



BRONX AREA SERVICE

COMMITTEE* POLICY

(BASC 2024)

CHAIRPERSON: Damon S.

VICE CHAIRPERSON: Willaim R.

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth.

**IN THE SPIRIT OF UNITY BRONX AREA SERVICE POLICY SUPERSEDES ALL
OTHER COMMITTEE POLICIES.**

TABLE OF CONTENTS

Introduction and Purpose
Bronx Area Service Committee (BASC)
Geographical Definition
Participants; Voting, Non-Voting and Observer

Bronx Area Administrative Body (11 Elected Members)
Clean Time, All Requirements, All Responsibilities and All Duties
Area Chairperson / Area Vice-Chair
Recording Secretary
Corresponding Secretary
Treasurer / Vice Treasurer
BASC Regional Committee Team (RCT 2 members)
Policy Chairperson / Vice-Chairperson
Finance Chair

Bronx Area Committees (23 Elected Members)
Clean time, All Responsibilities, All Requirements and All Duties
CHAPTER # 1 Convention (Chair & Vice Chair Treasurer & Co-Treasurer Secretary)
CHAPTER # 2 Events and Activities (Chair & Vice Chair) (Treasurer and Vice Treasurer)
CHAPTER # 3 Hospitals and Institutions (Chair & Vice Chair)
CHAPTER # 4 Literature Distribution (Chair & Vice Chair)
CHAPTER # 5 Literature Review (Chair & Vice Chair)
CHAPTER # 6 Newsletter (Chair & Vice Chair)
CHAPTER # 7 Public Relations/Helpline (Chair & Vice Chair)
CHAPTER # 8 Speaker Exchange/Homebound (Chair & Vice Chair)
CHAPTER # 9 Website (Chair & Vice Chair) NEW Virtual Platform Coordinators (Chair & Vice Chair)

Motions Sheet
Financial Matters Sheet (motion and reporting to BASC Meeting)
Bronx Area Service Committee (BASC)
Meeting Format (BASC Meeting Format)
Voting Privileges & Procedures
BASC Operations
New Groups (starters kit and PR)

BASC Functions, Introduction and Purpose:

The purpose of the BASC (This is a Bronx Area **Group Service Representative Meeting**) is to respond to and anticipate the needs of the fellowship, as well as to administer and coordinate Narcotics Anonymous (NA) business and activities, in the interest of The Bronx Area Groups. It does so in accordance with The Twelve Traditions of NA, The Twelve Concepts for NA Service, and The Guide to Local Service, "so that no addict anywhere seeking recovery need ever die from the horrors of active addiction." The Twelve Traditions of N.A. are our guidelines and the ties that bind our groups together. The Twelve Concepts for NA Service are the guiding principles for our service structure. It is the responsibility of the BASC Elected Members to consider whether our actions as a BASC are consistent with our 12 Traditions and 12 Concepts. When we conduct our fellowship's business, we ought always to focus on all the spiritual principles embodied in the 12 Traditions (Unity, Service, Open-mindedness, Anonymity and Trust, etc.) to carry the message to the addict who still suffers, as well as the principles embodied in the 12 Concepts (Responsibility, Leadership, Accountability and Communication, etc.) ensuring that we remain devoted to being of service, never of government.

The Bronx Area Geographical Definition

Is defined by the United States Postal Code Serving zip codes beginning in 104

The Bronx Area Service Committee shall consist of:

1. The Bronx Area Group Service Representatives (GSR's),
2. BASC Elected Administrative Body,
3. Elected Sub-Committee Chairpersons, Vice-Chairpersons, Treasurers and Secretary

Voting Participants (members)

VOTING STATUS: 1. For 2. Against 3. Abstaining 4. Present not voting

1. Voting participants of the BASC are the Group Service Representatives or their Alternate (Not Both)
The Area Chairperson can only vote for the purpose of resolving a tie.
2. The Administrative Body and all Committee Chairpersons and Vice-Chairpersons can participate and vote in procedural matters (discussion, motions, and voting) only.
Definition of Procedural is defined as series of step followed in a regular, definite order.
3. The first BASC Quorum count will be taken after a member share on the tradition of the month.
A Quorum will be taken prior to any vote. (to maintain an accurate count of GSR at the BASC Meeting)

Non-Voting Participants (members)

The Bronx Area Administrative Body and Committee Chairpersons and Vice-Chairpersons are non-voting participants.

The only exception is when Bronx Area is voting, and communicating, on procedural matters.

Observers

Any Narcotic Anonymous member, who is not a Group Service Representative, or NOT an elected Bronx Area Service member shall be deemed an observer. (Has No Voice or Vote on The Area Floor or chat feature) All communication from an Observer must come through a GSR or an Elected member.

Observers Rights:

Any member of Narcotics Anonymous shall have the right to address the BASC. A request must be made 72 hours prior to the BASC Meeting. Granted agenda time slot for all requests will be heard between 1:30 - 1:50 pm. (Any address session should not exceed (20) minutes).

The Chairperson has the exclusive right to grant or deny such requests. Which must be reported to GSR

The Chair's decision is subject to appeal and may be overturned by a 2/3 majority of voting participants.

