

**BASC POLICY  
THE BERGEN AREA SERVICE  
COMMITTEE OF  
NARCOTICS ANONYMOUS**



**POLICY AND PROCEDURES FOR THE BERGEN AREA SERVICE  
COMMITTEE MEETINGS AND RESPONSIBILITIES AND  
PROTOCOL FOR THE TRUSTED SERVANTS AND GUESTS WHO**

**ATTEND  
12-16-19**

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**INTRODUCTION TO NARCOTICS ANONYMOUS - BERGEN AREA  
SERVICE COMMITTEE**

**Dedicated to the Bergen Area Trusted Servant**

**TO THE TRUSTED SERVANT:**

**OF ALL THE GUIDELINES EVER WRITTEN ANYWHERE, ALWAYS BE GUIDED BY THIS ONE:**

**THAT FIRST AND FOREMOST, RIGIDITY IN ALL MATTERS OF THE TWELVE  
TRADITIONS OF NARCOTICS ANONYMOUS IS MANDATORY! THEY ARE NOT  
NEGOTIABLE!!**

The following is an updated set of guidelines intended for the operation of the Bergen Area Service Committee. Please read and review this information with an open mind. This information results from the group conscience of the Bergen Area Service Committee over the years and accurately reflects all policy put into effect by the group conscience through end of 2019 Area Service meeting. Updates will be issued through the following year by the Policy Committee as Ideas are passed and Policy changes. Please take the time to read this information and become familiar with it. It is designed to assist the Area in getting on with the business of N.A. in Bergen County.

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## **Twelve Traditions**

- 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 is 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 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 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, every reminding us to place principles before personalities.***

## Twelve Concepts

- 1. To fulfill our fellowships primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on the behalf of NA as a whole.*
- 2. The final responsibility and authority for NA service 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 living 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 processes.*
- 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 government.*

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## **THE HISTORY OF NARCOTICS ANONYMOUS IN BERGEN COUNTY**

One summer evening in July of 1981, several recovering addicts sat in a church in Passaic and planned out how to bring Narcotics Anonymous, or N.A. as it is more familiarly known, to Bergen County.

In October of 1981, on a Thursday night in Hackensack, Narcotics Anonymous held its first meeting in Bergen County. This meeting was the sixth in the State of New Jersey. On that crisp fall night there were approximately twenty recovering addicts in attendance at that landmark meeting.

Some of the people from that original Bergen County meeting, along with countless others, began the hard working quest of finding places to hold more Narcotics Anonymous meetings in Bergen County. Up until that time, anyone seeking help for their addiction problem had to travel to out of the way places such as Valesburg, Princeton and Jamesburg to attend a Narcotics Anonymous meeting during the week.

With the help and confidence of a local pastor from Teaneck, New Jersey, the addicts found a home for their second Bergen County Narcotics Anonymous meeting on Sunday night in Teaneck. Soon to follow were Friday night in Paramus and Monday night in Fair Lawn.

With the hard work and dedication of many recovering members of Narcotics Anonymous, Bergen County is now the home of approximately 40 weekly Narcotics Anonymous meetings. During this same time period, Narcotics Anonymous meetings across the State of New Jersey grew from a total of thirty meetings in 1981 to over seven hundred meetings today.

## **1.0 THE PURPOSE OF THE BERGEN AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS (BASCNA)**

The BASC is a service board, which is directly responsible to the groups it serves, whose primary purpose is to help carry the message of recovery, through the Twelve Steps of Narcotics Anonymous, to the addict who still suffers. The BASC is organized to provide better communications with the NNJRSC, and World Service arms of Narcotics Anonymous, but first and foremost to provide services to its groups, and members that they may better carry the message of recovery to the addict who still suffers, primarily in the State of New Jersey.

### **1.1 THE PARTICIPANTS OF THE BASC**

#### **1.1.1 THE BASC DEFINED:**

The BASC is an assembled body of representatives from member Groups within the boundaries of the Bergen Area. They meet for the purpose of serving the member Groups of the BASC.

#### **1.1.2 BASC COMMITTEES DEFINED:**

**1.1.2.1 THE ADMINISTRATIVE COMMITTEE** – The Administrative Committee coordinates the services that are offered to the member Groups through the BASC. The members elected to serve on this committee are trusted servants who have served their home Group and have gained the experience necessary to qualify them for these positions of trust. The members of the Administrative Committee consist of the Chairperson, Vice-Chair, Secretary, and Treasurer. They may only second Ideas, other than the Chair, but may not vote in the assembly.

**1.1.2.2 THE EXECUTIVE COMMITTEE** – The Executive Committee consists of the Chairperson of each of the Standing Committees, Ad-Hoc Committees, Select Committee, the RCM, BOT Chairperson and Vice-Chair, the Administrative Officers, and those the Administrative Chair requests. This committee will meet if an Idea has been tabled to the Committee, or an agenda is necessary. They have no power of their own but to present all findings and recommendations to the BASC. The BASC Vice-Chair sets the agenda and conducts the meeting, and reports to the BASC.

#### **BASC COMMITTEES DEFINED CONTINUED:**



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- 1.1.2.3 THE JOINT ADMINISTRATIVE COMMITTEE:** The Joint Administrative Committee (JAC) consists of The Administrative Committee and The Executive Committee (see description 1&2 above). The BASC Vice Chair chairs this committee and any NA member is welcomed to attend JAC meetings.
- 1.1.2.4 STANDING COMMITTEE:** The Standing Committees are usually referred to as Sub-Committees. These committees are formed for and when there is a specific need for them. The work performed and the service rendered to the member Groups by these committees are the reason for having a BASC. More than a few good members are required to accomplish the work that these committees perform. The Chairperson of these Standing Committees may make and second Ideas but may not vote in the assembly.
- 1.1.2.5 AD – HOC COMMITTEES:** An Ad-Hoc Committee is a special committee directed by the voting participants to perform for and when there is a specific task brought onto the floor of the BASC. Other than to report, an Ad-Hoc Committee has no voice in the assembly. The assembly must vote for its feasibility and the BASC Chair chooses the Chair of the AD-Hoc. These special committees are disbanded when their task has been completed.
- 1.1.2.6 SELECT COMMITTEES:** A select Committee is a special subcommittee formed, whose Chair is appointed by the BASC Chair, whose specific task is decided by the Area body. This committee is directly responsible to the Area and to report its findings. Other than to report, a Select Committee has no voice in the assembly. These special committees are disbanded when their task has been completed.
- 1.1.2.7 THE B.O.T. COMMITTEE:** The Board of Trustees is the body that exercises the powers stated in the by-laws of the Bergen Area Corporation. They are responsible for ensuring that the BASC Corporation is legally compliant with the corporate laws of the state of New Jersey. They handle all corporate and legal aspects, audit the BASC bank accounts on a quarterly basis, work with the subcommittee chairs on any corporate/legal issues they may have, and carry out the duties assigned by the BASC. They will give an annual report at the fourth BASC Meeting, after the close of the year. They have a final say on all corporate and legal matters.

**For specific Board of Trustees, please refer to BASC, Inc. By-Laws document**

## **1.1.3 INDIVIDUAL PARTICIPANTS DEFINED:**

- 1.1.3.1 **REGIONAL COMMITTEE MEMBER:** (RCM) – is a duly elected trusted servant of the BASC. The RCM is generally a very experienced and highly trusted person whom the BASC has chosen to represent them at other levels of NA service. The RCM may make and second Ideas but has no vote in the assembly.
- 1.1.3.2 **ALTERNATE REGIONAL COMMITTEE MEMBER:** (RCMA) – participates as the RCM in the RCM's absence.
- 1.1.3.3 **GROUP SERVICE REPRESENTATIVE (GSR):** is the trusted servant of the member Groups. The GSR's may make and second Ideas and are the **ONLY VOTING PARTICIPANTS** of the BASC, aside from Member-Participants.
- 1.1.3.4 **ALTERNATE GROUP REPRESENTATIVE (GSRA):** participates as the GSR in the GSR's absence.
- 1.1.3.5 **MEMBER-PARTICIPANTS:** Any member of NA who supports member groups of the BASC, may be heard in this assembly. These participants may petition the Chair to be heard when they have a need. They may not make or second Ideas, but are allowed to participate in CBDM, vote on the behalf of ONE group, and purchase literature for any number of groups they are representing. Their experience and energy are much needed at the committee level, and these individuals should be encouraged to serve when and where they can.
- 1.1.3.6 **NON-MEMBER PARTICIPANTS:** The need occasionally arises for members of NA, from other Areas and Regions to share their experiences, strength, and hope in NA service with the BASC. These persons may petition the Chairperson to be heard. They may not make or second Ideas and have no vote in the assembly.
- 1.1.3.7 **NON-MEMBER GUESTS:** Any others present, who are not members of NA, are guests of the BASC. These persons usually attend as observers or are invited by the Chairperson to share in their personal area of expertise. The Chair may solicit comments from these individuals. Otherwise, they have neither a voice nor vote in the assembly.

**NOTE:** *BASC Trusted Servants serving the Area as RCM, RCMA, Standing, Ad-Hoc or Select Committee Chairpersons, Administrative Officer, and BOT member normally have gained experience in service by fulfilling a full term commitment at the Group Level and demonstrate a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.*

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## 2.0 GENERAL RESPONSIBILITIES OF THE PARTICIPANTS:

### 2.1 GENERAL SERVICE:

General Service provides the support necessary for groups of NA members so that they may act together for their common good and carry the message of NA recovery to the suffering addict. This kind of service not only helps the addict who still suffers, but makes available to the society it serves a workable program of recovery for the drug addict to whom other types of help have seemed to be just a wasted effort.

Narcotics Anonymous exists in many areas as an obscure, unrecognized drug program about which little is known. Yet in most communities where groups are active, the often-surprising success of our Fellowship is gratefully acknowledged. Virtually all communities that know of us are glad to have us around.

It is no longer enough to have a few members getting together to keep their Groups going. NA has grown and will continue to grow at even a faster rate. Without General Service we will have no way to take care of the business of providing the Groups with the intercommunication and other services we need so that they may continue in their primary purpose - - **TO CARRY THE MESSAGE OF NA RECOVERY TO THE ADDICT WHO STILL SUFFERS.**

For the addict in or not yet in recovery, the result would be disastrous. In order to function, NA needs active support; **YOU'RE SUPPORT!**

**PARTICIPATE IN FUNCTIONS! GET INVOLVED IN NA!** The work is hard and often frustrating. Work hard anyway! Seek to serve whenever and wherever you can. Your personal return will be tenfold. General Service is for any NA member who wishes to get involved. It has contributed greatly to the growth of NA. Any elected position in the service structure is General Service. Committees are formed to meet our specific needs and are an integral part of General Service. Some members feel it is the "getting on with the business of NA", and wish to be a part of that effort.

### 2.2 PERSONAL SERVICE:

The members, the meeting, and the Group provide what is frequently called Personal Service. This kind of service is based on the one to one addict sharing experience, strength, and hope that is the foundation of recovery. Sponsorship is Personal Service. It is at this level that we find personal identification with others with similar problems and experiences and the hope so necessary to continue. Here also is our first introduction to the Narcotics Anonymous program. The Twelfth Step is a matter of personal service, and obviously the most important aspect of service. Without the Twelfth Step, the program would wither and die. Personal Service is an effort to carry the message of recovery in Narcotics Anonymous to the addict who still suffers. Every member of the Fellowship has the responsibility to provide this aspect of service. The most basic form of Personal Service is bringing a newcomer to an NA meeting. We have found that we can strengthen and maintain our recovery when we offer this kind of service.

### **PERSONAL SERVICE CONTINUED:**

Personal Service can be any type of service in NA that does not have to do with an elected position. Making coffee and cleaning ashtrays is Personal Service, as is sharing at a meeting, giving rides and working the Twelfth Step.

## **3.0 ELECTION PROCESS**

Doing service is no easy task at any level. It requires a commitment to personal recovery above all else. We depend on those who serve us to report on their activities completely and truthfully. Our leaders must have sufficient integrity to hear others well, to compromise and to demonstrate the courage of their convictions, as well as the ability to surrender. We seek trusted servants who are willing to expend their time and energy in the diligent service to others, studying available resource materials, consulting those with more experience and carefully fulfilling the tasks we've given them. Clear, frequent two-way communication is an important prerequisite. So long as our committees regularly issue complete, candid reports of their activities, we can be confident that we have delegated our authority wisely. (Concept Eight). We apply the Sixth Concept when we invite a loving God to influence us before making service related decisions.

### **3.1 REQUIREMENTS:**

A commitment at the Area level starts at the Group. The Alternate GSR position lasts for two years; one year learning and one year as the GSR. The Area positions work much the same way, from the Chairperson of the BASC to the Subcommittee Chair. These positions require a commitment of at least one year. You may be asked to make considerable investment of your time; you may be asked to travel to other service meetings; you may also be required to spend some of your own personal funds in order to fulfill your responsibilities, such as tolls, gas, telephone calls, etc. You will have work to do at home in your spare time, such as reading or writing reports and discussing plans and objectives with other members.

Our service bodies must also manage funds responsibly, accounting fully and accurately for its use to those who have provided it. Accountability is another aspect of responsible NA financial management. Consistent financial records help us make realistic spending plans for future service activities. In order to provide our Fellowship with the very best level of service possible, we ask our members to carefully consider the responsibilities that go with the elected position for which they may be nominated or volunteer for. Service on this level has many rewards and may have a profound effect on your personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice.

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## **ELECTION PROCESS CONTINUED**

### **3.2 ELECTION OF BASC OFFICERS:**

The Administrative Committee requires a substantial amount of clean time and personal maturity should be the 1st consideration along with experience. Our Trusted Servants should demonstrate stability and personal sense of direction that serve as an example to others.

### **3.3 GENERAL RESPONSIBILITIES**

Each Area officer, sub-committee Chair and Chair of any board created by this body is responsible for maintaining accurate records and minutes of all meetings, policy guidelines, budget information, accounting records, (if applicable), and any other paperwork and computer discs relevant to the sub-committee. **This information must be brought to the Area at the December meeting to be turned over to the newly elected officer for the coming year.**

**Requirements**, including but not limited to, **clean time CANNOT be waived for any BASC Officer or Subcommittee Chairs.** BASC members may succeed themselves in office, but in keeping with our 4th Concept and principle of rotation, it is recommended that no officer or subcommittee chair serve more than two consecutive terms. All elected BASC servants must resign to the Area body. Any BASC officer or subcommittee Chair may be removed during their term by a majority vote of the BASC. All subcommittee chairs must stay till the end of business unless excused by the executive committee. If a subcommittee chair leaves before the end of business without being excused they will be marked absent.

### **3.4 SUCCESSION OF TRUSTED SERVANTS**

Business at a BASC meeting may only be conducted when the Chairperson, Vice Chairperson, or RCM is in attendance. If in the event that the Chairperson is absent, the Vice Chairperson is responsible for facilitating the meeting. If both the Chairperson and Vice Chairperson are absent, the RCM is responsible for facilitating the meeting. If the Chairperson, Vice Chairperson, and RCM are all absent, business may not be conducted.

#### **4.0 EXECUTIVE COMMITTEE QUALIFICATIONS AND RESPONSIBILITIES:**

##### **4.1 THE ADMINISTRATIVE CHAIRPERSON:**

- 4.1.1 The Chairperson conducts all BASC Sessions, maintaining order through the responsible enforcement of Roberts Rules of Order (1.17.2023)
- 4.1.2 Responsible for all correspondence, sets the agenda for each BASC meeting.
- 4.1.3 The Chairperson will attend the MARLNCA meeting, registration to be paid by the Area if in the event that the RCM or RCMA can not attend.
- 4.1.4 The Chair is a co-signer of the BASC checking account; is also a member of the Board of Trustee's committee, attending all BOT meetings.
- 4.1.5 The Chair appoints Chairpersons to any Ad-Hoc Committee the BASC deems to form; is also a member of the Policy Sub-Committee, attending their scheduled meetings.
- 4.1.6 The Chair represents the BASC at Regional Service Meetings when neither the RCM nor Alternate RCM can attend.

##### **4.2 QUALIFICATIONS FOR ADMINISTRATIVE CHAIRPERSON:**

- 4.2.1 A commitment to service.
- 4.2.2 Service experience.
- 4.2.3 The willingness to give the time and resources necessary to do the job.
- 4.2.4 A thorough knowledge of , **Consensus based decision making** The 12 Steps, 12 Traditions, and 12 Concepts of NA, as well as the ability to maintain a productive atmosphere are necessary pre-requisites for this position.
- 4.2.5 Must have a steady source of legal income.
- 4.2.6 The Chairperson is elected at the November BASC Meeting, and takes office the following January, and serves for a period of not less than 1 year and not more than 2 years.
- 4.2.7 5 years of continuous abstinence from all drugs is the clean time requirement.

##### **4.3 THE ADMINISTRATIVE VICE-CHAIRPERSON:**

- 4.3.1 The Vice-Chair is responsible in assisting and coordinating all Sub-Committee functions, keeping in regular contact with the Chairperson of each Sub-Committee,

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and attending meetings when possible, in order to stay informed of their projects and problems.

- 4.3.2 Conducts all JAC Meetings, and gives a report at the BASC meeting.
- 4.3.3 The Vice-Chairperson will attend the MARLNCA meeting, registration to be paid by the Area only if the RCM or RCMA can not attend
- 4.3.4 Is a co-signor of the BASC account.
- 4.3.5 Conducts an oral roll call of Groups at all BASC meetings.

## **THE ADMINISTRATIVE VICE-CHAIRPERSON CONTINUED :**

- 4.3.6 In the absence of the Administrative Chairperson assumes responsibility of the BASC meeting.
- 4.3.7 The vice chair is elected at the November BASC meeting and takes office the following January.

