

NARCOTICS ANONYMOUS of SOUTHERN UTAH AREA SERVICE COMMITTEE (ASC) GUIDELINES

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Article I. Name

The name of this committee will be *Narcotics Anonymous of Southern Utah (N.A.S.U.) (ASC)*.

Article II. Area Logo

The Groups of this ASC have adopted the following graphical design to represent this committee in business and the spirit of the fellowship as a whole:



Article III. Boundaries

The portion of the Utah Region south of the Central Area and north of the Utah/Arizona border, as well as any groups adjacent to this area, who wish to belong to our Area.

Article IV. Purpose

To unify and support Groups within the Area in their primary purpose: to carry the message of recovery to the addicts who still suffer; and to support the Regional and World Service Organizations.

Article V. Membership

Section 1. General Membership

- a. *General Membership in the ASC will be open to any addict within the area. Any person may attend and discuss issues affecting N.A.S.U*

Section 2. Primary Voting Membership

- a. *Primary Voting membership will be limited to the GSRs of N.A.S.U. (Alternate GSRs or Interim GSRs in their absence).*
- b. *In the interest of clarification, only the following individuals may act as Primary Voting Members:*
 - (1) *That group's elected GSR.*
 - (2) *In the absence of the GSR, that group's elected Alt. GSR*
 - (3) *In the absence of the GSR and Alt. GSR, any other member of that home group, who tenders their personal vote within that group, and has full awareness and authority of that group's conscience.*

Section 3. Secondary Voting Membership

- a. *Secondary Voting membership will be limited to ASC Officers, (NOT including the Chairperson) the GSRs, and Subcommittee and Ad-Hoc Chairs only (with exception made for Alternates, Interims, Vice- and Co-Chairs acting as the aforementioned in the event of absence or personal conflict).*

Section 4. Non-voting Members

- a. *Non-voting Members encompass anyone in attendance of the ASC business meeting who does not fall under the Primary or Secondary Voting Membership headings. While not allowed to vote in most incidences, these members of the N.A.S.U. Area may be asked to vote on issues that require a simple majority vote. However, this only applies when a resolution cannot be reached by voting members and the Chairperson does not believe that they can be impartial, or a concern is voiced that the Chair may be biased, concerning the subject on the table.*

Section 5. In the Event of a Tie

- a. *The Chairperson shall remain neutral, expressing no personal opinion or agenda in order to be the final vote to break a tie, regardless of the nature of the issue.*
- b. *If the Chairperson finds themselves unable to remain impartial, or concern is voiced that the*

Chairperson may be biased, a re-vote may be initiated by anyone in attendance (seconded by a GSR). At that point a call for Non-Voting Members to vote may be utilized. [See previous Section 4.]

Article VI. Officers of the ASC

The Officers will be Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate-Treasurer, First RCM, Second RCM, and Alternate RCM.

Article VII. Requirements and Duties of the Officers

Section 1. Chairperson

a. Requirements:

- (1) Suggested minimum of two years clean time.
- (2) Prior service experience at the Area or Regional level preferred.
- (3) Working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and Parliamentary Procedure.
- (4) Time and commitment to fulfill the duties of this service position.

b. Duties:

- (1) To attend all regular and special ASC meetings.
- (2) To ensure that the meeting is set up, opened and called to order at the appointed time.
- (3) To recognize members who are entitled to the floor.
- (4) To state and to put to vote all questions that legitimately come before the committee as motions, or that otherwise arise in the course of proceedings (except those pertaining to the Chairperson), to announce the results of each vote, and, to rule out of order motions not in order.
- (5) To expedite business in every way, compatible with the rights of the members.
- (6) To decide all questions of order, subject to appeal unless the Chairperson prefers to submit the question to the committee for decision.
- (7) To prepare the agenda for each meeting.
- (8) To appoint ad-hoc committees including chairpersons.
- (9) To appoint ASC P. O. Box responsibility to an ASC member.

- (10) To conduct all meetings with impartiality and fairness.
- (11) Term of office is one year.
- (12) Designated authorized signer for ASC bank accounts.

