



**Central Westmoreland Area
of Narcotics Anonymous**

P.O. Box 1024
Greensburg, PA 15601

Central Westmoreland Area Service Committee of Narcotics Anonymous Area Guidelines

Central Westmoreland Area of Narcotics Anonymous

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Article I

Name

The name of this committee shall be the “Central Westmoreland Area Service Committee of Narcotics Anonymous”.

These guidelines shall be utilized to expedite the business of the committee in cases in which they are not inconsistent with the Twelve Traditions.

Article II

Purpose

The purpose of this Committee shall be to administer and coordinate the practices common to the welfare of the Narcotics Anonymous groups within the boundaries of the Central Westmoreland Area; to support the needs of these groups; to serve as a link between these groups and the Tri-State Regional Service Committee of Narcotics Anonymous and to foster unity. For the purpose of these guidelines, the Term “Narcotics Anonymous Group” shall be as defined in the approved Guide to Local Services.

Article III

Participants

Section 1: The Committee shall have two types of participants: voting and non-voting. Only voting participants shall have voting rights. No person shall hold more than one area position.

Section 2: Voting participants: The voting participants of the Committee shall be the Group Service Representatives. In the GSR’s absence, the GSR Alternate of each group within the CWANA shall vote. For the purpose of these guidelines, the terms Group Service Representative (GSR) and Group Service Representative Alternate shall be as defined in the approved Guide to Local Services. The Central Westmoreland Area of Narcotics Anonymous (CWANA) Chairperson shall only vote in the case of a tie.

Section 3: Non-voting participants: The non-voting participants of this committee shall be trusted servants of the Area Service Committee (ASC) or subcommittee chairpersons who are not specifically assigned voting rights in Article III, section 1.1.

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Section 4: Any voting or non-voting participants of this ASC may introduce motions. Any CWANA member may participate in debate and discussion. Any such motion may be seconded by voting or non-voting participants (excluding the ASC chairperson) as provided in Article III sections 1 and 1.1.

Section 5: To be considered a CWANA member the individual must have a homegroup within the CWANA.

Article IV

Observers

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classified as observers. Only Narcotics Anonymous members shall have a specific right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. If the Chairperson denies a members request for the floor the Chairperson must inform the member that the Chairperson's decision is subject to appeal and may be overturned by a majority vote of voting participants in attendance.

Article V

Election of Trusted Servants

Section 1: The trusted servants of the Committee shall be Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, Regional Committee Member Alternate, Vice Treasurer, Vice Secretary, Board of Directors Representative, Convention Liaison, and all standing Subcommittee Chairs.

1.A : Trusted Servants, other than Chairpersons, will be elected at their respective Subcommittee meetings by the Subcommittee members.

1.B : In the event of lack of attendance, or need for various Subcommittee attendance, elections for Subcommittee Vice Chairpersons and/or Officers will be conducted by the voting body of CWANA ASC during the "Elections" portion of the ASC meeting.

Section 2: It is suggested that nominees for all trusted servant positions have an NA Homegroup, an NA sponsor, working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the willingness to serve. The suggested clean time requirement is two years for all trusted servant positions listed in Article V section 1 except Subcommittee Chairpersons. All Subcommittee Chairperson positions will have suggested clean time requirements listed in qualifications section (Section A) of their specific position description.

Section 3: All trusted servants listed in Article V section 1 will serve a twelve month term. Exceptions:

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Regional Committee Member and Regional Committee Member Alternate will serve a twenty four month term.

Section 4: In order to be nominated to a trusted servants position a member needs a nomination from their CWANA homegroup.

Section 5: Area trusted servants as defined in Article V section 1 may hold group positions other than GSR. A GSR who is elected to an Area Service position as defined in Article V section 1 must give up their GSR position within two months of accepting an Area position.

Section 6: No area trusted servants are eligible to serve more than two (2) consecutive terms in the same position.

Section 7: An election to fill a vacancy to an area trusted servant position shall occur as soon as possible after the vacancy arises. In case of a vacancy in the position of the ASC chair, the Vice Chairperson shall assume the duties of the chair until an election is held. In any position that has an alternate or vice, the alternate or vice shall assume the duties of the chair until an election is held. For any other vacancy that does not apply, see article V Election of Trusted Servants.

Section 8: All nominees for the area trusted servant positions must be present at the ASC meeting at the time of nomination.

Section 9: Process for election of area trusted servants.

