

BOULDER AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES
Draft Revision 2/6/2010

Article I: Name

The name of this service committee is the Boulder Area Service Committee. Hereafter to be referred to as B.A.S.C. for convenience.

Article II: Purpose

The purpose of the B.A.S.C. is to serve its Member Groups and their primary purpose by helping groups deal with their day to day situations and needs. Whenever a group has a specific situation or need which it has not been able to handle on it's own, it may use the B.A.S.C. for help or council. The B.A.S.C.'s primary function is of serving the Member Groups. The B.A.S.C. is not a governing body for its Member Groups or Narcotics Anonymous; it is directly responsible to its Member Groups.

An N.A. Group is any meeting which meets regularly at the same time and place and follows the guidelines set by the ~~World Service Committee of Narcotics Anonymous (W.S.C.N.A.)~~ **forth in A Guide to Local Services in Narcotics Anonymous**. The primary purpose of each group should be to carry the message of recovery to the addict who still suffers. Any new group must remain for three months before it can be added to the Area meeting list.

Article III: Meetings

The regular meeting of the B.A.S.C. is held on the first Sunday of each month at ~~12:00 Noon~~ at a predetermined location. **Literature Orders and Treasury Monies are to be turned in at 12:30 with Business Meeting starting at 1:00pm.** Special meetings may be requested by motion at A.S.C.

Article IV: Proposals and Consensus Based Decision Making

"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."

Proposals

~~Only members of the B.A.S.C. may present proposals. Proposals consist of:- Proposal and Intent and are to be decided by a consensus of the B.A.S.C. members (in attendance at the meeting where the proposal is presented).~~

~~Possible Outcomes:-~~

- ~~1. Consensus reached~~
- ~~2. Proposal blocked~~
- ~~3. Proposal tabled~~
- ~~4. Proposal sent back to groups~~

~~Note: Proposals that go across several months may be revised due to budgeting constraints based on consensus of the members present.~~

~~Proposal Process:-~~

~~Roles:-~~

~~Facilitator - The area chair is responsible for guiding the group toward consensus and deciding when consensus cannot be reached.~~
~~Recorder - The area secretary is responsible for recording concerns and final-~~

~~disposition.~~

~~The proposal process starts when an area member submits written proposal (See Attachment A for form) to B.A.S.C. chair prior to new business.~~

~~The B.A.S.C. chair reads the proposal and asks for concerns. Note: At this time discussion is not encouraged. Concerns are captured by the recorder.~~

~~If no concerns are raised consensus has been reached and the proposal is approved.~~

~~If concerns are raised, discussion will ensue.~~

~~Once concerns have been discussed and addressed, the proposal is revised if necessary.~~

~~Then the area members have the following possible outcomes:~~

- ~~1. Consensus reached.~~
- ~~2. Stand aside.~~
- ~~3. Proposal Blocked — If a member blocks, the facilitator asks the member to explain the nature of their objection and reopens the proposal for discussion.~~
- ~~4. Proposal sent back to groups.~~

All proposals are decided through Consensus-Based Decision Making. Any NA member is welcome to attend the B.A.S.C., introduce proposals and participate in discussion.

Consensus-Based Decision Making

The use of Consensus-Based Decision making admittedly takes longer to achieve an outcome to an issue, called a proposal. But, the results are understood by all in attendance at a more significant level of comprehension. In addition, any proposal can be easily changed or modified as discussion progresses. Making a motion, requiring a second and so forth are no longer needed. Decision Makers become a single point of accountability to those that they represent (see 12 Concepts of NA Service).

Consensus-Based Decision Making Process

- 1. Bring proposals to the B.A.S.C.. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus decision process.**
- 2. Maker of the proposal speaks first to the intent.**
- 3. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).**
- 4. Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be modified .**
- 5. Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?" Participants respond in one of four ways:**
 - a. Assent. This means that the Decision Maker supports the proposal. The Decision Maker has heard the discussion, has had a chance to participate in the process of**

finalizing the proposal and is in agreement with every aspect.

