

**West-Southwest Area of Narcotics Anonymous  
Area Service Committee(s)**



# **Policy Guidelines**

Approved by ASC

May 20, 2023

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## The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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 should be autonomous, except in matters affecting other groups of 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 of our Traditions, ever reminding us to place principles before personalities.

## **Twelve Concepts of NA Service**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services 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 loving 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 of government.

## **West/South-West Area Service Meeting**

### **Purpose**

The West-Southwest Area of NA (WSWA) has been formed by the groups of the West-Southwest Area to deliver services to any group of NA that requests to be a part of the West-Southwest Area Service Committee (ASC) and support the groups in carrying the message of recovery to the addicts who still suffer. The Group Service Representatives (GSRs) carry the collective conscience of their groups to the Area Service Committee Meeting and have the final authority on all decisions made by the area.

The ASC Meeting is the center of all communication between the groups, the Greater Philadelphia Region, and the World Service Office. Chairpersons for the ASC Subcommittees created by the WSWA are elected by the GSRs to provide specific duties to support the growth of the Area in carrying the message of recovery. These trusted servants are the single point of accountability to the WSWA Service Body for the function assigned to them by the Area. The ASC Meeting will utilize the Twelve Traditions and the Twelve Concepts of NA Service to conduct their service meeting.

## WSW Area Service Committee Meeting Format

### *Concept 1*

*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.*

The WSWA voted on August 17, 2013, to conduct its ASC Meeting using Consensus Based Decision Making (CBDM). In this process, proposals are made in the place of motions. When a proposal is made, it allows for anyone with an idea on how to refine that proposal to be heard, allowing everyone to participate in the final wording of that proposal. When the majority of those present are in agreement with the final proposal, it becomes a Consensus Based Decision (CBD).

1. Date, Time, and Location (01-15-2022)

The Area will meet every third Saturday of each month.

1:00 p.m. to 5:00 p.m.

St. Joseph Baptist Church, 224-50 North 54<sup>th</sup> Street, Philadelphia, PA 19139

2. Meeting Format

The meeting will be called to order by the Chairperson.

A Moment of Silence will be held, followed by the Serenity Prayer.

Reading of the Twelve Traditions, Twelve Concepts of NA Service, and the Area Purpose.

3. Group Roll Call

- The Secretary will conduct a Roll Call of all WSWA home-groups to determine the number of GSRs and Alternate GSRs present.

- New Groups and new GSRs are introduced.

- Establish a quorum.

*A quorum of ten (10) voting GSRS must be present in order to start business at the ASC Meeting.*

4. Reading of the Concept of the month.

Reading is followed by a 15-minute discussion session. (Three (3) minutes per person time limit).

5. Reading of the Minutes of the prior month's ASC meeting, **followed by discussion, corrections, or deletions.** A Proposal to accept the Minutes will be made by the Chair. *The reading of the Minutes at the ASC Meeting is limited to only OLD BUSINESS, NEW BUSINESS, and OPEN FORUM discussions. This would include any proposals made and voted on at the prior meeting.*

## **The Order of WSW Area Business is as follows:**

### **1. Group Reports**

*GSRs will submit written, legible reports to the Area Secretary, along with Group Announcements, to be included in the Minutes.*

### **2. Group Concerns**

### **3. Joint Advisory Committee (JAC) Report**

*The JAC Chair will read the reports from the ASCs.*

### **4. Sub-Committee Reports.**

*Sub-Committee Chairs will answer any questions that pertain to their Sub-Committee.*

- *Phone Line Sub-Committee*
- *Literature Review Sub-Committee*
- *Hospitals & Institutions (H&I) Sub-Committee*
- *Unity Sub-Committee*
- *Meeting List Representative*
- *Public Relations Sub-Committee*
- *Policy Sub-Committee*
- *Internet Technology (IT) Sub-Committee*
- *Steward/Liaison*
- *Work Group (If needed)*
- *Regional Committee Member (RCM)*
- *Convention Representative*
- *Literature Distribution Representative*
- *Treasurer*

WSW Prudent Reserve: \$100.00

Disbursements (ASC Rent, H&I Rent, Secretary, Freight, Zoom Account are deducted before any disbursements are made)

### **5. Old Business**

- *Proposals from previous ASC Meeting*
- *Elections*

### **6. New Business**

*New Proposals brought to the body during reports.  
Regional Motions/Proposals brought back by RCM.  
Other new business (e.g., Unity Swap)*

### **7. Open Forum (when time allows)**

### **8. Close meeting with Moment of Silence followed by the Serenity Prayer.**

## Reports

All reports from Area Service Members and sub-Committees must be written, and copies given to the Area Secretary for inclusion in the Minutes. All reports should include the following information:

1. Date of ASC Meeting
2. Committee / Area Service Member's name.
3. Highlights of meeting discussion.
4. Itemized budgets (if requesting a financial disbursement).
5. Detailed account of any money spent with receipts attached. Receipts will be turned over to the Treasurer after approval of report.