9.A: A list of all positions will be distributed when the positions become vacant, and no later than the 9th month of the term. Notice of service position vacancies shall be made to all CWANA Home Groups so that nominations to fill vacancies can occur equally. Nominations to fill a vacancy in a service position shall occur 90 days prior to a vacancy arrival. In the case of a vacancy of the Area Chairperson, the Area vice Chair shall assume the duties of the Area Chair until the start of the next regular ASC meeting, where the new Area Chair will be elected as first order of business.

9.B: Nominations and elections for all open positions as well as any additional nominations for an office, will be accepted at the appropriate ASC meeting; when vacant at the 11th month point.

9.C: Each nomination must be seconded by a voting CWANA member.

9.D: In the case of only one nomination for a position at the time of elections, the nominee will be elected by a simple majority vote of the ASC voting members present.

9.E: Upon receiving a nomination, nominees shall state to the ASC assembly their willingness and

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qualifications to serve the NA Homegroups, CWANA, and Narcotics Anonymous as a whole. All nominees shall answer any questions the ASC assembly may have for them and all nominees shall vacate the room during the pros & cons and voting part of the election.

9.F : Newly elected trusted servants will assume the duties of their positions on the expiration of their predecessors' term.

Article VI **Removal of Trusted Servants**

Section 1: A trusted servant (see Article V section 1) may be removed from their position for noncompliance. A simple majority vote by the voting members present is required for removal. Noncompliance includes but is not limited to, nonfulfillment of the duties of their position.

Section 2: Automatic removal from a trusted servant position occurs with:

2.A : Loss of abstinence, OR

2.B : Absence totaling two (2) regularly scheduled ASC meetings.

2.B.i : Trusted servants may be voted back into their positions at the next regularly scheduled ASC meeting following their second absence.

Section 3: A trusted servant of the ASC may resign by providing written notice to the ASC Chairperson at least three weeks in advance of the next regular meeting of the ASC.

Article VII **Duties of Trusted Servants**

Section 1. CWANA ASC Chairperson

It is the duty of the Chairperson of the Area Service Committee to:

1.A : Open the meeting at the appointed time by taking the chair and calling the meeting to order.

1.B : Announce in proper sequence the business that comes before the assembly, or is in accordance with the prescribed order of business and agenda, with the existing orders of the day.

1.C : Recognize members or observers who are entitled to the floor.

1.D : State and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson,

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and to announce the result of each vote; or if a motion that is not in order is made, to rule it out of order.

1.E : Protect the assembly from obviously frivolous or negligent motions by refusing to recognize them.

1.F : Ensure the adherence to the decorum of Narcotics Anonymous, and Roberts Rules of order, in a consistent manner.

1.G : Expedite business in every way compatible with the rights of members and observers.

1.H : Decide all questions of order subject to appeal, unless when in doubt, the Chairperson prefers to submit such question to the assembly for decision. An appeal is successful with a simple majority vote of the GSR's in attendance.

1.I : Declare the meeting adjourned when the assembly so votes or when applicable, at the time prescribed in the agenda or at any time in the event of a sudden emergency affecting the safety of those present.

1.J : Help arrange the agenda for each meeting

1.K : Attend all Policy and Administration subcommittee meetings.

1.L : Be a co-signer on the ASC's bank account.

1.M : To make a report of the year's work at the expiration of the Chair's term.

1.N : Conduct the meeting with impartiality and fairness.

1.O : Hold the key for the CWANA PO box and to collect mail from the same PO Box.

1.P : Permit CWANA Groups to use the CWANA post office box as a stable mailing address for fellowship related correspondence.

1.Q : Attend all ASC meetings.

1.R : Call emergency meetings, upon request by members of the CWANA ASC. The purpose of the meeting shall be stated and no other business other than that which is stated will be conducted. At least a seven day notice shall be given before each emergency meeting to CWANA Home Groups.

1.S : Make or reschedule alternate ASC meeting dates, times, and or locations.

1.S.i : If a routinely scheduled meeting falls on a holiday weekend AND the need to change the date was missed at the prior month's ASC meeting, the ASC Chairperson may contact the GSRs to hold an informal vote via phone call/text/email to adjust ASC meeting date.

Section 2. Vice Chairperson

It is the duty of the Vice Chairperson to:

2.A : Serve as the chairperson in the chairperson's absence.

