



Wyoming Western Area Service Committee
of Narcotics Anonymous
Guidelines

Revised April 16, 2016

"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."
(Basic Text pg. XI)

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 process.
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 on of service, never of government.

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.

Article I. Name

Section 1. The name of this committee shall be the Wyoming Western Area Service Committee (here in after referred to as the WWASC).

Article II. Purpose

Section 1. An Area Service Committee (ASC) is a committee made up of elected officers, chairpersons of standing subcommittees, representatives (GSR's) from groups, and other interested NA members within a designated area, which meets regularly for the expressed purpose of serving the specific needs of its member groups. The WWASC shall meet every two months on the 4th Saturday, except when voted on and passed by two-thirds of the voting quorum, to change business meeting due to conflicting events. The purpose of the WWASC is to be supportive of its groups and members and their primary purpose by linking together the groups and members within the area, by helping groups and members deal with their basic situation and needs, and by encouraging the growth of the fellowship. It shall do so in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

Section 2. This area shall consist of the groups and members in South, Central and Western Wyoming. Others groups not participating in a functional ASC may attend, participate, and join the ASC.

Article III.

Section 1. An NA group is a meeting, which occurs regularly at a specified place and time and follows the Twelve Steps and Twelve Traditions of NA. An NA group may become active in the WWASC by attending a WWASC meeting. Should a group choose to become active in the WWASC, they have a two consecutive business meeting attendance requirement, (must be by physical presence), before being included as part of the Area quorum. At their second meeting, the group can then be approved by the body to become an active voting member and will become active at the following meeting. This way their attendance or lack of attendance does not effect the voting of the quorum. Upon a group becoming active they must submit a copy of their service committee guidelines for record of the area.

Section 2. An NA group will be declared inactive in the WWASC upon its second consecutively missed WWASC meeting. To become active again, a group shall follow the same procedure as for a new group becoming active in the WWASC.

Article IV. Officers

Section 1. The officers shall consist of a Chairperson, Alternate Chairperson, Secretary, Regional Committee Member (RCM), Alternate Regional Committee Member, Webservant, and a Treasurer.

Section 2. No individual shall serve more than two consecutive full terms in the same position or hold more than one WWASC office simultaneously. An officer may however also serve on subcommittees. The term of office for all offices shall be for 2 years (12 meetings).

Section 3. Officers and committee chairpersons may be removed from office for noncompliance after due notification by the WWASC and upon a two-thirds majority vote of the WWASC. Missing two consecutive WWASC meetings with out written or personal participation will be considered automatic resignation.

Section 4. Interim officers may be elected as required. Their term of office shall be for the remainder of their predecessor's term.

Article V. Duties and Requirements for Officers

Section 1. Chairperson

- a. Duties- Arrange and prepare the agenda for and preside over the WWASC meetings and shall vote only in the case of a ties. Correspondence, being a co-signer on the WWASC bank account, declaring a group inactive
- b. Suggested Requirements- Have a working knowledge of the Twelve Traditions, the Twelve Concepts, WWASC Guidelines, The Service Manual of NA, have a NA sponsor. Suggested Minimum clean time- 2 years, and meeting experience.

Section 2. Alternate Chairperson

- a. Duties- coordinates all subcommittee functions. In the absence of the Chairperson, the Alternate Chairperson shall perform the duties of the Chairperson.
- b. Suggested Requirements- Have a working knowledge of the Twelve Traditions, the Twelve Concepts, WWASC

Guidelines, The Guide to Local Services, have a NA sponsor.
Suggested Minimum clean time- 1 year.

Section 3. Secretary

- a. Duties- records clear and accurate minutes of the WWASC meetings and distributes them to the GSR's, officers, and standing subcommittee chairpersons within a two-week period after each meeting. The Secretary is a co-signer of the WWASC bank account, keeps an updated log of Area policy actions, and updates the log after each business meeting.
- b. Suggested Requirements- Have a working knowledge of the Twelve Traditions, the Twelve Concepts, WWASC Guidelines, The Service Manual of NA, have a NA sponsor. Suggested Minimum clean time- 1 year.

Section 4. Treasurer

- a. The Treasurer shall make a report of contributions and expenditures at each WWASC meeting, as well as an annual report at the end of the calendar year, and is a co-signer of the WWASC bank account.
- b. Suggested Requirements- Have a working knowledge of the Twelve Traditions, the Twelve Concepts, WWASC Guidelines, The Service Manual of NA, have a NA sponsor. Suggested Minimum clean time- 3 years.

