

Kenai Peninsula Area Service Committee of Narcotics Anonymous KPASC Guidelines  
Revised October 2019

*“NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.”*  
*NA Tradition 9*

**SECTION 1                      Area Service Committee**

**Article 1:        Committee Name**

The name of this committee is the Kenai Peninsula Area Service Committee (KPASC) of Narcotics Anonymous.

**Article 2:        Service Area**

The KPASC includes the Kenai Peninsula Borough.

**Article 3:        Committee Purpose**

KPASC purpose is to serve the groups as defined by the groups. KPASC helps to foster unity and support the needs of the groups. KPASC shall uphold the Traditions and spiritual principles encompassed in the Twelve Traditions of Narcotics Anonymous. KPASC serves as a link between groups and the Alaska Regional Service Committee (ARSC). For the purpose of these guidelines, the term Group shall be defined in “A Guide to Local Services in NA”.

**Article 4:        Regular Meetings**

- KPASC meetings are to be held the first Saturday of every month.
- A scheduled meeting date may be changed by General Consensus one month prior to the meeting that would be changed.
- The Secretary will contact active KPASC members if unforeseen circumstances prevent a regularly scheduled Area meeting.

**Article 5:        Special Meetings**

- The Executive Committee Chairperson may hold a special meeting at the direction of or by written request of two (2) KPASC committee members.
- The request shall contain the motion and intent of the meeting.
- Notice of a Special meeting will be made at Area at least 10 days in advance. The Secretary will notify absentee KPASC members.
- No business other than that which is stated in the motion will be conducted.

**SECTION 2                      KPASC Voting**

**Article 1:        Voting Members**

- The voting members of KPASC shall be the Group Service Representatives (GSRs). The GSR represents the voice of the Groups.
- Alternate GSRs shall assume the rights (voting) and responsibilities (KPASC meeting attendance and written reports) of the primary GSR in their absence.
- In the event of a tie vote, the Executive Chairperson shall vote to break the tie.

**Article 2:        Non-Voting Members**

- Non-voting members shall be the Chairperson (except as noted in Section 2, Article 1), Vice Chairperson, Secretary/Alternate Secretary, Treasurer/Alternate Treasurer, Regional Committee Member/Alternate Regional Committee Member, Subcommittee Chairpersons, and other attending NA members.

**Article 3: KPASC Simple Majority Vote, Majority Vote and General Consensus Defined**

- A Simple Majority aka Quorum is defined as 51% of all KPASC voting members (GSRs) in attendance.
- A Majority vote is defined as a two thirds (2/3<sup>rds</sup>) majority of all KPASC voting members (GSRs) in attendance.
- General Consensus includes all KPASC committee members in attendance.

**SECTION 3                      Groups**

**Article 1: Group Membership**

Group membership qualifications are:

- Groups shall observe the Twelve Traditions and espouse the Twelve Steps of NA.
- Groups shall hold meetings at a specified time and place on a regular basis.
- The Group Service Representative (GSR) for the Group shall attend monthly Area meetings and provide written monthly reports.
- Groups may seek KPASC membership by sending their elected Group Service Representative to an Area meeting and requesting admission. A Majority vote is required to admit the Group to KPASC.
- All groups that observe the Twelve Traditions and espouse the Twelve Steps of NA shall be included on the meeting schedule.

**Article 2: Group Status or Breach**

- Any Group found in breach of the Twelve Traditions will lose their standing as a voting member and will be removed from the schedules.
- A Group missing more than two (2) consecutive Area meetings will cause KPASC to question their intent. The timeline of consequences shall be:
  - 1) 1st Area meeting missed: The Secretary will note the Group's absence on the Area Minutes.
  - 2) 2nd consecutive Area meeting missed: A designated member will reach out to the Group by attending one of the Group's meetings to clarify their interest in participation and confirm the Group's responsibilities.
  - 3) If the GSR is not present at the next Area meeting, a motion will be made to remove the Group; revoking their voting privileges and removing their meetings from the Area schedules.
- A Majority vote is required to remove a Group from KPASC.
- Section 3; Article 1 above details the requirements to be reinstated.