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2.B : Coordinate the functions of the subcommittees.

2.C : Temporarily fill chairperson, secretary, and treasurer and literature chair positions if vacant until they are filled.

2.D : Act as parliamentarian at ASC meetings.

2.E : Be ex officio a non-voting member of any committee they chair.

2.F : Conduct new GSR orientations at each ASC meeting.

2.G : Be an authorized cosigner of the ASC's bank account.

2.H : Attend all Policy and Administration subcommittee meetings.

2.I : Attend all ASC meetings.

2.J : In addition, the Vice Chairperson receives an automatic nomination to the Chair position.

Section 3. Secretary

It is the duty of the ASC Secretary to:

3.A : In the absence of the chairperson, vice chairperson and the RCM; to call the meeting to order and preside until the immediate election of a chairperson protem.

3.B : Keep a record of all the proceedings of the ASC.

3.C : Keep on file all committee reports.

3.D : Maintain the ASC's files, archives, printer, and printing supplies.

3.E : Keep and update the committee official membership list.

3.F : Make the minutes and records available to NA members upon request in a manner proscribed by the ASC.

3.G : Furnish committees with whatever documents are required for the performance of their duties.

3.H : Maintain records of minutes and motions; and keep current record books.

3.I : Notify participants of each special meeting utilizing such methods of notification as agreed upon by the ASC. *This does not include standing subcommittees.

3.J : Type mail/email correspondence of the ASC which is not the responsibility of other officers or committees.

3.K : Help arrange the agenda prior to each meeting and in conjunction with the chairperson, an order of business for the use of presiding trusted servants, showing in their exact order under each heading all matters known in advance, and if applicable, the times for which they are set. ASC minutes are to be completed within two weeks of the last ASC meeting.

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- 3.L** : Notify ASC when elected trusted servants complete eight months in office. (See article V section 9)
- 3.M** : Assume the duties stated in Article VII section 4 in the absence of a Vice Secretary.
- 3.N** : Be authorized to be a co-signer of the ASC's bank account.
- 3.O** : Distribute copies of the ASC's minutes by sending both an email copy and a printed copy to each trusted servant, Regional office and other ASC's at each meeting to be sent out within 2 weeks of Area Service.
- 3.P** : Attend all Policy and Administration subcommittee meetings.
- 3.Q** : Attend all ASC meetings.
- 3.R** : Provide a report of meeting(s) status as to whether they are open or closed and/or have relocated.
- 3.S** : Submit all expense receipts to the Treasurer.
- 3.T** : Update guidelines in the event of a vacancy in the P&A position.
- 3.U** : Print copies of CWANA Area meeting list and QR cards as needed by CWANA Literature Subcommittee.
- 3.V** : Print up to 100 copies of CWANA local meeting lists for distribution at CWANA ASC meeting.

Section 4. Vice Secretary

It is the duty of the ASC vice Secretary:

- 4.A** : Serve as the ASC secretary in the absence of the ASC secretary.
- 4.B** : Serve as secretary to all Ad-Hoc committees.
- 4.C** : Attend all ASC meetings
- 4.D** : Attend all Policy and Administration meetings in absence of ASC Secretary.
- 4.E** : Assist the ASC secretary as needed
- 4.F** : The ASC vice secretary will receive an automatic nomination to the secretary position.

Section 5. Treasurer

It is the duty of the ASC Treasurer to:

- 5.A** : Be the custodian of the ASC's funds.
- 5.B** : Be a co-signer of the ASC's bank account.
- 5.C** : Make a written and verbal report of receipts and disbursements at each regular ASC meeting, a copy of which is to be turned in to the ASC secretary.

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5.D : Make a full financial report at the monthly ASC meeting which will include the current bank statement

5.E : Disburse funds as necessary in accordance with the ASC's decisions, and as the funds are available.

5.F : To deposit all monies into the ASC bank account within five (5) days after ASC.

5.G : Attend all Policy and Administration meetings

5.H : Assume the duties of the vice treasurer in the absence of the vice treasurer.

5.I : Attend all ASC meetings.

5.J : Shall accept group donations only at the CWANA ASC meeting.

5.K: Shall send a contribution of \$10.00 per CWANA Homegroup as a donation to TSRSC as a donation for our insurance policy every **May**.

5.L: Shall provide reimbursements to RCM for all proper expenses incurred during the process of performing RCM duties as described in CWANA Guidelines.

