NARCOTICS ANONYMOUS DELAWARE COUNTY AREA OF AREA SERVICE POLICY

Revised 12/2024

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Article I - Purpose

The primary purpose of the Delaware County Area Service Committee of Narcotics Anonymous is to conduct the business of the Delco Area, thereby, carrying the message to the addict who still suffers.

Article II - Mission Statement

The Area is the link between the groups and the Greater Philadelphia Region of Narcotics Anonymous. The meetings are always guided by the Twelve Traditions and Twelve Concepts of NA. The meetings are held on the third Wednesday of each month, and are scheduled to start at 7:00 P.M.

Article III - Duties of a Group Service Representative (GSR)

A Group Service representative (GSR) is the first line of communication between the group and NA as a whole. It is the responsibility of the GSR to keep the group informed and to express the group conscience in all matters. Active participation and representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

As a result of their participation, they keep their groups informed about what is happening in NA. Members of the group should be able to go to their GSRs and find out about activities, other groups, how the NA service structure works, the Twelve Traditions and Twelve Concepts of Service of NA, and how they can become involved.

It is also suggested that GSRs share some of the responsibilities with their alternates. First of all, it helps to provide a continuity of service, therefore never leaving a group unrepresented. Secondly, the year spent as an alternate provides the training to become an effective GSR.

Article IV- Procedure for Making a Motion

*****All motions must be submitted in writing on an ASC Motion Form*****

Submit to the Secretary and be sure to include the intent of the motion, which describes in simple terms the exact nature of the motion.

1. All motions made at the ASC meeting are to go back to the groups, except motions to fill sudden vacancies in any ASC positions. For voting purposes, any positions not filled for January of the upcoming year, with the exception of the convention committee are to be considered vacant at the commencement of the December ASC meeting.
2. Motions from the groups, which directly affect any subcommittee except Policy, will be taken to that subcommittee's regularly scheduled meeting. The motion will then be jointly written by the group and the Sub-committee to be presented at ASC.
3. The Area Chair reads the motion as it has been submitted.

4. After the motion has been read and seconded by a GSR, the Area Chair will ask if anyone is unclear about the motion as it has been read and the writer of the motion will then clarify.
5. If one-third of the voting GSRs in attendance are unclear about the motion, the motion will be returned to the group of origin.
6. The motion is called. Only two pros and two cons may be heard, with the total discussion lasting no longer than five minutes. A vote is taken and the choice that received the greatest number of vote's wins, or the motion goes back to the groups if that is the intent.
7. Any motion voted on at ASC cannot be brought back to ASC for three months.
8. All motions submitted to the ASC, regardless of their outcome, should be reflected in the ASC minutes.
9. The originator of a motion must be present during the reading of a motion at ASC.

Article V- ASC Monetary Policy-Treasury

1. The Delco ASC prudent reserve is set at four thousand dollars ($4,000.00).
2. Any new or unusual monies must go back to the groups to be voted on.
3. At the conclusion of New Business, any money above and beyond the prudent reserve is to be split in half and donated as follows 1. ½ to Region (GPRSC) 2. ½ to World (WSO).
4. The Area Chair, Co-chair and Secretary will be the signers of all checks drawn from the ASC checking account; due to the insurance bond policy, the Treasurer cannot sign the checks.
5. The literature prices shall increase as the WSO increases the prices at the location from where we receive literature.
6. The Area Treasurer and Area Chair and Co-chair must be bonded for the good of NA as a whole, subject to possible charges.
7. Treasury maintains a Delaware County Area Tax Identification Number.
8. Secretary will receive funds for monthly expenses prior to mailing of Area Service Committee meeting minutes.
9. In the event that Delco Area of NA should dissolve for any reason, all assets shall be forwarded to WSO. No individuals and/or officers shall benefit from this dissolution.
10. Area will donate 1/11 of Regional insurance costs to our Regional Services Office (¼ payments) to insure that all of our Delco Area groups maintain a current and active insurance policy.

Article VI- ASC Monetary Policy – Groups & Committees

1. All subcommittees will be allotted fifty dollars ($50.00) per month on a need be basis to cover miscellaneous expenses unless noted below. Receipts and accountability for task responsibility must accompany the request for refund to the Treasurer.

