

**POLICY AND GUIDELINES  
FOR THE  
ST. LOUIS AREA OF NARCOTICS ANONYMOUS  
(Updated - 8/1/2024)**

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**I. ASC MEETINGS**

1. Area Service Committee (ASC) meetings shall be held on the 1<sup>st</sup> Friday of each month starting at 7:30pm and ending at 10:00pm at a set location, unless changed by a majority vote of the ASC and announced as far in advance as possible.
2. Emergency or special meetings may be called by the Chairperson with fourteen (14) days notice to all GSRs, Area Officers and Subcommittee Chairpersons.
3. The ASC shall adhere to the following documents for the purpose of conducting business, in order of precedence/importance:
  - A. The Twelve Traditions of Narcotics Anonymous
  - B. The Twelve Concepts of NA Service
  - C. The Policy & Guidelines of the St. Louis Area of NA, and any amendments that the body may adopt
  - D. The Policy & Guidelines of a standing subcommittee of the St. Louis Area of NA
  - E. Robert’s Rules of Order – guide to parliamentary procedure (version adopted by the ASC)

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4. The Chairperson has the exclusive right to grant or deny requests to address the floor.
5. The **registered voting membership** is a list of groups present at the current ASC, or who have attended one of the last two ASCs. This list is used to determine if quorum is present.
6. If a group is not represented for two ASCs in a row, they shall be removed from the registered voting membership list. If a group returns to the ASC after having been removed from the registered voting membership list, they shall be returned to the list upon their first ASC back.
7. One half (1/2) of the registered voting membership constitutes a **quorum**, and that quorum must be present to conduct motion or voting practice. However, all other business may be conducted without a quorum (e.g. payment of normal Area bills, Officer/Subcommittee reports, etc.).
8. **Voting members** shall be GSRs, or their alternates in their absence, that have been in attendance at least one of the two previous ASCs, or are in attendance at the present ASC.
9. A **roll call** of all voting members will be taken by the Chairperson one (1) time per ASC meeting, to be taken after the break.
10. A **roll call** of all subcommittee chairs to be taken after break.
11. Open forum shall take place between Old and New business and will take place between 15-20 minutes unless a motion is made to extend.

## **II. VOTING**

### **A. General**

1. No group or voting member shall have more than one vote. No voting member may represent more than one group on any vote. One vote per GSR/voting member.
2. Only pre-existing groups' GSRs may vote on old business. New groups' GSRs (attending their first ASC) will be recognized at the beginning of new business and will be allowed to vote on new business only.
3. For any vote, two-thirds (2/3) of the voting members must vote "yes" or "no" or else the motion **dies due to lack of interest**. For a **simple majority** vote to pass, MORE than 50% of those who voted "yes" or "no" must vote in favor. In the case of a tie, the Chairperson will cast the deciding vote. For a **2/3 majority** motion to pass, AT LEAST 2/3 of those who voted "yes" or "no" must vote in favor. A 2/3

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majority vote is required for suspension of policy, removal of Area Officers or Subcommittee Chairpersons, and amendments to guidelines.

4. For amendments to, or the overruling of the Policy & Guidelines a 2/3 majority is required. Upon passage of the change to Policy by the ASC, motions involving changes to the Policy & Guidelines must be taken to the groups for approval. After being voted on by the groups, a 2/3 majority is again required at the following ASC. Any amendments to Policy shall take effect at the next ASC unless specified in the motion for amendment.

5. The Chairperson has a vote at the ASC only in the event of a tie vote in order to break the tie. If the Chairperson feels that she/he has a conflict of interest by casting a tie-breaking vote, she/he may pass the gavel to the Vice-Chairperson for them to cast the tie-breaking vote.

6. Any and all decisions by the Chairperson are subject to appeal any may be overturned by a 2/3 majority of voting members. A GSR must declare her/his appeal and have that appeal seconded.

**B. Motions**

1. Only voting members may bring or second motions to the floor. Subcommittee Chairpersons may make motions pertaining to their subcommittee.

2. Anyone present may request the floor, address the committee, and participate in debate or discussion.

3. All motions shall be in written form with an **intent**. An intent is the purpose that a motion is to accomplish.

4. A group is required to place their name on all motions, so that they cannot second their own motion. However, the group's name shall not appear in the ASC monthly minutes.

5. A motion should be clear and concise, so that the ASC is not voting on a perceived intent. It is advisable to avoid wording a motion in the negative because of the possible confusion as to the effect of the motion.

6. The Chairperson and Vice-Chairperson evaluate the motion for accuracy and appropriateness, and then read the motion and the intent, keeping the maker of the motion anonymous.

