

Upper Cumberland Area Service Committee Guidelines

Adopted October 17, 2004

Section I

The Upper Cumberland Service Committee of Narcotics Anonymous

A. Purpose and Function

1. The purpose of the Committee is to be supportive to a Narcotics Anonymous Area and its primary purpose by associating with Groups within the Area and helping deal with its situations and needs.
2. The UCASC serves 3 basic functions:
 - (a) The primary function of this committee is to unify the Groups within its Area and to provide help and support to individual Groups.
 - (b) The secondary function of the UCASC is to carry the message of recovery through its various Sub-Committees.
 - (c) The third function of the UCASC is to contribute to the growth of and enhance the quality of Narcotics Anonymous, as a whole, by helping to support the VRSC.

B. Spiritual Guidelines, Order of Guiding Documents

1. The 12 Concepts of NA Service
2. The 12 Traditions of NA
3. A Guide to Local Service in NA
4. The UCASC Guidelines
5. The rules contained in the current edition of "Robert's Rules of Order," newly revised
6. UCASC shall not make any action that conflicts with Guiding Documents

C. The UCASC consists of:

1. Elected GSR's from the Member Group of UCANA
2. Elected Trusted Servants (i.e., Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, Alternate RCM, and Sub-Committee Chairpersons).

D. All Groups in the Upper Cumberland Area of Narcotics Anonymous must adhere to the Six Points, based on our Traditions, which describe an NA Group.

1. All members of a Group are drug addicts and all drug addicts are eligible for membership.

2. As a Group, they are self-supporting.
3. As a Group, their single goal is to help drug addicts recover through application of the 12 Steps of Narcotics Anonymous.
4. As a Group, they have no affiliation outside of Narcotics Anonymous.
5. As a Group, they express no opinion on outside issues.
6. As a Group, their public relations policy is based on attraction rather than promotion.

Section II

Voting Procedures

A. Voting and Quorum

1. Voting members of the UCASC are: GSR's, GSR Alternates, in the absence of GSR, or official proxy representative.
2. A quorum shall consist of one (1) more than half of voting members present for a simple majority vote in order to do business.
3. Business of the UCASC shall be conducted by UCASC Policy in accordance with the Guiding Documents.
4. All motions that make or change Policy shall be sent back to the Groups and requires a two thirds (2/3) majority of voting members present to pass.
5. An abstention does not count in the total number of present voting members from whom a needed percentage is derived, unless a situation occurs when there are more abstentions than the total of yes and no voted. The motion will then be returned to the floor for further deliberation and clarification.
6. In case of a tie vote, the UCASC Trusted Servants would be asked to vote. The collective result of their vote will act as a tie breaker.
7. After two (2) ties the Area Chairperson breaks the tie.
8. All members of the UCASC, except Chairperson, may make motions. Only GSR's, GSR Alternates, or proxy representatives, may second motions.
9. In accordance with the 9th Tradition of Narcotics Anonymous, the UCASC is directly responsible to those they serve and shall be respectful of the Guiding Documents in all its affairs and matters of business, keeping the interest of Narcotics Anonymous fellowship in the Upper Cumberland Area and around the world ever in heart.

Section III

Elections of UCASC of Narcotics Anonymous

A. Nominations for Administrative Committee Trusted Servants shall be made in December. Voting of these Trusted Servants positions will be in January with service beginning in February.

B. Nominations for UCASC Sub-Committee Chairs shall be in May. Voting of these Trusted Servants positions shall be in June with service beginning in July.

C. Trusted Servants positions, with the following exceptions, are a one (1) year term:

1. Ad-Hoc, special, and temporary Sub-Committee chairs.
2. RCM Alternate, ASC Vice-Chair, Alternate Secretary, and Alternate Treasurer are implied two (2) year commitmentsw. Those Trusted Servants assuming the positions of RCM, Chair, Secretary, and Treasurer respectively, with a willingness to serve and a vote of confidence at the end of the first year.

D. A Trusted Servant of UCASC may serve a second year in that position if nominated and elected.

E. All nominees of a Trusted Servants position must be present at nomination and voting.

F. Resignation and Removal of Trusted Servants.

1. Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the UCASC Chair prior to, or at the time of resignation.
2. Area Trusted Servants may be removed from office for any of the following reasons:
 - (a) Relapse
 - (b) Excessive absence without prior notice
 - (c) Neglect of duties
 - (d) Disregard for Area Conscience
 - (e) Disrespect for the Guiding Documents
 - (f) Misuse of funds
 - (g) Falsification of financial reports
 - (h) Any act of theft or violence in the Committee or towards NA Members.

