

NORTHEAST WISCONSIN AREA SERVICE
COMMITTEE GUIDELINES

Article One: Name and Boundaries (12-10)

1.01 This body shall be known as Northeast Wisconsin Area Service Committee (hereinafter NEWASC), and shall consist of Brown, Door, Kewaunee, and Shawano Counties in Wisconsin. (04-15)

Article Two: Definition (11-05)

2.01 The purpose of NEWASC is to be supportive of its groups and their primary purpose by linking together the groups in our Area, by helping groups deal with their basic situations and needs, and by encouraging the growth of the fellowship through Area unity.

2.02 This body recognizes itself as a Service Committee of Narcotics Anonymous and thereby adheres to the Twelve Steps, Twelve Traditions, and 12 Concepts of Narcotics Anonymous.

Article Three: Operating Functions (09-12)

3.01 NEWASC shall maintain a mailing address.

3.02 NEWASC financial policies shall include:

- 1) NEWASC shall maintain a minimum balance of \$250.00 to maintain our bank account. All funds shall be managed by the NEWASC Treasurer. (04-12)
The Treasurer, Chairperson, Vice-Chairperson, and the Secretary are designated cosigners of the NEWASC bank account. Two (2) signatures are required on all NEWASC checks and shall be signed only at Area. In the event the above positions are vacant, the RCM and/or RCMA may be designated as co-signers.
- 2) Itemized receipts are required for all reimbursements.
- 3) NEWASC shall donate ten percent (10%) of any sum over the working reserve at the day end close of Area to the Wisconsin Regional Service Conference (WRSC), and ten percent (10%) to World Service every two months, up to \$100 per cycle. This is up for discretionary discussion as needed. (04/16)
- 4) Anyone directed by NEWASC to travel distances over ten miles shall be reimbursed for fuel expenses at the rate of \$0.30 per map mile to attend such activities. Mileage count will start and end at place of personal residency. Direction must come prior to travel. Area does not reimburse travel to NEWASC meetings. (10-10)
- 5) The RCM or RCMA shall be reimbursed for up to one nights lodging at the host WRSC facility to attend WRSC. They are also to be reimbursed up to \$20 per day for meals to attend WRSC. These expenses can be allotted in advance if a budget is submitted to NEWASC prior to WRSC.
- 6) All NEWASC monies received by subcommittees shall be submitted to the treasurer

within 48 hours and all appropriate disbursements per policy shall be paid with an NEWASCNA check written by the treasurer. (01-14)

Article Four: Meetings (01-12)

- 4.01** NEWASC shall meet every month on the first Monday starting at 6:30 p.m. In case of inclement weather, the Executive Committee may cancel NEWASC. If NEWASC is cancelled, it will automatically be held the following Monday. In the event that Area falls on a holiday, it will automatically be held the following Monday.(01-14)
- 4.02** The NEWASC meeting shall be held in the city of Green Bay. The main key holder for the NEWASC facility will be the Literature Chair, then descending order of the Executive Committee. The current NEWASC Literature Chair and the Area Chair will provide the name(s) and contact information to the facility contact person. (01-12)
- 4.03** The NEWASC meeting is open and all are welcome.
- 4.04** The format for the NEWASC meeting shall be as follows:
- 1) Opening Prayer
 - 2) Reminder to Silence Cell Phones and Other Electronic Devices
 - 3) Readings:
 - a. Service Workers Prayer
 - b. Twelve Traditions
 - c. Understanding These Traditions
 - d. Twelve Concepts for NA Service
 - e. Full Concept (Tradition = Month)
 - 4) Seventh Tradition
 - 5) Roll Call
 - 6) Any other addicts in attendance please introduce yourself now
 - 7) Additions and corrections to minutes (Vote to approve minutes)
 - 8) Ask for Special Business
 - 9) Old Business
 - 10) Officer Reports
 - 11) Subcommittee Reports
 - 12) Group Reports
 - 13) New Business
 - 14) Special Business
 - 15) Literature and Treasurers Report
 - 16) Agenda Items for next month