5.M: Shall pay \$96.00 for first 6 months and \$96.00 again for second 6 months to maintain a CWANA PO Box.

Section 6. Vice Treasurer

It is the duty of the ASC vice Treasurer:

6.A : Serve as the ASC Treasurer in the absence of the ASC treasurer.

6.B : Audit the ASC's treasurer's books quarterly and report such audit to the ASC.

6.C : Attend all ASC meetings.

6.D : Assist the treasurer as needed.

6.E : Attend all Policy and Administration meetings in the absence of the ASC Treasurer.

6.F : The Vice Treasurer receives an automatic nomination to the treasurer position.

Section 7. Regional Committee Member (RCM)

It is the duty of the Regional Committee Member (RCM) to:

7.A : Serve as the chairperson in the absence of the ASC chairperson and vice chairperson.

7.B : Represent the CWANA at each Tri-State Regional Service Committee meeting.

7.C : Provide the ASC and the ASC chairperson with regional agenda items for the next regular meeting of the Regional Service Committee (RSC) as soon as the RCM becomes aware of such items.

7.D : Make a verbal and written report to the ASC at each regular ASC meeting covering the

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business of the previous Tri-State RSC meeting and any other correspondence they may have, a copy of which will be given to the ASC secretary.

7.E : Be in correspondence with all subcommittee chairs and to report to the RSC the status of those subcommittees.

7.F : Attend all Policy and Administration meetings.

7.G : Attend all ASC meetings.

7.H : Attend MARLCNA when possible.

7.I : The CWANA RCM will only vote the conscious of CWANA by carrying resulting approval, disapproval, or abstention collected from the voting body of CWANA on all matters sent to the homegroups for input. RCM voting should never differ from the conscious of the CWANA ASC voting body.

7.J : To pick which home groups will get Tri-State Regional Packages of Hope through a lottery system drawing at the August Area distributing from the first to the last as number of packages are available.

Section 8. Alternate Regional Committee Member

It is the duty of the Alternate Regional Committee Member:

8.A : Serve as RCM in the RCM's absence.

8.B : Attend each Tri-State RSC meeting.

8.C : Assist the RCM as needed.

8.D : Attend all Policy and Administration meetings.

8.E : Attend all ASC meetings.

8.F : Attend MARLCNA when possible.

8.G : The Regional Committee Member Alternate receives an automatic nomination to RCM position.

Section 9. Board of Directors Representative (BOD)

It is the duty of the ASC Board of Directors Representative to:

9.A : Represent CWANA at each TRSO BOD meeting.

9.B : Provide the CWANA chairperson with additional agenda items from the BOD meeting.

9.C : Provide a written and verbal report to the ASC covering the business of the previous BOD meeting, a copy of which is to be given to the ASC secretary.

9.D : Attend all Policy and Administration meetings.

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9.E : Attend all ASC meetings

Section 10. Convention Liaison

It is the duty of the ASC Convention Liaison to:

10.A : Attend all ASC meetings.

10.B : Attend all Policy and Administration meetings.

10.C : Attend all necessary Start to Live Convention committee meetings.

10.D : Communicate the conscience of CWANA to The Start to Live Convention committee.

10.E : Prepare a monthly written and verbal report to the ASC on convention matters upon which the CWANA should act, a copy of which shall be given to the ASC secretary.

Section 11. All Trusted Servants (including subcommittee chairs) of the ASC are members of the P&A committee. [Also that trusted servants are suggested to attend P&A meetings.] Trusted Servants who miss three(3) P&A meetings without good cause will have the fulfillment of the duties of their position reviewed by the P&A committee. This will then be brought to the ASC meeting for review.

Article VIII **Meetings**

Section 1. The regular meetings of the ASC shall be held at 2:00 PM on the first Sunday of each month unless otherwise ordered by the ASC.

Section 2. Special meetings may be called by the chairperson of the ASC. The purpose of these meetings shall be stated. No other business other than that which is stated will be conducted. A reasonable notice of such meetings will be given.

Section 3. A simple majority (51%) is needed to carry votes.

Article IX **Standing Subcommittees**

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Section 1. The ASC may establish subcommittees as necessary to perform certain duties. The standing subcommittees shall be formed upon approval by the voting members present at the ASC. Standing subcommittees may include, but are not limited to: Public Information, Hospitals and Institutions, Literature, Activities, Policy and Administration, and any other standing subcommittee which shall be deemed necessary to carry on the work of the ASC. At the inception of these subcommittees, a chairperson will be elected by the voting members present at the ASC meeting.