Virtual Requirements for ALL Elected Members at their Virtual Meetings on all Bronx Virtual platform

- Have a computer, laptop or Tablet with the ability to share screen (Readings, Minutes, BASC Minutes, Committee Reports, and Committee Agenda, etc.)
- Have the ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Committee email addresses and Passwords
- Have the ability to log on to all BASC virtual meetings
- Required to have a written report at EVERY BASC Meeting
- THERE ARE NO CLOSED BASC, COMMITTEE or ADMIN BODY MEETINGS.

NO PERSONAL EMAIL ADDRESSES ARE ALLOWED TO BE USED FOR BASC BUSINESS

Bronx Area Service Committee Meeting Format

Introduction. I am a recovering addict and my name is _____ I am your Bronx Area _____

Let's open this meeting with a moment of Silence followed by the Serenity Prayer

- We Have a member to read The Twelve Traditions,
We have a member to read The Twelve Concepts
We have a member to read the Service Prayer
We have a member to read A Vision of Hope
- Thank you to all the Readers. I am a recovering addict and my name is _____
- The time is now _____ Let us please have roll call of all elected members
- Share screen of Agenda Items:
- The secretary will call the members commitment and name.
- Let us please have a reading of last month's minutes. Any correction, Any question?
- Any New GSR
- Any group concerns
- Any sub-committee concerns
- By Show of Hands I am entertaining a motion to accept and second, the old minutes
- Reading of the Chairperson Report in writing (virtually/suggest to screen share)
- Reading of the Vice Chairperson Report in writing (virtually/suggest to screen share)
- Even months: Financial Reports / Odd months: Business written & verbal reports
- Reading of the Agenda (virtually/suggest display on screen share)
- Have a member to read the Tradition of the month.
- We have a member to share on the Tradition of the month.
- Pick and answer 2 questions from the Service Section of the Guiding Principles
- We take the first (2) hands from the floor after the member finish sharing
- First Quorum count will be taken after the member shares on the tradition
- Opening Treasurer Report (Any Question from GSR First) by a show of hands
- Chair entertaining a motion to accept and second the Treasurer Report (by a show of hands)
- Reports: Rotating Committee Reports (Take Question from the GSR?) (by a show of hands)
- I am entertaining a motion to accept and second _____ Report
- Chair entertain a motion and a second to take fifteen (15) minute break
- Share screen of Agenda Items:
- Finish any Old Business / New Business:
- Request Money Motion to be submitted by 2PM:
- Closing Treasures Report:
- I am entertaining a motion to accept and second to close the meeting

Close the Meeting with a Moment of Silence followed by the Serenity Prayer

All Report Requirements to BASC Meeting:

1. NA Logo
 2. Day, Date and Time of your committee meeting, day, date and time of your next upcoming meeting
 3. Meeting ID, Meeting Password or (if in-person) Meeting Address Day and time and meeting compacity
 4. Name of all Admin Body Members with their contact information (using Bronx Area Gmail address ONLY)
 5. Email address for all elected BASC Committee Members (**BX _____ @gmail.com**)
 6. A COPY of Money Orders, Checks and Invoices. All Financial reports given to BASC and our Finance Chair
 7. NO PERSONAL EMAIL ADDRESSES ARE ALLOWED ON THE VIRTUAL PLATFORM (as per Virtual Platform Contract)
 8. *Bank statements, Copies of Checks, check numbers, copies of deposit receipts and who made the Deposit. PLEASE WRITE IN THE MEMO LINE THE PURPOSE OF THE CHECK*
*A binder with all bank statements is to be kept and passed on *available upon request at BASC**
- All Sub-Committees are required to provide a monthly written report to BASC. (50 copies brick & mortar) **emailed copy to BASC Secretary on the **MONDAY** before BASC Meeting*
 - If a committee report is NOT submitted to the Recording Secretary for two (2) consecutive BASC meetings, it will be noted in the minutes and deemed negligent of your Duties, Requirements and Responsibilities’.
 - During Virtual BASC meetings, reports must be emailed to the Recording Secretary by close of business on the **MONDAY** before Area meeting. (No Photo or Text Report)
 - A copy, or a reading of, BASC Minutes must be reported at your committee meeting.
- All Committees must take minutes at their meeting, keeping a log of Committee meetings with motions.

Content within your Financial Report to BASC and Finance Chair on a monthly basis:

- All deposits must be made within 48 hours (2 business days) after receiving any monies
- Money Motion sheet is to accompany all Money Motion Requests (Money Motion request is to be in Two (2) PARTS (**Part#1** General request of what the money is for) **asking for the money** (**Part#2** Detail and itemized financial list of **how monies were spent**))
- Motion is to state whom the check will be made out to (an Institution or Elected member) if a vendor is requesting cash only payment must be stated in motion
- Bank statements, Copies of Checks, check numbers, copies of deposit receipts and who made the Deposit.
- A binder with all bank statements to be kept and passed on * available upon request at BASC*
- Most Importantly All receipts must be received and approved before any more money is issued.