17) Announcements

18) Closing Prayer

- 4.05** Open forum shall take place at least every third month to promote unity in the area.
- 4.06** Any group making a treasury donation or literature purchase shall do so before NEWASC begins.
- 4.07** Phone calls concerning NEWASC business shall be reimbursed for officers and subcommittee chairpersons before the NEWASC begins when submitted with a written explanation and a copy of the phone bill.
- 4.08** A donation will be made to the NEWASC meeting facility.
- 4.09** Subcommittees shall bring up motions during New Business rather than during Subcommittee Reports.
- 4.10** Group reports shall be submitted to the NEWASC Secretary on a Group Report Form or similar format and will be printed in the minutes.
- 4.11** Monthly reports by subcommittee chairs must be clearly written and turned in to the NEWASC Secretary before the end of the NEWASC meeting or it will state that no report was given. Reports can be submitted by e-mail.
- 4.12** A quorum of not less than five (5) Group Service Representatives, hereafter referred to GSRs, must be present to constitute a voting meeting. In the event Area does not have a voting quorum, a quorum will be the voting members present and any elected trusted servant of the Area Service Committee, for no longer than three consecutive meetings. If it is not a voting meeting reports will still be given and minutes published. (01-10)
- 4.13** NEWASC meetings shall abide by facility policy.
- 4.14** The policy for NEW Area meeting lists shall be as follows:
- 1) Meetings should be held in a public facility.
 - 2) Meetings should be active for at least two months.
 - 3) A new meeting should request being placed on the NEW Area meeting list.
 - 4) A new meeting will be added to the NEW Area meeting list by a simple majority vote of GSRs.
 - 5) When a meeting is no longer active, it shall be removed from the NEW Area meeting list by a two-thirds (2/3) majority vote of GSRs.
 - 6) Robert's Rules of Order will be used in all NEWASC meetings.

Article Five: Participants (01-10)

- 5.01** Members must be clean to participate in NEWASC meetings.
- 5.02** GSRs of NEW Area constitute the voting body of the NEWASC.
- 5.03** In the event of a GSRs absence, the group's duly elected GSR alternate (GSRA) or a voting home group member shall have all the rights and responsibilities of the

Article Six: Trusted Servants (09-09)

- 6.01** Trusted servants of NEWASC shall consist of a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, a Regional Conference Member (RCM), a Regional Conference Member Alternate (RCMA), subcommittee chairs, and all representatives selected by NEWASC.
- 6.02** NEWASC Trusted Servants are elected by GSRs.
- 6.03** No trusted servant elected by NEWASC shall serve more than two consecutive terms in the same position.
- 6.04** No NEWASC Trusted Servant may hold any other service position at the area level, including that of GSR or GSRA, (excluding ad-hoc committees).
- 6.05** Trusted Servants of NEWASC are as follows:

1) Executive Committee

- a) Chairperson
- b) Vice-chairperson
- c) Secretary
- d) Treasurer
- e) Regional Conference Member (RCM)
- f) Regional Conference Member Alternate (RCMA)

2) Subcommittee Chairperson

- a) Public Relations (PR)
- b) Activities
- c) Literature
- d) Outreach/Unity

Article Seven: Qualifications for Trusted Servants (11-05)

- 7.01** We recommend that all trusted servants of this committee have the following qualifications:
- 1) The willingness and desire to serve.
 - 2) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous through practical application.
 - 3) The willingness to learn NEWASC Guidelines and Robert's Rules of Order.
 - 4) The time and resources to perform the duties of their elected position.
- 7.02** All service positions are one-year commitments with the exception of the RCMA, which is a two-year commitment (one year as RCMA and the following year as RCM,

if elected).

7.03 In addition to the recommendations listed above, further qualifications for each service position are as follows:

1) Treasurer

- a) A minimum of three years of continuous clean time.
- b) A minimum of one year NA service experience.
- c) Personal financial stability and be at least eighteen (18) years of age.

2) Chairperson, Vice-Chairperson, Secretary, and RCM

- a) A minimum of two years continuous clean time.
- b) A minimum of one year of NA service experience.