1.A : Trusted servants, other than the chairperson of the subcommittee, will be elected by the subcommittee membership. In the event of lack of attend

1.A.i. : In the event of lack of attendance (or need for various subcommittee attendance), elections for subcommittee vice chairpersons and/or officers will be conducted by the voting members of CWANA ASC during the “elections” portion of the ASC meeting agenda.

Section 2. Subcommittee Guidelines

2.A : All standing subcommittees shall create and adopt guidelines which are consistent with these guidelines, the Twelve Traditions of Narcotics Anonymous and the best information from the World Service Conference in the form of WSC approved handbooks and guidelines.

2.B : All subcommittee guideline changes shall be submitted for approval by the CWANA ASC voting body (GSRs).

2.B.i. : Any changes to Subcommittee Guidelines can be submitted for homegroup approval if motioned, seconded and approved by the CWANA voting body (GSRs).

Section 3. Elections

3.A : Suggested qualifications for all nominees are an NA Homegroup, an NA sponsor, working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the willingness to serve.

Section 4. Subcommittee Chairpersons

4.A : Hospitals and Institutions Chairperson

4.A.i : Suggested Qualifications

4.A.i.1 : The suggested clean time requirement for chairperson is at minimum 24 months of abstinence.

4.A.i.2 : It is recommended that any incoming H&I Chairperson have at least 12 months



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prior involvement with H&I.

4.A.i.3 : Have attended at least 1 H&I workshop within the last calendar year prior to election.

4.A.i.4 : Have a working knowledge of the CWANA H&I guidelines and the NAWS H&I handbook.

4.A.ii : Responsibilities

4. A.ii.1. : Coordinate all CWANA H&I subcommittee business.

4.A.ii.1.a : Work closely with the H&I vice chairperson, secretary, and panel coordinators.

4. A.ii.2. : Prepare the monthly agenda, bringing before the H&I subcommittee matters they should act upon.

4. A.ii.3. : Submit a written and verbal report to the ASC on the status of each CWANA H&I commitment, Regional H&I service meetings, and other responsibilities of the H&I subcommittee. A copy of this report is to be given to the ASC secretary.

4. A.ii.4. : Maintain H&I subcommittee archives to be given to the next H&I chairperson.

4. A.ii.5. : Establish and maintain contact between this H&I subcommittee and other H&I subcommittees on an Area, Regional, and World level of NA service.

4. A.ii.6. : Handle, in conjunction with the PR chairperson, all public relations involving matters that pertain to CWANA H&I.

4. A.ii.7. : Be responsible for all correspondence with participating facilities and within NA pertaining to CWANA H&I.

4. A.ii.8. : Conduct at least two CWANA H&I workshops per year.

4. A.ii.9. : Keep an updated list from H&I workshops of all NA members willing to be panel members.

4. A.ii.10. : Communicate specifics of various institutions' policies to any new members of a panel prior to their first visit to a location.

4. A.ii.10.a. : Chairperson will have the authority to delegate this responsibility to a Panel Coordinator/Leader.

4. A.ii.11. : Attend all ASC meetings

4. A.ii.12. : Attend all Policy and Administration meetings.

4. A.ii.13. : Purchase any NA literature needed by CWANA H&I while operating within designated budget listed in Article XII section 2.

4. A.ii.14. : It is suggested that the ASC H&I chairperson Attend Regional H&I subcommittee meetings.

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4.B : Literature Chairperson

4.B.i : Suggested Qualifications

4.B.i.1. : The suggested clean time requirement for chairperson is at minimum 18 months of abstinence.

4.B.i.2. : It is recommended that any incoming Literature Chairperson have at least 6 months prior involvement with Literature.

4.B.i.3. : Have attended at least 1 H&I workshop within the last calendar year prior to election.

4.B.i.4. : Have a working knowledge of the CWANA Literature guidelines to Local Service.

4.B.ii : Responsibilities

4.B.ii.1. : It is the duty of the ASC Literature Chairperson to coordinate all CWANA literature subcommittee business.

4.B.ii.2. : Attend all ASC meetings.

4.B.ii.3. : Attend all Policy and Administration meetings.

4.B.ii.4. : Give subcommittee archives to the next literature chairperson.

