

**Area Service Committee**  
**Working Guidelines for T.A.S.C.N.A**  
**Adopted 12/12/2012 – Revised 9/3/2017 – Amended 11/1/2020 – Amended 12/4/2022**

**Guideline 1:** ASC meets the first Sunday of each month at 10:00 am, unless changed by ASC.

*In the event ASC falls on a holiday or holiday weekend, ASC has the responsibility and the authority to move its meeting time or location to the week prior or week following its regularly scheduled meeting by simple majority vote.*

*In the event of an emergency that prevents ASC from meeting as planned, the chairperson initiates the Emergency Response Plan in Addendum A.*

**Guideline 2:** Minutes will be emailed to all attendees, ASC committee members, and any requesting members, ASCs or Regions, within 10 days of the ASC meeting.

*NA groups are responsible to report current and/or any changes in GSR contact information to the ASC Secretary for purposes of emailing minutes. It is the responsibility of the ASC secretary to maintain a current roster of ASC committee members, including GSRs, and members requesting minutes. Minutes are provided to the entire roster whether or not the members are present at ASC meetings.*

**Guideline 3:** ASC will maintain a prudent reserve in the general fund. The prudent reserve is comprised of the funds as shown in Addendum B.

*In order to maintain the prudent reserve, the Treasurer of ASC is responsible for providing a current treasurer's report before disbursements are voted on in Area business.*

**Guideline 4:** All administrative expenses for ASC to be paid by Treasurer or Vice Treasurer when due. A receipt will be issued by Treasurer or Vice Treasurer for monies disbursed or collected.

*Any administrative expense requires a motion which must be seconded and passed by majority vote. Administrative expenses include PO Box rental, facility rental, mailing and secretarial supplies, etc.*

**Guideline 5:** ASC will maintain a minimum supply of literature valued as listed in Addendum B.

*Literature Coordinator or Alternative Literature Coordinator is responsible for maintaining an inventory and value of literature at all times. An audit of literature inventory will be held annually in June or when a new Literature Coordinator is elected or appointed.*

**Guideline 6:** In all voting procedures, only GSRs vote. The Chairperson breaks any tie. Abstentions do not count. Any vote passes or fails by simple majority, except policy change.

*Any and all GSRs present vote for their groups whether they hold an ASC subcommittee position or not.*

**Guideline 7:** Any attending member of ASC may make a motion. Any motion made by a group or GSR for a group, requires no second. All motions pass or fail by simple majority, except policy which requires a 2/3 majority of the voting members present.

*Prior to a vote, an opportunity for discussion of the matter at hand will take place, including pro and con arguments limited to a 5-minute discussion. Any ASC policy change requires the motion to be tabled and voted on at the next scheduled ASC meeting to allow GSRs to consult their group's conscience.*

**Guideline 8:** Nominations are in May and nominees must be present to state willingness and discuss qualifications at the time of nomination.

*All nominees must be clean of all substances, including DRT (Drug Replacement Therapy) and MAT (Medication Assisted Treatment). All nominees should have an NA sponsor, an NA homegroup, work NA steps, and have knowledge of the NA traditions. Clean Time requirements for all positions will be a minimum of 1 year clean, except Treasurer which requires a minimum of 3 years clean. Qualifications for each position can be viewed in "A Guide to Local Services". After nominations are accepted by ASC in May, it is the responsibility of each GSR to take nominations to the home group for conscience on the vote for each open trusted servant position.*

**Guideline 9:** Elections are in June. Those nominated for the ASC position must be present at time of vote.

*If the nominee is not present, the position remains vacant, Chairperson appoints an individual to temporarily serve in the vacant position; or a new nomination is made. (See Guideline 8.)*

**Guideline 10:** Newly-elected trusted servants begin new term in July except Activities Chair which will begin new term in September. All terms expire in June. Treasurer term will expire two years after election. If any trusted servant misses 3 consecutive ASC meetings unexcused or relapses, they may be removed from their position.

*The elected Activities Chair is voted in position in June and works alongside the current Activities Chair to help assist and learn the position for TASCNA annual picnic and Spiritual Step Retreat.*

**Guideline 11:** Monthly orders shall be completed by each subcommittee chairperson with the amount of each order reported during the regular subcommittee report and tracked separately by the ASC Treasurer.

**Guideline 12:** Any matters not specifically addressed in ASC Guidelines are to be referred to "A Guide to Local Service" for a resolution.

## **Addendum A.**

### Trumbull Area Service Committee of Narcotics Anonymous

#### Emergency Response Plan

In the event of an emergency where the ASC is unable to meet in person the chairperson initiates this plan:

- A. Opens an account with a provider for group meetings
- B. Sets a time and date for the telecommunication meeting/meetings
- C. Notifies Secretary to inform all ASC Trusted Servants of the time and place of the meeting.
- D. Chairs meeting/meetings via telecommunication site until person to person meetings are again possible.

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## Addendum B.

### Trumbull Area Service Committee of Narcotics Anonymous

(To be updated Bi-Annually or as needed)

**Prudent Reserve** Total: \$6872.00

**Literature Fund (Cash + Stock)** \$4000.00

Cash \$500.00 - \$1000.00

Stock \$3000.00 - \$3500.00

**ASC Operating Fund** \$2872.00

H&I fund \$1500.00

Telecommunications Fund \$200.00

Activities Fund \$150.00

PI Fund \$100.00

Administrative Expenses \$562.00

Regional Donations \$360.00