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7. A motion must be seconded to be discussed. A second merely means that another member wishes the matter to come before the ASC. It does not necessarily mean that the person who seconded the motion is in favor of the motion.
8. Two motions cannot be on the floor at the same time.
9. The Chairperson shall accept three (3) pros and three (3) cons prior to a vote being taken. Each pro and con shall be limited to three minutes debate.
10. No member may speak on a motion more than once, unless others desiring to speak on the motion have exercised their opportunity.
11. A verbal motion to extend debate, if desired, shall require a 50% majority.
12. Debate is of the motion, not the maker. Members should address all debate through the Chairperson.
13. The Chairperson announces the result of the vote and its adoption or rejection.
14. An adopted motion shall take effect at the close of the ASC meeting, unless otherwise stated in the motion.

**C. Elections**

1. Nomination for Area officers and Subcommittee Chairperson positions, with the exception of Treasurer, Vice-Treasurer, SLACNA Chairperson and SLACNA Treasurer, shall be accepted at the March ASC meeting. Elections from these nominations shall be held at the following April ASC meeting for a term of service from May 1<sup>st</sup> – April 30<sup>th</sup>.
2. Nominations for Vice-Treasurer shall be accepted at the November ASC with elections taking place at the following December ASC. The term of service for the Treasurer and Vice-Treasurer shall be January 1<sup>st</sup> – December 31<sup>st</sup>.
3. Nomination for the SLACNA Chairperson and Treasurer shall be accepted at the August ASC with elections taking place at the following October ASC.

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4. Two (2) months prior to elections, the reading of all duties of a position shall be read.
5. Nominees for Area officers and Subcommittee Chairpersons cannot accept more than one nomination for a position if one of the nominations is unopposed.
6. Area officers and Subcommittee Chairpersons can only hold one subcommittee or officer position at a time. No member can hold two Area elected positions at the same time.
7. Area officers and Subcommittee Chairpersons may succeed themselves in office. However, no member shall serve in the same office for more than two consecutive terms.
8. Prior to election, nominees shall state qualifications, willingness to serve, understanding of duties and responsibilities, and past experience which will aid the fulfilling of these responsibilities. Prior to election, nominees for office must submit a service resume, stand before the ASC and state their qualifications as well as their understanding of duties and responsibilities while expressing a willingness to serve. The candidates must also be prepared to answer questions concerning their resume. Attendance is required for this to take place.
9. All nominees for office must submit a service resume to qualify them and to express their willingness to serve. These forms are available from the Secretary. These completed resumes will be sent to the groups with the Area minutes prior to the next month's ASC meeting. A vote will not occur unless these minutes are sent.
10. The Chairperson has the right to disqualify nominees for lack of clean time or experience requirements as stated in the section of this document that applies to a position.
11. During the election of officers, nominees shall leave the room prior to voting. The vote count shall not be recorded in the minutes, only the result. During the election of officers and subcommittee chairs, nominees shall leave the room prior to voting. The vote count shall not be recorded in the minutes, only the results. Attendance is not required to be elected to an Area position if the candidate has completed the requirements as described in Section 8 under the heading "Elections". If the candidate is not present, the Secretary shall contact them to inform them of the voting results.
12. Elections of Area officers and Subcommittee Chairpersons will be done by a raise of hands. The Chairperson is responsible for vote tally by verification of the Secretary.

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**D. Removals/Vacancies**

1. In the event an Area officer or Subcommittee Chairperson relapses, they shall automatically forfeit their position due to lack of clean time requirement.
2. An Area officer or Subcommittee Chairperson can be removed from office for non-completion of duties. If the Area officer or Subcommittee Chairperson is present, they will be allowed to exercise the 10<sup>th</sup> Concept of NA Service if she/he wishes to do so.
3. If an Area officer or Subcommittee Chairperson is absent from two (2) consecutive ASC meetings, and is not represented by an alternate, the Chairperson may contact the absent member in an effort to rectify the situation or to ask for the selection of a qualified replacement.
4. If an Area officer or Subcommittee Chairperson misses three consecutive ASC meetings, they can be dismissed.
5. In the event of a vacant position due to resignation or removal, the Chairperson shall call for an election to fill the vacancy at the next regular ASC meeting. If the vacancy is in the position of RCM, Chairperson or Treasurer, the alternate or Vice-Chairperson will assume the duties and a new alternate or Vice-Chairperson shall be elected.

**III. OFFICERS**

1. All Officers are required to attend and stay for each entire ASC meeting.

**A. Chairperson – 2 years clean time requirement**

1. The Chairperson shall moderate the ASC meeting in an effort to conduct the business of the Area in a timely manner. The Chairperson must be capable of conducting business with a firm yet understanding hand. The Chairperson shall be completely neutral on all matters before the ASC. A thorough knowledge of the 12 Steps, 12 Traditions, 12 Concepts and especially the WSC Rules of Order is required.