4.B.ii.5. : Submit written and verbal report to the ASC on all literature incomes, expenditures, and stockpile balance, and validate with receipts.

4.B.ii.6. : Maintain the CWANA literature stockpile through the purchase of NA literature at the TRSO or NAWS office. The total amount for the stockpile is listed in Article XII Section 2.G.

4.B.ii.7. : Supervise all literature sales at the ASC meeting.

4.B.ii.8. : Turn over the proceeds from all literature sales to the CWANA treasurer by the end of the ASC meeting.

4.B.ii.9. : Have a working knowledge of the CWANA literature guidelines and NAWS handbooks.

4.C : Policy and Administration Chairperson

4.C.i : Suggested Qualifications

4.C.i.1. : The suggested clean time requirement for chairperson is at minimum 24 months of abstinence.

4.C.i.2. : It is recommended that any incoming P&A Chairperson have at least 12 months prior involvement with NA Service.

4.C.i.3. : Have a working knowledge of the CWANA P&A guidelines & Roberts Rules of

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Order.

4.C.ii : Responsibilities

4.C.ii.1. : Coordinate all CWANA P&A subcommittee business.

4.C.ii.2. : Prepare the monthly agenda, bringing before the P&A subcommittee matters they should act upon.

4.C.ii.3. : Submit a written and verbal report to the ASC including the subcommittee minutes and any action taken by the P&A subcommittee.

4.C.ii.4. : Maintain P&A subcommittee archives to be given to the next P&A chair.

4.C.ii.5. : Attend all ASC meetings.

4.C.ii.6. : Review and amend CWANA guidelines annually or as needed.

4.C.ii.7. : In cooperation with the ASC secretary maintain and update all CWANA archives.

4.C.ii.8. : Review and make suggestions to subcommittee guidelines when necessary.

4.C.ii.9. : Assist CWANA with information regarding past actions of CWANA.

4.C.ii.10. : Administer to CWANA any current policies or guidelines.

4.C.ii.11. : Provide input and recommendations for new actions of CWANA.

4.D : Public Relations Chairperson

4.D.i : Suggested Qualifications

4.D.i.1. : The suggested clean time requirement for chairperson is at minimum 24 months of abstinence.

4.D.i.2. : It is recommended that any incoming PI Chairperson have at least 12months prior involvement with NA Service.

4.D.ii : Responsibilities

4.D.ii.1. : Coordinate all CWANA PI subcommittee business.

4.D.ii.2. : Prepare the monthly agenda bringing before the subcommittee matters they should act upon.

4.D.ii.3. : Submit a written and verbal report to the ASC on the status of area PI projects, Regional PI or any other responsibility of the PI subcommittee.

4.D.ii.4. : Handle in conjunction with H&I chairperson all H&I matters that pertain to CWANA PI.

4.D.ii.5. : Maintain PI subcommittee archives to be given to the next PI chair.

4.D.ii.6. : Establish and maintain contact between this PI subcommittee and other PI

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subcommittees on an Area, Regional and World level of NA service.

4.D.ii.7. : Work closely with the PI subcommittee to uphold the integrity of NA in all correspondence with the general public.

4.D.ii.8. : Submit project proposals the CWANA for input and review before implementation. Have a working knowledge of CWANA guidelines and NAWS Guide to Public Information.

4.D.ii.9. : Attend all ASC meetings

4.D.ii.10. : Attend all Policy and Administration meetings.

4.D.ii.11. : Maintain a qualified presentation speaker list and make available to Regional PI.

4.D.ii.12. : Maintain a contingency plan for speaker and information requests from the public and give each CWANA GSR a copy for their groups.

4.D.ii.13. : Conduct at least two CWANA PI workshops per year.

4.D.ii.14. : Suggested regional PI subcommittee meeting attendance

4.D.ii.15. : Update CWANA Area meeting list as needed and forward to CWANA ASC Secretary.

4.D.ii.16. : Email updated CWANA local meeting list to all current GSR's and ASC trusted servants as changes are made.

4.D.ii.17. : Generation of CWANA local meeting list. Will update as necessary. Will submit updated master copy to ASC secretary.

4.E : Additional Needs Chairperson

4.E.i : Suggested Qualifications

4.E.i.1. : The suggested clean time requirement for chairperson is at minimum 12 months of abstinence.

4.E.i.2. : It is recommended that any incoming Additional Needs Chairperson have at least 12months prior involvement with NA Service.