Section 5. Regional Committee Member (RCM)

- a. The RCM represents the WWASC at the regional level, attends Regional Service Committee meeting, attends the annual Regional Assembly, and participates in any decisions affecting the region by speaking as the voice of the WWASC group conscience. The RCM may often be called upon to explain issues in accordance with the Twelve Traditions or Twelve Concepts. The RCM will also be a co-signer of the WWASC bank account. The RCM will chair the Area Service Committee in the absence of both the Chair and the Alternate Chair.
- b. Suggested Requirements- Have a working knowledge of the Twelve Traditions, the Twelve Concepts, WWASC Guidelines, The Service Manual of NA, have a NA sponsor. Suggested Minimum clean time-5 years.

Section 6. Regional Committee Member Alternate

- a. The RCM Alternate attends the WWASC and Regional Service Committee meetings, and fills in for the RCM in case of his/her absence.
- b. Suggested Requirements- Have a working knowledge of the Twelve Traditions, the Twelve Concepts, WWASC Guidelines, The Service Manual of NA, have a NA sponsor. Suggested Minimum clean time- 3 years.

Section 7. Webservant: See Addendum B

Article VI. Voting

Section 1. One half of the voting members shall constitute a quorum. All voting shall be by means of secret ballot unless otherwise specified.

**In the event a quorum is not present at the start of business, the body will conduct only limited business using the guidelines listed below:

1. No decisions will be presented or decided upon regarding any changing of the guidelines, policy or procedure.
2. No money matter business will be done other than what has already been pre-approved through the budget.
3. No voting on service positions.
4. Only WWASC voting members vote. Voting is not opened to everyone.
5. Robert's Rules of order will be used during limited business, with simple majority of all present voting members to decide area business.

Section 2. On matters concerning the allocation of WWASC funds only, the GSR's or their alternate may vote with the Chairperson casting a tie-breaking vote. This type of vote will be voted on by the GSR's present and by a simple majority.

Section 3. All other matters the voting members of the WWASC shall be GSR's, officers, and chairpersons of standing subcommittees. The Chairperson votes only in the case of a tie and may send the matter back to the membership of the individual groups for a vote, and/or may table the matter if a group consensus is unable to be reached.

Section 4. Any Area member may attend the WWASC meetings, participate in debate and discussion, and introduce motions. A voting member of the WWASC must second all motions or the motion dies.

Section 5. Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classified as observers. NA members only shall have the specific right to request the floor. The chairperson has the exclusive right to deny such requests, and the right to deny spurious motions. The Chair's decision is subject to appeal and may be overturned by a two-thirds majority of voting members present.

Article VII. Elections

Section 1. Nominations for all positions shall be accepted by notifying the Chairperson in a two-month period before the end of term and elections will be held at the end of term.

Section 2. All nominations must be seconded by a voting member of the WWASC.

Section 3. Voting on elections shall be done by secret ballot. Simple majority determines the winner.

Section 4. Elections shall be held with the newly elected assuming the duties of their office or subcommittee chair immediately following the election meeting.

Section 5. Elections for the positions of Chairperson, treasurer, and secretary shall be held every 2 years in October on even numbered years. All other elections shall be held in April on even numbered years. Positions that become vacant may be filled by willing persons voted in and their term shall end at the time their predecessors would have ended without resignation as previously stated.

Article VIII. Meetings

Section 1. The Chairperson or Alternate Chairperson may call a special meeting of the WWASC with the agreement of one half of the officers. It is the responsibility of the Chairperson or Alternate Chairperson to contact all voting members of the WWASC.

Article IX. Travel Pay

Section 1. Travel expenses for officers shall be \$0.20 per mile. Travel for the RCM and Alt. RCM to Regional Service Meetings shall be \$0.30 per mile. GSR travel shall be paid for by the group they represent.

Article X. Prudent Reserve.

Section 1. The prudent reserve for the WWASC shall be \$350.

Article XI. Standing Subcommittees

Section 1. The WWASC may establish, by majority vote, standing subcommittees as necessary and determine their duties and areas of responsibility. Such standing subcommittees shall be autonomous in carrying out their assigned functions but shall be accountable to the WWASC.

Section 2. All standing Subcommittee Chairpersons shall be elected annually, and upon start of their term, will assume voting member status of the WWASC. They may serve on the committee as the chair for no more than 2 years.

Section 3. Standing subcommittees may include but are not limited to Public Relations and Activities.

Article XII. Temporary Committees

Section 1. The Chairperson of the WWASC shall have the authority to appoint temporary committees for such special purposes as may be deemed necessary to fulfill specific functions. The purpose, membership, and duration of existence of any such temporary committee shall be specifically designated by the Chairperson at the time of appointment. The Learning Days event as of this date will be considered a Temporary Committee (see Addendum A).

Article XIII. Parliamentary Procedures.