**Section 4                      Officers**

**Article 1: KPASC Officers**

**Executive Committee**

- Chairperson
- Vice Chairperson
- Secretary/Alternate Secretary
- Treasurer/Alternate Treasurer

**Area Representative to Region**

- Regional Committee Member/Alternate RCM

Alternate positions are intended to be mentoring positions for nomination to the position of Vice Chair, Secretary, Treasurer, and RCM to serve in the following year. Alternate positions do not automatically assume the vacated position. They must be affirmed by KPASC.

## Subcommittee

- Activities Chair *which includes Campvention.*
- Hospitals and Institutions Chair
- Literature Chair
- Men's Retreat Chair
- Public Relations (PR) Chair which oversees the Recovery Herald Newsletter Chair.
- Women's Retreat Chair

## **Article 2: Term of Service Commitment**

- Annually elected Executive Committee and RCM positions shall serve a term of 14 months which represents a 1-year term, plus 2 months to mentor the incoming member.
- Annually elected Subcommittee Chairpersons shall serve a term of 13 months which represents a 1-year term, plus 1 month to mentor the incoming member. The intention is that the outgoing committee member will attend the January Area meeting with the incoming committee member to aid in the transition and to turn over records and inventory, if any prior to leaving office.
- Members should not serve in more than one KPASC position. This may be waived if circumstances exist where in the interest of their home group and KPASC, a member volunteers to hold a voting position and a non-voting Area position concurrently. General Consensus at Area will approve dual positions.
- All committee positions are limited to two (2) consecutive terms. If circumstances exist that a key position has not been filled at the end of the maximum term and the outgoing committee member expresses a desire to remain until the position is filled, an extension may be granted by a Simple Majority vote.
- Per the 12 Concepts of Service in Narcotics Anonymous; Concept #4 "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants", an Area position may remain unfilled until a qualified candidate is nominated and approved.

## **Section 5 Executive Committee**

### **Article 1: Executive Committee Duties**

- KPASC Officers shall have an understanding of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous and commit to upholding these NA Traditions and Concepts to the best of their ability.
- KPASC Officers will have completed all Twelve Steps of Narcotics Anonymous before assuming a leadership position at the Area level.
- KPASC Officers handling funds are required to sign an annual Financial Accountability Contract (FAC).
- KPASC Officers shall foster unity within KPASC and our fellowship as a whole.

### **Article 2: Executive Committee Qualifications and Responsibilities**

#### **Executive Chairperson**

##### Qualifications:

Minimum 5 years of clean time.

Minimum 2 years of service at the KPASC level.

##### Responsibilities:

- Shall serve a term of 14 months (12 month term/2 month incoming officer mentorship).
- Arranges scheduled and need based committee meetings.
- Presides over KPASC meetings.

- Authorized signer on the KPASC bank account.
- Votes to resolve ties.
- Prepares agendas for KPASC meetings.
- Enforces rules of decorum and discipline at KPASC meetings.
- Strives to be fair and impartial without the use of expressing and imposing opinion.

### **Vice Chairperson**

#### Qualifications:

Minimum 5 years of clean time.

Minimum 2 years of service at the KPASC level.

#### Responsibilities:

- Shall serve a term of 14 months (12 month term/2 month incoming officer mentorship).
- Assumes the responsibilities of the Chairperson in their absence.
- Authorized signer on the KPASC bank account.
- Serves as the liaison between subcommittees and KPASC and helps to coordinate and create cooperation, as needed.
- Will contact Subcommittee Chairpersons monthly.

### **Secretary**

#### Qualifications:

Minimum 2 years of clean time.

Minimum 1 year of service with 6 months at the KPASC level.

