

**POLICY GUIDELINES  
FOR THE  
LIVING PROOF GROUP  
SERVICE COMMITTEE  
EVANSTON, WYOMING**

(February 7, 2016)

## **“Unity Statement”**

**“Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned painfully that internal strife cripples our fellowship and prevents us from providing the service necessary for growth.” (Basic Text pg. XI)**

## **Service Prayer**

**“God grant us knowledge that we may work according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours, in order that no addict anywhere need die from the horrors of addiction.”**

## **Twelve Traditions**

**We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.**

- 1. Our common welfare should come first: personal recovery depends on N. A. unity.**
- 2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.**
- 3. The only requirement for membership is a desire to stop using**
- 4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.**
- 5. Each group has but one primary purpose- to carry the message to the addict who still suffers.**
- 6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.**
- 7. Every N.A. group ought to be fully self-supporting, declining outside contributions.**
- 8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.**
- 9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.**
- 10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.**
- 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.**
- 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.**

## Twelve Concepts

- 1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates and maintains services on behalf of NA as a whole.**
- 2. The final responsibility and authority for NA services rests with the NA groups.**
- 3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**
- 4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**
- 5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.**
- 6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.**
- 7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.**
- 8. Our service structure depends on the integrity and effectiveness of our communications.**
- 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.**
- 10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.**
- 11. NA funds are to be used to further our primary purpose, and must be managed responsibly.**
- 12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.**

## **Article I NAME**

The name of the group shall be the Living Proof Group of Evanston, Wyoming.

## **Article II Purpose**

The Living Proof Group is made up of members of recovering addicts in NA who meet regularly to carry the message of recovery to the addict that still suffers, by providing a safe atmosphere in which all addicts can feel welcome. It should do so in accordance with the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

## **Article III Officers**

Section 1 The Group Service Committee shall be made up of:

- a. Group Service Representative (GSR)/Chairperson
- b. Alternate Group Service Representative
- c. Secretary
- d. Treasurer
- e. Phone Line Representative
- f. Webservant
- g. All Meeting Openers
- h. Ad Hoc Committee Members
- i. Any interested addict from the Living Proof Group of Evanston, Wyoming

Section 2 Voting

- a. Voting members of the committee shall consist of all the members present.
- b. Any Living Proof group member, except GSR/Chair, can make motions.
- c. GSR/Chair votes only in case of a tie.
- d. Any Living Proof Group member can make nominations.

## **Article IV Duties of Officers**

A. Group Service Representative (GSR)

1. Suggested 1 year minimum clean time.
2. Working knowledge of Steps and Traditions.
3. Willingness to serve.
4. Monthly business meeting attendance.
5. Bi-monthly Area Service Committee meeting attendance.
6. Serving as a member on Area Service Committee Sub-Committees.
7. Keeping Group registered with World Service Office.
8. Sharing responsibilities with Alternate Group Service Representative.
9. Acting as Chairperson for Group Business Meeting.
10. Prepares agenda for Group Business Meeting.
11. Co-signer on group checking account.
12. Reports on Narcotics Anonymous announcements from Area and keeps group updated.

13. Asks other members to help out.
14. Facilitates checkbook audit every January.
15. Attends the Regional Assembly annually.
16. Notifies Area, Region and World of any changes of Group information.

#### B. Alternate Group Service Representative (Alt GSR)

1. Suggested 9 months clean time.
2. Working knowledge of Steps and Traditions.
3. Willingness to serve.
4. Monthly business meeting attendance.
5. Sharing responsibilities with Group Service Representative.
6. Serves as a member on Area Service Sub-committees.
7. Co-signer of group checking account.
8. Asks other members to help out.
9. Attends the Regional Assembly annually.
10. Fulfills duties of open positions.

#### C. Secretary

1. Arranges the affairs of the group.
2. Suggested 6 months clean time.
3. Working knowledge of Steps and Traditions
4. Monthly business meeting attendance.
5. Willingness to serve.
6. Asks other members to help out.
7. Keeps a stockpile of NA books, pamphlets, local meeting lists at meeting places and is responsible for ordering what is needed from world.
8. Buys refreshments and other supplies.
9. Keeps a list of recovery anniversaries.
10. Keeps list of all motions by the group-separate "motions" notebook.
11. Maintains Group Business Meeting minutes, provide approved minutes to Webservant electronically.