## Proposals

- Only proposals presented on the Area Service floor that affect the groups will go back to the groups to be voted on.
- All proposals are to be submitted in writing to the Secretary, along with the name of the group or sub-committee that created the proposal.
- The Chairperson decides if the proposal is in order.  
*Any WSWA trusted servant may appeal the decision of the Chair. A majority vote is needed to appeal the Chair's decision.*

## Voting

- **WSWA voting policy will be a majority vote.**  
**Intent: To be consistent with current use of CBDM**
- **A majority vote of the quorum present is required to pass, fail, or table any proposal (CBDM).**  
*A majority vote from quorum present will be designated as 50% + 1. Except when the proposal pertains to a change in policy which will require a 2/3 vote to pass (11/20/2021).*
- Abstentions are not a vote for or against any decision, only to show representation at the ASC meeting.
- Elections of trusted servants are voted by the GSRs; no other NA member or trusted servant can vote.

## Order of Voting Procedures:

- Proposal is made.
- Discussion on Proposal.
- Secretary re-reads the Proposal.
- Chairperson calls for a vote (show of hands).



## West Southwest Area Service Positions

### Qualifications and Duties

#### *Concept 4*

*Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*

All West-Southwest Area Service Committee Positions are for one (1) year, except:

Regional Committee Member (RCM)

Alternate Regional Committee Member (RCM Alt.)

These positions are for two (2) year cycles.

Convention Representative

Alternate Convention Representative

These positions end in the year that the Regional Convention is held.

All WSWA Service positions require:

- Home Group in the WSWA
- NA Sponsor
- Knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts.
- Time and resources to fulfill the commitment.

All Trusted Servants that hold positions on the Area level are required to attend the monthly ASC Meeting, held on the 3<sup>rd</sup> Saturday of each month.

No elected sub-committee chair in the WSWA will be able to hold a GSR position once elected. (11-21-2021).

### Elections

Elections are held on the third (3<sup>rd</sup>) Saturday of December for new officers to take positions at the January ASC.

### Resignations

**Voluntary:** Individuals who choose to step down or resign from their respective service positions.

**Involuntary:** Individuals who have not satisfactorily fulfilled their responsibilities to their respective commitment(s). In addition, those trusted servants who have been up for review from the body and said body has determined that the individual has been negligent in their responsibilities and subsequently removed from their respective service position.

## **Administrative Committee:**

### **Area Chair**

#### Qualifications:

- Five (5) years clean time.
- Working knowledge of A Guide to Local Services in NA.

#### Duties:

- Facilitates the Area Service Committee (ASC) Meeting.
- Updates registration with the NA World Service Office (NAWS).
- Handles correspondence with other areas, Region, and the NA World Service Office.
- Area Chairperson will only vote on proposals or elections in the case of a tie vote from the ASC.

### **Area Co-Chair**

#### Qualifications:

- Four (4) years clean time.
- Working knowledge of A Guide to Local Services in NA.

#### Duties:

- Facilitates the JAC (Joint Administrative Committee) Meeting.
- Facilitates the Area Service Committee (ASC) Meeting in the absence of the Area Chair.
- Presents proposals from the JAC at the ASC.
- Maintains a record of all JAC meetings to pass on to the new Chairperson at the end of the term.
- All other duties are the same as the Area Chair when Area Chair is absent.
- In the absence of any Sub-Committee or Administrative Committee Chairperson, the duties of that Committee Chairperson will be handled by the Area Co-Chair.

### **Secretary**

#### Qualifications:

- One (1) year clean time.
- Steady job or source of income.

#### Duties:

- Records accurate written minutes of each ASC Meeting.
- Distributes copies of the written Minutes and reports to members of the ASC within ten (10) working days of the ASC.
- Reviews Minutes of Area Chair prior to distributing in the Minutes.
- Keeps an updated list of all Area Service Committee Members, which should include e-mail address, telephone number and address. Include telephone numbers in the Minutes.

### **Co-Secretary**

#### Qualifications and Duties:

- Same as the Secretary.

**Treasurer**

## Qualifications:

- Three (3) years clean time.
- Steady job or source of income.

## Duties:

- Collects, disburses, and keeps accurate records of all Area funds and financial transactions.
- Has available a general ledger and banking statement (if applicable) in their possession at all ASC Meetings.
- Maintains documents received from Subcommittees outlining financial accountability.
- All disbursements from the Area's treasury will be transacted at the ASM with the GSRs approval.
- Will prepare a written report which is to be turned over to the Area Secretary to be included in the Minutes.

**Co-Treasurer**

## Qualifications and Duties:

- Same as the Treasurer.

*Concept 5*

*For each responsibility assigned to the service structure, a single point of decision making, and accountability should be clearly defined.*

## **Sub-Committees**

### **Joint Administrative Committee (JAC)**

The purpose of the JAC is to increase the unity between the Area Sub-Committees to meet the needs of the Area Groups.

Duties:

1. Prioritize the expenses incurred by the Sub-Committees based on the needs of the Area at the time.
2. Members of the JAC will consist of all Sub-committee Chairs and the Area Co-Chair, who will facilitate the JAC Meeting and provide a written report to the Area body at each ASC.
3. At the JAC meeting, only subcommittee Chairs and Co-Chairs give reports for their committee. A sub-committee member can give a report only in the absence of the Sub-committee Chair or Co-Chair (08/20/2022).