#### Responsibilities:

- Shall serve a term of 14 months (12 month term/2 month incoming officer mentorship).
- Produces and distributes Minutes for KPASC meetings. The Minutes shall be available no later than one week prior to the next scheduled KPASC meeting.
- Brings a printed copy of the prior Minutes to Area meetings.
- Handles KPASC correspondence.
- Keeps a log of elections and their terms.
- Will contact active KPASC members if unforeseen circumstances prevent a regularly scheduled Area meeting.
- Shall retain current and archived KPASC meeting Minutes in both printed and electronic formats as long as KPASC exists.
- Shall retain ARSC agendas and Minutes received from the RCM.
- Updates the KPASC Guidelines after revisions have been approved.
- Maintains contact information for KPASC members.
- The Secretary maintains an annual budget of \$100.00. The budget shall be maintained by the KPASC Treasurer and funds will be dispersed upon submission of an expense report with receipts.

### **Alternate Secretary**

#### Qualifications:

Minimum of 2 years clean time.

Minimum of 1 year of service with 6 months at KPASC level.

#### Responsibilities:

- Assists the Secretary in their responsibilities.
- Assumes the responsibilities of Secretary in the event of the Secretary's absence.
- Advances to the Secretary service position if nominated and elected.

## **Treasurer**

### Qualifications:

Minimum 5 years of clean time.

Minimum 2 years of service at the KPASC level.

### Responsibilities:

- Shall serve a term of 14 months (12 month term/2 month incoming officer mentorship).
- Authorized signer on the KPASC bank account.
- Shall produce a monthly written income and expense report.
- Shall retain the annual Financial Accountability Contracts.
- Shall present year end reconciliation in January.
- Shall present an annual proposed budget to KPASC in February.
- Maintains a record of account and organizes a Square account for the purpose of collecting credit card payments for KPASC events.

## **Alternate Treasurer**

### Qualifications:

Minimum 5 years of clean time.

Minimum 2 years of service at the KPASC level.

### Responsibilities:

- Assists the Treasurer in responsibilities.
- Authorized signer on the KPASC bank account.
- Assumes the responsibilities of Treasurer in the event of the Treasurer's absence.
- Advances to the Treasurer service position if nominated and elected.

## **Section 6 Regional Committee Member (RCM)**

### **Article 1: Regional Committee Member Duties**

- The KPASC Area Representative to Region shall have an understanding of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous and commit to upholding these NA Traditions and Concepts to the best of their ability.
- The RCM shall foster unity within KPASC and our fellowship as a whole.

### **Article 2: Area Representative to Region Qualifications and Responsibilities**

#### Qualifications:

Minimum 5 years of clean time.

Minimum 2 years of service at the KPASC level.

#### Responsibilities:

- Shall serve a term of 14 months (12 month term/2 month incoming officer mentorship).
- Carries the group conscience of KPASC groups to the Alaska Regional Service Committee (ARSC).
- Attends all KPASC and ARSC meetings.
- Provides ARSC Minutes, agendas and reports including election results and the status of motions to the KPASC Secretary.

## **Alternate RCM**

### Qualifications:

Minimum 4 years clean time.

Minimum 2 years of service with 1 year at the KPASC or ARSC level.

### Responsibilities:

- Works closely with the RCM to ensure the continuity of groups.
- Attends all KPASC and ARSC meetings.
- Assumes the responsibilities of RCM in the event of the RCM's absence.
- Advances to the RCM service position if nominated and elected.

## **Section 7      Subcommittees**

The voting members of KPASC shall elect Subcommittee Chairs as deemed necessary to perform specific duties. Annual committee chairs will hold regularly scheduled meetings. Event committee chairs will hold regular meetings during the course of the event. All committee meetings shall be held in a public place.