## **4.4 QUALIFICATIONS FOR ADMINISTRATIVE VICE-CHAIRPERSON:**

- 4.4.1 A commitment to service.
- 4.4.2 Service experience.
- 4.4.3 The willingness to give the time and resources necessary to do the job.
- 4.4.4 A thorough knowledge of **Consensus based decision making**, The 12 Steps, 12 Traditions, and 12 Concepts of NA, as well as the ability to maintain a productive atmosphere is a necessary pre-requisite for this position.
- 4.4.5 Must have a steady source of legal income.
- 4.4.6 The Vice-Chair is elected at the November BASC meeting, and takes office the following January. With a vote of confidence and no other candidates, assumes position of Chairperson after 1 year.
- 4.4.7 4 years of continuous abstinence from all drugs is the clean time requirement, so that the Vice-Chair will have 5 years of continuous abstinence from all drugs when the elections for Chairperson are held in November.

## **4.5 THE ADMINISTRATIVE TREASURER:**

- 4.5.1 The Treasurer keeps track of all the financial transactions of the BASC and its Sub-Committees and is responsible for the safe keeping of the Area funds.
- 4.5.2 Collects contributions from the Groups, reimburses Officers and Sub-Committee Chairs for their budgeted expenses.
- 4.5.3 Makes a report of receipts and expenditures at each BASC meeting, submitting a written copy for minutes.
- 4.5.4 Prepares a quarterly financial report to the BASC and BOT.
- 4.5.5 The Treasurer is the administrator of the BASC's checking account and one of the signatory.

- 4.5.6 Assists in all BASC Committee budgets, and is a member of all finance Committees.
- 4.5.7 The Treasurer is a member of the BOT and attends all BOT meetings.
- 4.5.8 Area, as well as Sub-Committee treasurers will be required to provide, each month, to the accountant and the Board of Trustees, the check register balance sheet and copies of bank statements for their sub-committee.

**THE ADMINISTRATIVE TREASURER:CONTINUED**

- 4.5.9 The BASC Treasurer must deposit all monies collected at the monthly BASC meeting within 4 (four) business days of the meeting.
- 4.5.10 Treasurer must remain available for three months, from January through march of the year following the year of his/her election, to tie up any loose ends, take care of the transfer of signature cards and provide information necessary to complete tax records.

**4.6 QUALIFICATIONS ADMINISTRATIVE TREASURER:**

- 4.6.1 A commitment to service.
- 4.6.2 Service experience.
- 4.6.3 The willingness to give the time and resources necessary to do the job.
- 4.6.4 A thorough knowledge of , **Consensus based decision making**, 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.6.5 Must have a steady source of legal income for one year; must be financially secure, good at managing their personal finances, and inspire the trust of the Committee. (Experience in business, accounting, or bookkeeping are helpful).
- 4.6.6 The Treasurer is elected at the November BASC meeting, and takes office the following January, and serves for a period of 15 months, 12 months as Treasurer and an additional two months into the next year's term as "former treasurer", to assist the incoming Treasurer in tying up any loose ends regarding banking, bookkeeping and taxes.
- 4.6.7 5 years of continuous abstinence from all drugs is the clean time requirement.

**4.7 BOARD OF TRUSTEES CHAIRPERSON QUALIFICATIONS:**

- 4.7.1 A commitment to service.
- 4.7.2 Service experience.
- 4.7.3 The willingness to give the time and resources necessary to do the job.
- 4.7.4 A thorough knowledge of **Consensus based decision making** , 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.7.5 Must have a steady source of legal income for one year; must be financially secure, good at managing their personal finances, and inspire the trust of the Committee. (Experience in business, accounting, or bookkeeping are helpful).
- 4.7.6 The B.O.T Chair is elected at the November BASC meeting, and takes office the following January, and serves for a period of 15 months, 12 months as B.O.T. Chair



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and an additional two months into the next year's term as "former B.O.T. Chair", to assist the incoming B.O.T. Chair in tying up any loose ends regarding banking, bookkeeping and taxes.

**4.7.7** 5 years of continuous abstinence from all drugs is the clean time requirement.

## **4.8 ASSISTANT TREASURER**

**4.8.1** Assists the Treasurer with the collection, reporting, and depositing of funds.

**4.8.2** Assists with the quarterly reports and Committee budgets.

**4.8.3** Assumes responsibilities of Treasurer in the Treasurer's absence, except that the Assistant Treasurer is **NOT** a signatory of the BASC account.

## **4.9 QUALIFICATIONS OF THE ASSISTANT TREASURER::**

**4.9.1** A commitment to service.

**4.9.2** Service experience, especially in dealing with NA funds.

**4.9.3** The willingness to give the time and resources necessary to do the job.

**4.9.4** A thorough knowledge of **Consensus based decision making**, 12 Steps, 12 Traditions, and 12 Concepts of NA.

**4.9.5** Must have a steady source of legal income for one year.

**4.9.6** Is elected at the November BACS meeting, and takes office the following January, and serves for a period of 1 year.

**4.9.7** 4 years of continuous abstinence from all drugs is the clean time requirement.

## **4.10 THE ADMINISTRATIVE SECRETARY**

**4.10.1** The Secretary records a clear, accurate account of the proceedings of each BASC meeting. Types and provides to the Chairperson, the minutes for verification before final copies are made. Have remaining copies ready 1 hour prior to the start of the next BASC meeting for all members of the BASC.

**4.10.2** Handles all the BASC paperwork; regularly updating a log of Area policy actions. The log should list an Idea that have passed regarding activities of the BASC. They should be listed chronologically under a heading for the office or subcommittee they affect. Also keeps records of Sub-Committee Reports, all BASC minutes and Guidelines with any amendments.

**4.10.3** Periodically, the Secretary distributes an updated log of policy actions to all BASC members.

**4.10.4** The Secretary has guidelines and previous minutes on hand at all BASC meetings.

**4.10.5** The BASC minutes will be mailed to the RCM and BASC Chair by the 1st Sunday of the following month after the Chair has approved them. They will also be mailed to the Chair of the NNJRSC History & Archives Committee and the WSO. A copy will be kept for inclusion into the BASC archive.

**4.10.6** Prepares a written agenda from information provided by the Chairperson; distributes to all participants at the BASC meeting.

- 4.10.7 Assists the Chair with correspondence; Keeps an updated list of al BASC members, their positions, addresses, and phone numbers.
- 4.10.8 Passes a written attendance sheet at each BASC meeting.

**4.11 THE ADMINISTRATIVE SECRETARY CONTINUED**

- 4.11.1 The Secretary and Chairperson are designated as contact people for the BASC meeting facility and maintain current contact information.
- 4.11.2 The Secretary (as well as the literature chairperson) will hold a key for the area storage unit.

**4.12 QUALIFICATIONS ADMINISTRATIVE SECRETARY:**

- 4.12.1 A commitment to service.
- 4.12.2 Service experience.
- 4.12.3 The willingness to give the time and resources necessary to do the job.
- 4.12.4 Access to a typewriter or computer.
- 4.12.5 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.12.6 Is elected at the November BACS meeting, and takes office the following January, and serves for a period of 1 year.
- 4.12.7 2 years of continuous abstinence from all drugs is the clean time requirement.

**4.13 ASSISTANT SECRETARY**

- 4.13.1 To assist the Secretary with the responsibilities of compiling minutes and other documents.
- 4.13.2 The Assistant Secretary calls all required members prior to JAC meetings, reminding them of the time and place.
- 4.13.3 Mails copies of the BASC minutes, and all other necessary documentation, to the World Service Office in California.
- 4.12.4 GSRs can be assistant secretary

**4.14 QUALIFICATIONS:**

- 4.14.1 A commitment to service.
- 4.14.2 Service experience.
- 4.14.3 The willingness to give the time and resources necessary to do the job.
- 4.14.4 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.14.5 Is elected at the November BASC meeting, and takes office the following January, and serves for a period of 1 year.
- 4.14.6 1 years of continuous abstinence from all drugs is the clean time requirement.

# **BASC POLICY**

## **4.15 REGIONAL COMMITTEE MEMBER**

- 4.15.1** The RCM represents and speaks for the member Groups and BASC at all Regional Service Conferences and other BASC functions.
- 4.15.2** Provides two-way communication between the BASC and the rest of the Fellowship.
- 4.15.3** The RCM attends NNJRSC meetings and Learning Days in the Tri-State area; represents the BASC in the decision making process of NA as a whole, obtains a vote of confidence from the BASC, authorizing them to use their judgment when voting on matters the BASC did not express its conscience on prior to the NNJRSC meeting.
- 4.15.4** Works closely with the Committee members and is a source of information and guidance.
- 4.15.5** Makes an oral and written report at each BASC and RSC meetings. Keeps the BASC in touch with providing information on activities in neighboring Areas, functions being sponsored by the NNJRSC, and important national service issues.
- 4.15.6** The RCM will be reimbursed up to the amount allotted in the budget in effect for the current year, for copies made of flyers for all GSR's and Executive Committee Chairs, for functions going on at the region.
- 4.15.7** The RCM may serve on one or more of the BASC and/or RSC Sub-Committees, but not as a Chairperson.
- 4.15.8** Notifies the Alternate RCM if they cannot attend a BASC or RSC meeting.
- 4.15.9** Is also required to attend all JAC meetings of both committees.
- 4.15.10** In the absence of the Administrative Chairperson and Vice Chairperson assumes responsibility of the BASC meeting.
  - 4.15.10.1** In the absence of the Administrative Chairperson, Vice Chairperson, and RCM, business may not be conducted.
- 4.15.11** RCM will obtain 6 boxes of statewide meeting lists once an updated printing becomes available. Additional boxes must be obtained only upon instruction of BASCNA.

## **4.16 QUALIFICATIONS FOR REGIONAL COMMITTEE MEMBER:**

- 4.16.1** A commitment to service.
- 4.16.2** Service experience.
- 4.16.3** The willingness to give the time and resources necessary to do the job.
- 4.16.4** A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.16.5** The RCM is elected at the November BASC meeting, and takes office the following January, and serves for a period of 2 years.
- 4.16.6** 3 years of continuous abstinence from all drugs is the clean time requirement.

**4.17 REGIONAL COMMITTEE MEMBER-ALTERNATE:**

- 4.17.1** The RCM-Alternate works closely with the RCM to insure the maximum training and information sharing is available to each of them.
- 4.17.2** The RCM-Alternate should do everything the RCM does; attends all BASC and NNJRSC meetings for 2 years; the first 2 as an Alternate, and the second 2 years as the RCM.
- 4.17.3** The RCMA serves on at least one of the BASC Sub-Committees. (May not accept any nomination at the Regional level while serving as an alternate).
- 4.17.4** Votes at the NNJRSC in the RCM's absence.

**4.18 QUALIFICATIONS REGIONAL COMMITTEE MEMBER ALTERNATE:**

- 4.18.1** A commitment to service.
- 4.18.2** Service experience.
- 4.18.3** The willingness to give the time and resources necessary to do the job.
- 4.18.4** A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.18.5** The RCM-Alternate is elected at the November BASC meeting, and takes office the following January, and serves for a period of 4 years; first 2 years as the Alternate, and with a vote of confidence from the BASC, the second 2 years as RCM.
- 4.18.6** 2 years of continuous abstinence from all drugs is the clean time requirement.

# **BASC POLICY**

## **5.0 STANDING COMMITTEES (Sub-Committee Qualifications and Responsibilities):**

Since the Bergen Area Service Committee bears final responsibility for the operations of its subcommittees, all Bergen Area Service Committee participants need to be as informed as possible about sub-committee activities. The balance between accountability and delegation is a delicate one. If the BASC delegates too much authority to its sub-committees, the BASC will not be able to account fully for itself to the groups it serves. The BASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating sub-committees, giving them sufficient liberty to serve freely while still maintaining accountability. The BASC is responsible not only to develop and maintain sub-committees in each field of service, but also to coordinate the work of each of those sub-committees with the work of the others. For these reasons, all Bergen Area Service Committee participants need to become as informed as they can possibly be about sub-committee activities.

### **5.1 THE CHAIRPERSONS OF THE STANDING COMMITTEES:**

These committee chairpersons conduct the sessions of their respective committees. They must be trusted servants with the proven ability to take charge of their sub-committee and assure that the business at hand is dealt with in an effective manner.

### **5.2 GENERAL RESPONSIBILITIES CHAIRPERSONS OF STANDING COMMITTEE:**

- 5.2.1** The Chair is responsible for all their committee's correspondence.
- 5.2.2** They are expected to submit a written report given at each BASC meeting, which must include their phone number. If the committee handles money, a financial statement must be included in the report. The bank account must be a two signature, non interest account.
- 5.2.3** The initiation and the finalization of a project, which takes place in a regular session of the BASC.
- 5.2.4** Any subcommittees planning any activities shall go through the Activities committee; earmarked contributions are not permitted. All money raised must come back to the BASC Treasury.
- 5.2.5** The Area Treasurer shall support the operations of the subcommittee.
- 5.2.6** If any Subcommittee Chairperson is absent for three or more consecutive BASC meetings (without reasonable cause) they shall be removed from office. In attendance means present for the entire BASC meeting, unless excused by the BASC chair for reasonable cause.
- 5.2.7** Once a subcommittee chairperson gives his or her report and it is accepted, they may be excused from the remainder of that BASC meeting.

### **5.3 ACTIVITIES CHAIR**

- 5.3.1** This committee is responsible for events of interest to the BASC and to provide an additional source of income to the BASC. They plan and carry out activities such as picnics and dances to spark interest and encourage participation and support. Fund raisers are important as it generates money to help carry the message of recovery, while welcoming activities that motivate attendance by increasing awareness of how the fellowship helps us as members in our personal recovery.
- 5.3.2** Communication about the events is very important. Functions, which are successful, are well planned and publicized within the Areas and Region. Fliers distributed must display one of the NA logos: either the stylized "NA" within a circle, the diamond in a circle, or the words Narcotics Anonymous. A small-circled letter "R" should appear to the right of any of these logos. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide, and helps protect the logo from misuse outside the fellowship. Fliers must also be dated.
- 5.3.3** All BASC flyers must be approved by the Policy Committee, and must be dated before distribution.
- 5.3.4** No NA functions are to be held in bars.
- 5.3.5** Any subcommittee planning any activity shall go through the Activities Committee.
- 5.3.6** Raffles are discouraged, per our Standing Rules, due to the spirit of self-interest, rather than inspiring the spirit of voluntary support implicit in our Seventh Tradition.

### **5.4 QUALIFICATIONS ACTIVITIES:**

- 5.4.1** The willingness to work hard and motivate others.
- 5.4.2** The ability to deal effectively with people outside the fellowship.
- 5.4.3** Must demonstrate trustworthiness, especially where funds are concerned.
- 5.4.4** A commitment to service; service experience.
- 5.4.5** A thorough knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- 5.4.6** The willingness to give the time and resources necessary to do the job.
- 5.4.7** The Chairperson is elected at the November BASC meeting, and takes office the following January, and serves for a period of one year.
- 5.4.8** Two years of continuous abstinence from all drugs is the clean time requirement.
- 5.4.9** Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

### **5.5 LITERATURE CHAIR:**

# **BASC POLICY**

- 5.5.1 This committee is responsible for providing NA Conference approved literature to the groups at a nominal cost on the day of the BASC meeting. It should also provide NA key tags, medallions, and other NA approved merchandise. A group starter kit is provided for all new groups in the BASC.
- 5.5.2 Prices of literature should reflect any cost increases handed down to the BASC so as not to lose any money upon their sale by us.
- 5.5.3 So that the BASC will not deplete itself of literature, the Literature Sub-Committee will stockpile 3 months worth of literature at all times.
- 5.5.4 H & I and P.I. are given literature on request.
- 5.5.5 Bergen Area Meeting Lists are given to groups free of charge.
- 5.5.6 State meeting lists will be sold at \$.30 per list.
- 5.5.7 Processing group orders, monitoring stock levels, and recording and tracking inventory are also a responsibility of this committee.
- 5.5.8 The BASC Treasurer serves as cashier for literature sales and writes checks when new material is needed to replenish stock.
- 5.5.9 Must submit a written report of literature orders and sales, and H & I and P.I. donations.
- 5.5.10 The literature chairperson (as well as the secretary) will have a key to the area storage unit

## **5.6 QUALIFICATIONS LITERATURE CHAIR:**

- 5.6.1 A commitment to service and service experience.
- 5.6.2 The willingness to give the time and resources necessary to get the job done; organizational skills are important.
- 5.6.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.6.4 The Chair is elected at the November BASC meeting, and takes office the following January and serves for a period of 1 year.
- 5.6.5 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.6.6 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

## **5.7 ASSISTANT LITERATURE CHAIR**

- 5.7.1 To assist the Literature Chair in processing group orders, monitoring stock levels, and recording and tracking inventory.
- 5.7.2 To submit a written report of literature orders and sales, and H & I and P.I. donations when the Literature Chair is not able to do so.

## **5.8 QUALIFICATIONS ASSISTANT LITERATURE CHAIR:**

- 5.8.1 A commitment to service and service experience.

- 5.8.2 The willingness to give the time and resources necessary to get the job done; organizational skills are important.
- 5.8.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.8.4 The assistant literature chair is elected at the November BASC meeting, and takes office the following January, and serves for a period of 1 year.
- 5.8.5 1 year of continuous abstinence from all drugs is the clean time requirement.

