

Kenai Peninsula Area Service Committee of Narcotics Anonymous, Guidelines

Approved October 3rd, 2015

*Revised December 2017**

Section 1

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 administer and coordinate activities common to groups. KPASC helps to support the needs of the groups. KPASC serves as a link between groups and the Alaska Regional Service Committee (ARSC). KPASC helps to foster unity. KPASC will foster the Traditions and spiritual principles set out in Tradition Nine. For the purpose of these guidelines, the term group shall be defined in “A Guide to Local Services in NA”.

Section 2

Article 1: Members

KPASC is comprised of voting and non-voting members. A valid KPASC meeting shall consist of a simple majority of the Group Service Representatives (GSR's). Alternate GSR's can make decisions on behalf of a GSR's absence.

Article 2: Voting Members

The voting members of KPASC shall be the GSR's (Alternate GSR's in their absence). In the event of a tied vote, the Chairperson votes to break the tie.

Article 3: Non-Voting Members

Non-voting members shall be the Chairperson (except as noted in Section 2, Article 2). Other non-voting members include: Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), Alternate Regional Committee Member, Standing Subcommittee Chairpersons, and other interested NA members.

Section 3

Article 1: Group Membership

- A group that qualifies to join KPASC holds meetings on a regular basis, at a specified place and time.

- Each group must follow the Twelve Traditions and espouse the Twelve Steps of NA.
- A group may become a member of KPASC by sending their GSR to a KPASC meeting and requesting the committee's admission. Groups are admitted by a majority vote.
- A group missing three consecutive KPASC meetings will have a delegated member from KPASC to attend the groups meeting to evaluate the groups status.
- Any group in breach of the Twelve Traditions will be, by 2/3 majority vote of all GSR's, considered removed from the area and meeting schedule.

Section 4

Article 1: KPASC Officers

- KPASC Officers include the Executive Committee and Standing Subcommittee Chairpersons.
- The Executive Committee consists of: Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, and Alternate RCM's. (Alternate Secretary, Alternate Treasurer, and Alternate RCM's are grooming positions that train members in the duties of Secretary, Treasurer, and RCM respectively.)
- Standing Subcommittee Chairpersons consist of: Public Relations (PR), Hospitals and Institutions (H&I), Activities, Literature, Newsletter, Campvention and Women's Retreat.

Article 2: KPASC Nominations and Elections

- Deadline to submit nomination of members for Executive Committee and Standing Subcommittee Chairpersons is the November KPASC meeting.
- Members may submit nominations through their home group.
- At the time of nominations, each nominee shall state in person via speech, his or her qualifications for serving in the position they have been nominated for at a KPASC meeting.
- Executive Committee and Standing Subcommittee Chairpersons shall be elected at the December KPASC meeting.
- Elected nominees will assume their duties and begin their term in their new positions on January 1.
- Nominees are elected by a majority vote, even if running unopposed.

Article 3: Term of Service Commitment

- Nominees are elected for a term of one year, with the exception of the Treasurer.
- Treasurer shall serve a term of 14 months to assist with transition of a new treasurer and duties.
- Alternate Treasurer's are are elected yearly and move into the Treasurer position the following year, if nominated and elected.
- Alternate Secretary is elected yearly and move into the Secretary position the following year, if nominated and elected.
- Alternate RCM's are are elected yearly and move into the RCM position the following year, if nominated and elected.
- Members shall not serve in more than one KPASC position simultaneously. Upon

election, the member must resign from any other KPASC position. (However, in our infancy this may be waived by the KPASC Committee.)

- No member shall serve more than two consecutive terms in a given position.