### **Article 1:      Officer Qualifications**

- The term of service shall be 13 months (12 month term/1 month incoming officer mentorship).
- Minimum of 2 years of clean time and 1 year of service at KPASC level.
- Officers shall understand and apply the Twelve Traditions and Twelve Concepts of NA service to the functions of their committee.
- KPASC Officers handling funds are required to sign an annual Financial Accountability Contract (FAC).
- KPASC Officers will maintain accurate financial records.
- KPASC Officers shall foster unity within KPASC and our fellowship as a whole.

### **Article 2:      Budget and Accounting**

- Area will cover the rent for two 1-hour meetings per month. The rent expense for any additional meetings will be the responsibility of the Subcommittee.
- The Chairperson of a Subcommittee shall be the single point of accountability for KPASC distributed funds. Wherever possible, the KPASC Treasurer will avoid distributing checks or electronic deposits in a member's personal name or account.
- Chairpersons shall submit a proposed budget for all expenses in advance.
- Chairpersons are to produce receipts and corresponding expense reports for all related purchases to the KPASC Treasurer.
- An annual budget is intended for expenses of the current financial year and will not roll over into next years budget.
- A Subcommittee may require funds in excess of their approved budget. If the requested amount is less than \$100.00 over their approved budget, the request may be approved by voting members. If the requested amount is more than \$100.00 over their approved budget, the Chairperson will request a motion for approval to be sent to the Groups. A Majority vote is required for approval.
- Special projects and activities outside of regular Subcommittee responsibilities and budget shall be presented to KPASC and voted on prior to taking place.
- Subcommittee Chairs shall provide a written End-of-Event or Annual report which includes accurate and detailed expense and income accounting. Event Chairs shall also provide written documentation of any outstanding business not completed to the KPASC Treasurer at the first regularly scheduled KPASC meeting following the event.

### **Article 3:      Subcommittee Responsibilities**

### **Activities/Campvention Subcommittee Responsibilities**

- Seed money for the Activities Subcommittee is \$1000.00. Seed money for Campvention is \$2000.00.
- Funds shall be maintained by the KPASC Treasurer and will be dispersed upon written request.
- Provides receipts and corresponding expense reports to the KPASC Treasurer.
- A post-event report shall be submitted to the KPASC Treasurer after each event which includes income, expenses with receipts, and any outstanding business not completed at the first regularly scheduled KPASC meeting following the event.
- Attends regularly scheduled Area meetings with a monthly written report detailing committee meeting decisions and progress. The initial report for an incoming Chair shall include the names of elected officers, planned meeting schedule, committee members, mailing lists on file and contact information.
- Maintain, inventory, and clean (twice annually) the Area funded KPASC storage unit.
- Organizes events and entertainment functions requested and voted on by KPASC members consistent with NA Traditions and Concepts, paying special attention to Traditions 1 and 5, and Concept 11.

### **Hospitals and Institutions (H&I) Subcommittee Responsibilities**

- The H&I budget is \$100.00 per month.
- Funds shall be maintained by the KPASC Treasurer and will be dispersed upon written request.
- Provides receipts and corresponding expense reports to the KPASC Treasurer.
- Holds regular committee meetings.
- Attends Area meetings to present a monthly written report which details committee meeting decisions and progress. The initial report for an incoming Chair shall include the names of elected officers, planned meeting schedule, committee members, mailing lists on file and contact information.
- Serves as the single point of contact for hospitals and institutions interested in an NA meeting at their facility.
- Keeps a list of qualified panel members as per the H&I Handbook.
- Maintains a current list of scheduled H&I meetings and locations on the KPASC google-drive page.
- Carefully considers the addition of new H&I meetings. Current meetings should have a record of steady attendance before adding new meetings.
- Provides facilities with written notice of any H&I meeting cancellation due to lack of support.