G. Procedure for Removal from Office

1. Request of resignation or notice of impending removal from office must be presented to the UCASC in the form of a motion and be accompanied by an explanation.
2. The Trusted Servant in question will be notified in writing by two (2) UCASC Administration Members 21 days prior to impending action.
3. In the event of resignation or removal of Sub-Committee Chairpersons, the Vice-Chair shall assume the duties and responsibilities of the Chair until the time as scheduled.
4. RCM Alternate and Vice-Chair may move into RCM and Chairpersons position respectively in case of resignation or removal upon a vote of confidence of the UCASC.
5. Any one elected mid-term (with the exception of temporary Committee Chairs) will serve the remainder of the regular term of office.

H. Two Hatting

1. No members shall hold more than one Area Trusted Servants position at any one time, with the exception of Sub-Committee Vice Chairs and temporary Committee Chairs.
2. No member shall serve as a GSR and Area Trusted Servant concurrently with the exception of Sub-Committee Vice Chairs and temporary Committee Chairs.

Section IV Format of the UCASC

A. Chairperson calls the meeting to order.

B. The meeting opens with a moment of silence followed by the Serenity Prayer.

C. Read the Service Prayer, the 12 Traditions, and the 12 Concepts.

D. Roll Call

1. Groups.
2. Administration Committee.
3. Sub-Committee Chairs

E. Group Reports

F. Recognizing new Groups

G. Open Forum (30 minutes)

H. Secretary's Report (must have motion to accept)

I. Treasurer's Report (must have motion to accept)

J. RCM Report (must have motion to accept)

K. Sub-Committee Reports

1. H&I
2. PI
3. Phoneline
4. Literature
5. Newsletter
6. P&P
7. Outreach
8. Activities

L. Break

M. Old Business

N. Nominations/Elections as needed

O. New Business

P. 7th Tradition

Q. Set time, date, and location of next UCASC Meeting

R. Reading from the Basic Text (optional)

S. Motion to adjourn and close with Prayer of choice

Section V Administrative Committee

A. Chairperson

1. One year commitment
2. Three (3) years continuous abstinence from all drugs
3. One year active service in Narcotics Anonymous
4. Handle and/or direct all correspondence of UCASC
5. To be one of the two co-signers on the UCASC bank account
6. Enforce the "rules of decorum and discipline" at the Committee Meetings
7. Maintenance of the UCASC files, archives, and property
8. Call "Special" UCASC Meetings as necessary
9. May in times of inclement weather and threatening travel conditions affecting any part or all of this Area, postpone an UCASC Meeting and inform members thereof
10. Appoint all AD-Hoc Committee Chairpersons as needed
11. Train the Vice-Chair in the performance of the Chairpersons duties
12. Call and chair Administrative Committee Meetings as needed

B. Vice-Chairperson

1. Requires a minimum of two (2) years clean time
2. Assists the Chairperson in duties relating to ASC
3. Chairs the ASC Meeting in the absence of the Chairperson
4. Coordinates Sub-Committee affairs by way of quarterly meetings of Sub-Committees
5. Assumes responsibility of all Sub-Committees with no elected Trusted Servants (i.e. Chair or Vice-Chair).

C. Regional Committee Member

1. Requires a minimum of three (3) years clean time
2. One year active service in Narcotics Anonymous
3. Carries Area Conscience and concerns to Region
4. Carries business and concerns from Region to Area for consideration

5. Submits a written report at each Area Meeting
6. Trains RCM Alternate in the performance of duties of RCM

D. Regional Committee Member Alternate

1. Requires a minimum of two (2) years clean time
2. Assists RCM in duties
3. Carries out RCM duties in the absence of RCM on the Area or Regional level