## **5.9 PUBLIC RELATIONS**

- 5.9.1 This committee is responsible for informing the public of the existence, location and purpose of Narcotics Anonymous with special emphasis on the addict who still suffers. They provide information about NA to the community in general, through individual and media contact, by means of posted bulletins, letter mailings, community awareness meetings, T.V. and radio public service announcements, etc. **REMEMBER THAT NO INDIVIDUAL MEMBER CAN REPRESENT NA! ALWAYS CONTACT YOUR AREA'S P.I. CHAIRPERSON**

## **5.10 QUALIFICATIONS PUBLIC RELATIONS:**

- 5.10.1 Previous experience in the Public Relations Subcommittee; administrative capabilities.
- 5.10.2 A commitment to service and service experience.
- 5.10.3 The willingness to give the time and resources necessary to get the job done.
- 5.10.4 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.10.5 The Chair is elected at the November BASC meeting, and takes office the following January, and serves for a period of 1 year.
- 5.10.6 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.10.7 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees

## **5.11 POLICY**

- 5.11.1 This committee is responsible for providing guidance, along with the BOT, in financial matters and assists in the development of guidelines, policies and procedures utilized by the BASC and its Standing Committees.



# **BASC POLICY**

- 5.11.2 It is the general proposer and recorder of the policy set by the voting participants of the BASC.
- 5.11.3 Works closely with the Administrative Committee and Standing Committees, and BOT to insure that we are always working within our own guidelines and the 12 Traditions and 12 Concepts of NA. Rigidity in matters concerning the Traditions is mandatory!
- 5.11.4 The committee is responsible for maintaining a copy of individual group policy either electronic or hard copy at the groups discretion.
- 5.11.5 The policy chair will be responsible for the na logo rubber stamp and its application.

## **5.12 QUALIFICATIONS POLICY:**

- 5.12.1 A commitment to service and service experience.
- 5.12.2 The willingness to give the time and resources necessary to get the job done.
- 5.12.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.12.4 The Chair is elected at the November BASC meeting, and takes office the following January, and serves for a period of 1 year.
- 5.12.5 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.12.6 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

## **5.13 HOSPITALS & INSTITUTIONS**

- 5.13.1 This committee is responsible for the express purpose of carrying the NA message of recovery to men and women “housed” in correctional institutions, hospitals, and recovery houses. To effectively be helpful to the inmates, patients, and residents, we must be governed by the individual rules of the institutions we serve and further impose certain standards on ourselves.
- 5.13.2 The Activities Subcommittee will take donations of sweatshirts from the H & I Subcommittee so that any revenue generated by their sale will be brought back to the BASC Treasurer.
- 5.13.3 A written report must include a report of any monies collected or disbursed, as well as tracking distribution, usage, and literature on hand.
- 5.13.4 H&I can collect Seventh Tradition donations during their sub-committee meetings. Monies collected will be given to the BASC Treasurer at the BASC monthly meeting.

## **5.14 QUALIFICATIONS HOSPITALS & INSTITUTIONS:**

- 5.14.1 A minimum of one-year activity in institutional work with the BASC H & I subcommittee.

- 5.14.2 Must be familiar with the rules and regulations of the institutions; and an understanding of the responsibilities of the office.
- 5.14.3 A commitment to service and service experience.
- 5.14.4 The willingness to give the time and resources necessary to get the job done.
- 5.14.5 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.14.6 The Chair is elected at the November H&I sub-committee meeting, and that group conscience is then taken to the December BASC for confirmation and takes office the following January, and serves for a period of 1 year.
- 5.14.7 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.14.8 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

**H&I POICY See APPENDEX D**

**5.15 MEETING LIST:**

- 5.15.1 This is a sub-committee, responsible for having Bergen Area NA meetings listed, by day and time, printed and distributed free of charge through the Literature Committee.
- 5.15.2 The meeting lists will include all meetings in the BASC, regardless of time in existence, must not be printed on glossy paper and must include lines for phone numbers on the back.
- 5.15.3 Bergen Area Meeting Lists will be given to the groups free.
- 5.15.4 Changes in meeting lists and new meetings must be in writing and given to the BASC Secretary, Literature Chair, Meeting List Chair and RCM.
- 5.15.5 Meeting lists show days, times, locations and pertinent information.
- 5.15.6 The amount allowed to be spent on printing of meeting lists is the amount set by the BASC in the current yearly budget.
- 5.15.7 Any outdated meetings lists will be destroyed once updated meeting lists are obtained.
- 5.15.8 County meeting list are printed if needed or when we are unable to obtain statewide meeting lists

**5.16 QUALIFICATIONS MEETING LIST:**

- 5.16.1 A commitment to service and service experience.
- 5.16.2 The willingness to give the time and resources necessary to get the job done.
- 5.16.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.16.4 The Chair is elected at the November BASC meeting, and takes office the following January, and serves one year.

# **BASC POLICY**

**5.16.5** 2 years of continuous abstinence from all drugs is the clean time requirement.

**5.16.6** Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

## **5.17 WORKSHOP:**

**5.17.1** This committee is responsible for holding at least one open forum workshop a month during the regular BASC meeting. This workshop is not to exceed 30 minutes. It is also responsible for additional workshops, if requested by any BASC officer or Subcommittee Chair.

**5.17.2** The Workshop committee will hold, twice a year, a GSR Orientation/Workshop in order to teach new GSR's about their responsibilities, policies and format of the BASC.

**5.17.3** The workshop Committee is not considered a Sub-Committee of the Area; therefore, the Chair can be a GSR at the same time.

**5.17.4** Regularly scheduled monthly workshops during BASC meetings are suspended for the months of July, August and November.

**5.18.5** One workshop a year be for MARLCNA given by the representative that attended MARLCNA

## **5.18 QUALIFICATIONS WORKSHOP:**

**5.18.1** A commitment to service and service experience.

**5.18.2** The willingness to give the time and resources necessary to get the job done.

**5.18.3** A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.

**5.18.4** The Chair is elected at the November BASC meeting, and takes office the following January, and serves for 9 months; with June, July and August off.

**5.18.5** 2 years of continuous abstinence from all drugs is the clean time requirement.

**5.18.6** Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

## **QUALIFICATIONS AND REQUIREMENTS FOR SERVICE WEBSITE CONTINUED:**

**5.20.1** Access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. Access to the current versions of HTML editing programs. The costs for these are the responsibility of the trusted servant.

5.20.2 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

**5.21. QUALIFICATION AND REQUIREMENTS FOR SERVICE WEBSITE:**

5.21.1 Website Chair (5 years clean req.)

5.21.2 Webmaster elected by the Website Committee: Four years clean.

5.21.3 A working knowledge of the twelve steps, twelve traditions and twelve concepts of Service.

5.21.4 Preside over monthly Web Site Committee business meeting.

5.21.5 Monthly attendance at Bergen Area Service.

5.21.6 Monthly written and oral report to BASCNA.

**5.21.7 Demonstrate an ability to write HTML code and administer a web site.**

**Website Policy See Appendix E**

**5.22 CONVENTION:**

5.22.1 This committee is responsible for, but not limited to, organizing the yearly "New Years Eve Narathon" and any Regional Convention bids from this Area.

5.22.2 The Convention Sub-Committee Chairperson is a member of the Board of Trustees and must attend Board of Trustees meetings, bringing with them all financial papers and bank statements of their sub-committee.

5.22.3 So that this sub-committee checking account will not be closed by the bank, the convention sub-committee will leave the amount of funds designated to the committee as set by the BASC in the current yearly budget, in the BASC Convention Committee checking account after the convention.

**CONVENTION CONTINUED**

5.22.4 This sub-committee is for the purpose of bringing members of Narcotics Anonymous together in the celebration of recovery and to carry the message of NA.

5.22.5 NA meetings and other activities are scheduled at the convention to encourage unity and fellowship among members.

# **BASC POLICY**

5.22.6 Conventions should always conform to the Twelve Traditions and Twelve Concepts of NA.

## **5.23 QUALIFICATIONS CONVENTION:**

5.23.1 A commitment to service and service experience.

5.23.2 The willingness to give the time and resources necessary to get the job done.

5.23.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.

5.23.4 The Chair is elected at the November Convention sub-committee meeting and that group conscience is then brought to the November BASC for confirmation and if confirmed takes office January 1st and serves for a period of 1 year.

5.23.5 5 years of continuous abstinence from all drugs is the clean time requirement, along with 18 months of service on a Convention Committee.

5.23.6 Demonstrated stability in local community and administrative abilities are also necessary.

5.23.7 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

## **CONVENTION COMMITTEE POLICY See Appendix B**

## **5.24 QUALIFICATION OF FELLOWSHIP DEVELOPMENT**

5.24.1 A commitment to service and service experience

5.24.2 The willingness to give the time and resources necessary to get the job done

5.24.3 A thorough knowledge of the 12 steps, 12 traditions, and 12 concepts of NA

- 5.24.4 The committee makes a nomination at the November BASC Area.
- 5.24.5 2 years of continuous abstinence from all drugs is the clean time requirement
- 5.24.6 Chairpersons of standing committees are required to attend all regional subcommittee meetings for their respective committees.

**FELLOWSHIP DEVELOPMENT POLICY See appendix D**

**5.25 COFFEEMAKER:**

- 5.25.1 This is a six-month commitment.
- 5.25.2 This person is responsible for setting up and cleaning up the monthly BASC meeting.
- 5.25.3 The limit for purchasing refreshments per month is indicated in the current year's budget.
- 5.25.4 A willingness to give time and energy are required; there is a six-month clean time requirement.
- 5.25.5 Coffee maker must give a report at each basc meeting
- 5.25.6 Coffee maker can hold a gsr or gsra position

**5.26 ASSISTANT COFFEEMAKER:**

- 5.26.1 The Assistant helps the Coffee Maker set up and cleans up.
  - 5.24.7 If the Coffee Maker cannot fulfill the commitment one month, the Assistant will take on fully all the responsibilities.
  - 5.24.8 This is a six-month commitment with no clean time requirement.

**5.30 THE VICE-CHAIRS OF THE STANDING COMMITTEES:**

These committee Vice-chairpersons assist the Chairperson in conducting the sessions of their respective committees. They coordinate the specific tasks delegated to the committee and conduct the committee sessions in the absence of the Chair. They are elected by the members of the sub-committee, and serve for one year.

**5.31 THE SECRETARIES OF THE STANDING COMMITTEES:**

These committee secretaries record an accurate account of the proceedings of their respective committee sessions. They type and provide copies of the minutes of each committee meeting to the members of the committee. The secretary is elected by the sub-committee members and serve for one year

**5.32 THE TREASURERS OF THE STANDING COMMITTEES:**

In most cases the committees will have no need of a treasurer, since funds will be received and disbursed by the Administrative Treasurer of the BASC. In the case that funds are disbursed to the committee for further allocation, the committee Chair, Vice-Chair, and Secretary will handle the funds, or a Treasurer if needed. In the case a Treasurer is needed, the committee Treasurer will act for the committee as the BASC Treasurer acts for the BASC. if needed.

# BASC POLICY

In the case a Treasurer is needed, the committee Treasurer will act for the committee as the BASC Treasurer acts for the BASC. Area, as well as sub-committee Treasurers, will be required to provide, each month, to the accountant and the Board of Trustees, the check register balance sheet and copies of bank statements for their sub-committee. Treasurers of any standing committee must have a minimum of four years clean time.

## **6.0 BASC STANDARD OPERATING PROCEDURE:**

### **6.1 AREA SERVICE COMMITTEE:**

- 6.1.1 REGULAR SESSION:** The BASC will meet every third Tuesday of every month at 7:30 at 105 Fairview ave, Westwood NJ. The BASC Workshop will be held during the BASC meeting; suspended for the months of June, July and August.
- 6.1.2 BUSINESS SESSIONS:** They will be conducted according to **Consensus Based Decision Making**, Simplified; subject to our power to suspend the rules. (A short form is included in the back of these guidelines).
- 6.1.3 PROCEDURAL GUIDELINES:** Are Standard, as sent from World Services of NA, except that abstentions do not count in any vote.
- 6.1.4 SUGGESTED FORMAT OF BASC:** The Open Forum (maximum of 15 minutes) will be held at the beginning of the monthly BASC meeting, right after Group Reports. The following is the format: Officer Reports, Group Reports, Open Forum, Subcommittee Reports, Unfinished Business, and New Business. New Groups will be taken under New Business. GSR's (or their alternates) will give their group reports during roll call. Agenda to be set by BASC Chairperson. NO representatives are to give a gsr report unless there is an issue affecting their group.

### **AREA SERVICE COMMITTEE CONTINUED:**

- 6.1.5 DONATIONS/LITERATURE** – Will be taken 1 hour before Regular Sessions of the BASC up until 35 minutes after the start of the session. No orders will be accepted later than 35 minutes after the BASCNA session begins. Literature orders are taken

only on the day of Area Service, unless a valid reason prevents the aforementioned transaction. Pick-up of Literature will be after group reports are made.

- 6.1.6 SPECIAL SESSION:** May be called by the Administrative Chairperson for a specific need or purpose. These sessions are to be called only in an emergency to deal with an important problem, which cannot wait until a Regular scheduled Session. Proper notification of all voting participants and Standing Committee Chairs is required. An agenda must be presented and recorded with the BASC Secretary. The Session will follow the format of a Regular Session.
- 6.1.7 AGENDA:** An Agenda of items to be discussed or acted upon is required. The Chair prepares the agenda and the Secretary distributes it prior to the opening of the BASC meeting to all BASC participants.
- 6.1.8 SETTING UP THE ROOM :** **Put an empty chair in center of tables to symbolize the addict that did not make it here; light (maybe) several candles; dim the lights a little; put out NA décor (maybe) such as 12 steps & traditions)**
- 6.1.9 IDEAS:** All Ideas and seconds will be in writing on forms provided by the BASC Secretary. No further written Ideas will be taken under New Business. Group's conscience brought back to the BASC the following month for a vote. In order to maintain a sense of order, all Ideas, pros and cons and comments can only be brought to the floor while the person speaking is at their seat
- 6.1.10 MINUTES:** The BASC minutes will be mailed to the RCM and BASC Chair by the 1<sup>st</sup> Sunday of the following month after the Chair has approved them. They will be available for all BASC participants prior to the opening of the BASC meeting. They will also be mailed to the Chair of the NNJRSC History & Archives Committee and the WSO. A copy will be kept for inclusion into the BASC archive. All trusted servants must email there report to



# **BASC POLICY**

the secretary one week after area or it will not be put into the minutes.

- 6.1.11 BASC GUIDELINES:** Participants of the BASC are informed on policy and procedure per written guidelines.
- 6.1.12 TERMS OF SERVICE:** All elected positions in the BASC are for a term of one year, with the BASC Vice-Chair and RCMA succeeding to Chair and RCM respectively, with the vote of confidence from the body and RCM approval. Requirements, including but not limited to: **Clean time CANNOT be waived for any BASC Officer or Subcommittee Chairs.** BASC members may succeed themselves in office, but in keeping with our 4th Concept and principal of rotation, it is recommended that no officer or subcommittee chair serve more than two consecutive terms. All elected BASC servants must resign to the Area body. Any BASC officer or subcommittee Chair may be removed during their term by a majority vote of the BASC.
- 6.1.13 CONDUCT:** There will be no playing of radios, TV's or music of any kind during any BASC meeting or workshop.
- 6.1.14 FLYERS:** Any and all flyers must be approved by the Policy Committee before distribution. Fliers distributed must display one of the NA logos; either the stylized "NA" within a circle, the diamond in a circle or the words Narcotics Anonymous. A small-circled letter "R" should appear to the right of each of these logos. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide, and helps protect the logo from misuse outside the fellowship. All flyers must be dated.
- 6.1.15 ACTIVITIES:** All outside Areas and/or Regions requesting Fundraisers must request so at the BASC meeting.
- 6.1.16 MEETING LISTS:** All groups must be in existence 90 days before they can be included on the NJ State Meeting List. The Policy Committee must destroy any outdated meeting lists; both County and Statewide, when a supply of updated meeting lists are received.

## **7.0 FINANCIAL POLICY:**

- 7.1.1** So that we will always work within our limits, we will have a working budget for the BASC every year, before the spending of any funds. We will approve a budget for 6 months, then review and make any adjustments, as needed, for the last 6 months of the fiscal year.
- 7.1.2** Prior to the March meeting of Area Service each year, the Executive Committee will meet with the Board of Trustees to jointly prepare a proposed operating

budget to present to the BASC for that year. The BOT will have with them actual figures with regards to expenses and income for the preceding operating year, as well as the amount of monies on hand in the reconciled BASC bank account. The members of the subcommittees will have with them proposed budgets for each subcommittee/trusted servant position. The proposed operating budget will be a joint venture of all in attendance at such meeting, prepared in accordance with the Traditions and Concepts, and particularly the Eleventh Concept in mind. A vote of the majority in attendance at that meeting will determine the proposed budget to be presented to the Area body for final determination.

- 7.1.3** There will be no ear marking of funds or group contributions to any subcommittee.
- 7.1.4** The Treasurer will support the normal operational needs of the subcommittees, as well as the monthly secretarial expenses.
- 7.1.5** The Treasurer shall reimburse the Literature Committee for requests by H&I and P.I.
- 7.1.6** The RCM will be reimbursed for copies made of flyers for all GSR's and Executive Committee chairs, for functions going on at the region, up to the amount set by the BASC in the current yearly budget.
- 7.1.7** The BASC will pay for registration for MARLNCA so that the BASC RCM and RCMA may attend.
- 7.1.8** Any subcommittee having a bank account must have a two signature, non interest bearing account with the BASC tax id #.
- 7.1.9** All signatories of any BASC account must have a minimum of 4 years clean time.
- 7.1.10** The maximum amount allowed in the treasury of the BASC Prudent Reserve is outlined in the BASC annual budget.
- 7.1.11** The BASC will not make regularly scheduled donations to the NNJRSC the amount set by the BASC in the current yearly budget.
- 7.1.12** GSR's (GSRA's) will purchase their own Conference Agenda Reports (from their Group's money), each year for their respective groups.
- 7.1.13** The BASC will purchase liability insurance for the BASC every year to cover all groups, activities and meetings.