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2. The Chairperson shall prepare an agenda for the ASC meeting with the assistance of the Vice-Chairperson and/or the Secretary if necessary.
3. The Chairperson shall call the appropriate contact person for the ASC facility meeting space to verify availability of space one month prior to each ASC meeting.
4. The Chairperson is responsible for contacting Area officers or Subcommittee Chairpersons that are absent for two consecutive ASC meetings or are not represented by their alternates. The Chairperson shall make an effort to rectify the situation or ask for the selection of a qualified replacement.
5. The Chairperson shall remind all GSRs to remain at the ASC meeting for the entire meeting.
6. The Chairperson shall prepare the agenda and moderate the Area 4<sup>th</sup> Step. This inventory shall be conducted at the January ASC meeting and reviewed at the February ASC meeting.
7. The Chairperson shall maintain the previous year's ASC minutes of their term and pass on to the incoming Chairperson.
8. The Chairperson has the right to appoint Ad-Hoc Chairpersons.
9. The Chairperson should be the last person that leaves the building after the ASC meeting is over and makes sure the doors are locked.

**B. Vice-Chairperson – 2 years clean time requirement**

1. The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence.
2. The Vice-Chairperson shall automatically succeed the Chairperson at the end of the Vice-Chairperson's term.
3. The Vice-Chairperson will be responsible for updating the Area Policy Guidelines annually, with an amendments page presented at the April ASC meeting of odd numbered years and full updated version



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presented at the April ASC meeting of even numbered years. One copy shall be distributed to each GSR at that time.

4. The Vice-Chairperson shall present new groups with copies of the Policy Guidelines and the WSC Rules of Order.
5. The Vice-Chairperson shall be responsible for contacting GSRs of groups to inquire as to their continuing existence.
6. If a GSR is absent for two (2) consecutive ASC meetings and is not represented by her/his alternate, the Vice-Chairperson shall contact the absent member's group in an effort to rectify the situation or to ask for the selection of a qualified replacement. The Public Relations Subcommittee may be asked by the Vice-Chairperson to assist in this effort.
7. The Vice-Chairperson shall coordinate all subcommittee functions by staying in constant contact with all Subcommittee Chairpersons to assist with communication between subcommittees.
8. The Vice-Chairperson shall fill in as the acting Chairperson, not the committee, of any active subcommittee that is without a Chairperson.

**C. Secretary – 1 year clean time requirement**

1. The Secretary shall keep accurate minutes of each ASC meeting and distribute a typed copy to all Area Officers, Subcommittee Chairpersons and GSRs two (2) weeks prior to the next ASC meeting.
2. The Secretary will keep the following forms available at every ASC meeting:
  - A. Ten (10) copies of the Area Policy Guidelines
  - B. WSC Robert's Rules of Order
  - C. Blank NA Service Resumes
  - D. Copies of Subcommittee Internal Guidelines
  - E. Ten (10) copies of the Regional Policy Guidelines
3. The Secretary shall have the minutes available from the previous year at every ASC meeting.
4. The Secretary shall keep an accurate mailing and phone list of Area Officers, Subcommittee Chairpersons and GSRs. The phone list shall be updated, printed and distributed to Area Officers, containing only members' last initial, on a quarterly basis. The mailing list including GSRs' last names and addresses shall NOT be distributed; however, this should be updated on a monthly basis. The Secretary shall be the only person to have this list.

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5. The Secretary shall copy the ASC meeting minutes on both sides of paper.
6. The Secretary shall assist the Chairperson with vote tallies and record in the minutes, with the exception of election outcomes of which only the result shall be recorded.
7. The Secretary shall maintain the Area archives in an organized manner. Documents to include: minutes (corrected), Subcommittee reports and guidelines, group reports.
8. The Secretary shall purchase stamps and present receipts to the Treasurer.
9. No flyers are to be included in the ASC meeting minutes.

**D. Treasurer – 5 years clean time requirement**

1. The Treasurer must, at the time he/she submits his/her resume, own a computer with Microsoft Excel and must be competent with Excel.
2. The Treasurer shall handle all incoming funds to the ASC from groups and Subcommittees.
3. The Treasurer shall distribute funds to all Subcommittees and pay all Area bills.
4. The Treasurer shall deliver the Treasurer's Report to the ASC on a monthly basis. Copies of the Treasurer's Report shall be given to Area Officers and GSRs or Alternate GSRs, as well as one copy included in the Area archives. The Treasurer's Report will shall include:
  - a. a ledger of all income and expenses to the ASC, including a list of home group donations;
  - b. a bank statement and bank reconciliation;
  - c. running totals for each Subcommittee budget; and
  - d. any incidental information pertaining to fund distribution.
5. All four of the categories of information/documentation listed above are required of a Treasurer's Report. Any report that is missing any of the required information/documentation shall not be accepted as a Treasurer's Report
6. The Treasurer shall administer the ASC checking account including deciding on type of account or bank.