Bronx Area Service Committee (BASC) Meeting

. The BASC meeting will be four (4) hours or less.

. **THERE ARE NO CLOSED BASC MEETINGS,
THERE ARE NO CLOSED SERVICE COMMITTEE MEETINGS
THERE ARE NO CLOSED ADMIN BODY MEETINGS**

All of our meetings are open to all Narcotics Anonymous Members.

The member may not have a voice on that Committee floor based on that committee’s policy.

The BASC Chairperson can vote only in the case of breaking a tie.

If there is no report submitted to the BASC Secretary, it will be noted in the minutes.

No report submitted for two (2) consecutive months will be deemed negligent of their duties.

No new group shall be denied a starter's kit because they have not had a Public Relations (PR) presentation. However, a PR presentation should follow up as soon as possible.

Procedural Note: In order to be placed on the BASC Agenda, it is suggested that a NA member or Elected member reach out to the BASC Chair / Vice Chair AT LEAST 72 hours prior to the BASC meeting.

Administrative Guidelines Items

- Clean time cannot be waived if someone is nominated with the required clean time requirement.
- Any BASC elected trusted servant that is absent two (2) consecutive times from the BASC meeting and did not contact the BASC Chair and Vice Chair, will be considered to have forfeiture of their position due to absenteeism. That commitment will then be considered open at the next BASC meeting.
- No Bronx Area elected member can hold two (2) elected BASC commitments at the same time.
- No Bronx Area elected member can hold an elected Bronx Area position for more than two (2) consecutive full terms. (with a procedural exception)
- No (2) signatories on BASC business accounts can live in the same household.
- When a procedural motion is made by any elected trusted servant, to suspend the orders of the day, it must be seconded by a GSR, a quorum count is taken, and recorded, ALL ELECTED BASC MEMBERS can vote on procedural motions and a simple majority is needed to affirm. (Yes)

Bronx Area Service Admin Body

1. All Reports must be reviewed and approved by the Chair and Vice Chair before sending it out to the GSR's.
2. An agenda request form will be sent to all admin body to create a list for the Admin Body agenda.
3. In keeping with our virtual changes, elections will be simplified to "Self-Nominations"
4. In keeping with our virtual updates, Annual Policy Review will be instituted Area wide (All members will receive copy of the policy) beginning at September Area meeting. (for distribution) Taken to groups, and reviewed. Suggestions brought back for discussion October, voted on in November at area meeting. Final copy distributed at December Area meeting. In effect January 1.
5. Admin body will meet (JANUARY: MARCH: MAY: JULY: SEPTEMBER: NOVEMBER) unless there is cause.

Bronx Area Service Committee Meeting Procedures

- Any policy can only be changed, or added onto, after 90 days of being in effect. It is required to have a two-thirds (2/3) vote of the quorum of voting bodies present. to the affirmative, to make changes.
- All BASC Admi, Sub-Committee Admin, and Convention Committee Admin Bodies are to be voted in by the GSR's at the BASC Meeting
- A member cannot be elected for two elected positions at the same time
A GSR cannot be elected for elected member of BASC and hold or keep their position as GSR
- The BASC meeting will be a maximum of four (4) hours. (meeting can be extended by a motion to extend)
. The Convention Admin Body will be the second key holder to the BASC mailbox
- No two (2) signatories of the BASC or any sub-committee Bank account shall live in the same household.
- No BASC elected member can hold the same position for more than two consecutive FULL terms.
(with a procedural exception)
. Any Motions to suspend the orders of the day must be seconded by a GSR, a quorum is taken, then a simple majority rules.
Motions are to be read by the Recording Secretary or the Corresponding Secretary or BASC Admin member in their absence.
- Any elected member of the service body and all GSR can submit a motion to the BASC,
all motions submitted by a service body member must be seconded by a GSR.
- Any motion submitted to the BASC must be in written form with an intent, (Virtually, the motions are recorded by the secretary) with the name of the person submitting the motion, the types of motion, (Basic, Procedural, financial or Time-framed) and the name of GSR who seconded the motion prior to the reading of the motion. Once the motion is decided the secretary will email copies to BASC Chair, Policy Committee and the committee that the motion is for.

- Any motions pertaining to the BASC or group level, except for time-framed decisions are to be taken back to the groups before voting on that motion.
 - After a motion is made, a maximum of ten (10) minutes of discussion will be heard. The Chairperson will entertain only two (2) Pros and two Cons on the motion, followed by a quorum count, and a vote. if there is no con to the motion, then go directly to the quorum count and the vote
- When a motion is passed at BASC, it cannot be changed for at least ninety (90) days. (Original to Secretary, Second to Chair and last copy to Policy Committee)

Decorum Suggestion

All voting participants, non-voting participants and observers of the BASC meeting will conduct themselves in a manner conducive of the 12 Steps and 12 Traditions, remembering to place "Principles before Personalities." Character assassination and / or aggression and verbal abuse will not be tolerated. Conduct unbecoming any elected participant or participant of the BASC will be addressed in accordance with this BASC Policy, and "**The Spiritual Code of Conduct**" and the NA Service Pamphlet "**Disruptive and Violent Behavior**", considering the nature of the infraction. All members are entitled to a 10th concept redress.