4.E.ii : Responsibilities

4.E.ii.1. : Coordinate all CWANA additional needs subcommittee business.

4.E.ii.2. : Prepare the monthly agenda, bringing before the subcommittee matters they should act upon.

4.E.ii.3. : Submit a written and verbal report to the ASC.

4.E.ii.4. : Maintain additional needs subcommittee archives to be given to the next additional needs chair.

4.E.ii.5. : Attend all Policy and Administration meetings.

4.E.ii.6. : Attend all ASC meetings.

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4.E.ii.7. : Have a working knowledge of the CWANA Additional Needs guidelines and The NAWS handbooks.

4.E.ii.8. : Maintain a contingency plan pertaining to additional needs issues to be given to each GSR for their group.

4.E.ii.9. : Suggested Regional Additional Needs subcommittee meeting attendance.

4.E.ii.10. : Write and have available agendas for meetings.

4.E.ii.11. : Preside over Additional Needs Subcommittee meetings keeping them focused on agenda and flowing in a timely manner.

4.E.ii.12. : Compile a list of people to contact for assistance with additional needs. Keep this list updated and available to all who ask for it, and make sure it is fully understood to newly elected ANC (Additional Needs Subcommittee) Officers.

4.E.ii.13. : The chairperson shall answer all questions put to them, in a timely manner. This will include people and/or organizations that can help the person asking the question. In following this duty, the chairperson will make available their phone number and email address.

4.F : Activities Chairperson

4.F.i : Suggested Qualifications

4.F.i.1. : The suggested clean time requirement for chairperson is at minimum 12 months of abstinence.

4.F.i.2. : It is recommended that any incoming Activities Chairperson have at least 6 months prior involvement with NA Service.

4.F.ii : Responsibilities

4.F.ii.1. : Coordinate all CWANA activities subcommittee business and generates enthusiasm and involvement for activities planned by this fundraiser activities subcommittee.

4.F.ii.2. : Prepare the monthly agenda bringing before the subcommittee matters they should act upon.

4.F.ii.3. : Submit a written and verbal report to the ASC on the status of area activities projects.

4.F.ii.4. : Submit activities subcommittee's proposed itinerary, including proposed budget (in accordance with budget listed in Article XII section 2), for input and review by CWANA before implementation.

4.F.ii.5. : Maintain activities subcommittee archives to be given to the next activities chair.

4.F.ii.6. : Attend all ASC meetings.



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4.F.ii.7. : Attend all Policy and Administration meetings.

4.F.ii.1. : Have a working knowledge of CWANA activities guidelines and the NAWS handbooks.

4.G: Technology Chair

4.G.i : Suggested Qualifications

4.G.i.1. Two years clean.

4.G.i.2. Willingness to give the time and resources necessary to maintain our CWANA online content.

4.Gi.3. Strong computer skills.

4.G.i.4. Preferred experience in Wordpress, Social Media, Google applications, and website administration tools.

4.G.i.5. A working knowledge of these CWANA guidelines.

4.G.ii : Responsibilities

4.G.ii.1. Monitor and maintain all CWANA online content including but not limited to our website (cwana.info) and CWANA email account (web@cwana.info).

4.G.ii.2. Become familiar and utilize the NAWS Handbooks, including the "Public Relations Handbook" as well as the following service pamphlets: "NA, A Resource in Your Community" and "Social Media and Our Guiding Principles."

4.G.ii.3. Post current events and announcements to our website and any social media platforms agreed upon in the subcommittee meeting.

4.G.ii.4 Recommended attendance at all ASC meetings

4.G.ii.5 Must attend all PR Subcommittee meetings

4.G.ii.6 Technology Chair is to receive its own budget of 25 dollars per month

4.G.ii.7 Domain hosting company is paid 25 dollars per month and is handled directly through the treasurer

Article X



Ad-Hoc Committees

Section 1. The CWANA ASC shall have the authority to appoint ad-hoc committees for such special purposes as may, from time to time, be deemed necessary to fulfill special functions. The clarified purpose and duration of existence of any such ad-hoc committee shall be specifically designated by the ASC chairperson at the time of appointment. The chair of the ad-hoc committee is to be appointed by the ASC chairperson.

Article XI Parliamentary Procedures

Section 1. The rules in the current edition of Robert's Rules of Order shall be utilized in a consistent manner, at the chairperson's discretion, to expedite the business of the CWANA. CWANA guidelines, any special rules CWANA may adopt and the Twelve Traditions of NA supersede Robert's Rules of Order.