Section 2. Vice-Chairperson

- a. Requirements:
 - (1) Suggested minimum of one year clean time.
 - (2) Prior service experience at Area or Regional level preferred.
 - (3) Working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and Parliamentary Procedure.
 - (4) Time and commitment to fulfill duties of this service position.
 - (5) Designated authorized signer for ASC bank accounts.
- b. Duties:
 - (1) To attend all regular and special ASC meetings.
 - (2) To serve as Chairperson in the Chairperson's absence.
 - (3) To monitor the activities of all subcommittees and act as a liaison between subcommittees and the ASC body.
 - (4) To act as parliamentarian for the ASC meetings, unless the task is specifically assigned by the Chairperson to another individual.
 - (5) Designated authorized signer for ASC bank accounts.
 - (6) Be accountable for the storage unit key

Section 3. Secretary

- a. Requirements:
 - (1) Suggested minimum of one year clean time.
 - (2) Prior service experience at Area or Regional level preferred.
 - (3) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - (4) Time and commitment to fulfill duties of this service position.
- b. Duties:
 - (1) To attend all regular and special ASC meetings.

- (2) In the absence of the Chairperson, Vice-Chairperson, and RCMs, calls the meeting to order and preside until the immediate election of a temporary chairperson.
- (3) To keep minutes of all proceedings of ASC.
- (4) To maintain reports, files and archives.
- (5) To prepare a written copy of the previous ASC meeting minutes, to be read and finalized upon a majority vote of approval.
- (6) To maintain an updated version of guidelines, a “Motions Passed” log, special rules of order, or other standing rules.
- (7) To notify participants of any special meeting called.
- (8) To send copies of the minutes to all ASC members and GSRs within 10 days of the ASC

Section 4. Alternate Secretary

a. Requirements:

- (1) Suggested minimum of one year clean time.
- (2) Prior service experience at Area or Regional level preferred.
- (3) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- (4) Time and commitment to fulfill the duties of this service position.

b. Duties:

- (1) To attend all regular and special ASC meetings.
- (2) In the absence of the secretary, assumes the duties of the secretary.
- (3) Works closely with the secretary to learn the responsibilities of the secretary.

Section 5. Treasurer

a. Requirements:

- (1) Suggested minimum of two years clean time.
- (2) Prior service experience at Area or Regional level preferred.
- (3) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- (4) Time and commitment to fulfill the duties of this service position.

b. Duties:

- (1) To attend all regular and special ASC meetings.
- (2) To be the custodian of ASC funds.
- (3) To disburse funds as necessary, in accordance with approved ASC decisions, when funds are available.
- (4) To keep an accurate record of all transactions and present them in a monthly report at the ASC meeting.
- (5) To make financial records available to NA members on request, and in the manner prescribed by the ASC.
- (6) Works closely with the Alternate Treasurer to insure that he/she understands the responsibilities of the position.
- (7) Treasurer is to reimburse funds of \$100 or over by check.
- (8) Designated authorized signer of ASC bank accounts.
- (9) To maintain a compiled record of all the subcommittees total allowable annual budgets, as well as year-to-date balances.
- (10) To maintain a compiled record of all the subcommittees total allowable annual budgets for each year.

Section 6. Alternate-Treasurer

a. Requirements:

- (1) Suggested minimum of two years clean time.
- (2) Prior service experience at Area or Regional level preferred.
- (3) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- (4) Time and commitment to fulfill the duties of this service position.

b. Duties:

- (1) To attend all regular and special ASC meetings.
- (2) In the absence of the Treasurer, assumes the duties of the Treasurer.
- (3) Works closely with the Treasurer to learn the responsibilities of the Treasurer.

Section 7. Regional Committee Members (RCM) (x2)

RCM's shall be elected into two-year terms, and be referred to as First RCM and Second RCM.

a. Requirements:

- (1) Suggested minimum of two years clean time.
- (2) Prior service experience at Group, Area or Regional level preferred.