- b. Assent with Reservations. Done by the Decision Maker raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations." The Decision Maker is simply noting that they can support the proposal and continue to have these reservations.*
- c. Stand Aside. A statement that the Decision Maker does not support the proposal, but the Decision Maker's objection is not of the nature or the severity to warrant a block. Should the number of Decision Makers opting to be Stand Asides reach 15% or more, this will indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the maker of the proposal or an Ad Hoc Committee for reworking.*
- d. Block. Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal. A Decision Maker who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the specific proposal.*

Article V: Elections

*Elections shall be held annually at the B.A.S.C. meeting for the month of March. All trusted servants are elected by a majority vote of **Decision Making** B.A.S.C. members. ~~All discussion of the nominees will take place with the nominees present.~~ Any member of NA can be nominated but the nomination must be seconded by a voting participant of the B.A.S.C. Any nominee for a B.A.S.C. position must be present in order to state their qualifications. Participants will be given the opportunity to ask questions and/or voice their objections (if any) concerning any nominee, while the nominee is present.*

Article VI: Trusted Servants

The Fourth Concept states "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." With that in mind, the following list of qualifications applies to all BASC Administrative members:

- 1. Willingness to serve.*
- 2. Time and resources to fulfill the commitment.*
- 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.*
- 4. Prior NA service experience.*
- 5. Active participant of Narcotics Anonymous fellowship.*

Specific qualifications, duties and responsibilities of each B.A.S.C. Administrative Committee position can be found in the following sections.

Trusted servants are to serve a maximum of 2 consecutive years in any one position. ~~Elections are to be held annually at the BASC for the month of March.~~

Relapse constitutes automatic removal from any elected position. Additionally, trusted servants may be removed for:

1. Non-fulfillment of the duties of their position.
2. Absence at three (3) consecutive meetings, or excessive absenteeism, unless an alternate and/or report is sent in their stead.

CHAIRPERSON: Suggested clean time is two (2) years. Length of commitment is one (1) year. Duties of the chairperson include:

1. Open the meeting at the appropriate time.
2. Recognize members or observers who are entitled to the floor.
3. Read proposal and facilitate proposal process.
4. Enforce the rules relating to debate, order and decorum within the committee.
5. Expedite business in every way compatible with the rights of the members and observers.
6. Decide all questions of order, unless when in doubt the chairperson prefers to submit the question to the committee for decision.
7. Respond to all inquiries of members relating to consensus based decision making or factual information bearing on the business of the committee.
8. Authenticate by signature, when necessary, all acts, proposals, and proceedings of the B.A.S.C.
9. Co-sign the B.A.S.C. bank account.
10. Arrange the agenda for each meeting.
11. Appoint Ad-hoc Committee Chairpersons.
12. Conduct the meeting with impartiality and fairness.
13. Adjourn the meeting.

VICE-CHAIRPERSON: Suggested clean time is two (2) years. Length of commitment is one (1) year. Duties of the vice-chairperson include:

1. In the absence of the chairperson, to temporarily serve as chairperson.
2. Fill in for and assume responsibility for chairperson, treasurer, and secretary **and/or subcommittee chairpersons** as needed.

SECRETARY: Suggested clean time is ~~two (2) years~~ **one (1) year**. Length of commitment is one (1) year. Duties of the secretary include:

1. Take notes (minutes) at B.A.S.C. meeting.
2. Distribute minutes to all B.A.S.C. Members **no later than ten (10) days following the B.A.S.C. meeting.**
3. Maintain and update archives, making them easily accessible.
- ~~4. At end of term, distribute 10 copies of current guidelines to B.A.S.C.~~
- 4. Amend and maintain B.A.S.C. Guidelines as needed.**

TREASURER: Suggested clean time is two (2) years and a job. Length of commitment is one (1) year. Duties of the treasurer include:

1. Be the custodian of the B.A.S.C. funds.
2. Be a co-signer of the B.A.S.C.'s bank account.
3. Report receipts and disbursements at each meeting, and submit a written report as an excel spreadsheet to be added to the minutes.
4. Disburse funds as directed by the B.A.S.C.
5. Keep receipts for all contributions and disbursements.
6. Disbursements other than budget priorities must be voted on by B.A.S.C.