3) RCMA and Subcommittee Chairpersons

- a) A minimum of eighteen months continuous clean time.
- b) A minimum of one year of NA service experience.

4) Subcommittee Members

- a) Need only be clean and have willingness and a desire to serve.

Article Eight: Duties and Responsibilities of Trusted Servants

8.01 – Chairperson (01-12)

- 1) Presides over all NEWASC meetings using Robert’s Rules of Order to maintain order and facilitate committee procedures.
- 2) Announces all stages of committee business according to his/her set agenda, suspending the order of day, when necessary, to accommodate special business.
- 3) Recognizes participants to the floor. GSRs shall be given first priority by the NEWASC Chairperson.
- 4) States and puts to vote all motions that legitimately come before the committee.
- 5) Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the committee for a decision.
- 6) Responds to questions pertaining to guidelines as pertaining to committee business.
- 7) Facilitates NEWASC meetings with fairness and impartiality; refrains from discussing any motions while presiding.
- 8) Appoints all NEWASC special committees and ad hoc committees, is a non-voting member of all subcommittees, and acts as liaison between subcommittees.
- 9) Keeps archives of each month’s minutes for NEWASC.
- 10) The NEWASC Chairperson will meet with newly elected trusted servants to go over the Trusted Servant Packets.

- 11) The NEWASC Chairperson will carry the second key for the post office box and will access mail when requested by the NEWASC Treasurer. (11-09)
- 12) The NEWASC meeting shall be held in the city of Green Bay. The main key holder for the NEWASC facility will be the Literature Chair, then descending order of the Executive Committee. The current NEWASC Literature Chair and the Area Chair will provide the name(s) and contact information to the facility contact person. (01/12)

8.02 – Vice-Chairperson (02-06)

- 1) Performs all duties and responsibilities of the NEWASC Chairperson, in the absence of the NEWASC Chairperson.
- 2) Maintains communication between NEWASC and GSRs in the area throughout the year.
- 3) Is an ex officio non-voting member of all subcommittees. Coordinates the functions of a subcommittee in the absence of that subcommittee's chairperson and vice-chairperson by appointing a NA member who meets the requirements of the subcommittee chair.
- 4) Is responsible to record every motion that may affect NEWASC Guidelines at each NEWASC meeting and files these motions monthly to accurately advise in matters concerning NEWASC Guidelines; these motions shall be maintained in such a fashion that they be available upon request and be in order for all P&A meeting. In the absence of a Vice Chairperson, the Chairperson is responsible for guideline changes and archives.
- 5) Is responsible to monitor door (find a volunteer) at Area Service meeting every month to insure that addicts are able to enter building 15 minutes before meeting starts (time varies according to Area Agenda) until 630pm when Area Service meetings start.

8.03 – Secretary (02-06)

- 1) Is responsible for written records of all NEWASC meetings and maintains a mailing list of all NEWASC trusted servants and groups throughout the area.
- 2) Types and distributes minutes in the most cost efficient way and ensures the minutes are numbered for ease of reference. All Area meetings will be listed in the minutes and it will state whether or not each meeting was represented at the NEWASC meeting. An attendance record which shall include first name, city, and phone numbers of all those present at NEWASC meetings shall be included with the minutes.
- 3) Mails or e-mails the minutes to all NEWASC trusted servants, WRSO, WSO, and any member of Narcotics Anonymous requesting minutes at least two weeks before the next NEWASC meeting.
- 4) Has a \$100 working reserve, to be replenished at each NEWASC with the submission of receipts.
- 5) Will keep the original copy of NEWASC monthly minutes and a copy of the motions that are made and seconded and bring to next ASC and keep until the minutes are approved, and shall keep all motions made and seconded by NEWASC in the NEWASC archives.
- 6) The Secretary shall submit a copy of the NEWASC Minutes to the NEW Webmaster, minus

last names and attendance sheet, to be posted on the NEWNA Website.