### **Phone Line**

The purpose of the Phone Line Committee is to maintain a telephone information service for NA that helps addicts and others in the community find NA meetings and services easily.

Chairperson Qualifications:

- Two (2) years clean time.
- Working knowledge of the Phone Line Handbook.
- Previous experience as a group Phone Line representative.

Duties:

1. Maintains a list of telephone helplines, hotlines, or info-lines for the addicts and/or public to reach NA.
2. Maintain and promote a list of phone line volunteers to provide to the phone line administrator.
3. Conduct monthly phone line orientations for new volunteers.
4. Chairperson attends all Regional Phone Line Committee meetings and workshops.
5. Maintain a record of all meetings and committee activities to pass on to the new chairperson at the end of the term.
6. Must attend all JAC meetings.

### **Public Relations**

The purpose of the Public Relations Committee is to inform the community and addicts seeking recovery of the availability of NA's recovery process through the use of the Twelve Steps and Twelve Traditions.

Chairperson Qualifications:

- Two (2) years clean time.
- Familiarity with the NA Public Relations Guide.
- Previous NA experience as a group Public Relations representative.

Duties:

1. Develop a plan on how the committee will handle requests for information about the NA Fellowship.
2. Conduct Public Relations workshops as requested by the Area body.
3. Provide presentations to all new H & I Facilities and Group facilities as requested by the Groups.
4. Provide notification of any planned workshops two (2) months in advance to the Area body. Notification should include a budget, location, and a flyer.
5. Chairperson attends all Regional Public Relations Committee meetings and workshops.
6. Must attend all JAC Meetings.

**Hospitals and Institutions (H&I)**

The purpose of the H & I Committee is to carry the NA message of recovery to the addict that does not have access to regular meetings.

Chairperson Qualifications:

- Three (3) years clean time.
- Working knowledge of the H & I Handbook.
- Previous NA experience within the H & I Sub-committee.

Duties:

1. Coordinate H & I volunteers who are willing to conduct H&I panels in facilities where a NA meeting is not available.
2. Maintain accurate accounting of all literature distributed to the H & I volunteers for use in facilities where H & I panels are held.
3. Submit requests (Financial Proposal) to the Area body for any additional funds needed by the sub-committee not to exceed \$400.00 per month.
4. Provide notification of any planned workshops two (2) months in advance to the Area body. Notification should include a budget, location, and a flyer.
5. Conduct Learning Days.
6. Coordinate new facility presentations with Public Relations.
7. Chairperson attends all Regional H & I Committee meetings and workshops.
8. Maintain a record of all meetings and committee activities to pass on to the new chairperson at the end of the term.
9. Must attend all JAC meetings.
10. The standing committee "Outreach" is now part of H & I as it is in the Region. (11-21-2020).

## **Unity**

The purpose of the Unity Sub-Committee is to provide activities that support and promote unity within the Area and the Region.

### **Chairperson Qualifications:**

- Three (3) years clean time.
- Steady job or source of income.
- Driver's license
- In order to be considered as Chairperson of the Unity Sub-committee you must have three (3) months of current, consecutive participation in the committee. (October 2022)

### **Duties:**

1. Plan activities that support the other Sub-committees in carrying the message of recovery and promote the service structure of NA.
2. Develop a fundraising plan to support the Area Celebration.
3. Monitor unity funds to stay within the allotted amount of \$4,000.00. (May 20,2023)
4. Provide detailed accounting of all transactions from all events at the ASC Meeting following the event.
5. Provide notification of any planned events two (2) months in advance to the ASC body.
6. Support all other events held by the other Area Sub-committees.
7. Maintain a record of all meetings and committee activities to pass on to the new chairperson at the end of the term.
8. Conduct Group Swaps every three (3) months to promote unity among the WSW Area Home-Groups.
9. Chairperson attends all Regional Unity Committee meetings and workshops.
10. Must attend all JAC meetings.
11. When we have a fund-raising event, the Treasurer is notified within 24 hours of funds raised, and money is turned in to the Treasurer within 72 hours of the event. (08/20/2022).

## **Policy**

The purpose of the Policy Committee is to develop, interpret, and maintain the WSW Area Policy.

### **Chairperson Qualifications:**

- Three (3) years clean time.
- Working knowledge of a Guide to Local Services in NA.
- Ability to keep, maintain and record changes to Policy.

### **Duties:**

1. Ensure the WSWA Policy provides a clear description of the ASC to include the purpose, function, and responsibilities of the administrative body, Sub-committees, and procedures for facilitating the ASC Meeting.
2. Chairperson acts as the facilitator of the ASC meeting in the absence of the Area Chair and Co-Chair.
3. The Chairperson facilitates the JAC meeting in the absence of the Co-Chair.
4. Maintain a proposal log of all proposals that pertain to policy changes to be incorporated in policy at the end of the term.