- (3) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - (4) Knowledge of Parliamentary Procedure and/or Consensus Based Decision Making.
 - (5) Time and commitment to fulfill duties of this service position.
- b. Duties:
- (1) To attend all regular and special ASC meetings.
 - (2) In the absence of the Chairperson and Vice-Chairperson, to serve as Chairperson.
 - (3) To represent the ASC at each Regional Service Committee meeting.
 - (4) To provide the Chairperson with additional agenda items, if appropriate, for the next regular ASC meeting.
 - (5) To make a written report to the ASC on the RSC meeting.
 - (6) To give frequent reports to the ASC of the proceedings of all committees the RCM is elected to serve on at RSC.
 - (7) To facilitate registration of groups with the WSO.
 - (8) Designated signer of ASC bank accounts.

Section 8. Alternate Regional Committee Member (Alt-RCM)

- a. Requirements:
- (1) Suggested minimum of one year clean time.
 - (2) Prior service experience at Group, Area or Regional level Regional level preferred.
 - (3) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - (4) Knowledge of Parliamentary Procedure and/or Consensus Based Decision Making
 - (5) Time and commitment to fulfill duties of this service position.
- b. Duties:
- (1) To attend all regular and special ASC meetings.
 - (2) In the absence of the First RCM and Second RCM serve as RCM.
 - (3) To work closely with the First RCM and Second RCM.
 - (4) To assume the Second RCM position when the need arises.

Article VIII. Election of Officers

Section 1. Nominations

- a. Nominations may be made by any of the following: a committee, a home group, any member of NASU or oneself. Nominations must be seconded by any NASU member.
- b. Candidates must qualify with clean time, service experience, and NA involvement (sponsor, home group, steps completed, meeting attendance, etc.)
- c. Anyone nominated for multiple positions must declare for one position at the conclusion of nominations.
- d. Nominations are to be presented at the January ASC Meeting.
- e. Nominees must be present to accept.
- f. Area secretary to post qualifications and responsibilities of each position with the November and December minutes.

Section 2. Elections

- a. Elections will be held each year in February for the Executive members and Subcommittee Chairpersons, with new officers beginning their terms in March.
- b. Term of service will be one year, with the exception of RCMs, Treasurer, and Literature Chairperson (Subcommittee). These positions require a two year commitment.
- c. No officer will serve more than two consecutive terms in the same office. Officers must be nominated and re-elected.
- d. In the case of a mid-term vacancy, an election will be held at the next ASC meeting following group notification.

Article IX. Removal of Officers

Section 1. Removal for Non-Compliance

An officer or subcommittee chairperson can be removed for noncompliance. A two-thirds vote of voting members is required for removal. Non-compliance includes, but is not limited to:

- a. Non-fulfillment of the duties of the position, or breach of Traditions.
- b. Misses 2 ASC meetings without submitting a written report or without just cause.
- c. Loss of abstinence.

Section 2. Resignation

Any officer or subcommittee chairperson may resign by providing notice to the Chairperson.

Section 3. Re-Election

Any trusted servant that resigns must wait for three months before being elected to another position,

unless the resignation occurs so the individual can perform in a newly elected position.

Article X. Meetings

Section 1. Regular Meetings

The regular meeting of the ASC will meet monthly, at a date and time determined by the members of the committee.

Section 2. Special Meetings

Special meetings or E-mail consensus of the ASC may be called by the Chairperson and upon written request by any member of the ASC. The purpose of special meetings requested by members of ASC shall be stated in writing. No business other than that which is stated will be conducted at the special meeting, and a 2/3rd majority for E-mail consensus must be obtained. At least seven days prior notice will be given, and the meeting must be held within 30 days of the receipt of the request by the Chairperson.

Article XI. Voting Procedure

Section 1. *Any member of N.A.S.U. can make a motion, but a second must be made by a voting member. For all motions, voting membership will be as follows:*

- a. GSRs representing their groups
- b. Alternate GSRs in the absence of the GSR.
- c. A representative of the group sent in the absence of both the GSR and the alternate.