**FINANCIAL POLICY CONTINUED:**

- 7.1.14** The BASC will purchase D & O insurance to cover the BASC as an entity to protect the area and its officers from liability from lawsuits, etc.
- 7.1.15** A projected income statement will be added to the annual budget.
- 7.1.16** In order to hold people accountable for their actions, when dealing with theft of funds from the BASC, any theft of monies from the BASC, or its sub-committees, will be investigated and prosecuted to the fullest extent of the law.
- 7.1.17** The BASC Treasurer must deposit all monies collected at the monthly BASC meeting within 4 (four) business days of the meeting.

# **BASC POLICY**

**7.1.18** All area bank accounts will be audited by the BOT every 3 months.

## **8.0 VOTING PROCEDURE POLICY:**

8.1.1 For an Idea to be deemed policy, 2/3 vote is required.

8.1.2 Prior to a policy vote, the Policy Chair shall announce to the BASC Chair that the outcome of the voting may become Area policy requiring a 2/3 vote.

8.1.3 Elections of trusted servants require a majority vote of our quorum.

## **9.0 RESPONSIBILITIES OF ALL BASC MEMBERS:**

### **9.1 OFFICERS AND SUBCOMMITTEE CHAIRPERSONS:**

**9.1.1.** Members cannot hold more than one BASC position at a time.

**9.1.2.** A person cannot serve as an officer or subcommittee chair and be a GSR or GSRA at the same time, except the Workshop Chair.

**9.1.3.** Area chair, vice chair, BOT chair, and treasurer may not hold an executive position on any subcommittees of the BASC while holding that office.

**9.1.4.** Officers and subcommittee chairs have no vote in the assembly.

**9.1.5.** Officers and subcommittee chairs, other than the BASC Chair, can make and second Ideas and can give pros and cons on Ideas.

**9.1.6.** The BASC Chair may not give pros or cons unless he/she feels strongly on a Idea or has pertinent information; he/she relinquishes the Chair to the Vice-Chair while doing so, and can only vote in the case of a tie if he/she so wishes.

**9.1.7.** If a subcommittee chair or officer is absent for three or more consecutive BASC meetings, (without reasonable cause) they shall be removed from office. "In Attendance" means present for the submission of their verbal report, unless excused by the BASC chair for a reasonable cause

### **OFFICERS AND SUBCOMMITTEE CHAIRPERSONS (Continued):**

**9.1.8.** Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

**9.1.9.** Subcommittee Chairs, the RCM and the RCMA are members of the Executive Committee, along with the officers of the BASC and are required to attend all JAC meetings and Executive meetings.

**9.1.10.** The RCM and RCMA must attend all learning Days in the Tri-State Area, per requirements of their positions.

- 9.1.11. Officers and Subcommittee Chairs may not resign their positions and accept another executive position in the same year unless they are stepping into positions to which they are "assistant" or "vice" such as assistant secretary stepping up to secretary or the vice-chair stepping up to chair.
- 9.1.12. The BASC Chair and BASC Treasurer become members of the BOT while holding their positions, and are required to attend all BOT meetings per requirements of their positions.
- 9.1.13. The BASC Chair is a member of the Policy Committee and is required to attend Policy Committee meeting.
- 9.1.14. All trusted servants and subcommittee chairs must stay till end of business unless excuse by the executive body or will be marked as absent.
- 9.1.15. All failed ideas must wait a period of two consecutive area service meetings to be brought back up for reevaluation.
- 9.1.16. Time of adjournment is set for end of business.
- 9.1.17. All subcommittee who have a policy need to send it to the policy chair for addendum in the area policy. Any updates voted on at the subcommittee will be emailed to the policy chair for updates.

**9.2 OFFICERS AND SUBCOMMITTEE CHAIRPERSONS REPORTS:**

- 9.2.1 Subcommittee Chairs must submit a legibly written or typed report for inclusion into the BASC minutes.
- 9.2.2 Only Chairs, or Vice-Chairs in their absence, can give oral reports.
- 9.2.3 Reports on any financial expenses and income must be included in Committee reports, such as merchandise, literature, etc.
- 9.2.4 If a subcommittee holds a bank account, they must include an opening balance, expenses/income, and a closing balance for the month, in their reports.
- 9.2.5 The Executive Committee and JAC Meetings are run by the Administrative Vice-Chair, who gives a report to the BASC.

**OFFICERS AND SUBCOMMITTEE CHAIRPERSONS REPORTS CONTINUED**

- 9.2.6 The BOT Chair reports on BOT meetings.
- 9.2.7 All accepted subcommittee reports must be included in the BASC minutes without alterations of any kind.
- 9.2.8 All reports submitted by subcommittee Chairs must include their phone numbers so that group members who have an interest for more information may call.

**10.0 SPECIFIC RESPONSIBILITIES OF GSR's & GSRA's:**

- 10.0.1 GSR or GSRA can only represent one group at a time.
- 10.0.2 A GSR or GSRA cannot be an officer or subcommittee Chair of the BASC at the same time, except the Workshop Chair.

# **BASC POLICY**

- 10.0.3 GSR's or GSRA's, in their absence, are the only voting members of the BASC.
- 10.0.4 They can make, second, and give pros and cons on Ideas.
- 10.0.5 No GSR/GSRA phone numbers or addresses can be included in the BASC minutes.
- 10.0.6 If a group misses two consecutive BASC meetings, their voting privileges will be suspended for the next BASC meeting.
- 10.0.7 The BASC will appoint someone to report to a group that fails to send a representative to the BASC, two or more consecutive BASC meetings.
- 10.0.8 If a group misses 3 or more consecutive BASC meetings, there will be a vote at the next BASC before removing them from both the State Meeting List and Bergen Meeting Lists.
- 10.0.9 GSR's (GSRA's) will purchase their own Conference Agenda Reports each year, for their respective groups.
- 10.0.10 The Workshop committee will hold, twice a year, a GSR Orientation/Workshop in order to teach new GSR's about their responsibilities, policies and format of the BASC.

## **10.1 GROUP REPORTS:**

- 10.1.1 Reports are to be given orally by the GSR or GSRA only.
- 10.1.2 All groups must hand in a legibly written report for inclusion into the minutes.
- 10.1.3 The Area will supply the forms for the reports on groups to be submitted.
- 10.1.4 Group reports are given by day of meeting, followed by group nickname.
- 10.1.5 GSR's (or their alternates) will give their group reports during roll call.

## **10.2 GROUP FORMATION AND POLICIES:**

- 10.2.1 There are no geographic limits on membership in the BASC.
- 10.2.2 The BASC will donate a "Group Starter Kit" package to all new groups upon their joining the BASC.
- 10.2.3 New Groups are to be taken under New Business at the BASC.

## **10.3 RESPONSIBILITIES OF GSR'S AND GSRA'S:**

A GSR is the first in line of communication between a group and NA as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is their responsibility to keep a group informed and to express a group's conscience in all matters. They are the voice of their group. Active participation, more than anything, can strengthen the ties that bind us and promote our common welfare. The GSR speaks for their group at BASC meetings. As a result of their participation, they keep their groups informed about what is happening in NA. Members of a group should always be able to go to their GSR and find out about activities, other groups, how NA structure works, The 12 Traditions & Concepts, and how they can become more involved. The most important

service, which the BASC provides, is that of group support. A group can come to the BASC for help in any matter that may occur, and cannot be resolved at the group. We can get much accomplished when we work together. But in order to provide this service, the BASC needs the active participation of its GSR's. Each GSR must keep their group informed and represent their group's conscience in all decisions.

10.3.1 A GSR serves for a period of two years; 1st as a GSRA, learning about the duties of the office, and taking over in case the GSR cannot attend the BASC meeting, with the responsibility to vote in the GSR's absence.

10.3.2 The GSRA should attend all BASC meetings with the GSR, so they can see for themselves how the meeting works.

10.3.3 A group should never go without representation at the Area level. A GSR is the voice and ears in NA.

10.3.4 A group supports the Area both financially and emotionally.

10.3.5 The GSR runs it's Groups' business meetings, as guided by our Twelve Traditions and Concepts and follows "**Consensus based decision making ...Simplified**".

10.3.6 The GSR reports on a summary of the Area Committee activities once a month, at the group

#### **10.4 RESPONSIBILITIES OF GSR'S AND GSRA'S CONTINUED:**

10.4.1 If a group has a problem, and cannot come up with its own solution, the GSR may ask a representative from the BASC to share what has worked for other groups. The BASC can't tell a group what to do, but it can provide a format to help with group problems.

10.4.2 A GSR usually has one-year clean time, so is more likely to be familiar with NA Traditions and Concepts.

10.4.3 A GSRA is suggested to have six months clean time.

10.4.4 If there is any question about Traditions, Policy, or Guidelines, a group may table the situation or Idea and contact the BASC Policy Chair or an Administrative Officer of the Area.

# BASC POLICY

## **APPENDIX A 11.1 BASC BY- LAWS**

11.1.1 The adopted authority should be used to guide the basc in its deliberation on all matters not provided for the constitution by-laws or standard rules

11.1.2 Consensus based decision making for ideas

11.2. Section 1 presenting ideas

11.2.1.1 Any NA member may present an idea; participate in debate, and discussion.

11.2.1.2 Any member of NA may introduce an idea through the GSR that  
.....represents their group.

11.2.1.3 All ideas should be put in writing on the forms provided by the policy chair of the BASC.

11.2.1.4 All ideas must be submitted no later than the time agreed upon at the beginning of the BASC.

11.3 Section 2 processing ideas:

11.3.1 The policy chair will prioritize in the following order:

- 1) Policy issue
- 2) Financial
- 3) Group literature
- 4) Other sub-committee (financial)
- 5) Other ( Financial)
- 6) Regional Financial
- 7) Other business

11.3.2 When reading ideas, each one will be numbered 01, 02 etc. and leave off date at beginning.

11.3.4 Par level is currently set at 75%

## **APPENDIX A 11.1 BASC BY- LAWS Continued**

11.4 Section 3 ( Discussing ideas/ Consent calendar)

11.4.1 Every idea will be read, members can say either oppose or discuss or stay silent. Silence is support. All ideas will be read in order and will either pass, or be put aside for later discussion.

The ideas that were put aside are now read

11.4.2 All discussions will have a time limit of two minutes per GSR present, after which time the idea will be called to a vote.

11.4.3 Idea is read by the policy chairperson.

11.4.4 Chairperson asks if there is any opposition to the idea.

11.4.4.1 100% approval – antique

11.4.4.2 100% opposition- fails :

11.4.5 In every other scenario go to item 11.2.3.3



# BASC POLICY

11.4.6 The idea maker then presents their full intent and what is hoped be accomplished with the idea

11.2.3.9 Chairperson asks if there is any opposition to the idea

11.2.3.10 100% approval- passes

11.2.3.11 100% opposition- fails

11.2.3.12 In ever other scenario go to

item 11.2.3.1.5)

10.1.1.1.1 Each opposing person may state their concerns and may offer an idea modification to the maker. Each opposing person may only state their point on team for each round

10.1.1.1.2 If the idea maker accepts the modification, then the written idea list be changed. The idea is then re-read by the policy chair. Facilitator asks if there is any opposition to the idea.

10.1.1.1.2.1 100% approval- passes

10.1.1.1.2.2 Not 100% or the idea maker doesn't accept the modification, go to item 11.2.3.1.7

10.1.1.1.3 Idea maker asks compromise maker to ask what it will take to reach a compromise.

10.1.1.1.4 If a compromise is reach then chairperson asks if there is any opposition

10.1.1.1.4.1 100% approval- passes

10.1.1.1.4.2 If a compromise cannot be reached or there is not 100% approval, go to item 11.2.3.1.

## APPENDIX A 11.1 BASC BY- LAWS Continued

10.1.1.1.5 If only 4 or less member are opposed, the chair will ask if they are willing to step aside to allow the decision to move forward. If the opposition stands aside then the idea passes. If the opposition doesn't stand aside or more than 4 members opposed, then body will revert to paper ballot

10.1.1.1.5.1 The policy chair will distribute the paper ballot to the GSRs/GSRAs- as with voting privileges and collect the paper ballots. The chair person will tally the votes. If item receives establish par or more of the vote it passes. If less it fails.

**10.2** Consensus bases decision making for elections ( the CBDM Elections will go as follows:

- 10.2.1 Whoever is facilitation the election (facilitator for all elections except if facilitator is running for an office) will ask if there are any nominations or volunteers. Which will be taken together.
- 10.2.2 All candidates will have a chance to qualify in the other which there were nominated/ volunteered.
- 10.2.3 All members of the body will be able to ask questions. all questions must be asked to all candidates.
- 10.2.4 Once complete the candidates must step outside.
- 10.2.5 3 pros and 3 cons can be given per candidate, by members of the body selected by the facilitator.
- 10.2.6 Once it is time to take a vote, the facilitator must make it clear that there the GSRs can cote for any one of the candidate or vote for no candidates.
- 10.2.7 If there is more than two candidates, the top two candidates of the first cote will then go to another election just between those two. In order to get the commitment, a 75% majority must be reached.

#### **APPENDIX A 11.1 BASC BY- LAWS Continued**

Members should address the Chairperson as Mr. or Madam Chairperson. The person's conduct while occupying the Chair must be impartial and impersonal. The Chairperson makes certain that facts presented are clear to those in attendance, and that correct procedure is observed, and that Ideas are completed in a reasonable time frame. Restricting the discussion to the subject under consideration, and moving the discussion rapidly are ways to do this. The Chair should introduce each item of business with an impartial statement of the facts known to them. When a subject is introduced, without a idea, the Chair should ask if a member wishes to propose an idea. The Chairperson should not occupy the Chair if they wish to speak for or against a Idea that is under consideration. They must remove themselves by asking the Vice-Chair to serve as Chair until the discussion and Idea are completed. At that time, The Vice-Chair asks the Chair to resume their position.

- 10.2.8 The chair person should
  - 10.2.8.1 Open every meeting on time.
  - 10.2.8.2 Announce, in proper order, the business of the meeting.

# **BASC POLICY**

10.2.8.3 Maintain compliance with the constitution, by-laws, and standing rules

10.2.8.4 Moderate discussion of all ideas during the meeting, keeping the members informed on the progress.

10.2.8.5 Restate all ideas clearly and ask for more clarification from the maker of the idea, if needed

10.2.8.6 Conduct a vote on all ideas and announce the results

**10.3 IDEAS:** ideas fall into 4 general classes and one special class. Their purpose is to introduce business for consideration and possible action by the member of a group.

## **APPENDIX A 11.1 BASC BY- LAWS Continued**

10.3.1 The class of ideas are;

10.3.1.1 MAIN

10.3.1.2 SUBSIDIARY

10.3.1.3 PRIVILEGED

10.3.1.4 INCIDENTAL

10.3.1.5 SPECIAL

10.3.1.5.1 Main ideas may be made only when no other is before the meeting. It just be disposed of before any other idea can be discusses. Pending ideas- when an idea before the assemble has not yet been completed.

10.3.1.5.1.1 Examples of a main idea; a formal idea is known as a resolution. It apples in matters of grave concern to the member ship that requires action. It should be a statement of an opinion, desire, or appeal for remedy

and state clearly to whom it is addressed. It begins with “where as...” (And as many: where as clauses as are needed to present the reason for the resolution) but the preamble should be brief as possible without sacrificing clarity. The resolution concludes, with the words “therefore, be it resolved that”. It is the responsibility of the executive committee to follow through and see that the recommended action is taken on all formally adopted resolutions

10.3.1.5.2 Subsidiary ideas: are applied to pending ideas. These ideas affect another idea that has not yet been decided by the member

10.3.1.5.2.1 Examples:

10.3.1.5.2.1.1 To table an idea: is a delaying action. It permits members to postpone consideration of an idea. Requires a 2<sup>nd</sup> and majority vote with no debate or amend.

10.3.1.5.2.1.2 To close debate: on a pending idea is a call to vote on a question. It terminated discussion and leads to an immediate vote. (Requires 2<sup>nd</sup> and 2/3<sup>rd</sup> vote with no debate or amend.

#### **APPENDIX A 11.1 BASC BY- LAWS Continued**

10.3.1.5.2.1.3 Limit or extend time of debate: is an idea to do just that. It is appropriate when too much time is being taken from the other business on the agenda; and when the subject on the floor requires more time for discussion on the question. Requires 2<sup>nd</sup> and 2/3<sup>rd</sup>s vote with no debate but may be amended.

10.3.1.5.2.1.4 To refer to a committee: assigns a question to a committee for obtaining more information before the members come to a decision. Requires 2<sup>nd</sup> and majority Vote with debate and amend allowed.

10.3.1.5.2.1.5 To amend: modifies and often classifies an idea. This is to make the idea more beneficial and acceptable to the

# **BASC POLICY**

members of the group. Requires 2<sup>nd</sup> and majority Vote with debate and amend allowed

10.3.1.5.2.2 Privileged idea: have the effect of requesting the chair to return to the business of the day, to recess or adjourn and also to set time. They take precedence over all other ideas; for each calls for immediate action. They can become main ideas and debatable, but only when no other business is on the floor.

