

Guidelines for UCASC Phone line Subcommittee

Adopted October 17, 2004

Article I Definition

We are an operating subcommittee of the USASC of Narcotics Anonymous. We are supported by the UCASC and are accountable to that committee.

Article II Purpose

To provide a Phone line service to the UCANA that is consistent with the WSC approved Guide to Phone line Service in order to fulfill our Primary Purpose.

Article III Spiritual Guidance

In all its endeavors, the Phone line Committee will comply with the following in this order:

- A. The 12 Traditions of NA.
- B. The 12 Concepts of Service for NA.
- C. The current publication of The Guide to Local Service.
- D. The current publication of Guide to Phone line Service.
- E. The UCASC Guidelines.
- F. Any special rules of order adopted by this subcommittee.
- G. In case of conflict, the Phone line Subcommittee will turn to the USASC for guidance.

Article IV Responsibilities

- A. To become the resource and coordinating body for Upper Cumberland Area Phone line efforts.
- B. To maintain a close working relationship with the UCASC Public Information Subcommittee.
- C. To maintain a close working relationship with all other UCASC Subcommittees being careful not to interfere with their responsibilities.

Article V Function

- A. To inform addicts seeking our program of our existence and how to find our meetings.
- B. To guide non-addicts seeking information about our services to our communities to the appropriate service structure.
- C. To hold frequent “Learning Days” and workshops to orient all phone line volunteers on the proper NA way to provide this service.
- D. To coordinate the efforts of all phone line volunteers in the Upper Cumberland Area.
- E. Acts as a liaison between Phone line volunteers and the UCASC, and report on the status of all volunteers in a written monthly report.
- F. Distribute Phone line sheets to Phone line volunteers and collect them on a monthly basis.
- G. Make available to the Secretary all accumulated data pertaining to all current Phone line volunteers in Area for data base purposes.
- H. Hold monthly Subcommittee meetings and report all activities to the UCASC of NA.

Article VI Membership

- A. This subcommittee shall consist of Chairperson, Vice-Chairperson, Secretary and Phone line volunteers selected from current work shop sign up sheets or after attending a Phone line Learning session.
- B. Each Phone line Subcommittee member will have a working knowledge of the 12 Traditions, 12 Concepts and the publication A Guide to Phone line Services.
- C. Each member is required to have their own copy of A Guide to Phone line Services.
- D. All interested members of NA may attend meetings.
- E. Committee Chairperson to be decided by UCASC Nominations & Voting Guidelines, 1 year term.
- F. Vice Chairperson, Secretary and Phone line volunteers to be decided on within Phone line Subcommittee by voting members. 1 year term.
- G. Any member that attends two consecutive meetings may vote at 2nd meeting.

- H. All nominees for office must be present at time of nomination.
- I. No officer shall hold more than 2 consecutive terms of any one position.

Article VII Removal from Committee

Subcommittee officers and Phone line Volunteers may be removed from Committee for non-compliance, which but is not limited to:

- A. Loss of abstinence.
- B. Non fulfillment of duties of their position.
- C. Non attendance of 2 or more consecutive subcommittee meetings with out being excused by Chairperson.
- D. Any violation of Traditions, Concepts, and A Guide to Phone line services.
- E. If by 2/3 vote of the Subcommittee, the Chairperson is found to be in non-compliance, a written request to remove them may be submitted to the UCASC Admin Committee.
- F. Upon receipt of said request the UCASC Administration Committee may remove or investigate the officer.
- G. All other Subcommittee officers and Volunteers may be removed from Committee by 2/3 votes of Subcommittee members.

Article VIII Officer Qualifications & Duties

Chairperson:

A. Requirements

1. At least 3 years abstinence from all drugs
2. Previous experience at a group level.
3. A working knowledge of 12 Steps, 12 Tradition, 12 Concepts of NA and a Guide to Phone line Service.
4. Willingness to serve, the time & initiative to commit for the length of time involved.

B. Duties

1. Arrange times and agendas for subcommittee meeting.
2. Initiates all necessary activities to fulfill all committee objectives And goals.
3. Is responsible for all files, records and overall functioning of Subcommittee.
4. Attends and chairs all UCANA Phone line Subcommittee Meetings.
5. Attends all monthly UCASC Meetings.

Vice Chairperson:

A. Requirements

1. At least 2 years abstinence from all drugs.
2. Previous experience at a group level.
3. A working knowledge of 12 Steps, 12 Tradition, 12 Concepts of NA and a Guide to Phone line Service.
4. Willingness to serve, the time & initiative to commit for the length of time involved.

B. Duties

1. To assume responsibilities for the subcommittee in the Chairperson's absence.
2. To work closely with and assist with all duties of the subcommittee
3. To carry out responsibilities delegated by the Chairperson and/or the Subcommittee.
4. Attends all UCANA Phone line Meetings
5. Attends all UCASC meetings.

Secretary:

A. Requirements

1. At least 1 year abstinence from all drugs.
2. Previous service experience.
3. Willingness to serve, the time and initiative to commit for the length of time involved.

B. Duties

1. Records minutes of each subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the Next scheduled meeting.
3. Attends all UCANA Phone line meetings.

Phone line Volunteers:

A. Requirements

1. At least 9 months abstinence from all drugs.
2. Willingness and desire to serve.
3. Willingness to give the time and resources necessary.
4. A working knowledge of the 12 Traditions, 12 Concepts of NA And A Guide to Phone line Services.
5. Must have NA sponsor and NA home group.

B. Duties

1. Adhere at all times to Section IV of the WSO Handbook, “ A Guide to Phone line Service”.
2. Keep in mind that they may be seen as representatives of NA And conduct themselves accordingly **at all times**.
3. Keep in close contact with Sub committee at all times.
4. Record accurate data of all calls received from Phone line Provider using phone line log sheet provided by Phone line Subcommittee.
5. Attends all UCANA Phone line Subcommittee meetings.

Article IX Amendments to Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and a simple majority vote is needed. The proposed change must then be submitted and approved by the UCASC.

Article X Meeting Agenda

1. Open with the Serenity Prayer
2. 12 Traditions
3. Service Prayer
4. Secretary' s report
5. Volunteer reports
6. Nominations and elections (when applicable)
7. Old business
8. New business
9. Set time and place for next meeting.
- 10 Adjournments