Recall/Removal of a member

At the discretion of the BASC Body, elected participants may be recalled or removed from their service position by a two-thirds vote. The behavior that would promote this action would be (1) an interruption of clean time, (2) missing two consecutive BASC meetings without notice, (3) gross negligence or inability to conduct NA Business (4) conduct unbecoming of a trusted servant. the removal or recall can be done by written or Virtual ballot.

VOTING PROCEDURES

To conduct BASC business, the meeting requires a Quorum. Quorum is defined as a minimum number of GSR. A simple majority defined as majority rules. In procedural matters all elected member can participate and vote.

The Voting Body consists of all the GSRs or GSR Alternat's (NO BOTH) at the time of the voting.

Procedural Motion Procedure: voting body consist of **ALL** GSR, **ALL** Elected Members of the BASC.)

BASC Nominee Nomination Requirements:

All nominees must be present for nomination and acceptance of nominated position.

No vote will be taken for the nominee that is not present

The vote will be tabled until nominee is present.

If nominee is absent for two consecutive BASC Meeting, the nominee nomination will be rescinded and the position will be considered open at that BASC Meeting.

1. Did they have the time and resources available to complete the position?
2. Had they completed all of their Previous service positions? if not expound
3. Do you have understanding of the position that they were being nominated for?
4. Do you have an understanding of Robert's Rules of Order as used in the Fellowship?
5. Do you currently actively work with a NA sponsor?
6. Have you formally worked All 12 steps with an NA sponsor?
7. Do you have a working knowledge and practicing application of the 12 traditions?
8. Do you have a working knowledge and practicing application of the 12 Concepts for NA service?
9. What is your understanding of the position the nominee is interested in?
10. How many NA meetings do you make weekly? What is the name, date, and time of your homegroup?

Motions

- All motions must include an intent, a classification. (basic, procedural, financial or time-framed) and seconded by a GSR before being introduced on the BASC floor.
- In keeping with the seventh Concept of participation: defined as the state of being related to a larger whole; to take part in/of. Any non-voting participant who attends BASC meeting may introduce a motion and participate in its discussion.

- All motion makers must be in attendance when their motion is introduced.
- GSR and any elected member of the BASC can make a motion, if all the requirements are met
- Only GSR can second motions
- For a motion to pass at BASC it would require a majority of votes in the affirmative (yes).
- For a change in BASC policy to pass it would require two-thirds votes in the affirmative (yes) by the GSR's
- For a change in Procedural Policy to pass it would require two-thirds votes in the affirmative (yes) among All of the Elected BASC Members
- All questions pertaining to the motion will be directed to the motion maker.
- "Objections to Consideration of the motions" and "Calls to Questions" (stops the discussion) and is non-debatable. However, the above cannot occur until two (2) pros and (2) cons are discussed.

Motions:

All motions voted on and passed at our BASC Meeting are to be added to all Bronx Area Sub-Committees and their Sub-Committee Polices.

- After a motion is made and seconded, a con shall be requested, followed by a pro, if there are no cons to the motion, the motion will go to their groups, **if the motion is time-framed**, go directly to a vote.
- If there are cons to the motion, a ten-minute question and answer period will ensue.
- All Bronx Area motions will go to the groups, when possible, except for time-frame motion and procedural time-frame motions.
- Financial Motions - Any BASC motion (operational) that requests funds that exceeds \$250.00 dollars must have an itemized projected budget submitted in writing with the motion.
- When the projected cost exceeds \$250 dollars, for the purpose of equipment or services, the BASC will require a submission of three bids before final approval is made for the disbursement of funds.
- All motion that has passed will stay in effect for 90 days before a motion to change or reverse motion can be submitted

Administrative Body Members

Requirements, Duties and Responsibilities.

- The Administrative Body (AB) meeting shall be chaired by the Bronx Area Chairperson. After communication with the Chair or Vice Chair an Admin Body can chair the meeting
- The (AB) meeting will be conducted on the Bronx Area virtual platform.
- The Bronx Area Chairperson will schedule the (AB) meeting and formulate an agenda.
- The (AB) is responsible for assuring that all BASC policies are adhered to
- All (AB) members are required to give the Secretary, their contact information. to be distributed to the full (AB)
- The (AB) is entrusted to make Time-Framed decisions in-between BASC meetings, and to inform the GSR at the next BASC meeting. (Including the quorum and the vote)
- The Secretary will take the AB minutes, then email them to the Bronx Area Chairperson for review. Once reviewed and approved by the Bronx Area Chairperson, the Secretary will send them to all AB members.
- The Bronx Area Chairperson will include the AB minutes in their monthly report.
- AB members are required to have a legal source of income due to the nature of their duties and responsibilities.
- All (AB) members are also required to attend BASC Administrative Body meetings in its entirety

Chair and Vice Chair Duties, Requirements and Responsibilities

1. All Chairperson Reports and Agendas are to be shared with the Admin Body before sending to GSR's.
2. A list of host keys and passwords for all meetings will be given to the BASC Chair from the Website
3. BASC Vice Chair requires access to all BASC Committee meeting ID's and Passwords. From the BASC Chair
4. In the absence of any of the 4 signatories on the bank account, an Admin Body member will be voted in. The intent: to keep business flowing