- 7) Is responsible for maintaining the NEWASC printer and completing all printing requests. This will include keeping a stock of paper in multiple of colors. Any printing needed can be requested from the secretary at least 1 week prior to needing (pending paper color). (11-16)

8.04 – Treasurer (01-10)

- 1) Is custodian of all funds of NEWASC.
- 2) Keep accurate records of all transactions and presents at every NEWASC meetings an Area financial report for inclusion with the minutes.
- 3) Collects and deposits into the NEWASC bank account all donations from individuals, groups, and subcommittees. Disbursed funds as per group conscience of NEWASC.
- 4) The Treasurer, without procedural vote of NEWASC, may fund the following expenses; such expenses are to be listed in the Treasurer's report at the following NEWASC meeting: Postage and mailing expenses for NEWASC minutes and/or supplies, copies, and NEWASC post office box rental.
- 5) Presents an annual financial report to NEWASC in December.
- 6) Strictly adheres to operating functions.
- 7) Any prepaid monies need to be followed up with receipts and unused monies.
- 8) Supply copies of receipts for all income and disbursements, and keep copies of receipts dating back seven (7) years.
- 9) The NEWASC Treasurer will have one (1) key to the NEWASC mailbox and be responsible for the incoming mail. The NEWASC Chairperson will carry the second key for the NEWASC mailbox and access mail only when requested by the NEWASC Treasurer. (11-09)

8.05 – Regional Conference Member (RCM) (02-06)

- 1) Strives to express the group conscience of NEWASC in all NA Service activities and represents NEWASC at WRSC, presenting an Area report at every WRSC meeting.
- 2) Presents a report to NEWASC covering all relevant business transpiring at the previous WRSC meeting.
- 3) Attends all NEWASC meetings and, when requested and possible, any group in the area, and maintains lines of communication between NEWASC and other NA Areas throughout the Region.
- 4) Provides NEWASC with news from neighboring areas and their activities (conferences, dances, functions, etc.), and attends as many Regional functions as possible.
- 5) Performs all duties and responsibilities of the NEWASC Chairperson if the Chairperson and Vice-Chairperson are absent.

8.06 – Regional Conference Member Alternate (RCMA) (02-06)

- 1) Performs all duties and responsibilities of the RCM in their absence.
- 2) Works closely with the RCM, practicing the duties and responsibilities of the RCM in preparation for potential election to the office.

- 3) Assists the RCM in attending group meetings throughout the Area when requested and possible.
- 4) Attends the WRSC, serving in conjunction with the RCM in representing the group conscience of NEWASC.
- 5) Assists in communication between NEWASC and other service boards or committees of Narcotics Anonymous, and attends as many Regional functions as possible.

Article Nine: Voting Procedure (01-10)

- 9.01 When voting on Area or Policy motions, each GSR is entitled to one vote. In the event of the GSR's absence, that group's GSRA shall have the GSR's vote.
- 9.02 A quorum of five (5) GSRs must be present for a voting meeting to proceed at any NEWASC meeting. In the event Area does not have a voting quorum, a quorum will be the voting members present and any elected trusted servant of the Area Service Committee for no longer than three consecutive meetings. (01-10)
- 9.03 All elections shall be by ballot. An abstaining vote will be reflected in the vote count but will not be counted as a "yes" or "no" vote. All voting will be passed by simple majority.
- 9.04 Any participant may make or second a motion at NEWASC meetings. The maker must submit all motions and amendments, except those dealing with immediate procedure, in writing to the NEWASC Chairperson before the vote is taken.
- 9.05 The NEWASC Treasurer shall be consulted before any budgetary expenditure is voted on.
- 9.06 Whenever there is a suggested change of policy, it will be introduced and included in the minutes the first month, taken back for a group conscience and voted on the next month, with no exceptions. A motion passed to amend these guidelines in any way can be passed only by a two-thirds (2/3) majority vote of GSRs present.