Section 2. *The following types of motions will be processed through the GSR and taken back to groups:*

- a. Guideline changes
- b. Motions from the Regional Service Committee
- c. Motions from the World Service Committee
- d. All motions concerning the distribution of money except:
 - (1) The payment of normal financial obligations of the Area.
 - (2) Distribution of funds under \$250.00.
 - (3) Donations to Region and World
- e. If any total allotment of money requested for an Area event is going to be over \$250, it must be taken

back to the groups.

- f. When a motion is made at area the intent must be detailed. If money is involved an estimated cost breakdown and the source of the funds.

- Section 3. A vote to remove from office or to amend guidelines will require a 2/3 vote. Other business will require a simple majority.*
- Section 4. In the case of a tie vote on any motion or election, the Chairperson will cast the deciding vote.*
- Section 5. The Chairperson (or acting Chairperson) will act as a neutral party.*
- Section 6. The Secretary will keep a record of passed and failed motions.*
- Section 7. If an obvious conflict occurs the GSRs will determine whether or not the person in question should vote.*

Article XII. Subcommittees

- Section 1. The ASC may establish subcommittees from time to time to carry on the work of the ASC. These subcommittees shall perform their duties as described by these Guidelines, the Guide to Service, subcommittee handbooks approved by the WSC and subcommittee guidelines. These subcommittees may also be granted 'limited use' unique checking accounts containing ASC funds in order to conveniently manage their financial needs. All checks will be required to have signatures from 2 of the following:*
- Area Treasurer.*
 - Subcommittee Chair.*
 - Subcommittee Co-Chair*
 - Subcommittee Treasurer.*
- Section 2. Clean Times Specific to Subcommittees*
- a. The clean time requirement for Convention subcommittee chairperson shall be 3 years.
 - b. All other subcommittee chairpersons shall have one year clean.
 - c. For all positions requiring the handling of money, the suggested clean time should be 2 years with a minimum of 1 year required.

Section 3. Standing Subcommittees

Standing Subcommittees will be formed by an approved motion of the voting members of the ASC. The standing subcommittees shall include the following:

- a. Hospitals & Institutions (H&I)
- b. Public Relations (PR)
 - (1) P.R.includes the Phone Line, Meeting List and the Webservant
- c. Entertainment
- d. Literature
 - (1) This position requires a 2-year commitment
 - (2) There is a 2-year time limit on this position – no one person may serve consecutive terms.
- e. Convention (SUACNA)
- f. Outreach
- g. Cedar City Growth Committee
- h. *Note: All subcommittee chairpersons are required to establish guidelines for their committee (if not already existent), and maintain them as amendments occur.*

Section 4. Ad-hoc Committees

- a. May be appointed by the ASC Chairperson or by an approved motion by the voting members of the ASC.
- b. Ad-hoc committee's chairs are appointed for a specific reason, and for a specific period of time, and are dissolved upon completion of their duties.

Section 5. Subcommittee Reports

- a. Every Subcommittee Chairperson, or acting Chairperson is expected to submit a written report at each ASC Meeting
- b. Except in an emergency, a written report is required.
- c. This report should consist of:
 - (1) The status of business being worked on in the committee.
 - (2) A breakdown of income and expenditures with receipts.
 - (3) The agenda and date of the next meeting.
- d. Subcommittees create a yearly budget due at ASC meeting in May of each year.

Article XIII. Spiritual Guidance

Section 1. The ASC, its officers and subcommittees shall not make any motion or take any action that conflicts with the Twelve Traditions, or the Twelve Concepts of Service in NA.

Section 2. The ASC will comply in all its actions with the following documents in order of priority as listed below:

- a. The Twelve Traditions
- b. The Twelve Concepts
- c. The current ASC Guidelines and passed motions.
- d. Special rules of order the ASC may adopt.
- e. Guide to Service Structure and other NA approved handbooks.
- f. Robert's Rules of Order.