Bronx Area Chairperson (Is an Admin Body Member)

Clean Time, Requirements, Duties and Responsibilities

- The Area Chairperson is required to have a minimum three (3) years Narcotics Anonymous clean time.
 - The Bronx Area Chair is required to have a minimum of one (1) year previous BASC experience. If the candidate does not have one (1) year previous BASC experience, the candidate's previous Regional, Zonal, Metro, or World level service experience can be substituted.
 - The Area Chairperson is required to have a legal source of income.
 - The Bronx Area Chair person is required to attend all BASC and (AB) meetings in its entirety
 - The Area Chairperson should have a Working knowledge of the 12 Traditions, 12 Concepts, The Guide to Local Service and Robert's Rules of Order.
 - The Bronx Chairperson Required to have a written agenda for each BASC meeting to display on screen (virtually) and make copies for Bronx Area participants. (Brick and mortar)
 - Will be one (1) of the (2) mailbox keys holders, the other key will be given to the convention ADMIN
 - The BASC Chairperson is required to pick up all BASC mail, except for Convention Speaker submitted audio.
 - The BASC Chairperson will open and read all Bank Statements.
 - The BASC Chairperson will redact the account # (only) on the BASC bank statement, then make copies and/or scan copies to the Bronx Area Finance Chairperson.
 - The Bronx Area Chairperson will give the original bank statements to the Area Treasurer and/or Vice Treasurer.
 - The Bronx Area Chairperson will be (1) one of the four (4) signatories on the BASC bank account.
 - The Bronx Area Chairperson shall produce receipts for all bills that are in the chairperson's name and paid for by the BASC Debit Card. These transactions will be reported on the Chairpersons monthly report.
 - The Bronx Area Chairperson shall confer with The Bronx Area Policy Chair during the BASC meeting when questions arise concerning policy, procedure and decorum.
 - The Bronx Area Chairperson is responsible for moving the BASC meeting forward in a timely fashion, ensuring that all Bronx Area business on the agenda has been met.
 - The Bronx Area Chairperson does not explain motions nor express an opinion on motions. Questions concerning the motions are directed to the motion maker.
 - BASC Chair will be one (1) of the (2) storage keys/combination lock holders for the storage unit.
 - BASC Chair will ensure the payment of BASC meeting rent space BASC virtual platform,
 - BASC monthly storage fee is paid using the BASC automatic payment deduction.
- The Bronx Area Chair Person maintaining a single point of accountability at all times, may delegate his or her duties to any elected trusted servant, as deemed necessary and agreeable to accomplish the business of the BASC. Inform Convention committee when the bank statements have been retrieved, and make arrangements for disbursement of their bank statements

The Bronx Area Chair Person is the Virtual Account Administrator and has complete Access to All phases of the virtual account. (please see; web-site policy for additional duties and responsibilities)

Bronx Area Vice-Chairperson (Is an Admin Body Member)

Clean Time, Requirements, Duties and Responsibilities

- The Bronx Area Vice- Chairperson has ALL THE SAME QUALICATION AS THE BASC CHAIR.
- The Bronx Area Vice-Chairperson is to assists the Bronx Area Chairperson in the fulfillment of ALL his/her responsibilities.
- The Bronx Area Vice-Chairperson stands in for the Chair in the event of his/her absence.
- BASC Vice-Chairperson is required to be (1) one of the four (4) signatories on the BASC bank account.
- BASC Vice Chair is required to have all access information as needed to access all BASC Committee
- BASC Vice Chair will assume all the duties and responsibilities of the Finance Chair in their vacant position
- The Bronx Area Vice-Chairperson along with the Area Treasurer and/or Vice-Treasurer will collect donations/ticket stubs at all BASC functions and forward all proceeds to the Area Treasurer and/or Vice-Treasurer. (A receipt is given for ALL money transactions)
- BASC Vice Chair is required to attend any Committee meetings in the absence of the chair and vice chair, for support and give a report at the BASC meeting
- BASC Vice-Chairperson will assist in coordinating, BASC, Admin and Committee meetings if and when the Chair and Vice Chair positions are vacant.
- BASC Vice-Chairperson will attend any Committee where disputes have arisen, for the purpose of support and in assisting in finding a solution. (Using The Spiritual Code of Conduct)
- BASC Vice Chair will have the ability to schedule Meeting (Type: committee, Admin, solution)

Recording Secretary (Is an Admin Body Member)

Clean Time, Requirements, Duties and Responsibilities

- The Recording Secretary (RS) is required to have two (2) years minimum NA clean time
- The RS is required to have secretarial skills
- The RS is required to have a legal source of income.
- The RS is required to attends all BASC and (AB) meetings in its entirety
- The RS will take the BASC meeting minutes. RS will forward the minutes within five (5) days to Corresponding Secretary for distribution.
- The RS will keep all BASC meeting minutes, in a binder and turn it over to the next RS.
- The RS will bring fifty copies of Old BASC minutes to the next meeting. (brick & mortar)
- The Recording Secretary will record the AB minutes and within (5) days email the minutes to the Bronx Area Chairperson for review. Once the Bx Area Chairperson reviews the minutes, The RS will send the approved minutes to the Corresponding Secretary to be email out.
- The RS will keep record of all BASC motions (paper) passed or not passed and distribute copies of the following elected trusted servants: (1) Money Motions to the Treasurer (2) Policy Motions-Policy Chair (3) All Motions-Recording Secretary for record keeping purposes.
- Once the motion is decided the recording secretary will email copies to BASC Chair, Policy Committee and the committee that the motion is for.