Budget priorities are as follows:

- a. Phone Line - Pay answering service bill and other expenses as needed.
 - b. Public Information - Pay expenses as needed. (meeting schedules)
 - c. Hospitals & Institutions - Pay expenses as needed.
 - d. Rent
 - e. Literature - Pay expenses as needed.
 - f. Activities - Pay expenses as needed.
 - g. Donation to Colorado Region
7. Wherever possible checks will be written directly to the businesses providing services to the B.A.S.C.
 8. All members/groups/committees utilizing or requesting any B.A.S.C. funds will be required to provide the treasurer with an itemized budget request and financial report including any and all receipts.
 9. The Treasurer shall keep an archive of the past month's bank account statements, this also includes canceled checks, deposit slips and all receipts.
 10. Must have access to a computer

Bounced Check Policy: When any check written to the B.A.S.C. is returned for insufficient funds, the Treasurer informs the writer of the check at the next Area meeting. The amount of the returned check needs to be reimbursed to the Area either in cash or with a money order. Until this is taken care of, Area will not accept any further donations or literature orders from that individual. In addition, the B.A.S.C. will no longer be able to accept checks from that person.

VICE-TREASURER: Suggested clean time is two (2) years and a job. Length of commitment is one (1) year. Duties of the vice-treasurer include:

1. In Absence of treasurer, to temporarily serve as treasurer.
2. Be the custodian of B.A.S.C. funds
3. Be a co-signer of the B.A.S.C.'s bank account.
4. Report receipts and disbursements at each meeting, and submit a written report as an excel spreadsheet to be added to the minutes.
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REGIONAL COMMITTEE MEMBERS (RCM): Suggested clean time is two (2) years. Length of commitment is one (1) year. The RCM(s) will carry the conscience of the B.A.S.C. to the Region and the Regional Assembly. They will also report back to the B.A.S.C. Regional and World activities of N.A. Please refer to A Guide to Local Services in Narcotics Anonymous, page 52 for more information. Duties of the RCM include:

1. Submit a written report of monthly activities and a copy of information submitted to the R.S.C. at each B.A.S.C. meeting.
2. Attend the Colorado Regional meetings of Narcotics Anonymous.
3. Attend the Colorado Regional Assembly of Narcotics Anonymous.
4. Represent the interest of the B.A.S.C. at the R.S.C. and to carry the Area's conscience.
5. ***The longest serving Regional Committee Member serves as the B.A.S.C. Chair in the absence of the B.A.S.C. Chair and B.A.S.C. Vice Chair.***

PHONE LINE CHAIRPERSON: Suggested clean time is two (2) years as well as six (6) months of prior N.A. Phone line experience. Length of commitment is one (1) year. Duties of the Phone lines Chairperson include:

1. Being directly responsible to the B.A.S.C.
2. Elect or appoint other committee members or officers as necessary.
3. Provide a written report of all monthly activities at each B.A.S.C. meeting.
4. Hold regularly scheduled and announced ~~monthly~~ **quarterly** meetings **or** as necessary.
5. Function under directions contained in this document and any Guidelines offered by the World Service Office of Narcotics Anonymous.
6. Will also function within the principles of any World Service handbook, guideline or guide unless stated in writing by the Sub-Committee or B.A.S.C. as a group.
7. Maintain list of current phone line volunteers.
8. Conduct business with answering service.
9. Conduct and organize learning days as necessary.
10. ***Develop and/or maintain guidelines for Phone line Sub-Committee.***