Article XIV. Amendment of Guidelines

Section 1. Requirements

- a. Amendments and additions to the ASC guidelines may be proposed by any member.
- b. Proposals must be submitted in writing to the Chairperson at a regular ASC meeting.
 - (1) Amendments may be brought to the ASC at any time
 - (2) Subcommittee guidelines can be amended or added to and voted on at monthly ASC meeting.
 - (i) Unless requested by any member of NASU
- c. A two-thirds majority vote of voting members is required to amend or add to the guidelines.
- d. GSRs should consult with their groups before deciding on guideline amendments.

Section 2. The change will go into effect immediately upon its adoption, unless otherwise specified in the

amendment.

Article XV. Financial Management

Section 1. All moneys accumulated from Group contributions and other NA sources shall be maintained in a bank account general fund, with the exception of a subcommittee's funds, as specified by an approved motion of the voting members of the ASC, and disbursed by the ASC Treasurer.

Section 2. A prudent reserve will be established sufficient to cover the cost of ASC operations for one month.

Section 3. Any money left after monthly expenses in excess of the prudent reserve may be donated to the Regional Service Committee tri-annually, starting the annual year – January, May, and September.

Section 4. All checks will be required to have signatures from 2 of the following:

- a. Treasurer*
- b. Chairperson*
- c. Co-Chair*
- d. Regional Committee Member (RCM) 1.*

Section 5. All motions requiring new monetary expenditures require a simple majority vote of voting members.

Section 6. The Treasurer's and Literature's books will be audited on change of term by a two member ad- hoc committee appointed by the current Chairperson.

Section 7. Theft Policy:

This committee strongly believes that all trusted servants should be honest in dealing with money entrusted to them to carry the NA message. As such, if issues arise dealing with theft of funds, after

trusted servants have been given the opportunity to make full amends, if issues still remain unresolved, legal action may be taken to recover any stolen funds.

Section 8. Fiscal Responsibility:

All trusted servants should give receipts whenever cash or money is given to them. All committee chairpersons who handle funds should have a receipt book for this purpose. Furthermore, any member of N.A.S.U. can request to review financial statements regarding any and all subcommittees at their respective business meeting. Such requests shall be done in writing and statements provided within 72 hours of such notice.

Section 9. Financial Disclosure

Any member of N.A.S.U. can request to review financial statements regarding any and all subcommittees at their respective business meeting. This is done via written request within 72 hours' notice.

Article XVI. Theft Policy

Section 1. Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. All of these things happen because NA communities and members utilize responsible accounting practices, and carefully selected trusted servants who believe in honesty, and have experience in handling money.

Section 2. Theft: Safeguarding Funds

Theft can most easily be avoided by consistently and diligently following responsible financial principles and practices. Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place, but are not used. The very best safeguard against theft is to remove the opportunity to steal.

Section 3. Selecting Trusted Servants

Our Fourth Concept tells us "Leadership qualities should be carefully considered when selecting trusted

servants.” These qualities include honesty, integrity, maturity, and stability, both in recovery and in personal finances.

Substantial clean time and financial stability should be required for positions where money is handled. Clean time requirements should not be waived for these positions, and questions regarding financial stability should be asked when candidates are nominated.

Section 4. When Safeguards Fail

If we develop and follow sensible financial procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

When theft does occur, regardless of procedures and policies, our initial reactions may range from denial to anger or outrage. However, we don’t want our initial emotional reaction to dictate the outcome of the situation.

- a. Step 1: Thoroughly review all books and financial records, to make sure the funds were actually misappropriated. Can it be definitely determined how much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?
- b. Step 2: Once you have verified that funds were indeed misused, and have uncovered the person(s) responsible, go to them and ask for their side of the situation. Within one week of the loss being reported, the Area Chairperson will appoint an ad-hoc committee to investigate. Contact the individual, and ask them to meet with the committee. It may be that the individual’s actions that resulted in the loss of funds are the result of misunderstanding, accident or ignorance, rather than from an actual intent to steal.
- c. Step 3: After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide on the best course of action.
- d. Step 4: Courteously encourage the member to make amends, which can then provide healing for all involved. If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full

amount is repaid.

Depending on the amount of money involved, a legally binding document, (utilizing legal advice if necessary), may be drafted, suitable for signing and witnessing. It should also include remedies if the payments are defaulted on.