Article Ten: Elections (07-17)

- 10.01 Nominations shall be open to all members of Narcotics Anonymous as long as they meet qualifications stated in Article Seven. All nominees must be present at the time of their election to become trusted servants of the NEWASC.
- 10.02 In the event of a vacant position, temporary appointments may be made by election. Anyone elected to a NEWASC position may maintain his or her GSR position for ninety (90) days.
- 10.03 Elections for trusted servants listed in Article Six shall be held as follows:

Secretary	January
PR Chair	January
Treasurer	February

Literature Chair	March
RCM and RCMA	April
Outreach/Unity Chair	July
Chairperson	November
Vice-Chairperson	November
Activities Chair	December
Merchandise Chair	December

10.04 NEWASC trusted servants should take office directly following the NEWASC meeting at which they are elected.

Article Eleven: Removal of Trusted Servants (04-06)

11.01 Removal of any NEWASC trusted servant will be done by consciences of the GRSs.

11.02 The NEWASC may declare vacant the office of any NEWASC trusted servant who has been:

- 1) Absent for two consecutive NEWASC meetings.
- 2) Found unable or unwilling to carry out the responsibilities of a position as determined by the NEWASC.

11.03 No NEWASC trusted servant should be removed from office without just cause. In the event that a trusted servant relapses, his or her position will be automatically vacant.

Article Twelve: Subcommittees

12.01 In order to minimize the amount of time spent debating in NEWASC meetings and to further achieve our primary purpose, a subcommittee system shall be used by the NEWASC.

12.02 It is important to note that subcommittees depend on the active participation of NA members throughout the Area.

12.03 The NEWASC subcommittees are responsible for the planning and implementation of specific tasks charged to them by the NEWASC. The initiation and finalization of such projects take place at NEWASC meetings.

12.04 Major decisions and matters of group conscience concerning the subcommittees' activities shall be the responsibility of the NEWASC as a whole.

12.05 Each subcommittee shall maintain or develop guidelines that include a statement of purpose and submit these guidelines in written form to the NEWASC.

12.06 Each subcommittee is autonomous but is directly responsible to the NEWASC. In order to better serve, a subcommittee may opt to elect its own trusted servants to whom particular responsibilities are delegated (excluding that subcommittee's chairperson).

- 12.07** Each subcommittee chairperson shall establish lines of communication with the corresponding WRSC committee.
- 12.08** Each subcommittee shall submit a written report at each NEWASC meeting. These reports are to include subcommittee plans and proposals and financial reports when applicable.
- 12.09** All NEWASC subcommittee's activities shall be conducted in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- 12.10** All monies generated by NEWASC subcommittees will be submitted to the treasurer and check or cash will make disbursements.
- 12.11** Subcommittee chairpersons shall not hold more than two positions at the Area level.
- 12.12** The duties and responsibilities for which each NEWASC subcommittee was specifically established are as follows:

1) Policy and Administration (P&A)

- a) This NEWASC subcommittee shall consist of a chairperson and any interested member of Narcotics Anonymous. This subcommittee shall meet when any member of the NEWASC calls for a meeting but not less than twice a year. The NEWASC chairperson or vice-chairperson shall chair this subcommittee.
- b) This subcommittee deals with the policies and procedures of Narcotics Anonymous. The general policies of NA as expressly stated in our Twelve Traditions and Twelve Concepts in relation to the NEWASC and its member groups is the concern of this subcommittee.
- c) This subcommittee is responsible for the maintenance and revision of our area guidelines and procedures and submitting updates of recommend changes at the P&A meetings.
- d) This subcommittee also deals with alleged violations of the Twelve Traditions within the Area. When an alleged violation occurs and it cannot be resolved at the group level, any member of Narcotics Anonymous may present the alleged violation and the circumstances involved to the NEWASC P&A subcommittee for further review.
- e) This subcommittee is not a governing body and ought not to be confused as such. It only acts matters where the NEWASC charges it to do so. At no time should the policies of the NEWASC, its subcommittees, or any other NA service board or committee conflict with the Twelve Traditions of Narcotics Anonymous.
- f) NEWASC officers and subcommittee chairpersons shall be the only voting members of the P&A subcommittee.

2) Public Relations (PR) (11-12)

- a) This NEWASC subcommittee shall consist of a Chairperson, Vice Chair, Secretary, Literature coordinator, H&I Panel Leaders, SOS coordinator, PI coordinator, PR Outreach coordinator(s), Special Projects coordinator(s), Newsletter coordinator, and PR volunteers.