Corresponding Secretary: (Is an Admin Body Member)

Same as Recording Secretary Clean Time, Requirements, Duties and Responsibilities

- Keep a list of email addresses, updated minutes, record of attendance, upcoming events, and calendar.
To be added to each Monthly correspondence to GSRs:
 - A. Sub-committee meeting Id, passwords, email address, meeting date and time
 - B. committee 6-month calendar (of dates and times)
 - C. Approved Flyers
 - D. Motion sheet
 - E. Updated Policy (As Updated)
 - F. Updated Meetings list
 - G. Elected Members Contact List (updated twice a year (January and July)
 - H. During the BASC meeting the CS will have an email sign in sheet for all GSRs. Whom wish to have their BASC minutes mailed to them

- I. Virtually, the New GSR will sign in using the chat feature to be added to the GSR email list to receive their BASC minutes
- J. The CS will maintain a current contact list of AB members and Sub-committees Chair and Vice Chairs. *The contact list will consist of positions, names, email addresses and phone numbers.
- The CS will e-mail the BASC meeting minutes out by the (5th) business day after the BASC meeting.
- The CS will e-mail Admin body minutes three (3) days after the meeting
- The CS will collect all flyers at the BASC meeting for distribution and return the undistributed flyers at the next BASC meeting. (Brick and Mortar)
- The CS expense budget is \$200.00. The purpose of the funds is to purchase secretarial supplies.
- Once the motion is decided the recording secretary will email copies to BASC Chair, Policy Committee and the committee that the motion is for.

Treasurer & C0-treasurer (Is an Admin Body Member)

Clean Time, Requirements, Duties and Responsibilities

The BASC Treasurer is required to have three (3) years minimum NA clean time.

- The Treasurer is required to have a legal source of income and a bank account.
- To be one of the 4 signatories on the bank account
- The BASC Treasurer will Deposit funds within two (2) business days of receiving them.
- The BASC Treasurer Attends all BASC and (AB) meetings in its entirety
- Work in unity with the Events and Activities Chairperson at BASC functions
- Collect money and give receipts for all group literature purchases and donations.
- Maintain and balance the BASC's checking account. Reconcile any inconsistencies and inform (Admin Body). Prior to informing the BASC Inform BASC Body of all inconsistencies
- Maintain all records of receipts submitted for reimbursement.
- **ALL FINANCIAL REPORTS** must: Be accompany with all receipts Must be able to be shared
- on screen Bank statements, Copies of Checks, check numbers, copies of deposit receipts and whom
- Deposit. A binder with all bank statements to kept and passed on
- Provide financial reports at the BASC meeting stating the opening and closing balances.
- Bronx Area Anniversary Recovery Under the Sun) Line item for all Sub-Committee Ear-marks
- *Provide a copy of the BASC bank statement for GSR review. Physical copies by request.*
- *All-important account information will be redacted from Bank Statement*
- *The Treasurer will be (1) of the four signatories on the BASC bank account.*
- *The Treasurer will keep a record of all passed money motions.*
- *All deposit must be made within 48-hours after receiving any monies*
- *The member picking up monies from an event must be escorted to their car (no riding public on transportation with events monies)*
- *Required to turn over All Banking information (pass codes, pins, paper work) to the Newly elected Treasurer, Chairperson and Vice Chair*
- *Report any unreceived receipts in their report to BASC. (Receipts are to be submitted within 30 days*
- *Start an ear-mark fund MARLCNA (RCM TEAM) (\$40x36 month=\$1440)*

Financial Matters

NO MONIES ARE TO DISPERSED UNTIL PRIOR MONIES HAVE BEEN SATISFIED BY RECEIPTS

- BASC will maintain a \$1,500 Prudent Reserve.
- All transactions will be done in the form of money orders. This includes group donations and literature.
- The BASC will not accept personal checks or cash.
- Any trusted servant receiving funds from BASC must submit a report/receipt to the Treasurer and Finance Chair as to the dispersal of these funds.
- All itemized receipts of BASC funds are to be made available to the BASC treasurer and the finance committee, either originals or copies.