#### D. Treasurer

1. Suggested 1 year clean time.
2. Working knowledge of Steps and Traditions.
3. Willingness to serve.
4. Monthly business meeting attendance.
5. Good at managing personal finances
6. Provide financial reports at Living Proof Group's monthly business mtg.
7. Somewhat financially secure.
8. Co-signer of group checking account.
9. Asks other members to help out.
10. Coordinates with meeting openers to collect 7<sup>th</sup> Tradition monies.
11. Balance checkbook prior to every business mtg.
12. Provide copy of bank receipt every month w/financial report at monthly group business mtg, orders

checks as necessary.

13. Provide all information for yearly checkbook audit.

#### E. Phone Line Representative

1. Suggested 1 year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions
3. Willingness to serve.
4. Attends monthly group business meetings and reports on phone line activity, including any problems or concerns.
5. Maintains the group phone line.
  - a. Carries cell phone at all times.
  - b. Returns messages that are left in a timely fashion.

#### F. Webservant

1. Is a technical person, or alternate, chosen by the group conscience process to maintain the web pages. The alternate position may be a “trainee” position.
2. Suggested 2 years clean time, 2 year position, may be re-elected for a second term.
3. Demonstrated recovery in Narcotics Anonymous; actively involved in the local NA fellowship.
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
5. A demonstrated ability to successfully perform NA service.
6. A willingness to advise the group when changes might be needed to these guidelines.
7. Monthly business meeting attendance.
8. Keeps the group current regarding the financial aspect of the website.
9. The ability to create and edit hypertext markup language (HTML) documents.
10. Use file transfer protocols (FTP) in order to upload and download files.
11. To ensure that materials remain available in the event of server or personnel problems, both Web Servants will maintain disks with history files of all group files, along with the current passwords for the Internet account.
12. Minimize the size of graphic files while maintaining the integrity of the images.
13. Remain current with Internet and e-mail technologies.
14. Shall maintain the password along with the alternate webservant and the current GSR.

#### G. Meeting Openers

1. Suggested 3 month clean time.
2. Willingness to serve
3. Responsible for opening/closing meetings.
  - a. Makes coffee.
  - b. Arranges literature table.
  - c. Lets Secretary know what supplies are needed.
  - d. Arranges a Leader/Chair for meeting (60 day clean time requirement to chair mtg)
  - e. Responsible for putting things away, cleaning up, lights off, windows shut, checking thermostat, locking building and checking outside of building.
  - f. Responsible for keys and 7<sup>th</sup> Tradition collection
  - g. Asks others to help setup and cleanup.
4. Monthly business meeting attendance.

## H. Ad Hoc/Activities Chairperson, P.R., H&I

1. Suggested 6 months clean time.
2. Willingness to serve.
3. Working knowledge of Steps and Traditions.
4. Attends monthly group business meeting (from time elected to 1 month after function).
5. Directly responsible to the group.
6. Asks other members to help out.
7. Arranges the affairs of the activity that they are responsible for.
8. Will be requested to submit a budget to the Living Proof Group for committee expenses.
9. Regular contact with Living Proof Group Trusted Servants.

## I. Removal of Officers and Sub-Committee Chairpersons

An Officer or Sub-Committee Chairperson will be removed from their position for noncompliance, which includes but is not limited to:

1. Loss of abstinence.
2. Non-fulfillment of their duties.
3. Misappropriation of Group funds.
4. Absence of two consecutive group business meetings without prior notification of the Chairperson or a lack of a report for the group business meeting.

## **ARTICLE V ELECTIONS**

Section I -Elected positions will be made up of:

- a. Group Service Representative (GSR).
- b. Alternate Group Service Representative (Alt GSR).
- c. Secretary.
- d. Treasurer.
- e. Phone Line Representative
- f. Webservant
- g. All Meeting Openers.
- h. Ad Hoc Chairperson.

Section II Election Dates:

1. Election dates for Group Service Representative (GSR) and Alternate Group Service Representative (Alt GSR) will be held at the July group business meeting. Nominations will be taken in the months before the July meeting.
2. Election dates for Treasurer, Secretary, Phone Line Representative and the webservant will be held at the January group business meeting. Nominations will be taken in the months before the January meeting.
3. Elections for Meeting Openers will be held yearly, in August, or as needed. Elections for an Ad Hoc Chairperson will be as needed at the next appropriate business meeting.

Section III Terms of Service.

1. GSR, Alt GSR, Secretary, Treasurer, Webservant, and Phone Line Representative will all serve a one-year term, no more than 2 consecutive terms.