E. Secretary

1. One (1) year commitment
2. Minimum of two (2) years clean time
3. Minimum of one (1) year service involvement in Narcotics Anonymous
4. Be prepared to assume the duties of the Chair in his/her absence or until a Chair Pro-Temp can be elected
5. Keep an accurate record of the proceedings at all UCASC Meetings to include: regular, special, and Administrative Meetings.
6. Maintain a file of all UCASC and Sub-Committee Reports submitted
7. Mail and/or distribute copies of all the minutes to each member of the UCASC, Sub-Committee Chairs, and Administrative Committee no later than fourteen (14) days following each Area Meeting
8. Maintains an updated list of all Trusted Servants of the UCASC, Administrative Committee, GSRs, Sub-Committee Chairs, including phone numbers and mailing addresses
9. Make available all blank forms in regard to registration, motions, and reports at every UCASC Meeting
10. Train the Alternate Secretary as to the performance of his/her duties

F. Alternate Secretary

1. A minimum of two (2) years clean time
2. One (1) year active service involvement in Narcotics Anonymous
3. Assume the duties of the Secretary in his/her absence at the UCASC Meeting
4. Assists the Secretary in the performance of his/her duties
5. Assists the Vice-Chair and record information, as needed in regard to his/her liaison duties with Committee

G. Treasurer

1. One (1) year commitment
2. Have a minimum of three (3) years clean time
3. Have at least two (2) years active service involvement in Narcotics Anonymous
4. To be the custodian to the Committee's Funds, as received from the Groups, Sub-Committees, and other NA Sources

5. To be co-signer of the Committee's bank account and always one of the signers on any UCASC check
6. To make a report of receipts and disbursements at each regular Meeting from the Groups, Sub-Committees, or other NA sources
7. To make a full financial report at the end of his/her term
8. To disburse funds as necessary in accordance with Committee decisions when funds are available
9. Maintain the UCASC financial record book and have current information on hand at the UCASC Meeting for verification and review when requested
10. Train the Alternate Treasurer as to the performance of the Treasurer's duties

H. Alternate Treasurer

1. Have at least two (2) years clean time
2. Have at least one (1) year active service involvement in NA service
3. Be prepared to assume the duties of the Treasurer in his/her service
4. Assist the Treasurer in the performance of his/her duties as requested

Section VI Establishment of Sub-Committees

A. The UCASC may establish Sub-Committees as necessary to perform certain duties. Sub-Committees will be formed upon approval of the members of UCASC. Sub-Committees may include, but are not limited to: H&I, PI, Literature, P&P, Phoneline, Newsletter, Outreach, and Activities and any other Sub-Committees deemed necessary to carry on the work of the UCASC.

B. All Sub-Committees of UCASC shall create, adopt, and keep current guidelines that are consistent with the 12 Concepts, UCASC Guidelines, and World Service Conference approved Handbook of Guidelines.

C. All expenditures for any UCASC Sub-Committee must be approved by a majority vote of the UCASC.

D. All projects must be initiated and finalized by a majority vote of the UCASC.

E. Any project exceeding \$250 must be sent to the Home Groups for approval.

Section VII Prudent Reserve

A. The Treasurer of the UCASC shall maintain a prudent reserve of one thousand dollars (\$1000).

B. A two-third (2/3) vote of all Home Groups is needed to change the prudent reserve.

Section VIII Auditing and Inventory

A. The UCASC shall have an auditing Committee consisting of the Chairperson, Vice-Chairperson, and recording Secretary of that Sub-Committee. One representative from each Home Group, select by the Chairperson, may participate on this Committee.

B. Audit shall take place as new Administrative Committee is voted in.

C. An Area Inventory shall be taken annually in the month of July, to be chaired by the Area Chairperson.

Section IX RCM Travel Fund

RCM and RCM Alternate shall be funded 50% of room rate for overnight lodging if travel exceeds 100 miles one way. They shall be given the sum of 25 cents per mile travel expenses. Room receipt and/or mileage statement are required.

Section X Literature Stockpile

A. The Area Literature Committee shall maintain a \$1000 literature stockpile.

B. The UCASC shall pay all shipping expenses.

Section XI UCASC Secretary Budget

The UCASC Secretary shall maintain a budget of \$100 as needed to supply Area with Minutes. The UCASC will re-imburse expenditures when provided with receipts.

Section XII Automatic Payments

The Phoneline expenditures and website expenditures shall be an automatic payment upon receipt of bill.

Section XIII Standing Orders

Clean time requirements for Trusted Servants **will not** be waived at any time.