- BASC will put aside \$125.00 each month to better fund the food portion of the Bronx Area Anniversary/Recovery Under the Sun.
- Receipts will be given for all literature purchased and BASC donations.
- All Committees are to be funded on a monthly basis as needed. \$100.00 will be allotted for any workshop expenses.
- MARLCNA (3 year) expense \$40 x 36 month = \$1,440

Finance Chairperson (Is an Admin Body Member)

Clean Time, Requirements, Duties and Responsibilities

- The FC is required to have one year (1) prior Area experience, along with basic math skills.
- If the candidate does not have one (1) year previous BASC experience, the candidate's previous Regional, Zonal, Metro, or World level service experience can be substituted.
- To be one of the 4 signatories on the bank account in the absence of any of the 4 signatories.
- The Finance Chair is required to attend all BASC and (AB) meetings in its entirety
- The FC will collect receipts for all BASC events.
- The FC collects receipts from all BASC Committees to account for all expenditures.
- The FC reports all outstanding receipts to BASC for reconciliation.
- The FC will provide monthly financial reports to BASC.
- The FC will receive copies of ALL monthly bank statements.
- The FC will not accept any EBT receipts
- The Finance Committee was created for the purpose of checks and balances regarding the BASC money matters. To be added as one of the 4 signatories on the bank account in the absence of any of the 4 signatories.
- Report any unreceived receipts in their report to BASC. (Receipts are to be submitted in triplicate within 30 days to the Finance Chair, Treasurer, and Keep one on file for the committee.
- *Copies of: Bank statements, Checks, deposit receipts and whom made the Deposit.*
- *A binder with all bank statements to kept and passed on * available upon request at BASC**
- Report any unreceived receipts in their report to BASC. (Receipts are to be submitted in triplicate within 30 days Finance Chair, Treasurer, and Keep one on file for the committee.

BASC Regional Committee Member (AB Member)

The BASC Regional Committee Member (RCM) is required to have a minimum of (3) years NA clean time.

The Regional Committee Member (RCM) is required to have one (1) year Bronx Area Group Service Representative (GSR) experience.

Serves as the communication link between the BXASC and the Greater New York Regional Service Committee. (GNYRSC)

Keeps the BXASC informed on Regional and World issues — functions, activities, conferences, policies, etc. Carries the BXASC conscience to the GNYRSC NA.

Attends all BXASC meetings and Bronx Area Administrative Body meetings.

Presents monthly oral and typed/legibly printed reports to the BXASC. The RCM will email their written report to the Bronx Area Secretary on the Wednesday before the Bronx Area meeting. The RCM will bring 10 copies of the RCM written report to the Area meeting when it is in person.

Responsible for submitting event flyers from Regional Service Office.

Give two (2) Group Service Representative (GSR) Learning Workshops per year during the months of May and October.

Attends the Mid Atlantic Regional Learning Conference (MARLCNA), when possible, with a funded budget of \$ To Be Determined per team member. (\$520 per attendee as of 2023)

Each attending team member is to receive individual funds to cover lodging, transportation and meals

During the World Conference year, The RCM will request the Bronx Area Chair to be placed on the Bronx Area calendar/agenda the month following MARLCNA. The purpose is to hold the World Conference Area Report (CAR) Workshop. The assigned time for the Area CAR workshop will be during the second half of the area meeting.

During the World Conference year, The RCM will hold only (1) Learning Day Workshop in the month of October.

Request funding for printing as needed Provide receipts for all monies received at the following Bronx Area meeting.

BASC Regional Committee Member Alternate (AB Member)

The Alt Regional Committee Member (RCM) is required to have minimum of three (3) years NA clean time. The Alt Regional Committee Member (ALT RCM) is required to have one (1) year Bronx Area Group Service Representative (GSR) experience.

Assists the RCM in the fulfillment of their responsibilities.

Assume/Stands in for the RCM in the event of their absence.

Can represent the BXASC along with or in lieu of the RCM at the GNYRSC.

Attends all BXASC meetings and Bronx Area Administrative Body meetings.

Attends the yearly Mid Atlantic Regional Learning Conference (MARLCNA), if possible, with a funded budget of \$ 520.00 a year.

Request funding for printing as needed

What is expected of the BXASC RCM Team's attendance at MARLCNA ?

Support the GNYRNA Team, participate and gather information on the Car Report.

Bring back the information to BXASC Area meeting the following month

Attend workshop lead by the World Board.

Interact with and exchange information with neighboring areas & regions Zonal NA communities regarding current NA topics affecting NA world wide

During the World Conference year, The RCM will hold only (1) Learning Day Workshop in the month of October.

Request funding for printing as needed

The purpose of the BASC Policy Committee is to provide the Bronx Area Service structure with a written copy of practical policies and procedures designed to further the primary purpose of Narcotics Anonymous as a whole. This is accomplished by following the principles expressed in The Twelve Traditions, The Twelve Concepts of Service, and The Guide to Local Service of Narcotics Anonymous.

Policy Chair Policy Vice Chair

Clean Time, Requirements, Duties and Responsibilities

Chair person is required to have minimum of three (3) years NA clean time.

One (1) year Bronx Area Group Service Representative (GSR) experience

Shall have (1) year prior BASC, Regional, Metro, or World level service experience

Shall have a working knowledge of these: BASC Policies and Guidelines

Twelve Traditions; Twelve Concepts, local Guide to service Roberts Rules of Order

Shall NOT hold any other BASC Chair, Vice Chair or GSR position at the start of their commitment.

