

- vi. Surrender the H&I notebook to the next H&I subcommittee chairperson.
- vii. Coordinate closely with public relations subcommittee.
- viii. Attend the Regional H&I subcommittee meetings whenever possible.

4. H&I subcommittee policy

- a. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse. But may again become eligible when he/she can conform to the requirements in the guidelines. Being clean for the purpose of this H&I subcommittee **shall** be defined as complete abstinence from **all** drugs.
- b. Any member not conforming to these requirements or any others which might be added later, or refuses to abide by the rules and regulations of the facility being served **shall** automatically be relieved of any H&I subcommittee assignments.
- c. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices (approval) of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment **must** be acceptable to the facility being served.
- d. Any NA member who is involved with a given facility on a professional level or volunteer basis shall not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to relationship with said facility.
 - i. Further H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous. Recovery from addiction through our spiritual program.
 - ii. These members may however, participate on panels going into other facilities.
- e. Length of clean time required by each facility is to be rigidly upheld by all the H&I panel leaders.
- f. Excessive use of profanity or use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities and strongly discouraged by the H&I subcommittee.
- g. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly approval of their judicial officer, if applicable.

- h. H&I panel members **shall** be responsible for their conduct in any facility, and they **shall** take responsibility to become informed, in advance, regarding the regulations of the facilities being served.
- i. Printed instructions, which will include the foregoing and which **shall** be compiled and edited to fit the specific requirements of each separate facility, **shall** be furnished by this subcommittee to all panel members so they will have full knowledge of their responsibilities in connection with their individual commitments.
- j. Members are reminded that the H&I subcommittee exist to share the Narcotics Anonymous message, our experience, strength and hope. H&I speakers **should** try to get residents involved with the meeting presentation through reading materials as well as through direct sharing. A personal contact **should** be established with any resident upon release.
- k. All addicts carrying an H&I meeting are required to attend H&I subcommittee meetings. Any person missing two (2) consecutive meetings will be notified by the chairperson or vice-chairperson. Any person missing three (3) consecutive meetings will no longer carry meetings and facilities will be notified.
- l. To be voted into the H&I subcommittee, a person must have six (6) months clean time, attend two (2) consecutive subcommittee meetings, speak at two (2) facility meetings/presentations and attend a H&I workshop. They may be voted in on their second subcommittee meeting.
- m. All members of the H&I subcommittee can be on the emergency panel leader list as long as they meet the requirements of becoming a panel leader.
- n. If an addict loses their meeting by default, in order to carry that meeting again, they must start over again by making two (2) consecutive H&I meetings, speaking at two (2) meetings and attending a H&I workshop.
- o. After resigning, a member wishing to come back and carry a meeting into a facility **should** attend one (1) H&I subcommittee meeting, state their qualifications to carry meetings and be informed of any new policy changes. They can then be voted back into the subcommittee as long as they left on good terms.
- p. All H&I meetings are closed meetings, within the facilities discretion.
- q. No H&I meeting gives out chips or key tags.

- r. Any member arriving 20 minutes after the scheduled time will be considered tardy and two (2) tardy arrivals will equal one (1) absence. Current absentee policy will be in effect.
- s. Implement trusted servant's position for panel leader coordinator.
- t. Implement policy if a panel member does not carry their commitment for two (2) consecutive meetings, without notifying facility and/or panel members. They will lose their meeting by default for ninety (90) days.
- u. Any member of this subcommittee **shall** be excused in the matter of work, family emergency or religious commitment as long as contact has been made with the chairperson or vice-chairperson of the H&I subcommittee.

D. Literature

1. Changes in this subcommittee's policy are subject to approval by an ASC conscience.
2. This subcommittee **shall** have an elected vice-chairperson.
3. Rules of literature sales.
 - a) No orders will be taken after 4:00pm.
 - b) Literature may **not** be delivered until the adjournment of the ASC meeting.

4. Qualifications

- a. Have the willingness to serve.
- b. Have two (2) years clean time.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.
- d. Have a NA sponsor.
- e. Attend NA meetings on a regular basis.
- f. Have a commitment to serve as shown by experience as a member of other NA service commitments and contributions to the continuation and growth of the NA fellowship.
- g. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- h. Has participated on the literature subcommittee for six (6) months.