### **Men's Retreat Subcommittee Responsibilities**

- Seed money for the Men's Retreat Subcommittee is \$2000.00.
- Funds shall be maintained by the KPASC Treasurer and will be dispersed upon written request.
- Organizes the event to be consistent with NA Traditions and Concepts, paying special attention to Traditions 1 and 5, and Concept 11.
- For the duration of the event, attends Area meetings to present a monthly written report which details committee meeting decisions and progress. The initial report shall include the names of elected officers, planned meeting schedule, committee members, mailing lists on file and contact information.
- Provides a complete post-event final accounting of all income, expenses with receipts, and any outstanding business not completed to the KPASC Treasurer at the first regularly scheduled KPASC meeting following the event.

### **Womens Retreat Subcommittee Responsibilities**

- Seed money for the Women's Retreat Subcommittee is \$2000.00.
- Funds shall be maintained by the KPASC Treasurer and will be dispersed upon written request.
- Organizes the event to be consistent with NA Traditions and Concepts, paying special attention to Traditions 1 and 5, and Concept 11.
- For the duration of the event, attends Area meetings to present a monthly written report which details committee meeting decisions and progress. The initial report shall include the names of elected officers, planned meeting schedule, committee members, mailing lists on file and contact information.
- Provides a complete post-event final accounting of all income, expenses with receipts, and any outstanding business not completed to the KPASC Treasurer at the first regularly scheduled KPASC meeting following the event.

### **Literature Subcommittee Responsibilities**

- The annual budget for the Literature Subcommittee is \$2000.00 in assets less an optional \$20.00 petty cash allowance. Assets shall include books, information pamphlets, coins and key tags. Funds shall be maintained by the KPASC Treasurer and will be immediately dispersed upon request.
- Shall provide receipts and corresponding expense reports to the KPASC Treasurer along with monthly profits, if any.
- Attends Area meetings to present a monthly written report which shall include a record of current inventory and financial records showing income and expenses.
- Shall maintain mailing lists on file and contact information.
- Provides receipts to individual groups as literature is purchased.
- Makes literature items available at all KPASC meetings.

### **Public Relations (PR) Subcommittee Responsibilities**

- The PR budget is \$100.00 per month.
- Funds shall be maintained by the KPASC Treasurer and will be dispersed upon written request.
- Provides receipts and corresponding expense reports to the KPASC Treasurer.
- Updates, prints and distributes meeting schedules as needed. Updates shall be dated with the month/year. New schedules shall be sent to the webservant at akna.org to be included on the Kenai schedule page.
- Maintains a list of public distribution locations with current locations uploaded to the KPASC google-drive page.
- Holds regular committee meetings which includes the Herald Recovery Newsletter.
- Attends Area meetings to present a monthly written report which details committee and Select Committee meeting decisions and progress. The initial report for an incoming Chair shall include the names of elected officers, planned meeting schedule, committee members, mailing lists on file and contact information.
- Serves as liaison between KPASC and the helpline provider.
- Provides KPASC with accurate records and regular observations of the helpline provider.
- Serves as liaison for outside entities seeking information about the NA program within the KPASC service area.
- Provides and distributes free informational listings about the NA program to locations within the KPASC service area that may be accessed by the general public.
- Shall assist other KPASC Subcommittees as needed.



## **Public Relations/ Select Committee Responsibilities**

### Herald Recovery Newsletter

- Newsletter budget [to be determined]. Funds shall be maintained by the KPASC Treasurer and will be dispersed upon written request.
- Provides receipts and corresponding expense reports to the KPASC Treasurer.
- Adopts and applies information from the handbook for NA newsletters.
- All items printed in the newsletter shall conform to the Twelve Traditions and Twelve Concepts of NA service.
- Gather NA related stories, letters, announcements, upcoming events, etc. for printing in the newsletter.
- Edits, copies, and distributes the newsletter to the KPASC groups.
- Attends scheduled PR meetings.
- Presents a written monthly report to be reported directly to Area or by the PR chair, detailing progress, committee members, mailing lists on file and contact information.