PUBLIC INFORMATION CHAIRPERSON: Suggested clean time is two (2) years. Length of commitment is one (1) year. The purpose of the Public information Sub-Committee (PI) is to provide conference approved literature and information to the public. This Sub-Committee serves as a resource of information about N.A. in the Boulder Area. This Sub-Committee will abide by the Twelve Steps, Traditions, Concepts and the ~~"Guide to Public Information"~~ ***Public Relations Handbook***. Duties of the Public Information Chairperson include:

1. Being directly responsible to the B.A.S.C. Elect or appoint other committee members or officers as necessary.
2. ***Elect or appoint other committee members or officers as necessary.***
- ~~2-~~ 3. Provide a written report of all monthly activities at each B.A.S.C. meeting.
- ~~3-~~ 4. Hold regularly scheduled and announced monthly meetings **or** as

- necessary.
- 4- 5. Function under directions contained in this document and any Guidelines offered by the World Service Office of Narcotics Anonymous.
 - 5- 6. Will also function within the principles of any World Service handbook, guideline or guide unless stated in writing by the Sub-Committee or B.A.S.C. as a group.
 - 6- 7. **Amend**, maintain stock of and distribute current meeting lists at the B.A.S.C. and related facilities.
 8. **Develop and/or maintain guidelines for P.I. Sub-Committee.**
 9. **Attend Colorado Regional Public Information Committee meetings.**

ACTIVITIES CHAIRPERSON: Suggested clean time is two (2) years and a job. Length of commitment is one (1) year. The purpose of the Activities Sub-Committee is to provide the Fellowship in the Boulder Area with recovery-oriented activities and merchandise. Funds generated through this Sub-Committee belong to the B.A.S.C. and are to be used to support the Area's needs. Duties of the Activities Chairperson include:

1. Being directly responsible to the B.A.S.C.
2. Elect or appoint other committee members or officers as necessary.
3. Provide a written report of all monthly activities at each B.A.S.C. meeting.
4. Hold regularly scheduled and announced monthly meetings **or** as necessary.
5. Function under directions contained in this document and any Guidelines offered by the World Service Office of Narcotics Anonymous.
6. Will also function within the principles of any World Service handbook, guideline or guide unless stated in writing by the Sub-Committee or B.A.S.C. as a group.
- ~~7. Any activity needs to be approved by the B.A.S.C.~~
- 8- 7. Any activity ~~requiring money~~ must be presented to the B.A.S.C. with a detailed budget **and description (flier)** for approval at least thirty (30) days prior to the event.
- 9- 8. Two (2) people are required to count funds after a given event.
- 10- 9. All proceeds from an activity go directly to the Treasurer as soon as possible and belong to the B.A.S.C.
10. **Develop and/or maintain guidelines for Activities Sub-Committee.**

HOSPITALS AND INSTITUTIONS CHAIRPERSON: Suggested clean time is two (2) years as well as six (6) months of prior H&I experience. Length of commitment is one (1) year. The purpose of the Hospitals and Institutions Sub-Committee (H&I) is to carry the message of recovery to those facilities whose clients are unable to regularly attend N.A. meetings in the Boulder Area. Duties of H&I Chairperson include:

1. Being directly responsible to the B.A.S.C.
2. Elect or appoint other committee members or officers as necessary.
3. Provide a written report of all monthly activities at each B.A.S.C. meeting.
4. Hold regularly scheduled and announced monthly meetings **or** as necessary.
5. Function under directions contained in this document and any Guidelines offered by the World Service Office of Narcotics Anonymous.
6. Will also function within the principles of any World Service handbook, guideline or guide unless stated in writing by the Sub-Committee or B.A.S.C. as a group.
7. **Develop and/or maintain guidelines for H&I Sub-Committee.**