5. Review and update policy as requested by the Area.
6. Maintain a complete set of Area and Sub-Committee policies.
7. Chairperson attends all Regional Policy committee meetings and workshops.
8. Provide an updated policy with all changes to the Area Service body at the end of the term.
9. Maintain a record of all meetings and committee activities to pass on to the new chairperson at the end of the term.
10. Must attend all JAC meetings.
11. The Policy Committee will host a Policy Workshop two (2) times a year (11/19/2022).

### **Information Technology**

The purpose of the Information Technology (IT) Committee is to assist in carrying out our primary purpose through the use of information technology. In addition, this sub-committee will provide assistance and advice to the Area Service Committees and Administrative Committee of the West-Southwest Area so that their goals can be furthered through the use of technology.

#### Chairperson Qualifications:

- Three (3) years clean time.
- Computer knowledge of web page development.

#### Duties:

1. Shall serve as a resource to all member groups.
2. Shall respond to all requests for IT advice/support and ensure that such requests are handled at the appropriate level(s) of NA service in a prompt and businesslike fashion.
3. Shall, at the direction of the Area, agree to be responsible for, or assist with any project not listed which falls within the boundaries of the Area IT Committee.
4. The IT Chair is responsible for maintaining and developing the [wswana@naworks.org](mailto:wswana@naworks.org) website.
5. Monitoring the domain and web host of [wswana@naworks.org](mailto:wswana@naworks.org) for renewal dates and inform the WSWA GSRs when it is time to renew in a timely manner so the WSWA can be prepared for the cost expenditures.
6. Provide IT support to WSWA Sub-Committee Chairs who wish to create and manage a website under the naworks.org domain, e.g., [H&I.swsana@naworks.org](mailto:H&I.swsana@naworks.org)
7. Manage WSWA email addresses and their passwords for WSWA members and Sub-committee Chairs and provide support and direction on how to set up the account on their telephones, tablets, or computers.
8. Must attend all JAC meetings.

## **Literature Review**

The purpose of the Literature Review Committee is to initiate and review all new and proposed NA literature that will carry the message of recovery in written form to the addict who still suffers.

### Chairperson Qualifications:

- Two (2) years clean time.
- Ability to read and interpret literature.

### Duties:

1. Register with the World Service Office (WSO) as a functioning Literature Review Committee.
2. Review and provide input on all literature received for review from the WSO.
3. Inform the fellowship of new and proposed literature changes.
4. Chairperson attends all Regional Literature Review Sub-Committee Meetings.
5. Maintains a record of all meetings and committee activities to pass on to the new chairperson at the end of the term.
6. Must attend all JAC meetings.



## **West Southwest Area Support Service Members**

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

#### Qualifications:

- Five (5) years clean time.
- Working knowledge of A Guide to Local Services in NA.

#### Duties:

1. Attends all Regional Service Committee (RSC) meetings and workshops.
2. Provide a written report to the ASC body regarding issues and events related to the Region and World Service Office (WSO).
3. Plans and conducts one (1) GSR Workshop quarterly (every 3 months).
4. Provide a copy of the RSC to the WSW ASC Meeting to be included in the Area archives.

### **Alternate Regional Committee Member (Alt. RCM)**

#### Qualifications:

- Four (4) years clean time.
- Working knowledge of A Guide to Local Services in NA.

#### Duties:

Assumes the duties of the RCM Member in his/her absence.

### **Liaison/Steward**

#### Qualifications:

- One (1) year clean time.

#### Duties:

1. Sets up for the Area Service Committee Meeting.
2. Pays the facility rent for the monthly ASC Meeting.
3. Locates possible meeting sites when requested.
4. Provides a written report on activities, issues, and financial records for facility rent.

### **Meeting List Representative**

#### Qualifications:

- One (1) year clean time.

#### Duties:

1. Attends Regional Meeting List meetings.
2. Maintains an up-to-date list of all meeting locations and meeting times.
3. Reviews the meeting list book and submits changes to the Regional Meeting List Representative for corrections quarterly.

### **Regional Convention Representative**

#### Qualifications:

- Three (3) years clean time.

#### Duties:

1. Attends Regional Convention Committee meetings.
2. Provides written reports to the WSW ASC Meeting on convention activities.
3. Requests information from the Regional Convention Committee when requested by the Area body.
4. Supplies Regional Convention Meeting Minutes to the Area for archiving and review, including the final report with all financials.

### **Alternate Regional Convention Representative**

#### Qualifications:

- Two (2) years clean time.

#### Duties:

1. Same as the Regional Convention Representative.

### **Literature Distribution Person**

#### Qualifications:

- Two (2) years clean time.
- Steady job or source of income.

#### Duties:

1. Maintains an adequate inventory of NA literature for purchase and use by the ASC, Groups, and Sub-Committees.
2. Provides a detailed financial report of all purchases and sales completed during the previous month.
3. Keeps an accurate record of all transactions for review by any NA member when requested.
4. Keeps a complete Group Starter Kit in stock at all times. Starter Kit is to include:
  - One (1) Basic Text
  - One (1) Set of Group Readings
  - One (1) Guide to Local Services in NA
  - Two (2) each Pamphlet
  - Ten (10) Meeting Lists
  - Two (2) each Key TagTotal cost will be based on the current price of literature.
5. Monitors and records literature distributed to H&I and costs associated.
6. That a bi-annual literature inventory is taken in November and May of each year.