## **SECTION 8 Nominations and Elections**

### **Article 1: KPASC Nominations**

- October is the deadline for GSRs to submit nominations for Executive and Subcommittee positions.
- In October or November, Nominees shall attend the Area meeting and be prepared to answer questions from committee members.
- When presenting their qualifications to serve, the committee will ask Nominees to read the Subcommittee Responsibilities for the position they are seeking as outlined in our Guidelines. The Chair will ask a member to read Section 7 Subcommittees, Article 1. Officer Qualifications and Article 2. Budget & Accounting from our Guidelines to the committee.
- Physical attendance may be waived in special circumstances. In the event physical attendance to the October/November Area meetings is not possible, Nominees shall forward their qualifications in writing. They will also coordinate with the Chair to call in to read the Subcommittee Responsibilities for the position they are seeking from our Guidelines to the committee and answer questions.

### **Article 2: KPASC Annual Elections**

- An Election meeting shall be held in December.
- Nominees shall be present at the December Area meeting to accept their nominated position.
- Nominees are elected by a Majority vote, even if running unopposed.
- Elected nominees will begin their term at the January KPASC meeting.

### **Article 3: Interim Election For Vacancy**

- Notice of a vacancy shall be provided to the GSRs as soon as Area becomes aware of it.
- A copy of the qualifications and responsibilities of the vacated position shall be provided to the GSRs.
- The elected member will take office immediately. The term of the elected position will be completion of the unexpired term of the vacant position.
- In the event of vacancy of the Executive Committee Chairperson, the Vice Chair shall assume the Chair position pro-temp and delegate a person to fill the position of Vice Chairperson pro-temp until the election of a new Chairperson. If circumstances exist that the Vice Chair position is vacant, KPASC shall nominate a qualified officer to assume the Chairperson position pro-temp until the election of a new Executive Committee Chairperson.

## **SECTION 9                      Terms of Removal and Non-Compliance**

### **Article 1:        Removal for Loss of Clean time**

- Executive Officers, Regional Members and Subcommittee Chairpersons shall be immediately removed from their position in the confirmed event of loss of clean time.

### **Article 2:        Terms of Non-Compliance**

- Non-compliance is defined as one or more of the following:
  - a) Failure to fulfill the duties of the position.
  - b) Two or more absences from Area meetings without responsible coverage.
  - c) Failure to uphold the Twelve Traditions.

### **Article 3:        Removal for Non-Compliance**

- Removal for non-compliance requires the following:
  - a) The Executive Chair or designee(s) will contact the non-compliant member to discuss their responsibilities.
  - b) A motion shall be made to remove the member from office for non-compliance.
  - c) The motion is given to GSR's for the group's decisions prior to voting.
  - d) A Majority vote is required for removal.

## **SECTION 10                      GUIDELINES AND FINANCIALS**

### **Article 1:        Guideline Review**

- Guidelines shall be reviewed by an \*ad hoc committee each March under the direction of the Area Secretary if deemed necessary by the Area Chair.
- The Secretary shall invite the Executive Committee, Subcommittee Chairs and interested NA members to participate.
- Revisions to the Guidelines require a Majority vote.

*\*Definition of an ad hoc committee: a committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.*

### **Article 2:        Financial Responsibility**

- Kenai Peninsula Area Service Committee (KPASC) will maintain a Prudent Reserve of \$4000.00 and an Operating Budget of \$4000.00.
- KPASC shall review Financials in September and any funds over the Prudent Reserve and Operating Budget shall be passed on to Region, on or before October 31st each year.
- KPASC will be fiscally responsible with NA funds at all times and provide clear communication and documentation of all financial transactions.
- In keeping with the Twelve Traditions and Twelve Concepts particularly Concept 11 and Traditions 1, 6, and 7, KPASC shall remember that all funds belong to Narcotics Anonymous and that the sole absolute priority for the use of NA funds is to carry the message.