- e. Step 5: The status of the collection or actions taken by the committee and the individual will be reported by the Ad-Hoc Chairperson to the ASC Board.
- f. Step 6: Again, balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

Section 5. Options

If the individual is unwilling to meet with the committee, use registered mail and send a letter explaining that an audit of financial records has been performed; facts show the individual is responsible for the missing money; repayment is expected, a repayment schedule is suggested, and consequences are stated if the individual does not respond to the letter. A copy of this letter should be kept for future legal action, if necessary. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take further legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead.

Section 6. Bad checks

In order to collect on bad checks, you must first notify people of a bad check policy. For conventions and other NA activities where money is taken in, a simple sign near merchandise and registration stations must state: "\$10.00 fee on all returned checks", or something similar. Usually bad checks are not large amounts by themselves, but collectively, they can cause serious financial problems to any committee, or even convention. Fairly simple procedures are recommended for collecting on bad checks:

- a. Step 1: Notify the individual of the bad check by phone or mail, including bank charges, if applicable.
Ask

for the amount of the check, the return check fee, plus any bank fees you have been charged as a result of the default. If you send a letter, wording should be polite and nonjudgmental.

Note about phone calls:

If you decide to contact the individual by phone, remember to be courteous and non-threatening. Most bad checks are simply mistakes or oversights, and most individuals are highly embarrassed when discovering that a check has bounced.

- b. Step 2: If there is no response within one week, a follow up letter or phone call should be made.
Letter wording could be slightly stronger than in the first letter.
- c. Step 3: Within another week, a third phone call or letter should be sent. Letter wording should be polite but forceful, requesting compliance, or spelling out the specific legal consequences of failure to comply. If the matter has not been resolved from these efforts, options include:
- (1) Writing off the check as uncollectible.
 - (2) Further legal action, such as filing a small claims suit.

Section 7. Afterwards; Resolution And Recovery

Even if a successful resolution is reached, many of us will still be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery.

As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery; utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs. At the same time, in the future, positions should not be offered to individuals who have not made appropriate amends.

Article XVII. Approved & Recognized Forms/Documents

Section 1. Art, Audio, and Photo Release Form

- a. N.A.S.U. has adopted an Art, Audio, and Photo Release Form, that grants the ASC and its subcommittees the use and reproduction of visual, verbal, and written media.
- b. This form is required for use of all submissions approved.

- c. See *Addendum 1*

Section 2. Motion Form

- a. This ASC has adopted the attached Motion Form for use in written presentation of motions to the committee.
- b. All motions (other than incidental motions) require the use of this form
 - (1) Incidental motions are those that arise incidentally, and are decided immediately.
 - (2) An example of an incidental motion is a motion during open forum to extend time.
- c. See *Addendum 2*

Section 3. Group Service Representative Monthly Report Form

- a. The ASC has agreed to use the following form, *Group Service Representative Monthly Report Form*, for the reporting of all Group-level information, biddings, questions, and activities to the ASC, by the GSR.
- b. This form is to be available on-line and in hard-copy at the monthly ASC business meeting.
- c. See *Addendum 3*

Section 4. Group Service Representative (GSR) Note Form

- a. The *GSR Note Form* is recommended for note-taking during ASC Business Meetings
- b. While recommended, this document is not required, and is offered as a tool to GSRs.
- c. See *Addendum 4*

END OF GUIDELINES

Rev. 7/24/11
Rev. (Housekeeping – Motion back log) 3/8/14 DJ R.
Rev. 6/12/14 DJR
Rev. (Housekeeping / Motion Log) July 2014 DJR
Rev. 9/30/14 Housekeeping / Motion Log DJR
Rev. 1/7/2014 Housekeeping / Motion Log DJR
Rev. 2/10/15 Motion Log / DJR