### **Co-Literature Distribution Person**

#### Qualifications:

- Two (2) years clean time.
- Steady job or source of income.

#### Duties:

1. Assumes the duties of the Literature Distribution Person in his/her absence.

### **Clean Sheet Representative**

#### Qualifications:

- Two (2) years clean time.

#### Duties:

1. Produces the Area Newsletter that provides information about NA in the WSW Area.
2. Distributes the Newsletter to all groups within the Area.
3. Provides a written report to the ASC regarding funds spent on producing the Newsletter.

### **Workgroup**

A Work Group is a fact-finding group. This group gathers information on a particular issue and reports back to the ASC so an informed decision can be made. Once the information has been shared with the ASC, the Work Group is disbanded.

## **Policies**

### **A. Charter Motions**

1. Motion: A new Area be made up of groups in Southwest and West Philadelphia  
Intent: To better serve groups within that geographical Area. (06-16-91)
2. Motion: To clarify our name to be the West-Southwest Area of NA.  
Intent: To clarify our name by stating its location
3. Motion: That new groups just tarting in this Area be given a Group Starter Kit consisting of one (1) Basic Text, one (1) set of Group Readings, one (1) Guide to Local Services in NA, two (2) of each Pamphlet, ten (1) Meeting Lists, and two (2) of each Key Tag.  
Intent: To aid new groups with the necessary literature. (06/1995)
4. Motion: That one (1) new Starter Kit is on hand at every ASC Meeting.  
Intent: To aid new groups with necessary literature.
5. Motion: That the AREA has an annual event (Area Celebration) to celebrate the formation of the WSW Area. (09-20-1992)  
Intent: To celebrate the unity within the WSW Area, (09-20-1992).
6. Motion: To amend the Motion of the Area Sub-Committee meetings to meet on the third (3<sup>rd</sup>) Saturday of the month, before the ASC Meeting.  
Intent: To better serve the Area Sub-Committees.
7. Motion: Motions that neither pass nor fail that affect the ASC, must be discussed and revoted. Those motions that affect the Groups will be tabled and sent back to the Groups.  
Intent: To further clarify voting policy. (ASM 08-1996).
8. Motion: That the West-Southwest Area Home Groups swap with other WSWA Groups every three (3) months.  
Intent: To create unity within the WSWA Home Groups. (01-17-2010).
9. Proposal: That a Group does not receive a Starter Kit unless a presentation is given by Public Relations. (ASM 08-2015) CBD
10. That the Unity Sub-Committee have its own CashApp account (\$swsunity) to be accountable for money related to events (ASM April 2021) CBD

## **B. Policies for Running Area Service Meeting and Preparation of Minutes**

1. Motion: That there be a revised edition of A Guide to Local Services on hand at the ASC. (05-19-1991).
2. Motion: That all Group and Sub-Committee reports be submitted in brief summary, in written form to the Secretary, or electronically transmitted by the Tuesday following the ASC Meeting.  
Intent: To aid the Secretary.
3. Motion: That the ASC Meeting be a non-smoking meeting.  
Intent: To provide a healthier atmosphere. (03-15-1992).
4. Motion: That all funding requests be read first before any money is distributed.  
Intent: To ensure more equitable means of disbursement so that no addict need to die seeking recovery. (11/2095).
5. Motion: That Group literature orders be filled on a first come, first served basis.  
Intent: To serve those GSRs who come early with available literature (07/1992).
6. Motion: That personal orders for literature be filled last.  
Intent: To ensure that Group orders are filled with available literature. (07/1991).
7. Motion: A Literature Order sheet is filled out for all literature sales.  
Intent: To keep better records of all literature sold and monies collected. (07/1991).
8. Motion: To have Literature Distribution moved to the next room.  
Intent: So that our ASC Meeting can run smoothly. (07/1996).
9. Motion: That the Secretary or Co-Secretary, when copying the Minutes, get the minutes copied double-sided, excluding announcements.  
Intent: To save money through postage costs. (12/1993).
10. Motion: That all Minutes reflect GSRs and Sub-Committee Chairs telephone numbers.  
Intent: For information purposes and accessibility to members of NA. (12/1993).
11. Motion: That Area Minutes include Policy in whole, written form when referring to Policy on Policy (write the policy out).  
Intent: So that all groups are informed more fully of any and all changes on the ASC level. (05/1994).
12. Motion: That the Purpose of the Area Service Committee Meeting is read following the 12 Traditions and 12 Concepts at each ASC Meeting.  
Intent: For awareness of the purpose of the ASC Meeting (10/2002).
13. Proposal: That the Concept of the Month be read and discussed after Roll Call at each ASC Meeting (15-minute time limit). (02-15-2014 – CBD).