10.3.1.5.2.2.1 To set time of adjournment- requires 2<sup>nd</sup> and majority vote with no debate but can be amended

10.3.1.5.2.2.2 To adjourn- is a main idea and has the effect of ending the meeting. Requires 2<sup>nd</sup> and majority vote with no debate or amend.

10.3.1.5.2.2.3 To take a recess- gives a specified time to leave and return to the meeting. Requires 2<sup>nd</sup> and majority vote with no debate but can be amended.

## **APPENDIX A 11.1 BASC BY- LAWS Continued**

10.3.1.5.2.2.4 Point of privilege- does not require the member making it to be recognized by the chair. The member rises and says "Mr. or madam chairperson, I rise to point of privilege" and the chair replies, "state your point of privilege". It is a concern with the welfare of the total meeting, such as physical comfort for those in attendance, or the reputation and integrity of members present or absent. Requires no 2<sup>nd</sup>, vote, debate, or amendment.

10.3.1.5.2.2.5 To call for orders of the day- A requests to have the chair return the meeting to the regular order of business. Requires no 2<sup>nd</sup>, vote, debate, or amendment.

10.3.1.5.2.3 Incidental ideas: are considered procedural issues and are used to enforce correct rules of procedure. They arise from decisions previously determined by the group. They yield to privileged and subsidiary ideas.

10.3.1.5.2.3.1 Appeal to chairs- any tow members have the right to appeal from the chair. they must make this idea immediately after the decision of the chair. If another idea is pending, the appeal is no debatable; if no idea is pending, it can be debated, requires 2<sup>nd</sup> and majority vote. It may or may not be debatable, no amend is allowed.

## **APPENDIX A 11.1 BASC BY- LAWS Continued**

10.3.1.5.2.4 Point of order- may be moved by a member at any time, if the member believes a violations of correct procedure has occurred. the member has the right to interrupt a speaker and does not need to be recognized by the chair. When a member thinks an objectionable idea has been made, the member may address the chair and state "I object to consideration of the idea". It is immediately taken to a vote and the chair announces the result of the vote. Majority rules

10.3.1.5.2.5 Point of procedural inquiry- a request by a member to have an item of some concern to themselves, as a member, to be considered by those in attendances. Requires no 2<sup>nd</sup>, debate, amend, nor be recognized by the chair or granted by the floor.

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- 10.3.1.5.2.6 Point of information- a request when a member desires to clarify details. A question addressed to the chair. Requires no 2<sup>nd</sup>, debate, or amend; nor be recognized by the chair or granted by the floor.
- 10.3.1.5.2.7 SUSPENSION OF THE RULES: is an idea that expedites the business by such things as, allowing a non member to contribute views on a matter vital interest to the group. Requires no 2<sup>nd</sup>, vote, amend, but can be debated
- 10.3.1.5.2.8 TO WITHDRAW- to remove an idea from consideration by the assembly, this is done before or after the idea has been 2<sup>nd</sup>. If it has been 2<sup>nd</sup>, the mover must get permission of the member who 2<sup>nd</sup> it, before stating their decision to withdraw.
- 10.3.1.5.3 Special idea- are sometimes found under the class of special main ideas

## **APPENDIX A 11.1 BASC BY- LAWS Continued**

- 10.3.1.5.3.1 TO RECONSIDER; that a previously completed idea be discussed and voted upon again. ( the member making this idea must have voted with the prevailing vote) This idea may be made while another vote is pending, but no action is taken until that pending business has been completed. Requires 2<sup>nd</sup> and majority vote. May be debated but not amended.
- 10.3.1.5.3.2 TO TAKE FROM THE TABLE- to reconsider a previously tabled idea. 2<sup>nd</sup> and majority vote with no debate or amend.
- 10.3.1.5.3.3 TO DISCHARGE A COMMITTEE- to terminate the work of a committee. If passed the committee with dissolve. Requires 2<sup>nd</sup>, may be debated and amended by 2/3 vote unless a previous “ notice of

intent” has been given, then only majority vote is needed.

10.3.1.5.4 WHEN AN IDEA TO SUSPEND THE ORDER OF THE DAY IS PRESENTED, THE CHAIR SHOULD STATE THE REASON FOR SUSPENSION AND MAY ASK THE MEMBERS FOR PERMISSION INSTEAD OF A FORMAL IDEA.

10.3.2 An idea cannot be brought up again after it has been disposed of for two consecutive area service meetings.

**10.4** Accepting reports: Once the members vote to adopt a report, they blind themselves to what ever the report recommends and to its entire content. Any committee report that includes a recommendation should have the recommendation at the end of the report, in the form of a resolution, as an integral part of the report.

## **APPENDIX A 11.1 BASC BY- LAWS Continued**

**10.5** How to participate:

10.5.1 When addressing the chair, present your ideas or information in a clean, concise, and constructive manner.

10.5.2 Remember permission to speak a second time on an idea may be permitted only if it is to explain something in an earlier speech on the same idea and then only if no other member with the right to speak desires the floor at the time

10.5.3 Limit your speech to facts pertaining to the subject under discussion.

10.5.4 Suggest ideas and offer constructive criticism.

10.5.5 Be a good listener, so that all known facts may be presented.

10.5.6 Be willing to share in committee work.

10.5.7 If you yield the floor and are recognized by the chair, remember you have the right to resume your speech later in the same meeting.

10.5.8 Unless necessary, do not leave the room while another member is speaking; if you must leave, never pass between the chair and the speaker.

**10.6** 8 terms frequently used-

10.6.1 Accept- to give support to a report presented at a meeting.

10.6.2 Adopt- to give approval to an idea presented to the group



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- 10.6.3 By-laws- the document that gives the detailed rulings of an organization.
- 10.6.4 Close debate- this is a subsidiary idea that stops discussion and puts the pending idea to a vote. It limits debate, so it requires a 2/3rds vote with no debate or amend.
- 10.6.5 Constitution- the written document stating the fundamental laws and principals of an organization.
- 10.6.6 Division of the assembly- a request that may be made when the count of a vote is not certain and a recount is necessary.
- 10.6.7 Has the floor- this means that the chair has recognized the member, and it is the member's privilege to speak at the time.

## **APPENDIX A 11.1 BASC BY- LAWS Continued**

- 10.6.8 Order of business- the ordered sequence of business for a meeting
- 10.6.9 In order- what is being initiated or done is correct from a procedural point of view.
- 10.6.10 Quorum- 2/3rds of the eligible voting members in attendance who must be present in order to transact the business of the BASC. Formula for determining quorum= total groups minus groups not eligible to vote times .66 ( 66% or 2/3rds). Example 43 groups- 14 not eligible to vote =  $29 \times .66 = 19.14$ .
- 10.6.11 Quorum is determined by a 2/3rds of the active voting GSR's in attendance from the past 90 days (three months). However, if less than 9 GSR's are present, business can not be conducted
- 10.6.12 Standing rules- an idea to revoke a former action by the group. It may completely remove the idea that originates the action. It may or may not include that the former idea be idea that originates the action. It may or may not include the former idea be struck from the records.
- 10.6.13 Standard operating procedure- is the guideline for normal BASC structure. This structure may be adjusted at the discretion of the BASC chair person.

## **APPENDIX B- Convention Committee Policy**

Last Updated 5/11/19

# **BASCNA INC. NEW YEAR NEW LIFE CONVENTION POLICY**

## **ABOUT THESE GUIDELINES**

It is essential that all convention efforts of Narcotics Anonymous be well planned, prepared, and carried out. For that reason, efforts of the Convention Committee, which is a subcommittee of the Bergen Area Service Committee, NA, Inc., must be undertaken with patience. The information in these guidelines have been developed to assist the Convention Committee in sorting through sometimes complicated issues involved in service work. You are strongly urged to read them carefully and consider each of your convention efforts in relation to the applicable sections, as these important areas of NA service will be quite rewarding.

## **PURPOSE**

The purpose of this Convention Committee is to bring members of Narcotics Anonymous together in the celebration of recovery and carry the message of NA meetings and workshops. Other activities are

# **BASC POLICY**

scheduled to encourage unity and fellowship among our members. Conventions must always conform to the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.

## **DESCRIPTION**

This Committee shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer Chairs as its Executive Committee. Subcommittee Chairpersons and Vice-Chairpersons, along with the Executive Committee are considered the Administrative Committee as a whole.

### ***All must adhere to the following;***

2. Any member of Narcotics Anonymous may serve this Committee.
3. Every member of NA present at a Committee meeting has equal rights to ideas and to input information; however, only full-time members can submit and/or second motions and vote.
4. Any decisions made by this Committee regarding projects or funding, other than those specifically listed in these guidelines or already determined by the BASC, are subject to approval by the BASC-NA Inc. and its Board of Trustees, especially in any financial matters.

## **SCOPE OF SERVICES**

The function of this Committee includes but is not limited to the following: HOSTING ONE ANNUAL NEW YEARS EVE CONVENTION.

## **COMPOSITION OF COMMITTEE**

The Executive Committee and Subcommittees.

## **APPENDIX B- Convention Committee Policy Continued**

### **SUBCOMMITTEES**

- HOSPITALITY
- REGISTRATION
- ARTS & GRAPHICS
- MERCHANDISE
- CONVENTION INFORMATION
- PROGRAMMING
- FUNDRAISING/ENTERTAINMENT
- DECORATIONS
- SERENITY KEEPER
- POLICY

## **SECTION 2: CONVENTION COMMITTEE MEETINGS**

All Convention Committee meetings should take place at a regular scheduled time, place and follow the basic outline of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. An agenda, or format, should be prepared by the Chairperson prior to meetings. The basic outline to be used for this agenda is as follows but may be modified as deemed necessary.

## **AGENDA**

1. Opening with a moment of silence followed by the Serenity Prayer.
2. Reading of the Twelve Traditions and Twelve Concepts.
3. Reading and approval of last month's meeting minutes.
4. Executive Reports (Chair, Vice-Chair, Secretary and Treasurer.
5. Subcommittee Reports.
6. Old Business.
7. Break.
8. New Business (Motions and any elections needed).
9. Motion to Adjourn.
10. Closing of meeting in the usual fashion.

## **MOTIONS**

1. All policy motions must be submitted in writing to the Convention Chairperson with the author's name and name of the person seconding the motion.
2. Motions tabled may be presented to the floor as a part of Old Business by the Chair as decided in the previous meeting.
3. Motions presented to the floor must be signed and seconded by full time members only, as a part of New Business.

## **APPENDIX B- Convention Committee Policy Continued**

### **VOTING**

1. Any full-time member may vote.
2. Each full-time member carries only one vote.
3. A simple majority vote is required to pass a main motion and a 2/3rds majority of members present to pass a policy motion.
4. The Chairperson only votes, if so desired, in the event of a tie.
5. Elections of any Subcommittee Chairperson must be voted in by the Committee as a whole.
6. Subcommittee Vice-Chairs and Secretaries (if applicable), are elected by the members of that Subcommittee.
7. The meetings held on the 4<sup>th</sup> Sunday of January and February begins anyone's full time membership to vote at the beginning of every year. Voting privileges for elections of the Executive Committee requires these two consecutive Convention Committee meetings prior to election. Thereafter members must make 2 out of 3 Convention Committee meetings/events. (events – considered to be any venues dealing with raising funds for the convention)
8. At the beginning of the year there will be one meeting to wrap up last year's outstanding convention issues. This meeting does not count as attendance for the new year's voting privilege.
9. Clean time cannot be waived for any position within the Bergen Area Convention Committee.
10. Voting is done by closed ballot for elections only; Not by show of hands.

### **ELECTIONS**

Elections for the Chair of the Committee takes place at the Committee meeting prior to Area's November BASC meeting. Elections for all the other positions take place at the Second Convention Committee

# BASC POLICY

meeting of the New Year giving all members who come to two meetings in a row, full member status to vote as per numbers 7-thru-10 in Voting Section of this Policy.

## GENERAL COMMITTEE MEMBERS

***Members are divided into two groups;***

### FULL TIME MEMBERS

- 2 Two out of Three consecutive meetings/events must be attended to be a full-time member as per numbers 7-thru-9 in Voting Section of this Policy.
- 3 Members who cannot attend a full planning meeting must call the Administrative Secretary, so that the Committee can be informed.
- 4 Two out of Three consecutive absences from scheduled meetings and/or events will result in part time status.
- 5 Full time members are entitled to vote at all meetings.

### PART TIME MEMBERS

- 2 Do not carry a vote, but input is more than welcomed.
- 3 Cannot run for election of any Executive/Subcommittee Chair.

## **APPENDIX B- Convention Committee Policy Continued**

### REMOVAL FROM COMMITTEES

Any Committee member may motion for the removal of another Committee member, a Subcommittee Chairperson, Vice-Chairperson, or officer (excluding the Chairperson since this position is voted at the BASC). Any involuntary removal requires a majority vote.

***A Committee member may be removed from their position for noncompliance. Noncompliance includes, but is not limited to;***

- 1 Relapse.
- 2 Non-fulfillment of duties.
- 3 Missing two out of three meetings and/or events.
- 4 Misappropriation of any NA funds; misappropriation of corporate funds in the State of N.J. is a criminal offense. Any persons misappropriating funds will be held accountable and prosecuted to the fullest extent of the law.
- 5 Conviction of a felony for any act committed after being elected to the Committee.
- 6 If a Committee Members is removed from his or her commitment for any reason, Elections for that commitment shall not be held until the next Committee Meeting.

## **SECTION 3: FINANCIAL**

### FUNDING

The Guidelines set forth in this section are based on the experience of past Convention Committees and are to be used by all future Committees. These financial guidelines are set forth to help the Convention

Committee to **(1)** function effectively, **(2)** ensure financial; credibility, and **(3)** remain directly responsible to those they serve: The NA Fellowship within the Bergen County Area. This Committees main source of funding for the convention comes from the Committee's own fundraising activities.

***These activities include, but are not limited to the following;***

- 2** Fundraising (e.g., dances, speakers' jams, etc.)
- 3** Merchandise (e.g., shirts, mugs, etc.)
- 4** Registration (e.g., pre-registration, pre-sale tickets, etc.)

**NOTE:**

Convention merchandise should **NEVER** be sold during any group "recovery" meeting of Narcotics Anonymous.

**THE TREASURY**

The treasury is responsible for all funds that flow in and out of the convention treasury. The Treasurer writes all checks and makes all deposits into the Convention Committee bank account. The Treasurer has possession of all receipts of transactions made by the Convention Committee. The records kept must be accurate, in detail, and complete.

**APPENDIX B- Convention Committee Policy Continued**

**THE TREASURY "BOOKS"**

The Treasurer is responsible for the Committee books. The "books," as they are referred to are: **(1)** the check register, **(2)** the journal, and **(3)** the ledger. The Treasurer should have these books present at all Convention Committee meetings and will make them available when requested by the BOT. ***Listed below are some of the basic income and expenditures of the Convention Committee;***

**INCOME**

- 5** The BASC seed money (based off the BASC-NA JAC Committee Budget, typically between 2,500 and 5,000)
- 6** Fundraising Proceeds
- 7** Pre-Registration
- 8** Merchandise Sales
- 9** Indigent/Newcomer Fund
- 10** Square

**EXPENDITURE**

- 5** Committee Meeting Rent
- 6** Executive Committee Expenses
- 7** Subcommittee Expenses
- 8** Convention Site Rental
- 9** Food / Beverage Expenses
- 10** Bank Charges, etc.
- 11** Website & Hosting

# BASC POLICY

## NOTE:

It is best to break down all income and expenditures as much as possible. There is no limit to the amount of accounts that can be created within the books.

## THE CONVENTION COMMITTEE BANK ACCOUNT

The BASC has incorporated itself under the name BASC-NA INC. The corporation has a tax ID number. This is not a tax exemption number, but a number like an individual's social security number. This number is to be used on all bank accounts opened by the BASC.

Two out of the Four possible signatures are required on all checks. The Four signatures will include **(1)** the Treasurer, **(2)** the Chairperson, **(3)** the Vice-Chairperson and **(4)** the BOT Chair in the case of a position vacancy of Chairperson, Vice-Chairperson or Treasurer.

## SUBCOMMITTEE BUDGETS

Good financial planning is essential for a successful convention. Subcommittees should submit their projected budgets to the Planning Committee Chairperson and Treasurer as early as possible. Reviewing the previous year's treasury report should give subcommittee chairs some idea as to how much money they will need to perform their duties and run their subcommittees. Any subcommittee that will require spending money must submit an itemized budget. The Convention Chairperson will set a date when subcommittee budgets must be submitted.

The Administrative Committee must first approve any spending of money. Receipts must be given to the Committee Treasurer in order to be reimbursed. **NO RECEIPT – NO MONEY.**

## **APPENDIX B- Convention Committee Policy Continued**

### BEFORE THE CONVENTION

Once the Convention Treasurer is elected, open an account and start the books immediately. The bank will want signature cards signed, a corporate resolution form filled out, a copy of the corporation's Articles of Incorporation and its By-Laws. It is necessary to have all this when first opening the account. This is **ONLY** necessary if the BASC-NA INC. changes banks, if the bank remains the same from the previous year, then a letter from the BOT Chair with the signatures of at least two current signors and the Chair of the previous Committee is required to change the signatures at the bank.

### INCOMING FUNDS

All incoming money should be counted by the Treasurer and a receipt given for every cent that comes into the treasury. Record exactly where the money is coming from. This is important for keeping accurate books. The Treasurer should deposit all income into the bank as soon as possible. Any person handling money must have at least 1 year clean and be a full-time member of this Committee.

### OUTGOING FUNDS

Disbursement should take place at a full planning convention meeting unless the Treasurer is directed otherwise by the Convention Chairperson. Any and all expenses submitted for reimbursement which are not part of the approved budget, must be approved by two executive members, one of which is the Chairperson, before any reimbursement is made.