LITERATURE CHAIRPERSON: Suggested clean time is two (2) years and a job. Length of commitment is one (1) year. The purpose of the Literature Sub-Committee is to provide for members in the Boulder Area an opportunity to input and review or approve/disapprove current N.A. literature which is seeking to become conference approved and to make literature available for Area groups to purchase. This Sub-Committee also can develop original materials to be submitted to the World Literature Committee. Duties of the Literature Chairperson include:

1. Being directly responsible to the B.A.S.C.
2. Elect or appoint other committee members or officers as necessary.
3. Provide a written report of all monthly activities at each B.A.S.C. meeting.
4. Hold ~~regularly scheduled and announced monthly~~ meetings as necessary.
5. Function under directions contained in this document and any Guidelines offered by the World Service Office of Narcotics Anonymous.
6. Will also function within the principles of any World Service handbook, guideline or guide unless stated in writing by the Sub-Committee or B.A.S.C. as a group.
7. Order literature every month (as needed).
8. Manage and account for all funds received from sales of literature to groups. All funds must be accounted for with receipts and copy of order form. Itemized report will be submitted as part of lit. committee monthly report.
9. Literature is to be sold at the B.A.S.C. for all groups and subcommittees.
- 10. Attempt to meet minimum order requirements for free shipping.**
- 11. Facilitate literature review as suggested by Conference Agenda Report.**

C.R.C.N.A. LIAISON: Suggested clean time is ~~two (2) years~~ **one (1) year**. Length of commitment is one (1) year running concurrently with the C.R.C.N.A. sub-committee term. Duties include:

1. Attend C.R.C.N.A. subcommittee meetings and vote B.A.S.C. conscience.
2. Submit written report monthly to B.A.S.C.

B.A.S.C. WEBMASTER: Suggested clean time is one (1) year. Length of commitment is one (1) year. Duties include:

1. Create and maintain Boulder Area website.
2. All material must be approved by BASC prior to being posted on Regional website.
- 3. Updates the web version of the meeting list as needed.**
- 4. Attends or has an alternate attend the monthly B.A.S.C. meetings.**
- 5. Communicates B.A.S.C. Meeting list changes to the Colorado Regional Service Committee.**
- 6. This Subcommittee meets on a by request basis. Any group, member or committee can request a meeting to address issues or requests.**
- 7. The Subcommittee will host an annual meeting to inventory the functions of the website.**
- 8. Must be familiar with web protocols**
- 9. Must have the ability to maintain HTML code.**
- 10. Must have a reliable connection to the Internet.**
- 11. Must have a FTP client and a suitable code editing tools.**
- 12. Is accountable to the B.A.S.C.**

Article VII: Amendments to Guidelines

These guidelines may be amended by a two-thirds (2/3) vote of the voting members present at any meeting of the B.A.S.C., providing that the exact wording of the amendment has been submitted in writing.

Article VIII: Monthly Automatic Disbursements and Prudent Reserve

The B.A.S.C. shall maintain a Prudent Reserve of \$250.00.

The B.A.S.C. Post Office Box shall be paid on an annual basis.

The B.A.S.C. website shall be paid automatically on a monthly basis using the B.A.S.C. Debit Card.

The Public Information and Hospitals & Institutions Subcommittees shall each have a monthly budget of \$75.00.

Article VIII IX: Definitions

GSR: Group Service Representative.

BUDGET: An itemized estimate of expected income and expenditures; plan of operations.

CONSENSUS: An opinion or position reached by a group as a whole.

DECISION MAKER: A Decision Maker shall be one (1) GSR per group, Chairs of Subcommittees and the Administrative Committee. The Chairperson has no vote except to break a tie.

FACILITATOR: Person who guides the group through the consensus based decision making process (area chair)

RECORDER: Person who is responsible for recording the concerns and final disposition of all proposals (secretary)

STANDASIDE: Member who has concerns but will allow the proposal to move forward.

BLOCK: Proposal is blocked based on a spiritual principle of Narcotics Anonymous.