2. Any money owed to the subcommittees can only be collected 30 days in arrears.
3. No money will be held by any ASC subcommittee, except for the Convention Committee. Any balance of profit must be returned to the ASC at the ASC meeting following the event.
4. A Group Starter includes a Basic Text and $80.00 worth of literature.
5. The Activities subcommittee is allotted $800.00 from Area for scheduled events, except the Memorial Day picnic, which will be allotted $1200 annually.
6. The RCM is allotted $60.00 per month to cover expenses.
7. The Meeting List subcommittee is allotted monthly the cost necessary for printing 1,500 meeting lists.
8. The Policy subcommittee is allotted the annual cost necessary for copying revisions of policy.
9. The Literature fund is $1,900.00.
10. The ASC Secretary is allotted $100.00 per month to cover mailing and copying expenditures for the preparation of the ASC minutes. Receipts will reflect any adjustments, if needed.
11. Literature subcommittee has a debit card to be used for literature purchased from WSO.
12. Digital Media Sub-committee is allotted $10.00 a month or $120.00 annually.
13. The Public Relations subcommittee is allotted $150.00 emergency funds to purchase materials and literature needed to meet requests for displays and presentations from NA groups and committees and the community.
14. H&I will be allotted $200 a month for literature.
15. The Public Relations Subcommittee budget is $100.00 a month.
16. Per February 2023 motion, the Convention Committee's Prudent Reserve is $20,000.
17. Per April 2017 motion, any trusted servant entrusted with funds is responsible for said funds.

Article VII- Miscellaneous Policy

1. The Delco ASC meeting is a non-smoking and non-vaping meeting.
2. ASC policy must not be suspended.
3. A group must exist for thirty days independently to be recognized by the ASC.
4. New groups are only acknowledged after a 30 day period and are to be given a Group Starter Kit. (See #4 in ASC Monetary Policy – Groups and Committees).
5. No individuals of an outside NA body shall be permitted to speak at a Delco ASC meeting without prior approval of Delco ASC Officers.
6. Each subcommittee is required to develop and to follow a written statement of that subcommittee's policy. A current copy of that policy shall be kept on file by the Policy

subcommittee. In event of a conflict between ASC Policy and a subcommittee policy, the ASC Policy will supersede.

7. ASC officers other than the Chair, Co Chair, Secretary , Co Secretary, Treasurer, Co Treasurer, Rcm, and Co Rcm, may also serve as a GSR or Alternate GSR for their homegroups.
8. Anyone may call for a group conscience vote to be taken when there is a disagreement between any two ASC representatives during New Business that lasts beyond 5 minutes. When there is a disagreement between two ASC representatives at any other time, the five minute rule will be invoked.
9. The Delco Area Service Structure is amended to reflect Narcotics Anonymous Conference Approved Literature only for our service structure. We have Narcotics Anonymous approved literature with our Steps, Traditions and Concepts, and A Guide to Service which was written by addicts for addicts. These pieces of literature were drawn up within the literature process of NA. Any literature that is not NA approved will not be allowed in Delco ASC.
10. Policy is to update monthly appendix of all motions passed.
11. Financially struggling groups, after exhausting all avenues to raise funds autonomously, who come to Area and explain their hardship and request literature, be granted $100.00 worth of literature. This is an emergency situation and each group can only request this twice in a calendar year. This literature will only be available after all literature orders are filled and will be funded by money in excess of prudent reserve before money is sent to Region and World.
12. All Delco home groups are to suggest a Homegroup member appear at subcommittee meetings.
13. All subcommittee meetings are held at Prospect United Methodist Church, the third Wednesday of each month, (separately but simultaneously) from 6:00 pm until 7:00 pm. The following subcommittees will meet during this time: Convention Committee, Public Relations, Hospitals & Institutions, Digital Media, Activities, Literature Review and Policy.
14. The ASC Gmail account password will change annually and the new password will be distributed to chair, co-chair and co-secretary, as well as secretary.
15. That any non NA related announcements be kept out of the Area Minutes.
16. To add the booklet "Behind the Walls" to our list of literature to bring into the new commit at the County Prison. (We would need this booklet without staples in it. Spoke to world and it is available.
17. Article VII Conduct of Trusted Servants
18. Per motion passed in January 2019, the purpose of the following points is to keep an atmosphere of love, understanding, and respect and to uphold the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts. The following will not be tolerated during the ASC meeting:

    a. Continued meeting disruption (i.e. whispering, outbursts, side conversations)

    b. Speaking without being recognized

    c. Use of abusive language toward other individuals or the body as a whole

    d. Use of personal threats toward other individuals or the body as a whole

e. Intentional or reckless false accusations or unwarranted attacks on the character of individual members or the body as a whole

f. If such actions occur the Chair shall issue one (1) warning. If there is a recurrence by the same individual that individual will be asked to leave the meeting.

g. Any acts of physical violence committed on area property will not be tolerated and shall be handled by the appropriate authorities with which the ASC and the GSR's shall cooperate fully.