Article 4: Election to Fill a Position of Vacancy

- Election to fill a position of vacancy shall take place within two regular KPASC meetings after the vacancy occurs.
- Notice of intent to fill a vacancy shall be provided to the GSR's with a copy of the qualifications and responsibilities of the vacated position.
- In the event of vacancy of Chairperson, the Vice Chairperson shall assume the Chairperson position pro-temp and delegate a person to fill the position of Vice Chairperson pro-temp until the election of a new Chairperson.
- In the event of vacancy of any other Executive or Standing Subcommittee Chairperson, the Chairperson shall appoint a member to fill the vacated position pro-temp until a member is elected to fill the vacated position.

Section 5

Article 1: Removal From KPASC Position

- Executive Officers and Standing Subcommittee Chairperson shall be removed from their position in the event of loss of clean-time.
- Executive Officers and Standing Subcommittee Chairperson may be removed from KPASC by a 2/3 majority vote of all GSR's for non-compliance.

Article 2: Terms of Non-Compliance

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

Article 3: Removal for Non-Compliance

- Removal for non-compliance requires the following:
 - a) A motion to remove the member from office for non-compliance.
 - b) The motion is sent back with the GSR's for the group's decisions prior to voting.
 - c) A 2/3 majority vote of all GSR's on the motion.

Section 6

Article 1: Qualifications and Responsibilities of all Executive Committee KPASC Officers

- KPASC Officers shall have an understanding of the Twelve Traditions and Twelve Concepts of NA service, and commit to upholding the Twelve Traditions and Twelve Concepts of NA service to the best of their ability.

- Part of the responsibility of committing to a KPASC service position is to adopt an attitude promoting unity within the KPASC and throughout our fellowship as a whole.
- The primary NA service commitment is towards their KPASC service position duties and responsibilities.
- KPASC Officers handling funds are required to sign an accountability contract.

Article 2: Executive Committee Qualifications and Responsibilities

Chairperson:

Qualifications:

- Minimum 2 years of service at the KPASC level (Section 4, Article 1)
- Minimum 5 years of clean-time.

Responsibilities:

- 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 2 years of service at the KPASC level. (Section 4, Article 1)
- Minimum 5 years of clean-time.

Responsibilities:

- Assumes the responsibilities of the chairperson in their absence.
- Authorized signer on the KPASC bank account.
- Serves as the liaison between standing subcommittees and KPASC and helps to coordinate and create cooperation, as needed.
- In cases of unforeseen circumstances pertaining to regularly scheduled Area meetings, the Vice Chair will contact each KPASC member by phone.
- Meets once a month with Standing Subcommittee Chairperson.
- Serves as parliamentarian at all KPASC meetings.

Secretary:

Qualifications:

- Minimum 1 year of service with 6 months at the KPASC level. (Section 4, Article 1)
- Minimum 2 years of clean-time.

Responsibilities:

- Keeps accurate minutes of all KPASC meetings.
- Maintains contact information for KPASC members.
- Collects ARSC minutes from the RCM, archives as long KPASC exists and has ARSC minutes available for KPASC.
- Distributes copies of meeting minutes to KPASC members no later than one week prior to the next scheduled KPASC meeting.
- Types and sends letters or correspondence information that KPASC has dictated.
- Keeps a log of elections and their terms.
- Maintains a supply of current guidelines for distribution.
- Maintains a complete hard copy and electronic archive of KPASC meeting minutes. The archive shall be kept for as long as KPASC exists.
- To update the guidelines after amendments have been approved by KPASC in accordance to Section 8, Article 3.

Alternate Secretary:**Qualifications:**

- Minimum of 1 year of service with 6 months at KPASC level. (Section 4, Article 1)
- Minimum of 2 years clean-time.

Responsibilities:

- Assists the Secretary in their responsibilities.
- Serves as Secretary in the event of the Secretary's absence at KPASC meetings.
- Advances to the Secretary service position if nominated and elected. (Section 4, Article 2)

Treasurer:**Qualifications:**

- Minimum 2 years of service at the KPASC level. (Section 4, Article 1)
- Minimum 5 years of clean-time.

