EAST COAST SCOTLAND AREA OF NARCOTICS ANONYMOUS

AREA SERVICE COMMITTEE POLICIES AND

PROCEDURES September 30th 2022, revised 20th March

2024

Introduction

The East Coast Scotland Area of Narcotics Anonymous was re-established on June the 16th 2022 after a service committee was voted in at a meeting of GRSs and Observers. It was agreed that of 50% + 1 of the East Coast Scotland Groups who did not opt out of being part of Area had to be present to vote for the motions to reconvene area and elect a steering committee to be carried. 14/16 possible voting GSRs were present so quorum was met. Simple majority was used to agree votes.

Future quorums were discussed and it was agreed that a 50% + 1 quorum would be required for important business and a 30% attendance required for general ASC business to be carried. A list of important business is to be agreed and defined in these policies and procedures. The quorum for important business was changed by a majority vote of GSRs on 8th June 2023. This is detailed in the quorum section.

This document provides details of the Policies and Procedures adopted by the East Coast Scotland area in its service since June 2022 to the present day.

This document does not detail all NA procedures - members should refer to the Guide to Local Services for specific ASC guidelines.

Geographical Area

The East Coast Scotland Area of Narcotics Anonymous consists of the present-day boundaries of Aberdeen City, Aberdeenshire and Moray and the eastern half of the Highlands of Scotland.

Name and Description

The East Coast Scotland Area of Narcotic Anonymous Area Service Committee, known as ECSNA ASC was formed to serve the geographical area stated above.

The ECSNA ASC is a service Committee of Narcotics Anonymous directly responsible to the NA groups of the North East of Scotland Area.

The ECSNA ASC recognises online meetings as groups.

The ECSNA ASC consists of Group Service Representatives (GSR's) and Alternates (Group Representatives in the absence of a GSR) from NA groups in the East Coast Scotland Area, along with elected Steering Committee members, Sub-Committee Chairpersons, and other non-elected NA members.

The ECSNA ASC shall meet in a hybrid format to allow remote and physical attendance at an agreed venue at an initial frequency of once a month that can become every second month at the agreement of GSRs and Service Committee members.

Purpose

The purpose of the ECSNA ASC is to carry out services on behalf of groups in the area, allowing the groups to focus on their primary purpose of carrying the NA message to the still-suffering addict.

Responsibilities

Conduct regular business meetings.

Provide an accurate record of each business meeting and distribute to ALL NA groups in the area via email or WhatsApp message.

Provide a safe atmosphere for ECSNA ASC groups to bring their groups conscience.

Provide information to the ECSNA ASC groups through their Group Service Representatives (GSR's).

Provide orientation and support to new GSR's.

Provide support to all area sub-committees.

Provide access to Narcotics Anonymous literature.

Provide (where possible) a Regional Committee Member (RCM) to attend the United Kingdom Regional Service Committee UKRSC.

Support existing groups and encourage the development of new groups.

Maintain bank accounts as required by the ECSNA ASC.

Complete an Area inventory annually at the ECSNA ASC.

Responsibilities of ASC Steering Committee Members

The responsibilities of each ASC steering committee member are listed in the Guide to Local Services. For the purpose of this, ECSNA ASC will list the clean time requirements only. Further work on a bespoke roles and responsibilities will follow for consideration by GSRs.

ECSNA ASC Steering Committee Members

The ECSNA ASC Steering committee consists of the following NA Members:

ASC Chair - 5 Years Clean Time with an understanding of the 12 Steps, Traditions and Concepts, with relevant experience in similar sub-committees.

ASC Treasurer - 5 Years Clean Time with an understanding of the 12 Steps, Traditions and Concepts, with relevant experience in similar sub-committees.

ASC Secretary - 2 Years Clean Time with an understanding of the 12 Steps, Traditions and Concepts, with relevant experience in similar sub-committees.

Each position also has an alternative or vice member.

ASC Vice Chair - 4 Years Clean Time with an understanding of the 12 Steps, Traditions and Concepts, with relevant experience in similar sub-committees.

ASC Vice Treasurer - 4 Years Clean Time with an understanding of the 12 Steps, Traditions and Concepts, with relevant experience in similar sub-committees or at group level.

ASC Vice Secretary - 1 Years Clean Time with an understanding of the 12 Steps, Traditions and Concepts, with relevant experience in similar sub-committees or at group level.