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7. The Treasurer shall make a year-end report of all income and expenditures for the previous calendar year in January, broken down monthly. Also, the Treasurer shall remain of service to the Area for the filing of any applicable tax forms from their term of service.

8. The Treasurer shall have a key to the Area post office box. The purpose of this key is to pick up and distribute Area bills to the appropriate members.

9. The Treasurer shall coordinate with ASC Subcommittee Chairpersons in forming their budgets, if requested.

**E. Vice-Treasurer – 5 years clean time requirement**

1. The Vice-Treasurer shall perform the duties of the Treasurer in the absence of the Treasurer.

2. The Vice-Treasurer shall assist the Treasurer in her/his duties, as the Treasurer deems appropriate.

**F. RCM (Regional Committee Member) – 3 years clean time requirement**

1. The RCM shall act as the liaison between the ASC and the Regional Service Committee (RSC) and carry the ASC's group conscience to the RSC.

2. The RCM shall attend all RSCs or have made arrangements to have the RCMA attend in her/his place.

3. The RCM shall submit a written monthly report to the ASC and give verbally the activities concerning the ASC that are occurring at RSC.

4. The RCM will conduct/coordinate CAR (Conference Agenda Report) workshops.

5. RCM to provide financial report from RSC and SMRCNA in writing and put in the minutes at ASC.

**G. RCMA – (Regional Committee Member Alternate) – 2 years clean time requirement**

1. The RCMA shall perform the duties of the RCM in the RCM's absence.

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2. The RCMA shall automatically succeed the previous RCM.
3. The RCMA shall attend all RSCs.

**H. Alternate Secretary – 1 year clean time requirement**

1. The Alternate Secretary shall perform the duties of the Secretary in the Secretary's absence.
2. The Alternate Secretary will automatically succeed the Secretary at the end of the Secretary's term.
3. The Alternate Secretary will assist in taking notes during ASC meetings and assisting the Secretary in duties as needed.

**I. Service Trainer – 5 year clean time requirement**

1. The Service Trainer must have held at least two prior positions.
2. The Service Trainer shall teach newly elected service members about their position.
3. The Service Trainer may:
  - a. lead GSR orientation;
  - b. assist subcommittees as needed; and
  - c. lead service workshops as needed.

**IV. SUBCOMMITTEES**

**A. General**

1. All Subcommittee Chairpersons must have at least one (1) year of active service in NA.
2. Each Subcommittee shall hold a Subcommittee Meeting at least once a month. Each Subcommittee Chairperson shall announce the date and time at each ASC meeting.
3. All Subcommittee Chairpersons are required to attend and stay for each entire ASC meeting.
4. All Subcommittee Chairpersons whose subcommittee has a regional subcommittee presence are required to attend Regional Subcommittee meetings quarterly.

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5. All Area Subcommittee Chairpersons are responsible for maintaining financial records of all monies received and expended. These records will be available upon request of the ASC for the Area Treasurer.

6. Each Subcommittee Chairperson shall give a monthly written report given verbally at the ASC meeting outlining her/his Subcommittee's activities for the previous month. This report is to be included by the Secretary into the Area minutes. Any subcommittee that has a bank account shall also submit a copy of the monthly bank statement to be put in the ASC minutes.

7. If the Subcommittee's monthly written report does not contain a monthly financial statement, including all transaction receipts, no monies shall be released by the Treasurer to the respective Subcommittee.

8. Each Subcommittee Chairperson is responsible for creating a budget for their respective Subcommittees for the duration of their term. This budget is due at the April ASC meeting (SLACNA budget to be submitted in February). It is suggested for the outgoing Subcommittee Chairperson to pass on their experience with budgeting to the incoming Chairperson for the new term.

9. All Subcommittee Chairpersons are responsible for maintaining a current Policy Guidelines document for their individual Subcommittee for use within the Subcommittee. Each Subcommittee's internal Policy Guidelines shall be made available to the Area Secretary for any GSR to inspect upon request.

10. The ASC reserves the right to amend a Subcommittee's internal Policy Guidelines with a 2/3 majority vote.

11. The ASC or the Area Chairperson may elect or create an Ad-Hoc Committee for the purpose of performing a special task not being handled by a standing Subcommittee. The ASC shall elect, or the Area Chairperson can appoint, an Ad-Hoc Chairperson with experience and willingness with a required amount of clean time of one (1) year. At the end of one (1) year, the ASC may vote to extend the term of the Ad-Hoc committee's existence for a specific term. The ASC may decide to make an Ad-Hoc committee into a standing committee with a 2/3 vote of the ASC.