Responsibilities:

- Produces monthly written reports of contributions and expenditures at KPASC meetings.
- Is responsible for presenting an annual proposed budget and year end reconciliation accounting to KPASC in January.
- Authorized signer on the KPASC bank account.
- Shall serve an additional two months as Treasurer in the interest of training successor if deemed necessary.
- Monitors and advises KPASC of prudent reserve in the amount of \$4,000.00
- Maintains an operating budget of \$4,000.00 over and above the

\$4,000.00 prudent reserve.

- Maintains, accounts, and organizes a Square account for the purpose of collecting credit card payments for KPASC events.

Alternate Treasurer:

Qualifications:

- Minimum 2 years of service at the KPASC level. (Section 4, Article 1)
- Minimum 5 years of clean-time.

Responsibilities:

- Assists the Treasurer in responsibilities.
- Authorized signer on the KPASC bank account.
- Serves as Treasurer in the event of the Treasurer's absence at KPASC meetings.
- Advances to the Treasurer service position if nominated and elected. (Section 4, article 2).

Regional Committee Member (RCM):

Qualifications:

- Minimum 2 years of service at the KPASC level. (Section 4, Article 1)
- Minimum 5 years of clean-time.

Responsibilities:

- Carries the group conscious of KPASC groups to ARSC.
- Provided KPASC groups with ARSC agendas no later than 30 days before the next ARSC meeting.
- Attends all KPASC and ARSC meetings.
- Reports ARSC business conducted to KPASC members at meetings, including election results and the status of motions.
- Provides copies of ARSC minutes and reports to the KPASC secretary.

Alternate Regional Committee Member:

Qualifications:

- Minimum 2 years of service with 1 year at the KPASC (Section 4, Article 1) or ARSC level.
- Minimum 4 years clean-time.

Responsibilities:

- Works closely with the RCM to ensure the continuity of groups.
- Attends all KPASC and ARSC meetings.
- Assumes the responsibilities of the RCM in the event of their absence or inability to complete the service term (see Section 4, Article 3).
- Advances to the RCM service position if nominated and elected. (Section 4, Article 2)

Section 7

Article 1: Standing Subcommittees of KPASC

- KPASC may establish Standing Subcommittees as deemed necessary to perform specific duties.
- The current Standing Subcommittees are as follows: Public Relations (PR), Hospitals and Institutions (H&I), Literature, Activities, Newsletter, Campvention, and Women's Retreat.
- The voting members of KPASC elect the Chairpersons of Standing Subcommittees for the term of 1 year.
- Standing Subcommittee and ad hoc committee meetings shall be held in a public place.
- Standing Subcommittees will provide KPASC Treasurer with a year-end budget report which includes accurate and detailed expense and income accounting at December Area meeting.

Article 2: Qualifications and Responsibilities of all KPASC Standing Subcommittee Chairpersons

- Minimum of 1 year of service at KPASC level and 2 years of clean-time.
- Standing Subcommittee Chairperson shall have an understanding of the Twelve Traditions and Twelve Concepts of NA service.
- Standing Subcommittee Chairperson shall have the willingness and ability to apply the Twelve Traditions and Twelve Concepts of NA service to the functions of the Standing Subcommittee.
- Subcommittee Chairs shall be elected by the home groups at the December KPSAC meeting and begin term in January.

Article 3: Standing Subcommittee Members and Elections

- Officers of individual Subcommittee are elected by the Standing Subcommittee, with the exception of the Chair.
- Standing Subcommittees officers consist of Chairperson, Vice-Chair, Secretary, and Treasurer.

Article 4: Point of Accountability for KPASC Funds Within Standing Subcommittees

- The single point of accountability for KPASC funds distributed to a Standing Subcommittee shall be the Chairperson of said Subcommittee.
- Chairpersons of Standing Subcommittees are responsible for submitting an annual income and expense reconciliation to the Treasurer and the Secretary prior to the December Area meeting.
- Chairpersons are to produce receipts for funds spent to the KPASC Treasurer.
- The Area shall pay the rent for each subcommittee to meet up to twice each month; up to one hour per meeting.