- b) This subcommittee is a resource to carry the NA message of hope and the promise of freedom through Hospitals & Institutions, and Public Information activities. This subcommittee attempts to make NA available to any addict seeking recovery from addiction--through mutual cooperation with these facilities, by starting meetings, making literature available, arranging for forums, and establishing contacts in these places. Since many meetings held in institutions cannot function within our Traditions, such meetings will operate under the guidelines of local area Hospital and Institutions subcommittees.
- c) This subcommittee is responsible for:
1. Coordinating and maintaining an area phone line service and Web page.
 2. Direct mailings to inform recovery-orientated agencies and facilities about Narcotics Anonymous and establish lines of communication with area agencies.
 3. Coordinating public service announcements for area media, such as: radio, newspapers, magazines, journals, etc.
 4. Coordinating presentations for any recovery-orientated agency or facility requesting information about Narcotics Anonymous.
 5. Setting up Public Relations displays or presentations at NA activities.
 6. Maintaining archives for all Public Relations materials (guidelines, phone line service, help lines, sample letters, etc.).
 7. Compiling, printing, and distributing the area meeting lists. Zip codes of all meetings shall be included on the meeting lists. They will be reviewed at least four times a year.
 8. Maintaining the NEWASC Web site:
 - The PR committee will provide the Webmaster with an updated meeting list in PDF format (the web site meeting list will be updated at least four (4) times a year) and any flyers or updates for PR activities.
 - All fliers posted on the website must be approved by the full subcommittee prior to posting when time allows, and may be approved by the Webmaster, PR Subcommittee Chair and Vice Chair; when time does not permit a full subcommittee vote. (06-13)
 - NEW Webmaster shall post the NEWASC minutes to the website each month. (04-15)
 9. This subcommittee will have a one hundred fifty dollar (\$150) prudent reserve to be replenished at each NEWASC meeting (or when needed) after submission of receipts.
 10. In the event that there is no active phone line coordinator, the Executive Committee shall be responsible for the day-to-day operation of the NEWASC phone line and Web site.

3) Activities (07-17)

- a) This subcommittee shall consist of a chairperson, a vice-chairperson, a merchandise chairperson and vice chairperson, and any interested members of NA.
- b) This subcommittee is responsible for holding NEW Area activities (dances, parties, picnics, events, etc.) that are attractive to newcomers. Any group's functions or fundraisers should contact the Area Activities Chair first, and then the Activities Chair should contact the WRSO. The primary purpose of this subcommittee is to reach out to addicts in our area and elsewhere and to help promote NA unity. The secondary purpose is to raise funds for Area needs.
- c) All proceeds from Activities shall be turned over to the NEWASC and distributed by the treasurer according to the Treasurer Guidelines. Monies coming to Activities from any source must be given to the NEWASC treasurer, within 48 hours of receipt. (01-14)
- d) This subcommittee is responsible for providing a calendar for distribution in all NEWASC minutes to aid in the exchange of information concerning the NEWASC and WRSC events.
- e) This subcommittee shall sponsor at least one function per year in each of the cities that host the NEWASC meeting. Additional functions will be allowed to take place according to group conscience.
- f) The subcommittee is responsible for the creation and distribution of fliers announcing Area functions as approved by group conscience of its members and for providing at each NEWASC meeting fliers of upcoming events. All fliers produced by this committee must express the NA logo and the registered trademark to the right of the logo and the NEWASC logo. (06-13)
- g) This subcommittee is the sole decision-maker concerning the use of NEWASC property by outside Areas.
- h) This subcommittee shall hold back fifty dollars (\$50) working reserve for startup change and has a prudent reserve of eleven hundred fifteen dollars (\$1115).
- i) All merchandise is the responsibility of this Committee. A merchandise subcommittee shall operate within the Activities Subcommittee, with all reports and funds going through the Activities Chair at Area service level.
- j) The merchandise subcommittee chair is responsible to maintain sales at all Area events, or designate a responsible individual in advance to the Activities Chair.
- k) Any new lines of merchandise desired shall be submitted to Area Service Committee for approval.
- l) New designs for merchandise should be submitted to Area for comment in advance of purchase.
- m) In the absence of a merchandise subcommittee chair and vice-chair, the Activities Vice-Chair shall fulfill the duties of the merchandise chair.