**B. Activities – 3 years clean time requirement**

1. Statement of Purpose: The purpose of the Activities Committee is to coordinate functions for the Area to promote unity and fellowship. The philosophy of the subcommittee should be to show the newcomer

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as well as the “old timer” that there is fun to be found in recovery. Every effort should be made to make these functions financially self-sufficient to at least cover the cost of throwing the function. Considering the amounts of money involved with functions, it is suggested that the Activities Chairperson be very responsible with NA funds.

2. All Activities Committee functions are to be announced via flyers with a minimum of one month’s notice for the purpose of generating as much interest as possible in the fellowship for the function.

3. All Activities Committee indoor functions shall be non-smoking.

4. The Area requests that the Activities Committee publicize the availability of an interpreter for the hearing impaired for speakers at a function.

5. Net proceeds from all functions shall be forwarded to the Area Treasurer when the functions’ books have been closed.

6. The Activities Committee shall have a prudent reserve of \$1,200 for the purpose of deposits for facilities and any costs involved prior to a function being held. The Activities Committee will have a Subcommittee Treasurer who shall keep track of all incoming and outgoing allocated funds.

7. The Activities Committee may have a checking account. Also see pg.9 #6

8. The Activities Committee shall conduct a Service Learning Day at least once a year.

**C. Hospitals & Institutions – 2 years clean time requirement**

1. Statement of Purpose: The Hospitals & Institutions Subcommittee shall carry the message of NA recovery to addicts who are in institutions who cannot attend regular NA meetings. The Hospitals and Institutions chairperson is responsible for coordinating chairpersons and speakers as well as NA literature for all Hospitals and Institutions meetings. The chairperson is also responsible for acting as a liaison between NA and the staff at the institutions that Hospitals & Institutions are held.

2. The Hospitals & Institutions chairperson shall submit a budget in June for literature expenses for the coming year. This budget shall contain travel expenses to RSC, learning day expenses, etc.

**D. Literature – 2 years clean time required**

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- 1, Statement of Purpose: The Literature subcommittee is responsible for acquiring and distributing NA literature for NA groups in the St. Louis Area of Narcotics Anonymous. The literature subcommittee is also responsible for the review and input of proposed NA literature in conjunction with the RSC and WSC Literature subcommittee(s).
2. The Literature chairperson is required to have served at least one (1) year as an Area officer, GSR, or other subcommittee chairperson. It is also highly suggested the Literature subcommittee chairperson have experience in accounting and inventory procedures. Literature subcommittee Vice-chairperson shall have the same requirements and responsibilities as the chairperson and in case of emergency will attend ASC.
3. The Literature subcommittee shall distribute literature to groups at a scheduled ASC meeting. Hours of distribution are at the discretion of the subcommittee with possible guidance from the ASC.
4. The Literature subcommittee shall distribute literature to groups at cost plus 10% (to cover the cost of handling). In the event of a price increase of literature by the WSO, a motion at the ASC is not necessary to pass along the price increase to groups.
5. The Literature subcommittee will not handle backorders.
6. The Literature subcommittee shall have a prudent reserve of \$3,600 of literature at the end of her/his term. Any amount above the \$3,600 prudent reserve shall be donated to the Area.
7. The Literature subcommittee shall be responsible for coordinating the ordering of CARs (Conference Agenda Reports) for groups that request them. This order shall be placed at the February ASC.
8. The literature chairperson can sell literature at other St. Louis NA sponsored events in addition to the monthly Area meeting.
9. The Literature Chair shall submit a monthly report at every ASC that details for groups all Literature sales and expenses for the prior month. This report will include but is not limited to a detailed list of what was sold, the cost for each, actual income, along with a detailed list of expenses. This information shall be saved and maintained to allow for an annual report.

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10. The Literature Chair elect (Literature Vice-Chair) shall prepare and submit an annual report at April ASC that details for groups all Literature sales and expenses for the prior year. This report will include but is not limited to a detailed list of what was sold, the cost for each, actual income, along with a detailed list of expenses broken down by month. This report will also include an actual counted physical inventory of all literature on hand and will report the same. This information shall be saved and maintained for archives.

11. The Literature Chair is responsible for ordering literature and arranging with the Treasurer to pay for the order. The monthly literature order must be made within 10 days after the ASC meeting. The Literature Chair is responsible to fill the cart. If the Literature Chair does not submit an order on time, the ASC Chair and Treasurer, or any officer appointed by the Chair, may submit an order.

**E. Literature Vice-Chair - 2 years clean time requirement**

1. Shall meet all of the requirements for Literature Chair.
2. Shall assist Literature Chair with all duties.
3. Must attend ASC with the Literature Chair every month.
4. Will automatically take over as Literature Chair at the end of their term as Literature Vice-Chair.