Article VIII- Qualifications of ASC Officers

1. One year continuous clean time is a requirement for all ASC subcommittee Co-chairs, except the Area Chair, Co-chair and Secretary which requires three years clean, as well as the Convention Committee Chair and Co-Chair, which require 5 and 4 years of continuous clean time respectively. This is a one year position. The Subcommittee co-chairs, will step into the position of Chair, when the subcommittee chair's term of office has been completed or if the chair fails to complete the commitment. This is a two year position; one year as Co-chair and one year as Chair. A desire to serve NA.
2. A working knowledge of Delco ASC Policy.
3. ASC Officers must attend all ASC meetings. If two consecutive meetings are missed, the Chair will contact the absentee to see if a valid reason exists to elect a replacement. If three consecutive ASC meetings are missed, the position will be considered vacant unless the Chair has determined there is no reason to elect a replacement.
4. A working knowledge of the Twelve Steps and Twelve Traditions of NA.
5. Suggested pre-involvement with the Area, either as an Officer or a GSR.
6. The Treasurer's position requires five years clean time, and co-chair four years; the candidate must have a legal source of income.
7. All ASC officers, all chairs, RCMs, secretaries, treasurers, and representatives are all one year positions starting in January and ending in December of every year. (Except for Regional Convention Committee Rep and the Delco Convention Committee Chair because their terms start from convention to convention.) All Co-chairs, Alternate RCM's, Co-secretaries, Co-treasurers, and Alternate Reps are two-year positions.
8. If the Chair does not fulfill the term, the Co-chair will step into the Chair's position immediately.
9. The term of service of each ASC officer (with the exception of the Convention Committee) ends at the conclusion of the December ASC meeting.

Article IX - Nominations and Election of ASC Officers and Sub-committee Co-chairs

1. Nominations for ASC Officers and Sub-committee Co-chair positions will be taken at the regularly scheduled October and November ASC meetings.
2. The Convention Committee Co-chair will be elected the month previous to the convention with nominations taking place three months in advance to provide mentoring and help in the transition.

3. The nominee must be present to accept the nomination, be present for the election of the position and to address questions from the Area.
4. All nominees must meet the requirements set forth in the ASC policy.
5. The nominations will be sent back to the Groups for the Groups' approval. The vote of approval will be conducted at the regularly scheduled monthly ASC December meeting.
6. All vacant ASC Officer and Sub-committee Chair and Co-chair positions shall appear in the ASC minutes in the form of an announcement.
7. All nominations need to go back to the groups with the exception of vacant positions, which will be voted on at Area meeting.

Article X - Questions to be asked of all Candidates for any ASC Committee Position

1. What is your clean date?
2. What is the name of your home group?
3. What service work have you been involved with in the past?
4. Are you willing and able to complete the full term of office?
5. Is NA your primary source of recovery?
6. Have you ever failed to serve the full term of a previous commitment and if so, why?
7. (For Treasurer Positions) Are you employed? How long have you been working there? If candidate is unemployed, do you have a legal source of income?
8. We will open the floor for any questions you have for the candidate.

Article XI - ASC Service Sub-committee Descriptions

1. ASC Service Sub-committee meeting has been moved to the 3rd Wednesday of the month at Prospect United Methodist Church from 6:00 PM-7:00 PM, before the Delco ASC Meeting.
2. Per a motion passed in December, 2020, subcommittee members (except for those serving on the administrative committee - Area Chair, Co Chair, Secretary, RCM, Alternate RCM, and Treasurer) may also serve as GSRs, and therefore vote on motions.
3. At no time should any subcommittee act as a voting body

Activities Sub-committee

The purpose of the Activities is to aid the groups within the Area in matters which would strengthen NA as a whole within the Delco Area, i.e., workshops, learning days, dances. They also schedule fellowship gatherings.

Exchanging of the Key for Activities

At the end of each year (service commitment has ended) the key (for Prospect United Methodist Church) will be handed over to the co-chair of activities until the following year.

Hospitals and Institutions Sub-committee

The purpose of the H&I Sub-committee is to carry the NA message into various institutions (such as rehab centers, detox units, in hospitals and in prisons) where residents have limited or no access to outside meetings. They also work with the PR subcommittee to establish H&I meetings within these institutions. Sub-committee meets monthly to ensure commitments within the Area are being maintained properly.