- Special projects and activities outside of regular Standing Subcommittee responsibilities and budget shall be presented to KPASC and voted on prior to taking place.
- In the event a Standing Subcommittee submits a request for funds in excess of their approved budget, the GSR's (as Trusted Servants) can vote to approve the disbursement of funds if it is \$100.00 or less. For any amount exceeding \$100, the request must be taken back to the individual groups for approval.

Article 5: Responsibilities of Standing Subcommittees

Public Relations (PR) Subcommittee Responsibilities:

- Prints, distributes, and maintains meeting schedules monthly.
- 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 can be accessible by the general public.
- Maintains a list of public distribution locations.
- Assists other KPASC Standing Subcommittees as needed.
- Provides the KPASC Treasurer with a monthly written financial report which shall include all income and expenses prior to disbursement of KPASC funds.
- Maintains written records of activities, expenditures, mailing lists, etc.
- Maintains a budget of \$100.00 per month.

Hospitals and Institutions (H&I) Subcommittee Responsibilities:

- Serves as the single point of contact for hospitals and institutions interested in an NA meeting at their facility after NA has been initially introduced by PR.
- Keeps a list of qualified panel members as per the H&I Handbook.
- Maintains a current list of scheduled H&I meetings.
- Carefully considers the addition of new meetings. Current meetings should have steady attendance prior to adding meetings.
- Provides facilities with written notice of any meeting cancellation due to lack of support.
- Provides KPASC Treasurer with a monthly written financial report which shall include all income and expenses prior to disbursement of KPASC funds.
- Maintains written records of activities, expenditures, mailing lists, etc.
- Maintains a budget of \$100.00 per month.

Activities Subcommittee Responsibilities:

- Organizes events and functions as requested and voted on by KPASC.
- Maintains, manages, and accounts for \$500 seed money for all activities for the current year. If additional funds are needed, exceeding the \$500.00 seed money for any event, Chairperson must submit request with a detailed budget to the

- KPASC a minimum of at least two KPASC meetings in advance.
- Activities shall have a security deposit check to secure venue not to exceed \$300.00, which is accounted separately from the seed money, to be accessed as needed within reason. However, if said deposit check is cashed for any reason, it will then come out of Activities seed money budget.
 - Provides KPASC Treasurer with a monthly written financial report which shall include all income and expenses.
 - Maintains written records of activities, expenditures, mailing lists, etc.
 - The main purpose is to facilitate entertainment activities that are consistent with the Twelve Traditions, paying special attention to Traditions 1 and 5.
 - Maintain, inventory, and clean (twice annually) a KPASC storage unit paid for by Area funds.

Literature Subcommittee Responsibilities:

- Maintains an inventory of information pamphlets, books, coins and key tags made available to KPASC groups.
- Minimum inventory of \$1,000.00 should be maintained at all times.
- Makes literature items available at all KPASC meetings.
- Provides KPASC Treasurer with a monthly written financial report which shall include all income and expenses.
- Maintain written records of activities, expenditures, mailing lists, etc.
- Distributes written receipts to individual groups as literature is purchased.
- Brings a record of all current inventory to every KPASC meeting.
- Maintains, manages, and accounts for \$2,000.00 seed money for all literature for the current year. If at any time funds accrued exceed \$2,000.00, those funds are to be turned over to the KPASC Treasurer with the appropriate financial report which shall include any other funds collected on behalf of KPASC.
- If additional funds are needed, Chairperson must submit request with a detailed budget to the KPASC a minimum of at least two KPASC meetings in advance.