Subcommittee budgets need to include the estimated time when funds will be needed. No subcommittee funds will be disbursed until a proposed budget is submitted and approved by the Executive Committee.

## NOTE:

There should be no money transaction between subcommittees; all Subcommittees get their monies directly from the main treasury. This ensures that the subcommittee knows exactly how much money is circulating in and from exactly where.

Only Convention Committee trusted servants can request funds, and those funds can only be used for duties and responsibilities for their commitment. If someone has performed a task for another subcommittee, only that chair, or in their absence Vice-Chair, can request funds. In the absence of those positions the Vice-Chair who is the Chair of any vacant subcommittee will handle that.

### **TICKET POLICY**

All tickets are to be numbered and distributed by the Registration Committee. A copy of the list is to be turned over to the treasurer and Convention Chair the day it is created. On the day of the event, the Registration Committee receives money and tickets that should be reconciled with the list. Any remaining tickets that are not returned should be returned at the following Convention Committee meeting. Any list of individuals who were promised ticket rate, but did not receive a ticket, their name must be submitted to the Registration Committee prior to the event starting, that list should be turned over to the Treasurer and Convention Chair.

### **APPENDIX B- Convention Committee Policy Continued**

#### **SQUARE**

Access to the account should be the Chairperson, Vice-Chair and Treasurer. A user account should be created for each member and deleted once the member changes. The Square account is registered under BASCNA INC. The Treasurer should attach a copy of last month's Square activity to the Treasurer's report with transaction history. All Square activity will be emailed to the Treasurers and Chairs email address in order to serve as an electronic trail. All registration information should be handed to the Registration Committee, using an appropriate report that includes Names, Email Addresses and Items Purchased. Registration Committee is responsible for keeping the Committee updated on how many of each item is sold in order to prevent over selling of items online. The contact information on the account should reflect the Chairperson and should change whenever the Chairperson changes. A 4% convenience charge shall be charged to each order. Members working with Square devices at the Convention or Fundraisers **MUST** have a minimum of 1 year clean and be a full-time committee member. Persons utilizing Square at the Convention or at Fundraisers **MUST** show a valid photo I.D. (i.e. Driver's License, State Issued I.D., Passport, etc.) in order to use a debit/credit card.

#### **DURING THE CONVENTION**

Before the convention, money trickles in and most flows right out. At the Convention, itself, the pace moves very fast. The Treasurer must take time to count every cent that comes in and give proper receipts for the income. It is also important to take time to record all income properly; otherwise it is not possible to give accurate reports on exactly how much came in at the Convention. The amount of cash and checks that come pouring in must be carefully counted, recorded, and placed in a safe deposit box or safe.

#### **PICKUP OF MONIES**

Two **(2)** Executive Committee members and Serenity Keeper Chair must be present when money is being counted or transported. At least two **(2)** people (the person working the register and at least one **(1)** Executive Committee member) count the money before doing a drop. A carbon receipt is filled out when picking up money, signed by both the parties giving the money and the three **(3)** members receiving it. A



# **BASC POLICY**

copy is kept in the receipt book and other copy is attached to the money before being dropped into the safety deposit box or safe.

The Treasurer should know the exact financial situation of the Convention at all times. At the end of the Convention all Convention money should be in the care of the Treasurer.

Calls for pick-ups of the money are to be done when the register has over \$1,000.00. **(Allow plenty of time for members to get there; so, call a.s.a.p.)** Count the money to be handed over in advance **(allowing a \$200.00 drawer)**, wrap in a rubber band and put under drawer until pick-up arrives.

## **NEWCOMERS/INDIGENCE**

When anyone arrives claiming indigence, ask them to stand aside from the Registration table and not less than two **(2)** Executive Committee members are to be called for determination of indigence.

## **CHECK POLICY**

Only one check is allowed for a one-day convention and only two for more than one day. It must be accompanied by a valid driver's license, of which the number should be written on the check, name & address printed on check, plus a phone number. Merchandise is to check with Registration before accepting a check. This will cut down on "insufficient funds".

## **APPENDIX B- Convention Committee Policy Continued**

### **OUTSIDE VENDORS**

There are to be no outside vendors at any BASC-NA INC., functions. As per our World Convention Guidelines, the practice of allowing commercial vendors to sell their products at an NA convention violates our 6th Tradition. To allow them to sell means in fact, we are sanctioning the idea that it is alright for individuals to profit in the name of our fellowship. Any funds generated should be used to further enhance our primary purpose.

### **FREE REGISTRATION FRO COMMITTEE MEMBERS**

Committee members in good standing will be given free registration. Requirements for "good standing" are as follows; A member of BASC Convention Committee by such date (to be determined annually by Executive Committee), with steady attendance; no absences from this date until and including convention; working on at least one subcommittee because Committee members should not have to pay to do service work to carry the message. This also applies to fundraisers that a Committee member is serving; Convention Committee members serving at fundraisers are encouraged to make a food or monetary donation but are not required to pay to attend events they serve. Committee members can purchase raffle tickets, provided that if they win a prize, it is given to any NA member other than a Committee member.

### **LITERATURE DONATION / BASIC TEXTS / GIFTS**

Convention Chair makes a motion at the October BASC for literature donation to the Bergen Area New Year's Eve Convention.

### **AFTER THE CONVENTION**

The Treasurer should deposit all checks and cash into the bank the next business day after the convention and begin the Treasurer's report. Proceeds and the final treasury report are to be turned over to the BASC at the second meeting following the convention. Full documentation of the treasury, including the treasury "books," is to be turned over to the BOT at that time.

### **UNPAID BILLS AND COMMITTEE REIMBURSEMENTS**

The Committee should plan on meeting no later than two (2) weeks after the convention. The Committee members should bring their receipts and request reimbursements. The Committee should meet until all business of the convention is completed. The Merchandise Committee should turn over all monies raised to the treasurer at the end of the convention.

### **THE TAX RETURN**

The BOT hires an accountant to file these forms and reports to us. Copies of past returns are held by the BOT Secretary. The BASC-NA is a non-profit, tax-exempt organization. This means we are exempt from state income taxes, federal income taxes and state sales tax. There are forms that we give businesses that we deal with. These can be used for a one-time purchase or for continued purchases from the same business. These forms can be obtained from the Treasurer or from our accountant. These forms can only be used for the Convention Committee. Copies should be retained by the BOT, so we know where and how and for what purchases they were used.

### **WEBSITE**

The Convention Website shall be maintained by the Convention Information Subcommittee. Access to the Wix account for site hosting shall be the Convention Chair, the Convention Vice Chair and the Convention Information Chair. The website domain will remain as [www.newyearnewlife.org](http://www.newyearnewlife.org). The hosting of the Domain name will be with Host Gator and the site hosting will be with WIX.com. The cost of the website shall be part of the Executive body's budget for the year. The renewal of the domain host and the site host is due on the 1<sup>st</sup> of August starting in 2019 and every year after.

## **APPENDIX B- Convention Committee Policy Continued**

### **SUBCOMMITTEE RESPONSIBILITIES**

The subcommittees of the Convention Committee work together. Each subcommittee should decide whether or not it will need to use the services of another subcommittee. Subcommittee vice-chairpersons are to be voted through the normal election procedure at the subcommittee meeting by the members of that subcommittee. Subcommittee chairpersons keep accurate records of the activities of their subcommittee, and are responsible for including any financial reports, needs, expenditures, receipts, and minutes of subcommittee meetings with each report given at the Planning Committee meeting.

### **DETERMINING THE REGISTRATION FEE**

The best way to do this is to look at the previous year's Treasury Report. The Administration Committee, along with the Registration Committee should add the expenses of the following:

- 6 Executive expenses
- 7 Any rentals, if applicable
- 8 Subcommittee expenses
- 9 Any other anticipated expenses

After these totals are added together, divide this total by the approximate members you think will register. Again, look to those with convention experience to assist you. Also, you must determine the pre-registration price versus the on-site registration cost. This will help to increase fund flow prior to the convention to relieve financial pressure at the convention and to help offset costs incurred prior to the convention. The registration fees should cover all costs not taken care of by Fundraising & Merchandise.

## **SECTION 4: EXECUTIVE COMMITTEE**

### **GENERAL**

In all cases members shall have or be:

- 6 A member of Narcotics Anonymous.

# BASC POLICY

- 7 The willingness to serve; giving time and resources.
- 8 And, the following requirements:

The Executive Committee carries out the conscience of the overall Committee. It functions as the administrators of the convention and holds separate, periodic special meetings. Its function is to ensure that the various Committees work together. The convention budget and other matters that affect the convention are discussed and are included in reports to the Full Planning Committee. As soon as possible this Committee drafts a schedule of meeting dates for the Planning Committee. The schedule is then approved by the Planning Committee and is distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the Planning Committee. The Executive Committee holds separate and periodic meetings to discuss performance of the subcommittees and any other matters affecting the convention.

## **APPENDIX B- Convention Committee Policy Continued**

### **CHAIRPERSON**

This position is voted annually at the Full Planning Committee November meeting, and the Convention Committee makes its recommendation for their Chairperson at the November BASC Meeting. The newly elected Chair takes over the Chairperson responsibilities as of January 1<sup>st</sup> Convention Committee full planning meeting. They must have a minimum of 5 years clean time, 18 months service experience on a Convention Committee, demonstrate stability in local community, and have administrative abilities. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA. Must have a legitimate source of income, as per any position dealing with NA funds. Must have active participation in Narcotics Anonymous. The basis of the election should be the best qualified person to serve and not exclusively elected on the basis of clean time, seniority, or service experience. This person must commit to 1 year of service.

- 6 Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides help when needed.
- 7 Helps resolve personality conflicts.
- 8 Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
- 9 Monitors the fund flow and overall convention costs and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
- 10 Prevents important questions from being decided prematurely in order to foster understanding by the entire Committee prior to action.
- 11 Allows subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the full Committee meetings. Subcommittees are given trust and encouragement to use their own judgment.
- 12 Prepares an agenda for Convention Committee meetings and executive meetings, chairs both meetings.
- 13 Chairs the convention. (See world guidelines)
- 14 Votes only in case of a tie, if so wishes.
- 15 Makes regular reports to the BASC on the status of the Committee and upcoming convention, also includes any and all financial statements such as Treasury account and Merchandise on hand.
- 16 Is a Co-signor of the Convention Committee bank account?
- 17 Must make a motion at the BASC Meeting for literature donations.
- 18 Brings all financial records and reports to the BASC-NA BOT monthly Meeting.
- 19 Is a member of the BOT and therefore must attend all BASC-NA BOT Subcommittee meetings.

- 20 Is responsible along with the Executive Committee for obtaining 3 separate bids from different hotels to host our convention.
- 21 Responsible for submitting the 3 bids to the Full Planning Committee for a recommendation and then submitting voted recommendation along with the 2 other bids to the BASC-NA BOT for revision per Description Section letter C of this policy.

### VICE-CHAIRPERSON

The Convention Committee members elect this position. Requirements include a minimum 4 years clean time and 1 year service experience on a Convention Committee and should possess administrative abilities and demonstrate reliability to the Committee. Must have active participation in Narcotics Anonymous. They will commit to 1 year of service and must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA, and have a legitimate source of income.

- 6 Acts as Chairperson in the absence of the Chair.
- 7 Coordinates subcommittees and attends their meetings in order to ensure that they get the necessary support in order to do a good job.
- 8 Works closely with the Chair to help delegate responsibilities to subcommittee chairpersons.
- 9 Assumes responsibilities of any and all subcommittee chairperson(s) in the event of a resignation or removal of said subcommittee chair until an election is held and the position is filled.
- 10 Is a Co-signor of the Convention Committee bank account?

## **APPENDIX B- Convention Committee Policy Continued**

### SECRETARY

The convention members elect this position. This person must have a minimum of 18 months clean time and 6 months service experience on a Convention Committee. They must possess administrative abilities and demonstrate reliability to the Committee. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA. Must have active participation in Narcotics Anonymous. They will commit to service for 1 year. This individual is not a co-signor of the convention account and does not handle any funds.

- 7 Keeps minutes of all Committee meetings and subcommittee reports.
- 8 Maintains a list of names, addresses, & phone numbers of the Committee members.
- 9 Copies minutes and distributes to all members at each meeting.
- 10 Maintains record books in which guidelines, special rules of order, and minutes are entered with any amendments to these documents and has the current record book on hand at all meetings.
- 11 Assists the Chair and Vice-Chair in mailings and correspondence.

### ASSISTANT SECRETARY

The convention members elect this position. This person must have least 6 months clean time, the willingness to learn, and assist the Secretary in any secretarial matters. This individual is not a co-signor of the convention account and does not handle any funds. They must be willing to commit to service for 1 year.

10.0 Assists the Secretary in any way, helping to fulfill her/his responsibilities.

11.0 Circulates an attendance sheet at each convention meeting and keeps track of the voting status of each member.

### TREASURER

The Convention Committee members elect this position. A minimum of 5 years clean time and 1 year Convention Committee experience are required. They should possess accounting skills, demonstrate reliability to the Committee and maintain a full-time income. This person will commit to serve for one year. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA. Must have active participation in Narcotics Anonymous.

- 11 Responsible for paying and maintaining financial records of all Committee transactions, including receipts and disbursements.

# **BASC POLICY**

- 12 Opens a bank account for the Committee. This must be a three signature, non-interest-bearing account, with the BASC-NA, Inc. Tax ID #. Two out of the three signatures are required for all checks written. Handles this account, preparing an accurate financial status report, and presents the report at every Full Planning Committee meeting. The Treasurer oversees transactions on Square.
- 13 Works with the Chair and Vice-Chair to prepare the Committees' budgets and prepares an updated budget monthly and financial statement.
- 14 Ensures all monies spent be accounted for with receipts.
- 15 Responsible for collecting all monies rose within one week of receipt.
- 16 Reviews checking account with Treasury Committee and BOT on a monthly basis. Works closely with Treasury Committee. (Described further herein)
- 17 All receipts are to be dated, itemized, and have name of subcommittee in order to keep precise records where monies were spent.
- 18 Prepares a final report of all transactions from the convention to be submitted to the Convention Chair within three weeks of the conclusion of the convention.
- 19 Is a member of the BASC-NA BOT and therefore must attend all BASC-NA BOT Subcommittee meetings.

## **APPENDIX B- Convention Committee Policy Continued**

### **ASSISTANT TREASURER**

The Committee members elect this position. A minimum of 4 years clean time and at least 6 months Convention Committee experience. Possess accounting experience, demonstrates reliability to the Committee, and maintains a legitimate source of income. Will commit to serve for one year. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA. Must have active participation in Narcotics Anonymous.

- a. Assists the Treasurer in fulfilling their responsibilities.
- b. Is not a signatory on the convention bank account?

### **TREASURY COMMITTEE**

This Committee consists of the Treasurer, Chairperson, Vice-Chair, Registration Chair, Merchandise Chair, Fundraising/Entertainment Chair, and Hospitality Chair. It is responsible for overseeing all of the Treasurer's responsibilities and works with the Treasurer. It is responsible for budgeting monies, managing cash flow, and merchandise transactions. This Committee must be able to give an updated accurate rendering of accounts at any time. A compiled budget will be available to the BOT and included in the Convention Chair's report to the BASC.

#### **NOTE:**

There are hundreds of details to be handled. To list them all in these guidelines would be impossible. All notes and lists kept by the Executive and Administrative Committees should be kept and passed to the next Committee. This is vital to ensure a successful convention. It is also suggested that a separate book of instructions be part of these guidelines pertaining to all matters which must be taken care of.

## **SECTION 5: SUBCOMMITTEE**

### **GENERAL**

A minimum of 18 months clean time and 6 months service on a Convention Committee (except where an exception is noted); reliability to the Committee; a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA, plus a full-time income when dealing with funds; Such as Registration, Merchandise, for 1 year and Food Beverage Committees. Must have active participation in Narcotics Anonymous. Attends all full Convention Committee meetings, communicates with other subcommittee chairpersons, staying informed of their activities. Chairs their subcommittee meetings preparing an agenda prior to each. Delegates different tasks to

subcommittee members, keeping activities within the principles of the Twelve Traditions of NA and in accordance with the purpose of the convention. Prepares a budget to submit to the Executive Committee. Keeps accurate records of any subcommittee expenses and turns over all receipts to the Convention Treasurer. Prepares a report in writing at each full Committee meeting.

### **SUBCOMMITTEE VICE-CHAIRPERSON**

A minimum of 1 year clean time and three months of convention experience, a working knowledge of the Twelve Traditions and Twelve Concepts of NA, demonstrates reliability to the Committee, and a legitimate source of income if dealing with funds. The subcommittee members of that subcommittee elect this position. They will commit for 1 year.

- a. Attends all convention meetings as well as Administrative meetings.
- b. Chairs the subcommittee meetings in the absence of the Chair.
- c. Works closely with the Chair in coordinating tasks within the subcommittee.
- d. The subcommittee members elect the Vice-Chair through the normal election process at the subcommittee meeting.

### **NOTE:**

Any additional duties will be listed under the individual subcommittee.

## **APPENDIX B- Convention Committee Policy Continued**

### **SUBCOMMITTEE MEETINGS**

Previous experience has shown that subcommittees that meet on a regular basis are better able to carry out their responsibilities. A list of all subcommittee meetings should be submitted at the planning meeting to promote attendance by as many members as possible. It is up to each subcommittee whether or not to elect a subcommittee secretary to keep minutes.

### **SUBCOMMITTEE VOTING POLICY**

Any full Convention Committee member who attends a subcommittee and is a voting member of the full Planning Committee may vote at any subcommittee meeting. Administrative members attending to oversee may not vote.