**F. Newsletter – 1 year clean time requirement**

1. Statement of Purpose: To carry the message of the Conscience to the St. Louis Area as a whole.

**G. Phone line – 2 years clean time requirement**

1. Statement of Purpose: To maintain open communication lines with the public who are seeking information, and to offer hope to the still-suffering addict seeking recovery through Narcotics Anonymous.
2. The Phone line subcommittee will develop guidelines to include implementation oversight/administration of providing interpreters for the deaf and hearing impaired.



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**H. Public Relations – 2 years clean time requirement**

1. Statement of Purpose: To inform the public that NA exists and that it offers recovery from addiction. We offer information about how and where to find Narcotics Anonymous. All public information activities will be carried out in accordance with the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

2. The Public Information subcommittee shall be responsible for the updating, printing and distribution of meeting directories for the St. Louis Area of Narcotics Anonymous.

3. To assist groups in solving problems that may impede their growth or threaten their survival, and to help groups overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole, as well as to the NA service structure.

4. Writing Steps for Recovery - To act as a liaison between the Show-Me Regional WSR committee and the St. Louis Area.

**I. SLACNA (St. Louis Area Convention) Chairperson – 5 years clean time requirement**

**J. SLACNA Treasurer – 5 years clean time requirement**

1. SLACNA Treasurer to distribute financial statement to GSRs at ASC.

2. SLACNA's prudent reserve shall be \$13,000.

**V. GROUPS**

1. For a group to be recognized in the St. Louis Area meeting directory, it must be in existence for three months. It is also suggested they are represented at the ASC and register with NA World Services.

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2. A group may be removed from the area directory by a 2/3 vote. Reasons for removal include, but are not limited to, lack of adherence to the 12 Traditions of NA. In conjunction with the Outreach Public Relations subcommittee, every effort shall be made to inform groups in a loving and caring manner of “Traditions violations”.
3. In the unfortunate event that a group folds, no refunds shall be given. The literature will be accepted as a donation to a meeting or the ASC.
4. If a group or its representatives has a problem they feel needs to be brought to the attention of the ASC, they should do so during Open Forum or New Business .
5. Each group is responsible for acquiring a copy of the CAR (Conference Agenda Report) for their group. The ASC may place an order through the Literature subcommittee for all groups interested in taking part in the CAR.
6. Groups that wish to take part in the service structure may have a “special interest” format (e.g. women, men or gay/lesbian issues). However, all groups that wish to have a “special interest” meeting shall be open to any addict seeking recovery. This is stated in accordance with our Traditions.
7. Non-addict interpreters for the deaf will be allowed into any NA meeting, open or closed, with their addict client.
8. The procedure for removing a group from the St. Louis Area meeting directory for the specific reason that it no longer exists will be as follows:
  - A. In conjunction with the duties of the Area Vice-Chairperson, as outlined in **Section III. OFFICERS, B. Vice-Chairperson**, (5) which currently reads: “The Vice-Chairperson shall be responsible for contacting GSRs of groups as to their continuing existence” to read: “The Vice-Chairperson shall be responsible for contacting GSRs of groups as to their continuing existence. A consensus must be reached between the Vice-Chairperson, and the Public Relations subcommittee that the meeting no longer exists. When this consensus is reached, the meeting may be removed from the St. Louis Area meeting directory”.

**IV. FUNDS**

- 1.The St. Louis Area of NA observes a fiscal year of January 1 – December 31.
2. The following names shall be present on the Area bank account: Treasurer, Vice-Treasurer and Chairperson.

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3. The Chairperson, Vice-Chairperson, Secretary, Treasurer and Vice-Treasurer will form and participate in an Ad-Hoc committee every January to perform a complete audit of all Area funds. Membership on the committee is not limited to the above officers.
4. The ASC shall have a prudent reserve of \$5,000 to cover Area bills.
5. Any funds in excess of prudent reserve are to be donated to the Region in March, June, September, and December. However, no donations shall be made during April or May of any year.
6. A motion is not required for the Treasurer to pay all recurring monthly expenses.
7. In the absence of the Treasurer or Vice-Treasurer, all payments and contributions are delayed until the next scheduled ASC meeting.
8. Any time a Treasurer's Report is not delivered to the ASC, all group donations and all literature sales shall be suspended until a Treasurer's Report is delivered.
9. If the Treasurer fails to deliver a Treasurer's Report for two consecutive months, then the Treasurer shall be automatically removed from the position.
10. The Treasurer shall reimburse Area trusted servants for reasonable expenses. A receipt is required for any and all reimbursements. Any "unreasonable" expense shall require a motion and, if passed, a receipt.
11. No Area Subcommittee Chairperson or Area Officer shall have a checking account containing NA funds without the approval of the Area.
12. The Area checking account and any Area subcommittee that has or opens a checking account is required to have two signatures from members of that subcommittee or officers.
13. Any Area subcommittee who has a checking account shall submit a bank reconciliation (including a copy of the bank statement) each month with their financial report.
14. The Secretary shall have a monthly advance of \$125.00 for the purpose of mailing monthly minutes. March advance shall be \$150.00.