14. Motion: To use Regional Policies as a guideline for any issues that occur that are not covered under Area Policy, such as misappropriation of funds, removal from office, eliminating a Sub-Committee, grievance procedures or any matter not covered until Area policy is made.  
Intent: To have a structured way of handling these matters. (11/17/2002).
15. Motion: That Literature orders be given out during the Open Forum portion of the ASC Meeting.  
Intent: So GSRs are present to conduct Area business. (05-19-1992).
16. Motion: That reports from Sub-Committees be read at the ASC in the absence of the Sub-Committee Chair or members from that Sub-Committee.  
Intent: To allow GSRs to have information to take back to their Home-Groups. (12/05/2002).
17. Motion: That we change the Order of Business at the ASC Meeting to address Group concerns immediately after Group reports.  
Intent: To allow the meeting to proceed in a timely manner. (03/16/2013).
18. Proposal: That no Literature orders will be accepted after 2:00 p.m. at the ASC Meeting (CBD).
19. Proposal: That the WSW ASC be moved to the St. Joseph Baptist Church facility located at 54<sup>th</sup> & Vine Streets (224-250 North 54<sup>th</sup> Street, Philadelphia, PA 19139) for our February 19<sup>th</sup> ASC Meeting. (ASM 01-2022).  
Note: This would include moving our literature to the new facility.
20. Proposal: That the WSW Area open an account at Sun Federal Credit Union. Area Treasurer, Area Chair, and Area Co-Chair be listed as the Signers.  
Two signers are to be required for each check. The Treasurer would be considered the “super user”. (ASM 06-20-2022).
21. Proposal: Literature Distribution – Money collected by Literature Distribution would be turned over to the Area Treasurer for deposit, and a check would be requested to make literature purchases.
22. Proposal: Any proposal passed at the ASC cannot be re-addressed for three (3) months unless it is a violation of a Tradition or Policy.

### **C. Motion and Voting Policies (Motions were replaced by Proposals (08-17-2013)).**

1. Motion: A quorum of ten (10) voting members must be present in order to conduct business at the Area Service Committee Meeting.  
Intent: To better serve and inform the Groups of the West-Southwest Area.
2. Motion: Those motions presented on the Area floor that affect the Groups must go back to the groups to be voted on.  
Intent: To allow other motions presented on the Area floor that affect the ASC to be dealt with by the GSRs. (08/18/2091).
3. Motion: That all motions be submitted in writing to the Secretary along with the name of the Group or Sub-Committee.  
Intent: To be able to identify the Group of Sub-Committee and to expedite the conduction of the ASC Meeting. (07/21/1991).
4. Motion: A Group's conscience cannot be carried in the absence of their GSR, Alternate GSR, or Proxy without written approval from the Home-Group.  
Intent: To clarify the voting policy for ASC Meeting. (12/15/1991).
5. Motion: That trusted servants of the WSW ASC be allowed to make motions.  
Intent: To utilize all available experience and information of the Area. (03/21/2015).
6. Motion: When the voting body asks for clarification of a motion, GSRs have a choice: they can maintain their group anonymity and take the motion back or attempt to clarify the motion.  
Intent: That the GSRs must take back clear proposals to their groups. (11/17/1991).
7. Motion: That an abstention is not a vote for or against, it is to show representation at the ASC Meeting. More abstentions than votes in favor of, causes a motion to fail.  
Intent:
8. Motion: That all Motions (Proposals) that are seconded and passed that relate to Area Service become part of Area Policy.  
Intent: To have stated Policy. (07/21/1991).
9. Motion: The Chairperson is authorized to issue verbal warnings to anyone disrupting the ASC Meeting. Disruption after warnings will result in that person not being recognized for the remainder of the ASC Meeting. They do not forfeit their right to vote.  
Intent: So that the ASC Meeting can conduct business in an orderly and timely manner. (04/2012).
10. Motion: That the ASC use Consensus Based Decision Making (CBDM) in place of Motions.

- Intent: To allow more participation in the decision-making process. (08/17/2013).
11. Proposal: That the Area Chairperson be allowed to make proposals. This is in accordance with the guidelines of the CBDM process that we use. (CBD – ASM 04/2015).
  12. Proposal: If GSR's leave after a quorum has been established, the remaining GSRs will still vote to conduct Area business. (CBD – 03/16/2019).