4) Literature (08-12)

- a) This NEWASC subcommittee shall consist of a chairperson, a vice-chairperson, and any interested members of NA.
- b) This subcommittee deals with our primary purpose as it is achieved through writing. This committee does not write literature; rather, it seeks input from NA members and groups, then compiles, reviews and distributes such materials.
- c) The Literature subcommittee shall have a prudent reserve of one thousand six hundred dollars (\$1,600.00) in cash and/or stock. Literature purchases shall be made and shipped from WRSO. (04-13)
- d) Five (5) current copies of the Guide to Local Service, NEWASC Guidelines, Twelve Concepts, Alphabet Soup (NA Acronyms), Group Trusted Servants Roles & Responsibilities, Principles of Leadership in NA Service, and The Group Booklet shall be kept in stock at all times and one each will be given to all new GSRs and trusted servants. This committee will also distribute regional meeting lists. (11-06)
- e) This subcommittee shall have on hand at all times two (2) New Meeting Starter Kits. The New Meeting Starter Kits shall consist of the following:
 - 1. One (1) Just for Today book
 - 2. Ten (10) White Booklets
 - 3. Five (5) #7 IP (Am I an Addict)
 - 4. Five (5) #8 IP (Just for Today)
 - 5. Five (5) #11 IP (Sponsorship)
 - 6. Five (5) #16 IP (For the Newcomer)
 - 7. Five (5) #22 IP (Welcome to NA)
 - 8. Five (5) SP #1 (An Introduction to NA Meetings)
 - 9. A current NEW Area meeting list
 - 10. Three (3) Newcomer, three (3) 30-Day, three (3) 60-Day, and three (3) 90-Day key tags. (04-15)
- f) One hundred (100) "Welcome" key tags will be kept in the literature inventory at all times.
- g) This subcommittee shall sell literature at the NEWASC meetings and may sell literature at functions.
- h) This subcommittee is responsible to keep group, officer, and subcommittee report and literature order forms in stock at all times, funded by the general fund.
- i) Special literature orders may be made through the Literature Subcommittee from WSO and must be paid in advance.
- j) The NEWASC meeting shall be held in the City of Green Bay. The main key

holder for the NEWASC facility will be the Literature Chair, then descending order of the Executive Committee. The current NEWASC Literature Chair and the Area Chair will provide the name(s) and contact information to the facility contact person. (01-12)

5) Outreach/Unity

- b) This NEWASC subcommittee shall consist of a chairperson, a vice-chairperson and any interested member of NA.
- c) This subcommittee is responsible for attending and communicating with troubled groups in the NEW Area.
- d) This subcommittee will have a prudent reserve of seventy-five dollars (\$75) to be replenished at each NEWASC meeting (or when needed) after submission of receipts.
- e) The Outreach/Unity chairperson shall collect all remaining fliers at the end of each NEWASC meeting.
- f) This subcommittee is a vital link between the NEWASC and troubled groups in our Area.

Article Thirteen: Miscellaneous

13.01 All fliers from specialty groups (men's, women's, gay's, adolescent's, etc.) shall include on the bottom that "No addict seeking recovery will be turned away".

13.02 Ad Hoc Committees:

- 1) Ad hoc committees, as appointed by the NEWASC Chairperson, are responsible only for gathering information on behalf of the NEWASC.
- 2) An ad hoc committee does not take action or implement any changes or procedures on their findings.
- 3) The findings of an ad hoc committee shall be brought back to the NEWASC and the body will decide implementation. If it is decided that the information gathered is to be implemented, it will be turned over to the proper subcommittee or NEWASC for task completion.
- 4) If the ad hoc information that is gathered does not fall into any category of any subcommittee, the formation of a new subcommittee will be considered.
- 5) Ad hoc committees do not have voting privileges.