Newsletter Subcommittee Responsibilities:

- Gather NA related stories, letters, announcements, upcoming events, etc. for printing in the newsletter.
- All items printed in the newsletter shall conform to the Twelve Traditions and Twelve Concepts of NA service.
- Adopts and applies information from the handbook for NA newsletters.
- Edits, copies, and distributes the newsletter to the KPASC groups.
- Provides KPASC Treasurer with a monthly written financial report which shall include all income and expenses prior to disbursement of KPASC funds.
- Maintains written records of activities, expenditures, mailing lists, etc.
- Maintains a budget of \$100.00 per quarter.

Campvention Subcommittee Responsibilities:

- Manages, maintains, and accounts for \$250.00 seed money for Campvention.
- Provides a detailed report of financial budget, prior to disbursement of the

- remaining \$2,000.00 seed money with the exception of the \$500 rental deposit.
- Provides KPASC Treasurer with a monthly written financial report at Area, which shall include all income and expenses.
 - Subcommittee will provide a full report of income and expenses to KPASC at the Area meeting following the event, providing the Secretary and the Treasurer with written copies.
 - Maintains written records of activities, expenditures, mailing lists, etc.
 - The main purpose is to facilitate entertainment activities that are consistent with the Twelve Traditions, paying special attention to Traditions 1 and 5.

Women's/ Men's Retreat Subcommittee Responsibilities:

- Manages, maintains, and accounts for KPASC approved budget. (no set budget, budget approval based on proposed financial cost per event.)
- Provides a detailed proposed financial budget prior to distribution of funds.
- Provides KPASC Treasurer with a monthly written financial report at Area, which shall include all income and expenses.
- Subcommittee will provide a full report of income and expenses to KPASC at the Area meeting following the event, providing the Secretary and the Treasurer with written copies.
- Maintains written records of activities, expenditures, mailing lists, etc.
- The main purpose is to foster unity and carry the message which is consistent with the Twelve Traditions, paying special attention to Traditions 1 and 5.

Section 8

Article 1: KPASC and Election Meetings

- KPASC meetings are held the first Saturday of every month unless otherwise ordered.
- The regular schedule meeting can be changed with a majority KPASC vote one month prior to the meeting that would be changed.
- In case of unforeseen circumstances, the Vice Chair will contact each KPASC member by phone.
- The meetings in the months of November and December shall be known as the election meetings. Election meetings are for the purpose of electing officers as per Section 4, Article 2.

Article 2: KPASC Special Meetings

- The chairperson, under written request from two KPASC committee members, may hold special meetings.
- The request shall contain the motion and intent of the meeting.
- No business other than that which is stated in the motion will be conducted.
- At least 10 days prior notice shall be given.
- A simple majority vote (half plus one) of GSR's shall constitute a quorum.
- Agenda items and motions shall be submitted in writing to the chairperson prior to the start of the meeting.

Article 3: Review and Amendment of Guidelines

- KPASC guidelines may be amended by a 2/3 majority vote of the voting members at any KPASC meeting or at a special meeting called by the KPASC Chairperson provided the exact wording has been submitted in writing and announced at a previous KPASC meeting.
- Guideline review meetings will be held during the months of March and April in the form of an ad hoc committee*.
- Amended guidelines are to be presented to the KPASC meeting in May the same year and require a 2/3 majority of all GSR's to be amended.
- The ad hoc committee shall consist of all Executive Committee members and all subcommittee chairpersons. GSR's and all other members interested are encouraged to attend.

Article 4: Financial Responsibility of KPASC

- KPASC shall review financials in March and September in order to make a motion to take back to the Groups, for distribution of monies exceeding prudent reserve. If under prudent reserve the committee will address concerns and devise a plan of action that makes sense for the Area at the time.
- In the event of an excess above the prudent reserve, 25% will be donated to Region.
- KPASC shall remember that handling finances that are consistent with the Twelve Traditions, paying special attention to Traditions 1, 6, and 7 as we fulfill our primary purpose to carry the message.

**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.*

**Revised December 2017 to include all Guideline changes made in the course of regular committee business.*