2. Meeting Openers shall serve a 1 year term, no more than 2 consecutive terms, however, a meeting opener can rotate to another meeting to begin a new meeting opener term.
3. Ad Hoc Chairperson shall serve from time of election until next business meeting after completion of function.

Section IV – Voting

1. Any Living Proof Group member can nominate another member for group positions.
2. Voting will be written ballot handed to the GSR: GSR votes only in the event of a tie.
3. Nominees need to be present the day of election and will be questioned about their recovery from other members present.

**ARTICLE VI . MEETINGS**

Presbyterian Church Hall  
 10th & Center Street  
 Evanston, WY 82930  
 Reverend: Larry Turpin 789-2358  
 Monday 8pm, Open, Non-Smoking, Topic  
 Friday 7:00 pm, Open, Non-Smoking, Chair’s Choice

St. Paul’s Episcopal Church  
 10<sup>th</sup> & Sage Streets  
 Evanston, WY 82930  
 Cheryl King 444-2601 (church)  
 Wednesday, 7pm, Open, Non-Smoking, Basic Text study  
 Thursday, 7pm, Open, Non-Smoking, Living Clean: The Journey Continues study  
 Saturday, 7pm, Open, Non-Smoking, It Works: How & Why and 12 Concepts, (except for 2nd Saturday of each month, Birthday Meeting)  
  
 Sunday, 6pm, Group Business Meeting, 1st Sunday of each month

Section II — Keys

- a. There are three (3) sets of keys available for the Presbyterian Church Meeting.
- b. There are four (5) sets of keys available for the Episcopal Church
- c. There are three (3) sets of keys available for the Group Post Office Box.

**ARTICLE VII – Ad Hoc SUB-COMMITTEES**

Section I – The Living Proof Group has and may establish by majority vote Ad Hoc subcommittees as necessary and determine their duties and areas of responsibilities. Such Ad Hoc subcommittees shall be autonomous in carrying out their assigned functions but shall be accountable to the Living Proof Group.

Section II – Ad Hoc Sub-Committees include but are not limited to activities, P.R., and H&I, as needed.

**ARTICLE VIII- TEMPORARY COMMITTEES**

The Chairperson of the Living Proof Group monthly business meeting shall have the authority to appoint temporary committees for such special purposes that may be deemed necessary to fulfill specific functions.



The Chairperson shall specifically designate the purpose, membership and duration of existence of any such temporary committees at the time of appointment.

## **ARTICLE IX . PARLIMENTARY PROCEDURES**

Section 1 –Meetings shall be conducted in an orderly manner with only 1 person speaking at a time and only 1 issue at a time being discussed until tabled or resolved. The use of “Roberts Rules of Order” shall be utilized to expedite the business of the committee in cases to which they are applicable and not inconsistent with the 12 Traditions and 12 Concepts of Narcotics Anonymous.

## **ARTICLE X . AMENDMENTS**

Section 1 –Any Living Proof Group member may propose amendments to these guidelines at a regular group business meeting. The proposal shall be voted on, approved, tabled or dropped by a 2/3 majority vote.

## **ARTICLE XI- FINANCIAL MANAGEMENT**

Section 1 –All money accumulated from collections, literature sales and any other source shall be maintained in a bank account general fund subject to disbursement by the Living Proof Group Treasurer for paying obligations.

- a. Obligations are as follows as of February 1, 2016:

P.O. Box Rent	56.00 Yearly
Rent	50.00 Monthly
Phone Line	30.00 Monthly +/-

- b. Budgeted Money:

Coffee Supplies	55.00 Monthly +/-
Literature	100.00 Monthly +/-
Monthly Birthday Celebration	35.00 Monthly +/-
Ad Hoc Committees	As Needed

- c. All reimbursements will be looked at on an individual basis.  
d. Reimbursements –Travel

Trusted Servants travel .15/mile, includes GSR or Alt. GSR for the Area Service Meeting. If the Living Proof Group is unable to reimburse any of these positions they may be eligible for Area Reimbursement. LPG Trusted Servants are expected to carpool whenever possible. For the Regional Assembly expenses will be estimated including gas and motel for each trusted servant attending, and will be provided before the event. Any leftover funds will be paid back to the group.

- e. Any leftover money will be distributed between the Area, Region and World.  
f. As of August 3, 2008, the Living Proof Groups prudent reserve will be \$250.00.