5. Duties

- a. Hold subcommittee meetings each month.
- b. Attend the ASC meeting monthly and submit a written report. (One to the ASC secretary another to the ASC treasurer).
- c. Coordinate closely with the H&I subcommittee chairperson to order literature from WSO/NAWS.

- d. Place the ASC's literature order within one (1) week after the ASC meeting.
- e. Maintain and preserve the following information.
 - i. The subcommittee monthly minutes.
 - ii. The literature worksheets which include the dollar amounts of.
 - 1. The literature sold.
 - 2. The back orders. (Literature sold but not delivered).
 - 3. The literature inventory on hand after the current ASC meeting.
 - 4. The transfer(s) of literature to other subcommittees.
 - 5. The cost of the previous literature order.
 - 6. Home Group, H&I, and PR orders and corresponding receipts.
- f. Surrender the above records to the next ASC literature chairperson.
- g. Comply with the following duties.
 - i. Orders for literature may be placed prior to or during the first hour of the ASC meeting.
 - ii. Literature **may not** be delivered until the ASC meeting has adjourned.
 - iii. Attend semi-annual and annual budget reviews providing the literature order worksheets and corresponding invoices. Submitting written budget needs of the subcommittee.

6. Literature subcommittee policy

- a) The literature chairperson is to bring all PASCNA literature materials to the ASC meeting for sale and distribution.
- b) The literature subcommittee meetings are held one (1) hour prior to the PASCNA meeting.
- c) All literature orders are to be placed prior to or during the first hour of the ASC meeting and picked up after the official closing of the ASC meeting that same day.
- d) The literature chairperson will accept cash, money orders, cashier's check or a home group check made payable to PASCNA for the purchase of literature.
- e) The literature chairperson **shall** order all literature from the World Service Office/Narcotics Anonymous World Services (WSO/NAWS) no later than one (1) week after the ASC meeting. The literature order **shall not** exceed \$3,500 in total literature.

- f) The literature chairperson **shall** complete an inventory of all literature sold and literature on hand at the end of the ASC meeting and provide the ASC secretary and ASC treasurer with a copy of the inventory sheet.
- g) The literature chairperson will turn over all proceeds from the sale of literature to the ASC treasurer by the end of business and obtain a receipt.
- h) The literature chairperson **shall** maintain a complete record of all sales, receipts and order forms for ASC for no more than one (1) year.
- i) *The literature chairperson will obtain a check payable to WSO/NAWS from the ASC treasurer for the sole purpose of purchasing ASC literature by the end of every ASC meeting.*
- j) Maintain five (5) copies of “A Guide to Local NA Services” and five (5) copies of the PASCNA policy handbook as inventory on hand.
(2019-09-03)

E. Policy Subcommittee {2019-09-05}

This subcommittee’s primary function is to move the area toward a greater dependence on A Guide to Local Services in NA (“The Guide”). “The Guide” is a WSO/NAWS service document based on the principles of Narcotics Anonymous. It is a part of this PASC handbook.

1. Changes to this subcommittee policy are subject to approval by an ASC conscience.
2. This subcommittee **shall** have an elected vice-chairperson.
3. Propose changes to new policy motions that have items that are already covered in “The Guide”.
4. This subcommittee **shall** indicate which ASC motions are not to be discussed on the ASC floor a second time, as follows.
 - a. ASC motions that were discussed on the ASC floor and then referred to this policy subcommittee for review.
 - b. ASC motions that have been tabled twice.
5. This subcommittee **shall** review and establish clear-cut guidelines concerning the qualifications of trusted servants and voting procedures at the ASC meeting.
6. **Qualifications**
 - a. Have the willingness to serve.
 - b. Have two (2) years clean time.
 - c. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA, this PASCNA handbook, parliamentary procedures.
 - d. Have a NA sponsor.

- e. Attend NA meetings on a regular basis.
- f. Have a commitment to serve as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- g. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- h. Has participated on the Policy subcommittee for six (6) consecutive months.