Section 2. Abstentions shall not be considered so long as they do not make up 50% or more of the eligible voting members. If 50% or more of eligible voting members abstain on a motion (including elections), the motion will be tabled and placed on the next CWANA meeting agenda or, if a decision is needed immediately, opened for more discussion and then voted.

Section 3. Quorum: For the ASC to conduct business, quorum will be greater than one half (1/2), of the voting members.

Section 4. If a group is absent at two (2) consecutive ASC meetings it will be dropped from the roll call.

4.A : A group is to be reinstated and able to cast a vote when a representative is present at the next ASC meeting.

4.B : ASC will attempt to contact any groups dropped from the list.

Section 6. A minimum of more than 50% of the total number of the GSR's in the area must be present to begin an ASC meeting.

Section 7. No business except: (fulfilling financial responsibilities) may be conducted without meeting

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quorum; including making motions.

Section 8. No vote may be taken without quorum.

Section 9. All CAR/CAT motions require homegroup feedback prior to GSR voting. The homegroup's vote shall always match the GSR's vote.

Article XII **Financial Guidelines**

Section 1. CWANA bank account

1.A : There is to be only one CWANA bank account.

1.B : It is the duty of at least 3 of the 5 following to be named on the CWANA bank account: Chairperson, Vice Chairperson, Secretary, Treasurer and Vice Treasurer. Two signatures must be on each check issued for payment.

1.C : The Vice Chairperson will assume responsibility of the CWANA bank account in the absence or vacancy of the Treasurer and Vice Treasurer.

Section 2. There will be no reimbursement of travel expenses for trusted servants due to the awareness of the extent of commitment when elected. However, if a trusted servant has come under unforeseen financial difficulties CWANA may vote to approve reimbursement due to special circumstances.

Section 3. CWANA subcommittee Monthly Budget Amounts:

3.A : H&I: **\$350.00**

3.B : Activities: **\$500.00** quarterly beginning with the first month of the activity Chair's term

3.B.1 : Any additional funds necessary must be approved by the ASC.

3.C : P&A: **\$50.00**

3.D : PR: **\$50.00**

3.E : Additional Needs: **\$50.00**

3.F : Secretary: **\$160.00**

3.G : Literature: **\$900.00**

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3.G.2 : Use regional account with literature.

3.H : RCM: \$50.00

3.I : Treasurer: \$50.00

Section 4. It is the duty of each subcommittee chairperson to submit a detailed financial report and receipts at each CWANA ASC meeting. The report will contain all expenses and incomes of that subcommittee.

Section 5. CWANA will maintain a prudent reserve of \$500.00. Prudent reserve funds may be used at the discretion of the ASC, when deemed necessary, but are not limited to literature, unforeseen expenditures or paying bills.

Section 6. All motions referring to finances require a simple majority vote. (Article VIII, Section 3).

6.A Any GSR may request any financial decision go back to the homegroups for a vote

6.B Any financial decision outside whether of the established budgets over 200 would need a vote whether it should be sent back to home groups requiring only one yay vote to be sent back to the home groups

Section 7. Theft of Funds

7.A : CWANA will follow the NAWS *Board of Trustees Bulletin #30 "Theft of NA Funds"*.

Article XIII Group Services

Section 1. CWANA will supply:

1.A : To all new GSR's an information packet consisting of CWANA guidelines and Robert's Rules of Order (short form).

1.B : One USB flash drive per year given to the ASC Secretary for archiving.

1.C : To any new CWANA Group: A Start-Up Package will be granted, consisting of set of the NA Group Readings, plus \$25.00 dollars of literature of their choice.

1.C.1 : This expense will be documented by CWANA Treasurer as a CWANA Expense and be reconciled as a Literature sale with CWANA Treasurer.



Article XIV

Amendment of Guidelines

Section 1. These guidelines may be amended by a simple majority of the full voting membership at the regular meeting, provided that the exact wording of the amendment has been submitted in writing at a regularly scheduled Central Westmoreland Area of Narcotics Anonymous Service Committee meeting. The actual vote on the amendment will take place at the next regularly scheduled monthly CWANA ASC meeting. These guidelines shall be reviewed and amended as needed annually by the P&A subcommittee in conjunction with the ASC secretary.