Literature Sub-committee

The Literature Sub-committee's main purpose is to have literature available for Groups to purchase during the ASC meeting. The Chair must be willing to make arrangements to ensure that the literature is replenished by going to, and purchasing literature at RSO or any established NA service body. Literature sales are to be made available to local institutions by the Area Literature Sub-committee.

Literature Review Sub-committee - Removed per motion passed October 2023

The Literature Review Sub-committee reviews all NA literature that is sent out to the Fellowship from the World Board. After reviewing such literature, they may send back their input or comments to the World Board to assist them in compiling new literature.

Meeting List Sub-committee

The Meeting List Sub-committee's purpose is to inform NA members of the available meetings in the Delco Area. Its duties are to compile an accurate listing of Delco NA meetings and design, update and print the meeting list for distribution at each Delco ASC meeting.

Policy Sub-committee

The purpose of the Sub-committee is to develop, interpret and maintain the Delco ASC policy and to ensure that it is followed at Delco ASC. Revised copies will be available immediately on www.nadelco.org if any changes have been made.

Public Relations Sub-committee

The purpose of the PR Sub-committee is to make the public aware of the existence of NA while remaining in the scope of the Twelve Traditions of NA. The PR Sub-committee is in direct contact with schools and other community agencies and will provide speakers upon request. This Sub-committee will work with the H&I Subcommittee to establish new H&I meetings.

Administrative Committee

The Administrative Committee consists of the Chair, Co-Chair, Secretary, Treasurer, RCM and the alternative RCM. This committee is to handle emergency situations, financial requests and disbursements that arise at other times, than during the Delco ASC Meeting.

Area Chair

The Chair presides over the monthly ASC meeting and can only vote in case of a tie. The Area Chair must be capable of conducting an ASC meeting with a firm yet understanding hand. The Chairperson cannot voice opinion at the ASC or Subcommittee meetings and remain impartial in all matters. It is important for the

Area Chair to maintain an atmosphere of recovery and be able to conduct the monthly ASC meeting neutrally according to guidelines set forth in the ASC policy. (Exhibit A – Area Service Meeting Format.)

Area Co-Chair

The Area Co-chair will perform the duties of the Area Treasurer or Literature Chair at the ASC meeting if the Chair and Co-chair of those Sub-committees are absent. In the absence of the Secretary, the Co-chair will take the minutes. In the absence of the Chair, the Co-chair will perform the duties of the Chair.

Regional Committee Member (RCM)

This position is to an Area what a GSR is to a Group. The RCM represents the Group Conscience of the Area at the regional level. They are responsible to attend all Regional Service Committee (RCM) meetings and work as a liaison between the Groups and the Region. Only the RCM (or the Alternate RCM) represents the Area at the RSC meetings and can speak for the Area.

If the RCM or the Alternate cannot attend the RSC weekend, a proxy RCM may attend and perform the duties of the RCM as long as they have written permission from their Area. This proxy RCM will be chosen at the ASC meeting when the need should arise. This proxy RCM will be chosen by Group Conscience at the ASC.

Secretary

The Secretary keeps accurate minutes of each ASC meeting. The Secretary types and distributes copies of the minutes to each GSR and all Area Officers no later than two weeks following each meeting. The Secretary should have the minutes readily available. The Secretary is responsible for maintaining archives, along with a current Area mailing list. The Secretary shall not edit any Group or Sub-committee reports, which are to be reflected in the minutes just as they are submitted in writing.

Convention Representative

The Convention Representative is to attend all Regional and Area service meetings. The Convention Representative must be able to work for the common good; placing principles before personalities at all times. The Convention Representative will serve until the end of the Regional Convention Committee term.

Sub-committee Chairs

Subcommittee Chairs will facilitate their subcommittees and be responsible to report to the ASC all matters that are currently in progress in their subcommittees. They should be prepared to answer questions regarding their subcommittee's activities. They do not have voting privileges. They make motions dealing with their respective Subcommittees only.

All Subcommittee Chairs (or Co-chairs) are required to attend their respective RSC Subcommittee meetings and give a report of their subcommittees to the RSC Subcommittee Chair. It is also suggested that the Sub-committee policies be followed.

Treasurer

The Treasurer will be responsible for the collection of Group donations and will submit a written report of contributions and expenditures to the Secretary for enclosure in the ASC meeting minutes. The Treasurer's report will be submitted to the ASC Secretary no later than seven days after the ASC meeting

has occurred. The Treasurer is also responsible for the key to the ASC Post Office box. The Treasurer will automatically pay all Sub-committee rent for their meeting places monthly.

