly for decision.
- J. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- K. To declare the meeting adjourned when the assembly so votes, or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- L. To be co-signer of the committee's bank account.
- M. To conduct the meeting with impartiality and fairness.
- N. To attend all ASC and P & A meetings.
- O. To appoint all Ad-Hoc committees.
- P. To authenticate, by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
- Q. To appoint 2 Area Trusted Servants to have a post office box key and be able to check the mail.

SECTION II

The duties of the Vice-Chairperson include the following:

- A. To serve as Chairperson in the absence of the Chairperson.
- B. To coordinate the functions of the Subcommittees.
- C. To act as Chair of a Subcommittee in case of absence, loss or resignation of the Chair and Vice-Chair of that committee.
- D. To be ex-officio, a non-voting member, of all Subcommittees, with the exception of the P & A Committee.
- E. To act as parliamentarian for the ASC meeting unless the task is specifically assigned to another individual.
- F. To attend all ASC and P & A meetings.
- G. To be a co-signer of the committee's bank account.

SECTION III

The duties of the Secretary include the following:

- A. In the absence of the Chairperson, the Vice-Chairperson and the P & A Chairperson, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem.
- B. To keep minutes of all the proceedings of the ASC and document attendance for quorum.
- C. To make the minutes and records available to NA members upon request and in the manner prescribed by the ASC.
- D. To notify the participants of each special meeting, utilizing such method of notification as agreed by the ASC.
- E. To type and mail the correspondence of the ASC which is not a function proper to other Trusted Servants or to Subcommittees.
- F. To attend all ASC and P & A meetings.
- G. Is the only other Trusted Servant other than the Chairperson who can pause the ASC meeting.
- H. To pass out attendance sheets at all ASC meetings and transcribe them for the minutes.
- I. To be co-signer of the committee's bank account.
- J. To mail a copy of the CWPASCNA minutes to the Tri-State Regional Service Office.
- K. To keep a written record of which two (2) Area Trusted Servants have a post office box key.

SECTION IV

The duties of the Treasurer include the following:

- A. To be the custodian of the committee's funds.
- B. To be co-signer of the committee's bank account.
- C. To make a report of receipts and disbursements at each regular ASC meeting.

- D. To disburse funds as necessary in accordance with ASC decisions, when funds are available.
- E. To attend all ASC and P & A meetings.

SECTION V

The duties of the Regional Committee Member (RCM) include the following:

- A. To represent the ASC at each Tri-State Regional Committee meeting.
- B. To provide P & A with additional agenda items, if appropriate, for the next regular meeting of CWPASCNA.
- C. To provide a report to the ASC at each regular meeting covering the business of the previous Tri-State Regional Service Committee meeting and any other Area, Regional or World information.
- D. To attend all ASC and P & A meetings.

SECTION VI

The duties of the Regional Committee Member Alternate (Alt. RCM) include the following:

- A. To serve as the RCM in the absence of the RCM.
- B. To attend each Tri-State Regional Service Committee meeting.
- C. To attend all ASC and P & A meetings.

SECTION VII

The duties of the Board of Directors Representative (BOD Rep) include the following:

- A. To represent the ASC at all the TSSO Inc. board meetings.
- B. To provide a report to the ASC.
- C. To attend all ASC meetings.

ARTICLE IX

SPECIAL MEETINGS

Special meetings may be called by the Chairperson of the Area Service Committee and shall be called upon the written request of members of the committee. The purpose of the meeting shall be stated. **No business other than that which is stated will be conducted.** At least seven (7) days notice shall be given.

ARTICLE X

STANDING SUBCOMMITTEES

SECTION I

The ASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the ASC. The standing subcommittees of CWPASCNA shall be, but are not limited to:

1. Hospitals & Institutions
2. Policy & Administration
3. Public Information
4. Activities
5. Literature
6. Additional Needs
7. 12-Step Unity Weekend
8. Outreach
9. Audit
10. Convention Program Rep.

Any other subcommittee which shall be deemed necessary to carry on the work of the ASC may be created. At the inception of these standing subcommittees, a Chairperson will be elected by the voting members of the ASC. Subsequent Trusted Servants of each standing subcommittee will be elected by the subcommittee members.

SECTION II

All standing subcommittees of the ASC shall create and adopt guidelines which are consistent with the Guide to Local Services of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.

SECTION III

The guidelines of each standing subcommittee shall be subject to review and approval by the ASC as a whole.

ARTICLE XI

AD-HOC COMMITTEES

The Area Chairperson shall have the authority to appoint Ad-Hoc Committees for such special purposes as deemed necessary to fulfill specific functions. The purpose, membership and duration of the existence of any such Ad-Hoc Committee shall be specifically designated by the Chairperson of the Area.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order may be utilized to expedite the business of the ASC when they are not inconsistent with the 12 Traditions and/or other guidelines.

Revised:

April 2006

April 2007

July 2008 no revisions

April 2009 no revisions

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