These committee members can serve between 12 and 24 months in accordance with the Guide to Local Services, please consider if you can commit to a position before taking it on. Members in vice roles should assist with the roles and responsibilities of the full position. The vice position is not just a backup role to stand in when a person in a position can't attend. Vice roles should be prepared to take on the full position when the Chair, Treasurer or Secretary's term ends.

ECSNA ASC Sub-committees

All sub-committees should follow NA supplied Guidelines. The ECSNA ASC should provide copies of Guidelines for the new sub-committees.

All sub-committee chairs must attend the ECSNA ASC Committee to be ratified and then on a regular basis to update the ASC on subcommittee business.

On 11th January 2024 it was voted in by majority of attending GSRs that a Fundraising and Events Committee shall be established to hold events and fundraise for the ASC throughout the year. The convention committee shall continue to have an entertainment sub-committee responsible for entertainment at the convention and should liaise with the Fundraising and Events committee if any fundraising activities for the convention are required See ECSNA convention sub-committee guidelines 2024 for more details.

ECSNA ASC Rules of Order

The ECSNA ASC uses Roberts Rules of Order - as detailed in the Guide to Local Services.

ECSNA ASC Policies and Procedures

1) New ECSNA ASC Meetings and NA Starter Packs

Proposal - NEW Meetings (physical and online) should be up and running for 4 weeks, before being added to the ECSNA ASC meetings list or supplied with an NA Starter Pack.

Starter packs will be made available to new groups existing for in excess of 4 weeks. £30 is the agreed value of any starter pack, and the groups may choose the content of the pack to the value of £30.

INTENT - To gain credibility and stability in meetings and follow Traditions.

2) ECSNA ASC Budget & Prudent Reserve

The ECSNA Treasurer shall prepare a budget to cover all expected income and outgoings for the year. The budget should be updated each quarter. The prudent reserve shall be set in accordance with the budget. Any additional funds in excess of the budget, or funds in the budget that are not spent shall be donated to the UK RSC on a quarterly basis to fund services at UK level. Funds can be ring fenced for subsequent years at the discretion of the East Coast Scotland ASC.

3) ECSNA ASC Attendance

All ECSNA ASC members and sub-committee chairs must attend the ASC wherever possible. If a committee member fails to attend the ASC, the following procedure should be adopted:

> After 1 Month absence with no apology the member should be contacted immediately to ensure that they are OK.
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> After 2 Months absence with no apology the member should again be contacted to ensure that they are OK - and to explain the need to attend the ASC along with this policy.
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> After 3 Months absence with or without an apology the member should again be contacted to ensure that they are OK - and to explain, that if the member does not attend the next ECSNA ASC, that a vote of no confidence will be held.

4) ASC Finances

Any money collected at each monthly ASC, including Literature sales, must be counted and deposited in the NA account directly after the ASC completes - This must be done by a minimum of 2 Trusted Servants - One of whom must be an ECSNA ASC Steering Committee Member.

A minimum of 2 Steering Committee members will be signatories of the ECSNA ASC account.

When a Steering Committee members service is over - it is their responsibility to ensure that the Bank Mandates are changed to reflect the new signatures.

5) Quorum

A quorum is the minimum number of GSRs necessary to constitute the ASC at a meeting.

The quorum is based on the average attendance of GSRs over the previous 6 monthly ASC meetings.

75% of the average GSRs for the previous 6 meetings shall be present for important business to be carried.

For example, if the average GSR attendance has been 8, the required quorum would be 75% of 8, which is 6 GSRs.

An accurate record of groups in the East Coast Scotland Area shall be kept by the chairperson for purposes of the quorum. Quorum should be calculated by the chair in advance of each meeting.

Business requiring quorum present:

Election of the ASC steering committee and other positions

Changes to meeting format, time and frequency

Changes to quorum

Approval of budget

Spending of ASC funds greater than £100 that is not in the approved budget.

Ring fencing of funds for future years.

Establishment of a sub-committee and ratifying of a sub-committee chair

Approval or revision of this policy document

Business not requiring quorum present:

All other business not listed above, such as group reports, committee reports and payment of bills that are in the budget, for example, the freephone helpline annual fees.

6) New Business

Any proposal brought to ASC by a GSR requiring quorum present should be added to the agenda for the next area meeting for discussion and approval. Any business not requiring quorum present can be voted on in new business.

7) Voting

Once quorum is met, a proposal with a majority vote in favour is carried. Abstentions don't count for purposes of the majority. A tied vote results in the vote not being carried. Voting shall be done anonymously.