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15. The RCM shall have a budget of \$150.00 per RSC for expenses incurred (hotel, gas, etc.). Receipts for all expense shall be presented to the Treasurer at the ASC meeting following the RSC meeting.

16. The Treasurer shall issue a receipt for a “starter” literature pack for new groups not to exceed \$50.00 (new groups can elect to take less if they don’t think they need the entire \$50.00). The Literature subcommittee shall honor the receipt.

17. The ASC shall take a 7<sup>th</sup> Tradition collection to defer the cost of rent and/or coffee. The balance of the 7<sup>th</sup> Tradition collection shall be donated to the facility at which ASC is held.

18. The Treasurer will not accept personal checks.

19. In the event that a member owes monies to the ASC, the Chairperson shall make every effort to collect the money in person, via telephone and mail.

20. The Area shall not fund group dances.

21. In the event that a Subcommittee or group wishes to merchandise a product with the NA logo, or if the product implies an association with NA, the group must first receive the ASC’s guidance. The ASC’s guidance shall be in accordance with the NAWS’s intellectual property trust guidelines.

22. The ASC has adopted the Show Me Region’s guidelines regarding Theft and Mismanagement of NA Funds and Property, which state:

7.1 Responsibility

a. The first priority in addressing a matter of internal theft should always be concern for the member whose time and recovery may either be threatened or who has already suffered relapse. Our common welfare should always come first. Recovery cannot be measured in terms of material things. Our approach should be one of sincere concern and loving helpfulness founded in the principles of the Steps, Traditions and Concepts of Service.

b. Regular financial reporting and auditing, as outlined in other sections of these Guidelines, help deter theft of NA funds. If funds are stolen, regular audits ensure that such thefts cannot go unnoticed. This

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section deals with the actions to be taken once theft or mismanagement of NA funds or property has been established. These funds or property include that of the groups, Service Boards and Committees in this Region. This section also deals with the Region's role in dealing with theft or mismanagement of any other funds or property by another member of the Region.

c. While the Guidelines cannot cover procedures for every eventuality, the spiritual principles described can be used, as guidance in matters not explicitly covered. This section is an attempt to help individuals responsible for actions they take. By not enabling individuals to continue these actions without consequences, this section protects the individual as well as the funds, the property, as well as the fellowship as a whole.

d. Adhere to all Guidelines when electing or appointing Trusted Servants.

e. Define a single point of responsibility. Ultimately this is the Treasurer.

f. Have checks and balances to protect the addict as well as the money. Follow through with the consequences (see appropriate sections in these Guidelines).

g. Be responsible when electing or appointing Trusted Servants

#### 7.2 Internal Theft

a. Internal theft is when any NA member steals or misappropriates Show-Me Region funds or property.

b. Once theft has been established, the Treasurer will contact the person suspected of stealing (or the Chairperson if the Treasurer is suspect).

c. Obtain an agreement for restitution within 30 days of initial contact.

d. Request immediate resignation of all service positions held.

e. Report all incidents to the RSC.

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7.3 Restitution

a. If the above does not result in resolution of the problem, the Treasurer will bring the matter before the

RSC.

b. RSC will get an agreement for restitution within 30 days.

c. RSC will request resignation from all service positions held.

d. If action by RSC fails, the Treasurer will then proceed with appropriate legal action.

e. Treasurer will request payment of all reasonable and customary costs associated with legal action in addition to restitution of the stolen funds or property.

f. Individuals involved will not be allowed to hold any Regional positions until terms of legal action have been fulfilled.

7.4 Bad Checks

a. For bounced checks, the individual responsible for the funds will contact the person responsible and work out payment.

b. The person responsible for funds will follow up with appropriate action (i.e., sending check through again).

c. The person responsible for the funds will turn the matter over to the appropriate authority if matter is not resolved by above (i.e., Prosecuting Attorney)

7.5 Discrepancies

a. For discrepancies in an audit, the Treasurer (or Chairperson if Treasurer is in question) will contact the responsible party for settlement of the discrepancy.

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b. If settlement cannot be reached, the RSC will be responsible for determining the settlement.

c. Consequences of refusal of settlement include:

1. Resignation or removal from all service positions held by the responsible party
2. Individuals involved will not be allowed to hold any Regional positions or handle Regional funds until terms of legal action have been fulfilled.

#### 7.6 External Theft

a. When a non-NA member steals funds or property belonging to the RSC (i.e., breaking into a member's home and stealing property like t-shirts or other merchandise that is the property of the Show-Me Region; or money collected for door receipts at a dance), the RSC will take appropriate action.

b. Person responsible for funds or property will file a police report.

c. Person responsible for funds or property will contact an Attorney.

d. Person responsible for funds or property will press charges if suspect is apprehended

e. Statement of Liability: The Show-Me Region will not take financial responsibility for any of its members involved in theft or misappropriation of funds and/or property. However, the RSC will cooperate in the resolution of these matters.