Narcotics Anonymous of Southern Utah
P.O. Box 457
Washington, Utah. 84780

N.A.S.U. Art, Audio and Photo Release Form

I grant to Narcotics Anonymous of Southern Utah (NASU) including, but not limited to Southern Utah Area Convention of Narcotics Anonymous (SUACNA), the right to use, reproduce, and/or publish photographs and/or video or audio that may pertain to me — including my image, likeness and/or voice without compensation. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, NASU/SUACNA may publish materials, art work, or use my name, photograph, and/or make reference to me in any manner that NASU/SUACNA deems appropriate in order to publicize service opportunities and all media, without limitation, and for exhibition, distribution, promotion, advertising, sale, press conferences, meetings, conferences and in brochures and other print media. This permission extends to all languages, media, formats and markets now known or hereafter devised. I understand that this material may also appear on the Narcotics Anonymous of Southern Utah website.

I have read, understand, and agree to the above:

Signature

Signature of Parent/Guardian

(if under age 18)

Printed Name

Address

Date:

| |
|-----------------|
| MOTION # |
|-----------------|



| |
|------------------|
| Submit by E-mail |
|------------------|

Narcotics Anonymous of Southern Utah [N.A.S.U.]
Area Service Committee
Motion Form

| |
|------------|
| Print Form |
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| | | | | |
|----------------------|--|--|--|---|
| DATE: | | | | |
| MOTION MAKER: | | | | |
| SECONDED: | | | | |
| MOTION | | | | |
| INTENT | | | | |
| VOTE: / / | <input type="checkbox"/> PASSED | <input type="checkbox"/> FAILED | <input type="checkbox"/> TABLED | <input type="checkbox"/> AMENDED |
| AMENDED | | | | |
| OTHER | | | | |

| |
|------------|
| Print Form |
|------------|

Narcotics Anonymous of Southern Utah [N.A.S.U.]
Area Service Committee
Motion Form

| |
|------------------|
| Submit by E-mail |
|------------------|



**Narcotics Anonymous of
Group Service**

**Southern Utah (N.A.S.U.)
Representative (GSR)**

Monthly Report Form

| | |
|---------------|--|
| MONTH: | |
|---------------|--|

| | |
|-------------------------|--|
| Group Name: | |
| Attendance: | |
| Area Donation | |
| Total Newcomers: | |

| | |
|----------------------|--|
| GSR Name: | |
| E-mail: | |
| Phone: | |
| Alt-GSR Name: | |
| Email: | |
| Phone: | |

| | |
|-----------------------|--|
| Meeting Time: | |
| Meeting Place: | |

| | |
|---------------|--|
| Report | |
|---------------|--|



**Narcotics Anonymous of Southern Utah (N.A.S.U.)
(GSR) Group Service Representatives'
Area ASC Notes Form**

Date: _____ Next Area: _____

| |
|---|
| <u>Committee Reports</u> |
| <u>Motions</u> |
| <u>Upcoming Events</u> |
| <u>Other Notes</u> |
| <u>Motions We Need to Consider</u> |
| <u>Motions Our Group Made</u> |
| <u>Area Balance</u> |

Narcotics Anonymous of Southern Utah (N.A.S.U.)

ASC ANNUAL TIMELINE

(Will expand as more info obtained)

| <u>EVENT</u> | <u>MONTH</u> |
|---|---------------------|
| Nominations for Officers and Subcommittee Chairs Chairperson establishes Ad-Hoc for Treasurer / Literature Audit | JANUARY |
| Elections held for Officers and Subcommittee Chairs | FEBRUARY |
| New Officers and Chairs begin their terms Subcommittee Budgets Submitted Treasurer / Literature Audit Ad-Hoc reports to ASC | MARCH |
| Southern Utah Area Convention Sunday Night Candlelight Easter Event | APRIL |
| | MAY |
| | JUNE |
| Friday Night Newcomer's 4 th of July Event Sunday Night Candlelight 24 th of July Event | JULY |
| | AUGUST |
| Recovery Days (PR) | SEPTEMBER |
| | OCTOBER |
| Thanksgiving Marathon Meetings | NOVEMBER |
| New Year's Eve Marathon Meetings | DECEMBER |
| Added January 2014 – ASC Secretary | |