### **CONVENTION INFORMATION**

Responsible for getting the word out within the Bergen Area as well as other Areas and Regions. Will also be responsible for informing publications such as NA Way, Sanity, and A News Line. Acts as a liaison to Nara-non, in the spirit of cooperation and not affiliation.

### **Functions:**

- a. Convention Information should collect addresses of all Areas within the state of N.J. to set up a distribution network for convention registration flyers.
- b. Sets up an information table at the convention to welcome all institutional clients and staff that have responded to our letter and to provide any information requested.
- c. Prepares a plan on what to do if members of the press should show up at the convention. It is suggested that the Convention Information Chair get in contact with the BASC Public information Chair. A Press Kit should be kept at the front table and at all NA Meetings.
- d. Convention Information is responsible for sending a letter and flyers to all NA publications.
- e. They should also attend as many Area Meetings with pertinent information and registration flyers.
- f. Convention Information Chair is responsible for updating and maintaining the convention website with the most current information.

### **SERENITY KEEPERS**

# BASC POLICY

The Serenity Keeper committee is responsible for helping to maintain an atmosphere of recovery while working to ensure the common welfare of attendees. At no time, should serenity keepers give the appearance of bouncers or act in a Police capacity. This Subcommittee shall follow Section 5 of this policy when relates to subcommittee meetings, positions within the subcommittee, clean time, committee experience and such.

## Functions:

- a. Attends all fundraisers. Serenity Keeper Chair serves as an escort when money is being transported and counted.
- b. Works with other subcommittees at the convention in a support capacity. Merchandise and Registration areas need to have serenity keepers assigned to their areas during open hours.
- c. Serenity Keepers Chair serves as an escort to the executive body members while money is being picked up, transported and dropped at the convention.
- d. In the event any disturbances that occur during the convention, the subcommittee members are to immediately contact the Serenity Keeper Chair, so that Serenity Keeper Chair can notify both the Convention Chair and Vice-Chair.

## **APPENDIX B- Convention Committee Policy Continued**

### **HOSPITALITY COMMITTEE**

#### Functions:

Responsible for planning, purchasing, distribution of all food and beverage items; such as the banquet meal, coffee, hot dogs, soda, etc., for fundraisers. Responsible for obtaining all miscellaneous items necessary to ensure that the convention will run smoothly. This Committee is responsible for providing an atmosphere of hospitality to all attendees. This involves assuring that the convention conforms to NA principals and reflects our primary purpose. They will be responsible for items such as local restaurants and hotel information.

- a. Members of this Committee should be assigned shifts to welcome guests as they arrive to the convention. They will also monitor Hospitality Rooms, making sure coffee; refreshments, etc. are being provided. (If coffee and/or other refreshments are served, but if they run out, then the Hospitality Committee will contact the Convention Chair for approval of coffee and/or more refreshments.)
- b. They are also responsible for preparing information on local restaurants, banks, hospitals, bus schedules, etc. This information should be posted in the hospitality rooms, along with NA flyers, literature and meeting lists.
- c. Members of this Committee should be familiar with all activities of the convention. They should mingle around and help with miscellaneous tasks.
- d. Other items, such as game boards (i.e. checkers or chess), may be supplied in the hospitality rooms. A bulletin board or table should be available to allow other members to post flyers of coming events in NA. NA literature may also be available for the taking when possible. These rooms should be kept open as much as possible.

### **ARTS AND GRAPHICS**

The Arts & Graphics committee is responsible for designing the logo for the convention. Each convention logo/theme must be approved by the entire Convention Committee. Responsible for flyers and signs needed for the convention. Also works with other Committees by submitting artwork (ideas/signs) as requested by these Committees. Works with Programming for all meetings and general signs for the convention. Must have 1 year clean time and 6 months convention experience.

#### Functions:

- a. Designing and/or printing flyers, tickets, posters, directional signs, and the convention banner. This Committee also submits designs for T-shirts, mugs, and other convention

merchandise. **ALL WORK MUST INCLUDE THE NA LOGO IN REGISTERED TRADEMARK.**

- b. It has been the experience of the past Convention Committees that it is cost effective to have the artist provide camera ready color separated artwork prior to printing. It is also strongly suggested by the World Service Office that all artwork used by the Convention Committee legally become the property of the convention. Therefore, the artist should be required to sign a statement relinquishing all rights to said artwork.
- c. The Arts & Graphics Committee should always present to the full Planning Committee for approval more than one design for the logo and shirt designs.
- d. All work accepted by the full Planning Committee for the design of logo/shirts will become the property of the BASC-NA, INC.
- e. Works closely with all subcommittees prior to the convention to find out all signs needed at the convention.
- f. The Subcommittee should also have access to a room during the convention in which to make any last-minute signs as required. They should bring supplies to the convention for this purpose.
- g. They submit 3 bids and information along with a recommendation for printing of banner, camera/ready and color separation to the Administration Committee before any decisions are made.
- h. All other Convention Committee members are welcome to submit ideas for logos & merchandise through the Arts & Graphics Committee at the full planning meeting.

## **APPENDIX B- Convention Committee Policy Continued**

### **FUNDRAISING / ENTERTAINMENTS**

Responsible for planning and coordinating activities which generate fun at the convention. This Committee works with the Bergen Area Activities Committee to coordinate with other Areas so as to ensure that we don't plan activities which will cut into other Committees activities.

#### **Functions:**

- 11 A budget is submitted to the Executive Committee prior to planning each event for approval. All decisions to utilize entertainment must be approved by the Fundraising Committee and reflect the general composition of our audience. Funds are turned over to the Treasurer at the Convention Committee meetings immediately following the convention.
- 12 Also responsible for all other forms of entertainment in conjunction with the convention. No BASC fundraising activities will be held in dance clubs or bars in order to provide a positive atmosphere for newcomers.
- 13 The Fundraising Committee holds fundraisers to pay for the convention's start-up expenses, flyers, printing, postage and to provide other financial support the Planning Committee needs. At these fundraisers the Merchandise Committee can sell convention merchandise.
- 14 Fundraising also puts together a calendar of events of all convention fundraisers. This calendar can be sent to all Areas within the region and also printed in local fellowship newsletters.
- 15 The entertainment at the convention is also this Committees responsibility. It hires bands and DJ's necessary for dances, parties, etc. at the convention. They will bring bids and information to the Planning Committee before any decision is made. Only the Convention Chair, along with a BOT member, has the authority to sign contracts.
- 16 Responsible for submitting 3 bids, information and a recommendation for the DJ to the Administrative Committee.
- 17 Attends Northern New Jersey Regional Activities every other month to inform them of our events and prevent duplication of similar activities on the same days as other areas or groups.

### **DECORATIONS**

Responsible for providing all decorations for the convention, i.e., balloons, favors, etc. Also, for any decorations at any fundraisers put on by the Convention Committee. They should work with Arts and Graphics Committee to coordinate colors with the logo theme.

1 year clean time, 6 months convention experience.



# BASC POLICY

## **APPENDIX B- Convention Committee Policy Continued**

### **MERCHANDISE**

Responsible to generate funds to ensure the success of the convention and to provide commemorative items for the convention attendees. They are responsible for planning, purchasing, and sales of merchandise. Also responsible for working with the BASC Merchandise and Activities Committees. They should ensure that merchandise is available at as many NA functions as possible. All funds generated must be turned over at the planning meeting, immediately following sales. Responsible for working with Arts and Graphics to come up with designs for new sellable items.

#### **Functions:**

- a. The Merchandise Committee should be fairly business minded and have an understanding of the Twelve Traditions, especially regarding the sale of NA related items.
- b. Prepares a budget consisting of the items to be sold and expenses incurred. All merchandise must be approved by the full Planning Committee prior to manufacturing.
- c. The Administrative Committee must be informed as to the total number of items being purchased, dollar amount being spent, and retail value; all of which must be submitted in writing prior to purchasing. The entire Merchandise Committee must vote on items to be purchased and then approved by the Executive Committee.
- d. Also responsible for creating a working schedule prior to the convention so that the sale of merchandise will be supervised at all times by responsible people. Only members with 1 year or more are entitled to work cash registers at the convention. No one person is to be in the merchandise room alone at the convention.
- e. Responsible for the storage of all items in a secure place and the delivery of all receipts promptly to the Convention Treasurer, along with an approximate list of remaining items in the inventory.
- f. The Chairperson must provide a paper trail, (receipts, packing slips, invoices, inventory sheets, etc.) to enable the tracking from the point of purchase, how many items have been sold and how much money has to be turned over to the Treasurer as a result of these sales, and how many items are left in the inventory. The Chair is expected to submit in writing a full inventory in possession to the Convention Chairperson for inclusion in the convention report to the BASC monthly meeting, one week prior to the BASC meeting. This inventory must show the total number of each item (x) times the amount in hand, the wholesale cost of each item, and the total wholesale value of all items in our possession. A copy of the previous inventory, minus sales, should be kept helping with this report.
- g. Merchandise is to be kept in the storage unit until needed for each event with the exception of one bag of merchandise to be held by the Merchandise Chair.
- h. Merchandise sales are to be closed during the Banquet Speaker meeting at the convention to allow everyone the opportunity to hear the Banquet Speaker.

- i. The Merchandise Chair determines what time other areas may sell their merchandise so as not to interfere with our merchandise sales. A letter must be accompanied in order to allow other areas to sell.
- j. Our Merchandise Committee must also bring a letter of intent, signed by the Convention Chair, to other areas, when selling BASC merchandise.
- k. Gas and tolls to events, if cost effective and approved by the Executive Committee prior to event, will be reimbursed only with proper receipts.
- l. Merchandise received from vendors by the Merchandise Chair should be inventoried with an executive member present. This vendor selected for production of merchandise should be from the metropolitan area in order to ensure a comfortable and accessible working relationship.

## **APPENDIX B- Convention Committee Policy Continued**

### **REGISTRATION**

Responsible for planning and distributing registration packages, keeping financial records, organizing registration packages at the convention, confirmation letters, ticket sales, accurate records of ticket sales, accurate records of attendees and e-mail addresses, as well as the current total of sales. Responsible for creating a working schedule prior to convention so that registration tables will be fully manned by responsible, courteous individuals.

#### **Functions:**

- 11 To coordinate all registrations before and during the convention.
- 12 Works with the Executive Committee to determine the amount that will be charged for registration and pre-registration.
- 13 Sends all pre-registrations a confirmation letter in a timely manner.
- 14 Submits 3 bids and information along with a recommendation for merchandise to be purchased for registration packages, as well as printing of all materials used by registration, i.e. tickets, registration flyers, & items in registration packages and overseas production and delivery of materials. All bids must be submitted to the Executive Committee before a decision is made.
- 15 Works closely with Arts & Graphics to design a draft registration flyer. The flyer must be approved by the entire Planning Committee before printing.
- 16 Responsible for turning all monies received over to the Treasurer within one week of receiving. Only registration members with one year or more clean time, who are full-time convention members of the Convention Committee, are entitled to work with money. This is before and during the convention when working cash registers. They must also have a legitimate source of income, as anyone working with NA funds.
- 17 Whenever anyone arrives at the Registration table claiming to be indigent, no less than two Executive Committee members are to be called to make the determination.
- 18 Registration subcommittee is responsible for setting prices for all fund-raising activities including convention. It is suggested that the registration committee work with the fundraising committee when making venue prices.

### **POLICY**

**Responsible for keeping and maintaining the BASCNA Policy for the BASCNA Full Planning Committee. Also responsible for having the policy with them at all Committee Meetings and Events.**

- a. Responsible for updating the digital copy of the convention policy whenever a motion is approved at a full planning meeting.
- b. Responsible to have a copy of the policy at all full planning meetings/events.
- c. Policy Chair will read the qualifications for all elections being held at the full planning meetings.

# **BASC POLICY**

- d. Policy Chair will E-Mail updated policies to all committee members when a change is made and or when requested by a committee member.
- e. Policy Chair will keep the Area update with the most current convention policy.

## **APPENDIX B- Convention Committee Policy Continued**

### **PROGRAMMING**

Responsible for drafting a schedule of meetings for the convention. They are also responsible for selecting, contacting, confirming speakers and Chairpersons for meetings. This Committee oversees sign in sheets, ensures that the meetings are taking place on time and that all meetings have the necessary readers, etc. Responsible for taping arrangements, if decided by Committee. Supplies Arts and Graphics with a list of meetings for which signs need to be made from.

#### **FUNCTIONS:**

1. Responsible for establishing a timetable for meetings including the Opening Meeting, the Banquet, the Dance and Spiritual Buffet, if applicable.
2. The Committee should collect and review all past programs to establish a timetable, which also includes marathon meetings, step meetings, workshops, Traditions meetings and Topic meetings; utilizing the hours that any space is available for convention meetings/workshops.
3. It is helpful to work with the other committees to coordinate information. Speakers and Chairpersons should be assigned as soon as possible.
4. Submits 3 bids and information along with a recommendation for printing of the program and taping, if applicable, to the Executive Committee before any decisions are made.
5. To design, price and print the program for the convention, after approval from the Executive Committee.
6. Members of the Convention Committee should not serve as speakers at any meetings during the convention. In selection of the speakers, the requirement of carrying a clear message of NA recovery is mandatory.

#### **The convention requirements for speakers and chairpersons are as follows:**

1. Opening and Spiritual Buffet: Five (5) years clean time.
2. Main Banquet Speaker: Five (5) years clean time.
3. Tradition / Workshop: Three (3) years clean time.
4. Step Speakers: Three (3) years clean time.
5. Topic Speakers: Two (2) years clean time.
6. Chairpersons at Meetings/Workshops: One (1) years clean time.

In the selection of chair people consideration needs to be given to the members of the Planning Committee first before reaching out to the fellowship as a whole. Readers for the Opening, Banquet, and Spiritual Buffet Meetings are picked from committee names in a hat that have less than one (1) year clean, as these members cannot chair meetings at the convention.

### **APPENDIX B- Convention Committee Policy Continued**

The following delegations are made by the Administrative Committee:

- a. Chairperson of Opening Meeting: The Vice-Chairperson of the convention.
- b. Chairperson of the Main Banquet Meeting: The Chairperson of the convention.
- c. The Convention Chairperson may delegate the following to the Secretary and Treasurer:

**(and anyone else on the Convention Committee)**

State Recognition

Clean Time Countdown

Total Amount of Clean Time

Giving Out of Gifts

Giving Out of Basic Texts

7. The Chairpersons should establish a time schedule and individual areas to monitor for subcommittee members. Each member on duty should have a list of all speakers and chairs to ensure that meetings are being run on time with all members needed.
8. All readings must be available in each meeting, with the Anonymity Statement. (Lf) meetings are being recorded, make sure recording personnel are present and assist any chairperson who needs help in keeping an atmosphere of recovery.
9. The Chair should inform the Executive Committee of any room setups needed. (Podiums, microphones, etc.)
10. This Committee must also monitor a programming table in the main entrance area for speakers and chairpersons sign in sheets.

NOTE:

**Speakers that we invite to share our fund-raising events and convention will not be obligated to pay, but donations will be appreciated.**

# BASC POLICY

## **12.1 Appendix C-- Fellowship Development Policy**

Bergen Area Service Committee of NA Fellowship Development Guidelines June 4, 2017

1 Committee Goals: All efforts in service should be geared towards carrying the message of hope and the promise of freedom to addicts seeking recovery. Fellowship Development (FD) is a Committee of the Bergen Area Service Committee (BASC) whose purpose is to assist the Groups, the Addicts, and Area of BASC by acting as a resource within the community.

1.1. FD will hold Learning Days, Workshops and Seminars on topics relevant to the local community.

1.2. FD will maintain Orientation Packets and GSR/Committee Chair Folders for BASC as needed.

1.3. FD is directly responsible to BASC and the groups of BASC.

### 2. Trusted Servants:

#### 2.1. Chairperson:

2.1.1. The Chairperson will be elected by BASC as per BASC Policy. Current BASC Policy is to have elections in November with the Chair people starting in January.

2.1.2. The Committee will make a nomination to Area for the Chairperson. This nomination will be determined at the meeting prior to the November Area via group conscious.

### 2.1.3. Duties:

2.1.3.1. Conduct the monthly meetings.

2.1.3.2. Create the agenda for the monthly meetings.

2.1.3.3. Recommend events for the Committee

2.1.3.4. Prepare the Annual Budget and attend the JAC Meeting to discuss the budget.

2.1.3.5. Moderates the FaceBook Group to assist communication.

## **Appendix C-- Fellowship Development Policy Continued**

### 2.2. Vice Chairperson:

2.2.1. The Vice Chairperson will work with the Chairperson to further the Committee's purpose.

2.2.2. The understanding is that the Vice Chair is learning how to Chair the Committee, as such, the Vice Chair should work with the Chairperson to get a deeper understanding of how to Chair the Committee.

2.2.3. Moderates the FaceBook Group to assist communication.

### 2.2.4. Requirements:

2.2.4.1. One Year abstinent from all mind or mood altering chemicals.

2.2.4.2. A working knowledge of the 12 Traditions and 12 Concepts

### 2.3. Secretary:

2.3.1. The Secretary takes notes at all meetings to produce the minutes.

2.3.2. Publishes the minutes and has them available at the monthly meetings.

2.3.3. Conducts all correspondence with facilities, Area, and whatever other bodies needed.

2.3.4. Maintains a phone and email list of all members of the Committee.

2.3.5. Six Months abstinent from all mind or mood altering chemicals.

### 2.4. GSR Orientation Person:

2.4.1. This position is to help new GSRs at Area get an understanding of what is about to happen.

2.4.2. Arrives at Area 30 mins prior to the start to conduct an orientation for new GSRs.

# **BASC POLICY**

2.4.3. At the orientation, collects the name, group, phone number, and email address of the new GSRs. This info is retained in the committee and given to the Area Secretary to add to their list.