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**Appendix 1: Advanced Motions**

Redress – If a member believes that a motion is not being handled well, has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change of circumstances, etc., there are certain situations to consider and many options available.

1. Matters left undone at adjournment die. However, they can be brought up at a later time as a new question.
2. Matters left tabled at adjournment die. However, they can be brought up at a later time as a new question.
3. Matters rejected:
  - A. During ASC, the “motion to reconsider” would be in order. If the motion is substantially different, due to a change in circumstances, new information or other significant changes in intent, a new motion may be in order.
  - B. At a later ASC, a motion can be “renewed”; that is, the same question can be introduced as if new.
4. Matters adopted:
  - A. During the same ASC, the motions “to reconsider” or “amend something previously adopted” would be in order. The motion “to reconsider” is in order if the original motion was voted on at the current ASC. The motion “to reconsider” must be made by a member who voted on the prevailing side of the original vote.
  - B. If the reconsideration time limit has passed (the end of the current ASC at which the matter was adopted), the appropriate motion would be to “amend something previously adopted”. During the same ASC, “reconsider” is the preferred motion. However, “amend something previously adopted” is in order at any time before or after it is too late to “reconsider”.
  - C. At a later ASC, the appropriate motion would be “amend something previously adopted”. Any member may make the motion and there is no time limit.

To remove a pending motion from the floor:



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**LAY ON THE TABLE:** If a member of the ASC wishes to set aside a motion temporarily because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to **TAKE FROM THE TABLE** is appropriate.

**POSTPONE DEFINITELY:** If a member of the ASC wishes to put off consideration to a more convenient time pending more information.

**POSTPONE INDEFINITELY:** If a member of the ASC wishes to kill the motion for that ASC.

**OBJECTION TO CONSIDERATION:** If a member of the ASC wishes to avoid consideration of the motion for that ASC. This objection **MUST** be made before any consideration of the pending motion.

**COMMIT TO COMMITTEE:** If a member of the ASC wishes to refer the matter to a specialized group to collect input, research and make recommendations.

**EXTEND or LIMIT DEBATE:** If a member of the ASC wishes to limit the number of speakers, the amount of time each may speak, the total time for debate, or to set the time that the debate will close.

**PREVIOUS QUESTION:** If a member of the ASC wishes to stop debate immediately and put the question to a vote.

**VOTE AGAINST THE MOTION:** If a member of the ASC wishes to defeat the pending motion.

**VOTE FOR THE MOTION:** If a member of the ASC wishes to adopt the pending motion.

**RECESS:** If a member of the ASC wishes for the members to take a brief time out before continuing.

**ADJOURN:** If a member of the ASC wishes the matter to die. (However, no more business of any kind will be taken up until the next ASC.)

**APPENDIX 2: Terminology**

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Description of common procedures or terminology:

**POINT OF INFORMATION:** A member uses this when she/he has a question to ask the ASC or Chairperson. If a member has a question, they must first be recognized by the Chairperson and then may ask the question. The purpose of this is NOT to give information to the ASC. After asking the question, the maker is obliged to listen for the answer, not to introduce her/his own debate. If a member wishes to give information to the ASC, she/he need only ask to be recognized by the Chairperson and, if recognized, may present any important information that she/he feels appropriate.  
(e.g. "Point of Information: Do you think there is enough money for our dance fund?")

**POINT OF ORDER:** When a member thinks the Policy Guidelines of the ASC are being violated, that member can make a POINT OF ORDER by getting recognized by the Chairperson and stating her/his objection or observation.

(e.g. "Point of Order: Our Policy Guidelines state that we need a 2/3 vote for...")

**CALL FOR THE QUESTION:** If a member has heard all the discussion she/he wants to hear, the member may be recognized by the Chairperson and say "Call for the Question". This means that the member is ready to vote on the issue and wants everyone to know about it. The Chairperson is not obliged to take any action on this statement other than recognizing it. This does not mean that debate suddenly ends and the vote is taken. For a motion that does call for immediate voting see MOVE THE PREVIOUS QUESTION.

**MOVE THE PREVIOUS QUESTION:** If a member wants debate to stop and the vote be taken immediately, they can say "Move the Previous Question". This is a motion and does require a second. If the motion is seconded, two pros and two cons are recognized and the ASC votes on whether or not to "Move the Previous Question".

**POINT OF PERSONAL PRIVILEGE:** If a member wants their personal rights recognized, they may ask to be recognized by the Chairperson and say, as an example "Point of Personal Privilege: Could the Chairperson read the motion again since I didn't hear it?"