7. Duties

- a. Act as parliamentarian at PASCNA meetings.
- b. Hold monthly subcommittee meetings.
- c. Submit policy recommendations to the ASC secretary or the ASC chairperson within fourteen (14) days of the last PASCNA meeting.
- d. Attend the monthly PASCNA meeting and submit a written report.
- e. Attend the Regional Policy subcommittee meeting and maintain contact with the Regional Policy subcommittee chairperson whenever possible.
- f. Provide the Literature subcommittee with updated PASCNA handbooks for sale as needed. (Literature subcommittee is to have five (5) copies on hand.
- g. Issue revised pages for the PASCNA when changes in policy occur.
- h. Provide the Public Relations Subcommittee's Webmaster with an electronic copy of the PASCNA handbook **to be displayed** on the website, and give updates of policy as necessary.
(Requires admin access)

F. Public Relations (PR)

- 1. This subcommittee **shall** have an elected vice-chairperson.
- 2. Changes to this subcommittee's policies are subject to approval by an ASC conscience.
- 3. That at each printing of the meeting list an additional 1,000 be made for use for the H&I subcommittee.

i. Qualifications

- 1. Have the willingness to serve.
- 2. Have two (2) years clean time.
- 3. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA and this PASCNA handbook.

4. Have a NA sponsor.
5. Attend NA meetings on a regular basis.
6. Has served at least three (3) continuous months on the subcommittee (this does not include being on the help line), subcommittee participation is required.
7. Have a commitment to serve as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
8. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of the NA fellowship.
9. Have an understanding of the NA service structure and the responsibilities of the public relations chairperson.

ii. **Duties**

1. Hold subcommittee meetings once each month.
2. Attend ASC monthly meetings and submit a written report.
3. Attend regional public relations subcommittee meetings whenever possible and maintain communication as needed on the regional level.
4. Maintain and preserve minutes, financial reports and any activities in a notebook for archives, to be passed onto the next public relations chairperson, as it is the property of the PASCNA.
5. Maintain open communication with policy subcommittee and submit questions and issues as they arise.
6. Maintain open communication with H&I subcommittee for the current master list of active H&I meetings and contacts.
7. Maintain information on current and prospective meetings and contacts.
8. Submit written semi-annual and annual budget reports in person at the budget reviews.
9. Maintain the PASCNA internet site.
10. Contact the local telephone company (Verizon) for yellow page listing by September first for the next year's ad.

4. Public relations subcommittee guidelines

i. **Purpose**

1. The purpose of the public relations subcommittee is to inform the public that NA exists. That it offers recovery from addiction and information about how and where to find it. All

activities directed to that end **shall** be carried out in accordance with the 12 Traditions of Narcotics Anonymous.

ii. **Functions/Responsibilities**

1. To open and maintain lines of communication between NA and the public. PASC, RSC and the WSO.
2. To respond to all request for information from media. Contact immediately one of the following.
 - a. The ASC or RSC public relation chairpersons or vice-chairpersons.
 - b. The ASC or RSC chairperson or vice-chairperson.

Note: *One of the individuals listed above **should** respond to the media contact as soon as possible, preferably within the same workday or within an eight (8) hour period.*

The following information **should** be determined.

- 1) What audience level the exposure is likely to receive.
- 2) What is the scheduling and deadline information the individual is working within the accumulation of information for media use?
- 3) Remembering our Ninth Tradition which states that subcommittees are “directly responsible to those they serve”.

c) **Meeting and Membership**

- 1) The public relations subcommittee meets at the time and location as stated on the current PASCNA meeting list.
- 2) Any recovering addict may attend the public relation subcommittee meetings.
- 3) The clean time requirement to join the public relation subcommittee is three (3) months.
- 4) After meeting the clean time requirements and attending two (2) consecutive PR subcommittee meetings, any recovering addict, who has the willingness, may join the PR subcommittee. Members are encouraged to regularly attend the monthly meetings so as they are informed about the group’s activities.
- 5) To participate in a public relation presentation an addict must have six (6) months clean time, attend with the PR chairperson or PR vice-chairperson.
- 6) Clean time requirements for trusted servant positions within the subcommittee are as follows.