## **D. Policies for Trusted Servants**

1. Motion: That all positions be for one (1) year with the exception of the Convention Representative, who will serve until the Regional Convention is over.  
Intent: To establish time of service. (06/20/1993).
2. Motion: That notification of any election of officers of Area Service or Sub-Committees is sent out to the Groups of the Area at least one (1) month prior to such elections. All pertinent information about these position(s) will be written in the Area Minutes prior to said elections.  
Intent: To have fair and equitable procedures for electing trusted servants. (05/19/1992).
3. Motion: Those nominees for Area Service positions must be present at the time of nominations.  
Intent: To have nominees qualify themselves at the ASC Meeting.
4. Motion: That a GSR may serve as a Sub-Committee Chairperson as long as there is no conflict of interest that affects the chair position of that sub-committee. (CBD 02/16/2019). [Remove 08/20/2020].
5. Motion: All trusted servants on Area level of service are responsible for the fulfillment of their commitment. If commitments are not fulfilled for a two (2) month time period, the trusted servant will be reviewed by the ASC.  
Intent: To better serve the Area. (04/21/2012).
6. Motion: To follow the guidance of the Group Service Representative (GSR) in the I.P. #2 (The Group) and the Guide to Local Services in NA, page 35, and make it an acknowledgement of the duties and responsibilities of the GSR.  
Intent: To ensure that the GSR is aware of the suggested responsibilities of the position. **(MSP 18/2/0)**.
7. Motion: When an elected trusted servant fails to comply with the duties assigned to them, such as missing meetings, failure to give proper accountability of the activities of that service position, and being defiant at service meetings, these behaviors will bring about a review of that trusted servant by the Area Administrative Committee. The outcome of the review will be reported to the GSRs for further disposition.  
Intent: To have accountability of all Area Service Positions. **(MSP 20-0-2)**
8. Proposal: After an Area level position has been reviewed, the trusted servant in that position must be in attendance at the ASC for the remainder of their term, except in cases of an emergency. **(CBD 3/21/15)**.
9. Proposal: Sub-Committee Chairpersons must remain until the end of the Area Service Meeting. **(CBD 3-16-19)**.

## **E. Money Matters and Disbursements**

1. Motion: That the Area keeps \$100.00 in Prudent Reserve. (05/2013)
2. Motion: That disbursements be made in a Proposal.  
Intent: To establish and maintain structured disbursements Area funds. (06/20/1993)
3. Motion: That the rent be paid automatically without a proposal.  
Intent: to ensure that our ASC Meeting continues.
4. Motion: To disburse literature to the H & I Chairperson in the amount of up to \$400.00 per month.  
Intent: To fulfill our growing demands and to fulfill our primary purpose. (11/2011).
5. Motion: To accept money request forms for the Treasurer's records.  
Intent: To provide better accountability of where money is going.
6. Motion: All Area representatives offer itemized financial reports.  
Intent: So that all monetary reports reflect accountability and consistency. (05/19/1992).
7. Motion: All reimbursements should be accompanied by a receipt.  
Intent: That all trusted servants be responsible for their purchases. (08/18/1991).
8. Motion: That trusted servants for the WSW Area (Chair, Co-Chair, Treasurer, GSRs and Sub-Committee Chairs) make no financial decisions without the conscience of the Area.  
Intent: To alleviate confusion. (05/19/1992).
9. Motion: That the Literature Distribution Area report be one (1) month prior to the actual day that the report is given.  
Intent: To alleviate confusion (05/19/1992).
10. Motion: That all money collected and disbursed be clearly itemized in Area Minutes.  
Intent: So that there will be more accountability to the Groups. (08/1993).
11. Motion: If an existing Group has need of a literature credit, the GSR should bring it before the ASC for discussion and approval or disapproval.  
Intent: To let the ASC know the needs and problems of the Groups.
12. Motion: That Literature Distribution increase prices for literature as needed.  
Intent: To continue to support WSW Area H & I. (11/2012).
13. Motion: That Literature Distribution receives an automatic disbursement of \$60.00 per month.  
Intent: To pay freight charges. (12/2011).

14. Proposal: That the Literature Distribution Sub-Committee have a limit of \$4,500.00 of literature available in its inventory. **(CBD 11-15)**.
15. Proposal: That the Unity Prudent Reserve be increased to \$4,000.00. **(CBD 5-20 2023)**.
16. Proposal: That all Sub-Committees that request or use funds submit to the Area the itemized financial report they now use. **(CBD 7-19-17)**.
17. Proposal: That the Area Treasurer be allowed to replenish the Area Prudent Reserve when it is below the required \$100.00 and when the funds are available. **(CBD 11-17-18)**.
18. Proposal: To increase the monthly disbursement for the Area Secretary to \$60.00 per month. **(CBD 11-17-18)**.

## **F. Motions Affecting Area Sub-Committees.**

1. Motion: To give to Public Relations 25 Meeting Lists. (Seasonal)  
Intent: To better serve our primary purpose.
2. Motion: That all H & I Availability Lists expire after one (1) year.  
Intent: To reaffirm the willingness and support for our service. (05/1995).
3. Motion: In accordance with established Public Relations Guidelines, new groups and established groups that are moving to a new location should have a Public Relations presentation.  
Intent: To inform the facility about the Traditions and Policies of NA.
4. Motion: To have slots made available to the Area Sub-Committees at all Unity Speaker Jams.  
Intent: To promote unity amongst the Sub-Committees. (01/19/2013).
5. Proposal: That the WSW Area have a maximum of two (2) Literature Distribution Co-Chairs.
6. Motion: Each Sub-Committee is responsible for setting their policy.  
Intent: To allow experienced and knowledgeable members who are involved to participate in the decision-making process.
7. Motion: That the WSW Area Home Groups swap with other WSW Area Groups every three (3) months.  
Intent: to create unity within the WSW Area Home Groups. (01/17/2010).