Section 1. Meetings shall be conducted in an orderly manner with only one person speaking at a time and only one issue at a time being discussed until tabled or resolved. Persons wishing to speak must raise their hand and speak only when recognized by the Chairperson. Also see **Robert's Rules of Order**. A copy of this shall be given to newly elected members along with the WWASC guidelines at the beginning of their term.

Article XIV. Amendments

Section 1. Any member group may propose amendments to these guidelines at a regular WWASC meetings by submitting the proposal in writing. The proposal will be voted on the following WWASC meeting. A two-thirds majority vote, by ballot, of the WWASC is necessary to amend. An amendment to the guidelines shall be effective immediately upon adoption unless it specifies otherwise.

1. Article XV. Area Calendar

2. Wyoming Western Area Calendar

February

*Audit checkbook from January-December of the previous year.

April

*Submit subcommittee budgets

*Elections: RCM, Alt. RCM, Webservant (even years), PR Chair (yearly)

June

*Hand out WWA inventory to WWASC members

*Annual Treasurer's report - expenses vs. budgets

July

*Learning Days Event

August

*Western Wyoming Area Inventory

- *Approve budget
- *Appoint Learning Days Chair for next year

October

- *Elections: Chair, Alt. Chair, Treasurer, Secretary (even years)

Concerning all areas not covered by these guidelines, the Twelve Traditions, Twelve Concepts and the Service Manual of NA shall be the authority to settle all questions of procedures.

Addendum A

Learning Days Guidelines

1. Learning Days is a WWASC service oriented function following the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
2. Learning Days is a one day event and will be held in the month of July (preferably the 2nd or 3rd Saturday), not conflicting, if possible, with any other Narcotics Anonymous functions/activities.
3. The WWASC Chairperson is responsible for appointing the Learning Days Chairperson from WWASC members.
4. The Learning Days Chair will be appointed at the August Area meeting.
5. The appointed Learning Days Chair is expected to give a report at all Area meetings.
6. The appointed Learning Days Chair will form a Learning Days committee using other members from the WWASC, home group members, or members from other groups.
7. The location of Learning Days will be decided by the Learning Days committee, and the facility is to be secured in a timely manner (no later than the December Area meeting).

8. The WWASC will provide \$200.00 seed money, all money raised from the Learning Days will be returned to the WWASC.

Addendum B

Guidelines for Internet Support for the Wyoming Western Area of Narcotics Anonymous

Purpose

Our purpose in putting information on the Internet is to inform addicts and other interested people about NA meetings and activities in our Area.

Unity is one of our greatest strengths in carrying the message. Unity of purpose keeps our focus on carrying the message. We are working together on the Internet "to carry the message to the addict who still suffers."

1. Responsibility/Accountability

Placing information online is an ongoing project of the Wyoming Western Area.

Groups: By agreeing to these Guidelines, Groups will agree to inform the Web Servant of specific changes needed to keep meeting schedules and announcements up-to-date. (Designation of a specific trusted servant, such as a GSR or GSR-alt is suggested for this responsibility.)

Web Servant

Two year commitment. Suggested 2 years clean time.

By accepting the position, web servants agree to perform the work needed to maintain these web pages in accordance with these online guidelines.

All members of the Wyoming Western Area have the right through their appropriate Group to have changes made as a matter of conscience.

2. Non-Affiliation

Our online NA information will contain links or references only to NA-related information. As guided by our understanding of the Traditions, we will provide the following statements before any links that are not registered service bodies of Narcotics Anonymous: "The Wyoming Western Area of Narcotics Anonymous does not endorse and is not affiliated with any of these links but provides them only for the convenience of addicts trying to reach other addicts beyond the Wyoming Western Area."

3. Contents

The web page will contain Meeting schedules for NA groups in the Wyoming Western Area.

A link to Narcotics Anonymous World Services.

Links to web pages that carry links to other groups, areas and regions of Narcotics Anonymous.

An E-mail link for sending messages to the Area.

Announcements at the discretion of participating Service Bodies (that is, the Area and Groups).

Graphics at the discretion of the Web Servant.

4. Qualifications & Requirements of Web Servant

Is a technical person, chosen by the Area Service Committee group conscience process to maintain the web pages.

Demonstrated recovery in Narcotics Anonymous; actively involved in the local NA fellowship.

A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.

A demonstrated ability to successfully perform NA service.

A willingness to advise Area when changes might be needed to these guidelines.

Helps to formulate budget.

The ability to create and edit hypertext markup language (HTML) documents.

Use file transfer protocols (FTP) in order to upload and download files.

To ensure that materials remain available in the event of server or personnel problems, the Web Servant will maintain disks with history files of all Area files, along with the current passwords for the Internet account.

Minimize the size of graphic files while maintaining the integrity of the images.

Remain current with Internet and e-mail technologies.