2.4.4. Gives a GSR Orientation Packet to the new GSR.

2.4.5. Ensures the GSR has a GSR Folder with proscribed information.

2.4.6. With the Area Agenda, explains what business is expected and how business will be conducted.

2.4.7. Ensures the new GSR has a more experienced GSR to learn from and be mentored for the session.

2.4.8. An individual can hold this position and other positions within the Committee.

2.4.9. Six Months abstinent from all mind or mood altering chemicals.

## **Appendix C-- Fellowship Development Policy Continued**

### 3. General Guidelines:

3.1. The Committee will meet monthly at a time and location determined by the Chair and the Committee.

3.2. The Committee will use CBDM to conduct business.

3.3. All members of NA can submit requests for Workshops and/or Learning Days.

3.4. The Committee will publish a calendar of events as far in advance as possible to allow for proper planning, budgeting, and resource allocation.

3.5. The Committee should plan events past the end of the year so the next Committee has scheduled events for the first quarter of the new year.

3.6. Each event should have a Coordinator. This Coordinator will be the single point of accountability for the event.

**3.7. The Committee will develop tools and handouts as needed to assist the Area in carrying the message.**

## **Appendix D--HOSPITALS & INSTITUTIONS POLICY**

### Definition and Purpose:

The Bergen Area H& I Subcommittee is a volunteer group from the fellowship of Narcotics Anonymous, existing for the express purpose of carrying the NA message of recovery to the men and women "housed" in correctional institutions, hospitals, and recovery houses. To effectively be helpful to the inmates, patients, and residents, we must necessarily be governed by the individual rules of the institutions we serve, and further impose certain standards on ourselves.

While we NEVER police any willing member of this sub-committee, there are guidelines that the trusted servants, voted in by all committee members, are expected to uphold.

### II) Functions of the H & I Subcommittee:

- a) To conduct two regular business meetings bi-weekly
- b) To serve as a communications link between local H & I committees at the Regional and World levels
- c) To serve as a distributions point for Literature to the facilities and their clients
- d) To coordinate all H & I financial matters and report these in full to the Bergen Area Service Committee (BASC)
- e) To conduct workshops and orientations on relevant topics



# **BASC POLICY**

## III) Structure of Elected Officers

A Service board of officers shall consist of Chairperson, Vice-Chairperson, Secretary, and Literature Chair.

## **Appendix D HOSPITALS & INSTITUTIONS POLICY Contined**

Eligible Voters include:

1. All sub-committee members who have been at two (2) consecutive general meetings, prior to an election. Exceptions will be made only with reasonable justification for absence
2. Any Committee officer may be removed from their position by a 2/3rds majority vote of the H and I Subcommittee; with the exception of the Chairperson. Since the Chairperson is elected at the BASC, the must also be removed by a 2/3rds majority vote at the BASC
3. Officers are elected for a term of one year, and will be eligible for re-election for a second term of one year, followed by two years of ineligibility.

## IIII) Requirements for Officers & Responsibilities

### CHAIRPERSON:

It is suggested that the Chairperson have two (2) years uninterrupted clean time plus a minimum of one (1) year activity in institutional work with the BASC H & I Subcommittee. Must be familiar with

the rules and regulations of the Subcommittee and the institutions; an understanding of the responsibilities of the office.

#### **Appendix D HOSPITALS & INSTITUTIONS POLICY Contined**

##### RESPONSIBILITIES INCLUDE:

A member of the Executive Committee of the Bergen Area, and must attend all BASC Executive Meetings and JAC Meetings

- a.) Bringing before the general meeting such materials as should be acted upon
- b.) Carrying out policies and orders for the Sub-Committee
- c.) Appointing panel chairperson for institutions served by the BASC H & I Subcommittee
- d.) Appointing special committee members, when required
- e.) Insuring The Twelve Traditions of NA are upheld
- f.) Appoint panel members
- g.) Attend all Regional H & I meetings
- h.) Attend all BASC meetings and reports to committee all H & I business

##### VICE CHAIR:

Requires one (1) year of uninterrupted clean time plus six (6) months activity with the BASC H & I Subcommittee

# BASC POLICY

## Appendix D HOSPITALS & INSTITUTIONS POLICY Contined

### RESPONSIBILITIES INCLUDE:

- a.) Assumes Responsibilities of chair in the event of the chair's absence
- b.) Helps co-orientate new panels
- c.) Attends BASC meetings and/or Regional H & I meetings in the absence of the Chairperson
- d.) Attends panel presentations at random to ensure each panel is following the BASC H & I guidelines and the facilities regulations.
- e.) Facilitates an annual H & I picnic
- f.) Facilitate two (2) H & I Learning Days a year

### SECRETARY:

Requires at least six (6) months of uninterrupted clean time plus three (3) months of activity with  
BASC H & I Subcommittee

### RESPONSIBILITIES INCLUDE:

- a.) To keep an accurate set of minutes at all bi-weekly subcommittee meetings and distribute them to members prior to the next meeting
- b.) To keep accurate attendance at H & I subcommittee meetings

- c. ) To keep a file of all hospital, institutions, and recovery house guidelines, rules, and regulations
- d.) To be responsible for printing or copying H & I labels , flyers, etc
- e. )To be responsible for maintaining updated e-mail lists for all recipient AREA and REGIONAL Committees

#### **Appendix D HOSPITALS & INSTITUTIONS POLICY Contined**

##### LITERATURE CHAIR:

Requires at least six (6) months of uninterrupted clean time plus three (3) months of activity with BASC H & I Subcommittee

##### RESPONSIBILITIES INCLUDE:

- a. )To obtain literature from BASC monthly meetings
- b). To give chairperson the receipt from all purchased literature
- c.) To distribute all literature accordingly to all panel chairs

There is no Treasurer, since the BASC funds all activities of the H & I Subcommittee.

The H & I Subcommittee holds an election for recommendations of Chairperson in November, and brings the group conscience to the December BASC Meeting for nominations of H & I Subcommittee Chair. ELECTIONS FOR ALL SUBCOMMITTEES CHAIRPERSON ARE HELD AT THE DECEMBER BASC MEETING, PER BASC GUIDELINES.

# **BASC POLICY**

Any member of Narcotics Anonymous wishing to participate in the Subcommittee of H & I must attend two (2) consecutive general meetings of the Subcommittee before joining. No clean time is required.

V) Structure of Panels:

## **Appendix D HOSPITALS & INSTITUTIONS POLICY Contined**

PANEL CHAIRPERSONS:

Requires nine (9) months of uninterrupted clean time plus a minimum of three (3) months of institutional work with the BASC H & I Subcommittee.

RESPONSIBILITIES INCLUDE:

- a.) Giving oral reports at each bi-weekly H & I general subcommittee meeting
- b.) Giving overall direction to their panel
- c.) To orientate all new panel members, by going over BASC H & I guidelines and H & I Do's and Don'ts
- d.) To call each panel member ahead of presentation as a reminder
- e.) To attend all Subcommittee general meetings
- f.) To carry the NA message-not the disease

Panel Chairperson must use their discretion in choosing speakers. Ensure that the speaker attending the presentation (if applicable) is able to carry a clear NA message and abide by all BASC H & I guidelines.

All guest speakers must have six (6) or more months of uninterrupted clean time, and must be familiar with the rules and regulations of Subcommittee and institutions. If they are not, the panel chair must go over the H & I Do's and Don'ts prior to the H & I presentation.

#### **Appendix D HOSPITALS & INSTITUTIONS POLICY Contined**

##### PANEL MEMBER:

It is REQUIRED to have a minimum of 90 days of uninterrupted clean time, from all mood and mind-altering substances including alcohol and drug replacement therapies (as per NAWS Bulletin 29:

Regarding Methadone and other Drug Replacement Therapies)

##### RESPONSIBILITIES INCLUDE:

- a. )To be familiar with the rules of the Subcommittee as well as those of the institution
- b.) To consistently attend presentations assigned to them and if unable to make a presentation contact the Panel Chairperson
- c.) Should attend bi-weekly subcommittee meeting at least once a month, unless otherwise notified.

# BASC POLICY

## Appendix D HOSPITALS & INSTITUTIONS POLICY Contined

### VI) General Information:

- a. )Any member is automatically disqualified from further H & I activity upon the loss of their clean time, but may become eligible when they can conform to the requirements herein set forth. Being clean for the purpose of this H & I Subcommittee shall be construed as freedom from the use of any narcotic, including alcohol and drug replacement therapies (as per NAWS Bulletin 29: Regarding Methadone and Other Drug Replacement Programs).
- b). Any members not conforming to the foregoing requirements or to any others which might be here after added or who refuses to abide by the rules and regulations of the facilities in which BASC H & I is serving, shall automatically be relieved of an H & I assignment previously granted.
- c. )No NA presentation regularly conducted under the auspices of this Subcommittee shall be held in any institution, except under direct supervision of a regularly delegated panel member specifically appointed by this subcommittee. He/She must also be acceptable to the authorities of the institution being served.

#### **Appendix D HOSPITALS & INSTITUTIONS POLICY Contined**

d.) No member will involve themselves with any other activity at any institution that this committee serves, to avoid possible conflict and the resulting damage to :

i. The inmate or patient on the inside

ii. The working ability and the privilege of this subcommittee to carry the message inside the institution. For these reasons no member will interfere with any influence of any institution, court, or hospital, nor with any judge, doctor, probation office, or parole officer. Nor any will members make any comments or promises regarding employment, parole, probation, or medical problems.

e. )The length of clean time required by each institution is to be rigidly upheld by all panel members and guest speakers.

f). Na case histories--- life stories and or NA principles or NA general information are to be the main topics any NA presentations conducted by this subcommittee. All speakers and panel members must strictly comply with regulations, confining their talks solely to recovery

g). Excessive use of vile, profane or filthy stories is strictly prohibited by this committee. Inmates and patients themselves request that we refrain from its use.



# **BASC POLICY**

h). No member of NA on parole will be allowed to participate in or attend, a NA presentation in an institution served by this subcommittee without the express permission of the authorities of said institution.

## **Appendix D HOSPITALS & INSTITUTIONS POLICY Contined**

i). Printed instructions, which may include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate institution shall be furnished by this subcommittee to each panel member, so that each member will be in full knowledge of them.

j.) No panel presentation associated with BASC H & I shall ever be conducted by one subcommittee member. All panels' presentations must have at least two members of Narcotics Anonymous present.

k). No Chair/Panel member can remain on a commitment for longer than 2 years, with the exception of the Bergen County Jail (BCJ) commitments.

l.) Failure to comply with the foregoing regulations shall be sufficient grounds for review of the suitability of a panel member.

## **Appendix E –Website Policy**

### **1, WEBSITE Policy :**

This policy will serve as a guideline for conducting business of the Bergen Area Service Committee (“BASCNA”) Web Site Committee. In accordance with the Narcotic Anonymous’ primary purpose of carrying the message to the addict that still suffers, we provide easily accessible information regarding the Bergen County Area of Narcotics Anonymous

1.1. The name of the committee shall be defined as Web Site Committee

1.2 The Uniform Resource Locator (“URL”) shall be  
<http://www.bergenarea.org>

1.3 The committee shall be accountable to the BASCNA body consisting of Executive, Administrative, Sub Committee Chairs, and Group Service Representatives (“GSRs”)

1.4 The Webmaster shall be accountable and responsible for the maintenance of the website

1.5 The URL is the property of the BASCNA

1.6 All content on the web site is the property of BASCNA

1.7 All costs of hosting, and domain registration are the financial responsibility of BASCNA

1.8. The Webmaster is responsible for communicating all costs to the BASCNA Treasurer

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1.9. The area will be the "Billing contact", "Administrative contact" and "Technical contact" of the web site AND place the cost of the domain name and hosting contract on the bascna credit card.

## **2 General Guidelines:**

2.1- Meeting directories shall be checked for updates every 30-60 days

2.2 -External links will be limited to official Narcotics Anonymous web sites. Sites that are maintained by the World Office, Regional Offices, or Area Committees. To promote NA unity in accordance with our first tradition we do not link to personal web sites or sites that promote a third party

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2.3 Posting of local events is done through cooperation with the Events and Activities Committee. Website committee can post to the website without a vote from area service. Personal phone numbers and email addresses ARE permitted on the web as a stated clearly contact for the NA function (events, conventions, fund raisers, etc).

2.4 BASCNA members consisting of Executive, Administrative, Sub Committee Chairs, and GSRs may request to post information regarding local area activities or NA related information (personal messages, or opinions are not allowed, as they may confuse outside readers as being the opinion of NA as a whole)

2.5 All subcommittee pages submitted to the website committee are assumed pre-approved.

2.6 Website chair will be in charge of the Bergen area blog and all of its submissions. Any submissions to the blog should respect the guidelines set forth by the 12 concepts and 12 traditions of na.

## **F --Group History**

### **MEMBER GROUPS OF THE BASC**

<b>GROUP NAME</b>	<b>#</b>	<b>JOIN DATE.</b>	<b>TIME</b>	<b>DAY</b>	<b>MEETING ADDRESS</b>
Stairway to Heaven	2	10-1992	7:30pm	Monday	Elm & Harrison, Oradell
KISS	4	02-25-1985	7:00pm	Saturday	Harrison & Broad, Leonia
Woman's Touch	6	10-09-1985	7:30pm	Monday	Franklin & Terrance Ave. Hasb. Hts.
Abstinence & Beyond	7	10-1985	8:00pm	Wednesday	241 Passaic St. Hackensack
Begin to Live	8	11-1985	7:30pm	Sunday	Church & Longfellow St. Teaneck
The Good, Bad & Free	9	11-1985	7:30pm	Thursday	64 Passaic St. Hackensack
Recovery Room	10	11-20-1985	7:00pm	Thursday	Main Ave & 2nd Wood Ridge
Alive & Kicking	11	03-1986	8:30pm	Friday	361 Englewood Ave, Englewood
Straight Edge	13	04-1986	8:00pm	Thursday	Woodland Terrace, Leonia
Back to Basics	14	07-1986	8:00pm	Sunday	North Central Ave, Ramsey
Twice on Sunday	15	11-1986	10:00am	Sunday	Bergen Regional B007
Weekend Liberty	16	04-1987	11:30am	Saturday	192 W. Demerest Ave. Englewood
Midday with NA	18	06-1987	12: noon	Friday	Franklin & Terrance Ave. Hasb. Hts.
Ridgewood Recovery	19	11-1987	8:30pm	Wednesday	Lincoln & West End Ave. Ridgewood
Living Room	20	02-1988	8:00pm	Tuesday	Palisades Ave & Commerce, Garfield
Beginners do Recover	23	05-1986	10:00am	Saturday	Palisades Ave & Commerce, Garfield
Relax in Recovery	25	06-1988	7:30pm	Monday	165 Palisades Ave
Slice of Life	26	07-1988	12: noon	Thursday	Bergen Regional E-106
Step By Step	27	08-1988	8:00pm	Monday	Bergen Regional Basement
Step in the Right Dir.	28	09-1988	6:30pm	Saturday	Bergen Regional E-106
Begin to Win	29	11-1982	9:00pm	Friday	Bergen Regional Auditorium
Out of the Darkness	30	05-1989	7:00pm	Thursday	4 th St. Englewood
60 min. with NA	32	09-1991	9:00pm	Friday	South Monroe, Ridgewood
Noon Heights Recovery	33	01-25-1994	12: noon	Tuesday	Franklin & Terrance Ave. Hasb. Hts.
Friday Night Freedom	35	01-10-1995	9:00pm	Friday	Lafayette Ave, Hawthorne
Saturday Night Live	16	02-14-1995	7:00pm	Saturday	Warren Street, Englewood
It Works How & Why	37	07-11-1995	8:00pm	Wednesday	Wyckoff Ave, Wyckoff
Men's Iss. in Recovery	38	01-01-1997	6:00pm	Monday	44 Armory Street, Englewood
HOW	39	04-27-1997	8:00pm	Tuesday	344 Washington Ave, Dumont
Night Owls	40	Unknown	10:00pm	Saturday	217 Lincon Ave Ridgewood NJ
The Lie Is Dead	41	Unknown	8:00pm	Monday	3 rd. St. & Division Ave., Carlstadt

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Five Corners	46	Unknown	8:00pm	Thursday	9 Harrington Ave Westwood
Serenity Now	47	Unknown	8:00pm	thursday	545 4 <sup>th</sup> Ave Westwood
No Name Group	48	Unknown	8:00pm	Friday	111 Midland Ave Garfield
Recovery Over 40	49	Unknown	10:00am	Saturday	352 Clifton Ave, Clifton
A New Way of Life	50	Unknown	8:00pm	Wednesday	251 Union Ave, Rutherford
Saturday Night Live	52	Unknown	9:30pm	Saturday	Westwood Ave Westwood.
Nueva Vida	21	Unknown	8:00pm	Tuesday	241 Passaic St, Hackensack
Serenity in the Park	53	Unknown	9:30pm	Sunday	Overpeck Park
Cyber Serenity	54	Unknown	8:00pm	Everyday	Zoom
Women Who Rise	55	Unknown	7:00pm	Thursday	2215 Broadway, Fair Lawn
Practicing the Principles	56	Unknown	7:30pm	Monday	37 E Allendale ave Allendale
Pheonix Group	57	Unknown	8:00pm	Tuesday	130 Berthoud Street Park Ridge
Wake Up Recovery	58	Unknown	10:00pm	Saturday	545 4 <sup>th</sup> Ave Westwood