## **West Southwest Area Theft Policy / Procedures**

### **WSW Area Service Committee Theft Policy**

Accountability Statement based on Concept 5 of Narcotics Anonymous Service

“When we give our trusted servants responsibility for a particular service task, we hold them accountable for the authority we have delegated to them.”

The Theft Policy for the WSW Area Service Committee and Sub-Committees of the WSW Area are as follows:

1. If you are appointed or elected as a Trusted Servant and steal, misappropriate, or misuse property and/or money, you can be criminally and/or civilly prosecuted if restitution is not made.
2. If you are pointed or elected as a Trusted Servant and steal, misappropriate, or misuse property and/or money, your service commitment will be terminated, even if restitution is made.
3. Further, it is agreed that if y our service commitment is terminated for the reasons stated above, you will not be able to serve on the Area Service Committee or any Area Sub-Committee for a period of three (3) years.
4. Restitution must be made in accordance with the conscience of the WSW ASC to preclude prosecution.

## **A. Grievance Procedures**

In keeping with the spiritual principles of the Tenth Concept, the WSW ASC shall address all personal grievances according to the guidelines outlined in the following paragraphs.

## **B. ASC and Other Area Grievances**

1. All grievances filed against the ASC, its Sub-Committees, or Trusted Servants are to be resolved in the following manner:
  - a. All Grievances must be filed in writing to the Policy Chair of the WSW Area within sixty (60) days of the incident for which redress is being sought.
  - b. The written notice should include the following:
    - i. A short concise statement of facts pertaining to the offense; and must state specific events and actions.
    - ii. The remedy sought and the bases for that remedy must be specifically stated.
  - c. If the grievance is not properly filed, it will be deemed out of order. Any aggrieved party may seek assistance from the Policy Sub-Committee of the WSW Area in drafting a proper written grievance. Any grievance that is unclear shall be deemed out of order.
  - d. Once a written grievance has been presented in new business and the individual is present, the ASC will form an arbitration panel to hear the grievance.
  - e. The arbitration panel shall consist of one (1) member designated by and representing each of the following:
    - i. The Administrative Committee of the ASC (Area Chair, Co-Chair, Secretary, and Treasurer)
    - ii. The Group Service Representatives (GSRs)
    - iii. The Sub-Committee of the aggrieved individual (e.g., H & I, ASC, PR)
    - iv. The Regional Committee Member (RCM)
    - v. The fifth member shall be chosen from the Fellowship-At-Large and by the other four (4) appointees. If the four (4) appointees cannot agree on the fifth member within seven (7) days, then the fifth member shall be chosen by the Area Chair. If the Area Chair is the aggrieved individual, then the Area Co-Chair shall act in his/her place. The fifth individual shall serve as the Panel Chairperson.
  - f. The Arbitration Panel shall hold a hearing within thirty (30) days after its formation to fully investigate the dispute. The panel shall have the power to mandate the attendance of all witnesses related to the dispute and to direct the production of any relevant documentation, correspondence, or records. Upon request, if deemed reasonable, the panel shall act in the interest of the aggrieved party in mandating witnesses and securing documents. The committee shall keep Minutes of all meetings.

- g. The findings of a majority of three (3) of the panel members shall be binding. The findings shall be made available to the GSRs within ten (10) days of the hearing and shall be formally presented at the next ASC Meeting in Old Business. The report is to be included in the Minutes. All finds of fact and questions presented must be relevant to the specific grievance(s) only.

## **Abbreviations**

<b>ABC</b>	<b>Advisory Board Committee</b>
<b>ASCM</b>	<b>Area Service Committee Meeting</b>
<b>CAR</b>	<b>Conference Agenda Report</b>
<b>CBD</b>	<b>Consensus Based Decision</b>
<b>CBDM</b>	<b>Consensus Based Decision Making</b>
<b>GSR</b>	<b>Group Service Representative</b>
<b>HG</b>	<b>Home Group</b>
<b>H &amp; I</b>	<b>Hospitals and Institutions</b>
<b>IP</b>	<b>Informational Pamphlet</b>
<b>JAC</b>	<b>Joint Administrative Committee</b>
<b>LIT. DIST.</b>	<b>Literature Distribution</b>
<b>LIT. REV</b>	<b>Literature Review</b>
<b>NAWS</b>	<b>Narcotics Anonymous World Services</b>
<b>PR</b>	<b>Public Relations</b>
<b>PSA</b>	<b>Public Service Announcement</b>
<b>RCM</b>	<b>Regional Committee Member</b>
<b>RD</b>	<b>Regional Delegate</b>
<b>RDA</b>	<b>Regional Delegate Alternate</b>
<b>RSC</b>	<b>Regional Service Committee</b>
<b>RSM</b>	<b>Regional Service Meeting</b>
<b>RSO</b>	<b>Regional Service Office</b>
<b>WB</b>	<b>World Board</b>
<b>WSC</b>	<b>World Service Conference</b>
<b>WSO</b>	<b>World Service Office</b>
<b>WSWA</b>	<b>West Southwest Area</b>