Delaware County Convention Committee

The role of the Delaware County Convention Committee is to plan, organize and run the Delaware County Area Convention. As such, this committee will need to raise and keep funds. It will have its own bank account and non-profit tax identification number to shield the area from any liability. They will be directly responsible to the Delaware County Area they serve.

Exhibit A - AREA SERVICE MEETING FORMAT

1. The meeting begins at 7:00 pm with a moment of silence followed by the Serenity Prayer. Area Chair introduces self as "I am an addict named _____."
2. I've asked someone to read the Twelve Traditions of NA.
3. I've asked someone to read the Twelve Concepts of NA.
4. All cell phones are to be turned off or put on vibrate.
5. Behavior at the ASC meeting should be in accordance with the Twelve Traditions of NA. That is, an air of recovery is presented around the room. Anyone who continually calls out or disrupts the ASC meeting will be asked to leave the ASC meeting. Remember the Twelve Traditions and place "principles before personalities."
6. Read the mission statement from Area Policy.
   The Area is the link between the groups and the Greater Philadelphia Region of Narcotics Anonymous. The meetings are always guided by the Twelve Traditions of NA. The meetings are held on the third Wednesday of each month, and are scheduled to start at 7:00 pm.
7. The Chair or Secretary will call roll of all groups in the Delco Area, and groups will provide their home group updates. Roll will then be called of Delco officers. Any group not represented for two consecutive ASC meetings will be removed from the roll call at the third consecutive meeting. These groups will be added back to the roll as soon as they are represented.
8. Are there any corrections to last month's minutes?
9. Are there any new groups to be voted in the Area? (*Have the GSR's introduce themselves and state information pertaining to the group; e.g.: Day and Time; Open or Closed; Restrictions).* Please give the group information to the Meeting List Chair to be added to the area meeting list.
10. Will any new GSR of Alternate introduce yourself, and state which group you represent. Please give your name and home address or E-mail address to the secretary, so you can have a copy of the minutes sent to your home. See the Policy Chair to obtain a copy of policy.
11. Are there any returning groups?

12. Any Delco Area GSR, Officer or Sub-committee who wishes to make a report or announcement should submit it in writing to the secretary if you wish to have it reflected in the minutes.

13. Are there any NA announcements?
14. Sub-committee reports are read by the Sub-committee Chair (or Co-chair in the Chair's absence); these must also be submitted in writing. Sub-committee reports are not the place discussion. A few valid questions may be asked. All concerned individuals should attend sub-committee meetings if you have a valid complaint or question. *(Utilize discretion when the discussion gets too lengthy)*.
15. Policy Report – are there any questions for Policy?
16. Activities Report – are there any questions for Activities?
17. Hospitals and Institutions Report – are there any questions for H&I?
18. Public Relations Report – are there any questions for PR?
19. Meeting List Report – are there any questions for Meeting List?
20. Regional Convention Committee Report – are there any questions for the Regional Convention Committee?
21. Delco Area Convention Committee Report – are there any questions for the Delco Convention Committee?
22. Digital Media Report – are there any questions for Digital Media?
23. Secretary's Report – are there any questions for the Secretary?
24. RCM – are there any questions for the RCM?
25. Treasurer's Report – are there any questions for the Treasurer?
26. Literature Report – are there any questions for Literature?
27. Literature Review Report – are there any questions for Literature Review?
28. Now is the time for Old Business. During old business, all motions that were taken back to the Groups for a vote are now voted on. Reminder: only a GSR (or Alternate in GSR's absence) may vote. State the motion and then call for a vote.
29. This is the time for New Business. Only GSRs (or their Alternates) and Area Officers may make a motion. Sub-committee Chairs can only make motions relating to their Sub-committees. (See guide to making a motion in policy.
30. Votes called for in New Business may only be voted on by GSRs or their alternates.
31. Open Forum – This is the time for discussion, if anyone has anything for the good of the Area.
32. At the conclusion of Open Forum, call for a "Motion to Close" along with a second. Motion can only be made at the completion of Area Business.
33. Adjourn with the Serenity Prayer.

Note: Chairperson has the option to call for a break during meetings that run over an hour

Exhibit B - Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose, there is but one ultimate authority, a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never to be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Exhibit C - Twelve Concepts of Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.

3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

8. Our service structure depends on the integrity and effectiveness of our communications.

9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making 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.