Chairperson	2 years
Vice-Chairperson	1 year
Secretary	6 months

d) Voting Participants and Procedures

- 1) Any member who has been in attendance of two (2) of the last three (3) subcommittee meetings are eligible to vote.
- 2) All participants **shall** have the following.
 - i. Personal time and abilities to perform their duties.
 - ii. Willingness and desire to serve in the position.
 - iii. Clean time and service experience as required.
 - iv. Understanding and practical experience of the 12 Steps, 12 Traditions and 12 Concepts of NA.
 - v. Have a working knowledge of this PASCNA handbook.
 - vi. Maintain clean time throughout their term of office or participation. Relapse is an automatic dismissal from a trusted servant's position.

G. Webmaster

5. Qualifications

- i. Have the willingness to serve.
- ii. Have two (2) years clean time.
- iii. Have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and this PASCNA handbook.
- iv. Have a NA sponsor.
- v. Attend NA meetings on a regular basis.
- vi. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.
- vii. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.
- viii. Show/shown some experience on the basic knowledge of web hosting, posting, web page building/design and maintaining a website.
- ix. Have a willingness to learn and grow with new changes that go along with maintaining the website for PASCNA.
- x. Have a working knowledge of computers and have a computer to access and maintain the PASCNA website.

6. Duties

- i. Report to the public relations chairperson and subcommittee.

- ii. **Shall** attend all scheduled subcommittee meetings, with exceptions for excused absences.
- iii. Maintain communication consistently on all issues of the PASCNA website.
- iv. This position is a commitment to serve for one (1) year and is subject to continue upon the vote of ASC conscience and vote of the subcommittee.
- v. Have an open line of communication with the regional webmaster for general information.
- vi. Assist with the updating of the PASCNA meeting list.
- vii. Upon request, post information to the PASCNA website as needed in a timely manner.

Appendix A

Glossary

Agenda	The prescribed order of a business meeting.
ASC	Area Service Committee (see also PASC)
Area	The group of addicts who participate in the business for the groups, committees and activities.
Autonomy Zone	PASCNA Zonal Forum
Business	Elections, motions that occur during ASC meetings. Old business; is business carried from previous month. New business occurs during the current meeting.
CAR	Conference Agenda Report. The report for business that will occur at World Service Conference. (WSC)
Commitment	A NA service position.
Committee	A service body that performs a specific function.
Minutes	Written report of the business meetings.
Officer	Administrative position. An elected trusted servant. (See also Appendix B)

Parliamentarian	Make decisions on policy at the PASCNA meetings. Keeps order/decorum.
Policy	The guidelines for business meetings, clean time requirements, qualifications, duties for trusted servants. This handbook. Guidelines produced as a result of ASC conscience. (See also Appendix B)
Quorum	Number of participating group members needed to allow/conduct business at a PASCNA meeting.
CARNA	Central Atlantic Region of Narcotics Anonymous.
VRCC	Virginia Region Convention Corporation. Responsible for funding and protecting the Annual Region of the Virginians Convention of Narcotics Anonymous.
WSO/NAWS	World Service Office. Narcotics Anonymous World Services

Appendix B

Service Structure Guidelines

“A Guide to Local Service in NA”

This book is published by NA world services and is available through the literature subcommittee. Purchase required. It is considered as part of this PASCNA handbook.

Appendix C

PASCNA Calendar of Nominations/Elections/Events

Month	Elections	Nominations
January Annual Budget Review	RCM	RCM Alternate & H&I Chairperson
February	ASC Chairperson & Activities Chairperson	Policy Chair & Public Relations Chair
March	RCM Alternate & H&I Chairperson	VRCC Delegate & ASC Treasurer
April	Policy Chair & Public Relations Chair	VRCC Delegate Alternate
May	VRCC Delegate	Literature Chairperson
June	VRCC Delegate Alternate	ASC Vice-Treasurer
July Budget Review	Literature Chairperson	ASC Secretary
August	ASC Vice-Treasurer	
September	ASC Secretary	ASC Vice-Chairperson
October		
November	ASC Vice-Chairperson	RCM
December		ASC Chairperson & Activities Chairperson