Is required to attends all BASC, POLICY, and (AB) meetings in its entirety

Policy Committee works with BASC Admin Body at the BASC meeting, helping them stay updated with BASC meeting policies and procedures so that the meeting runs smoothly

FUNCTIONS AND RESPONSIBILITIES

- The Policy Committee reviews all Polices from all Committee's
- Shall have a written report at every BASC Meeting, emailed to the recording secretary the **MONDAY** before the BASC meeting
- Policies is design to work out any conflict with, and adhere to, the BASC Policy and spiritual principals contained in The Twelve Traditions, The Twelve Concepts of Service, and The Guide to Local Service.
- To email an updated copy of the standing policy to all GSR's, and elected members of BASC.
- The BASC Policy Committee compiles and records all BASC policies in the BASC Policies and Guideline's binder.
- The BASC Admin Body will review suggested Policy Committee updates.

Bronx Area Committees (9)

- Literature Distribution,
- Events and Activities (E&A),
- Public Relations, (PR),
- Hospitals and Institutions (H&I),
- Literature Review,
- Newsletter,
- Speaker Exchange,
- Website
- Convention Committee.

All Committee General Requirements, Duties, Clean Time and Responsibilities

Groups are Autonomous, Sub-Committees are not.

- BASC Committees are directly responsible to those they serve (GSR) Elected Admin Body and, are within the guidance of the elected trusted servants of the BASC Admin Body
- See 12 Traditions, 12 Concepts and The Guide to Local Service
- All Committee Chairpersons are required to have a minimum of two (2) years NA clean time and a legal source of income. All Committee Vice-Chairpersons, are required to have a minimum of two (2) years NA clean time, a legal source of income and be elected by GSRs. The Convention Admin Body is required to have a minimum of five (5) years NA clean time and 1-year prior convention experience.

Finding a meeting space

- All Committees Chairs are responsible for locating and securing a meeting space within 30 days.
- This meeting space Can Not be held in some one Private Home or Business where any interested NA member will be restricted from entering VIRTUALLY
- All Committee and or Ad-Hoc Committee meeting Must be held on the BASC Virtual program
- All Committee must provide the BASC (GSR's) a calendar of meeting time, Dates,
- Meeting and Meeting ID: Passwords
- All Committees are required to meet at least once a month.

Bronx Area Meeting attendance

- Chair/Vice-Chair of all Committees are required to attend all BASC meetings in its entirety Any elected member, absent from 2 consecutive BASC meetings, without contacting 2 members of the Admin Body will be considered to have forfeited the commitment and the commitment will be considered open.
- Committees are required to attend at least (1) Admin Body meeting a year per invitation
- Committees are required to attend at least (1) Policy Review Meeting by June 1st.
- If Committee Chair and/or Vice Chair is unable to make their committee meeting, communication with the Admin Body needs to happen as soon as it is known. The BASC Vice Chair will sit in to assist with meeting)

Committee Policy Submission

- All Committee Chairs or Vice Chairs are responsible for submitting, by email, a copy of their updated policy by the March BASC Area meeting.
- Committee Financial Report
- All Chairpersons and Vice Chairpersons are required to have a legal source of income.
- All Committee Chairpersons must submit their end of the year report, Detailed itemizing expenditures.
- Financial Reports: Typed with receipts on hand at the December BASC Meeting
- On any BASC or Committee bank account no two (2) signatories are allowed to live in the same household. No reimbursement for any unapproved expenditures

Committee Chair and Vice Chair Virtual Requirements

- Have a computer or Laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Sub-Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Spiritual Code of Conduct

Spiritual code of conduct based on the 12 Steps 12 Traditions and 12 Concepts

All elected participants of the BASC will conduct themselves in a manner that keeps our primary purpose up front, and in keeping with the principles of the 12 Steps, 12 Traditions and 12 Concepts always remembering to place "Principles before Personalities." Conduct unbecoming of any elected participant of the BASC committee will be dealt with in accordance to the BASC Policy and/or the NA Service pamphlet: "Disruptive and Violent Behavior",

Attendance: (On a Case-By-Case Basis)

Any elected member of the BASC that misses (2) consecutive BASC meetings without contacting (2) Admin Body members will be considered to have forfeited the commitment. An Admin Body (Area Officer {GTLS Pg. 47}) member will contact that member informing them the position will be put on the area floor as an open position.

Behavior: (On a Case-By-Case Basis)

Any Elected member of the BASC whose actions are unbecoming (violent, physical or verbal threatening of another member or their family). Any member displaying disruptive behavior that prevents Area from moving (stopping) forward in a timely manner will be asked to remove themselves from the meeting. If the disruptive behavior continues, a motion will be put in to the GSR to have them removed from their position.

Financial (On a Case By-Case Basis)

Any elected member of the BASC who is proven guilty of stealing or misappropriation of NA funds, (through receipts and/or record keeping) will be removed from their position.

Negligence (On a Case-By-Case Basis)

Any elected member of the BASC deemed negligent of their duties, requirements and responsibilities according to policy, will be contacted by the Area Vice Chair who will visit their sub-committee to help and assist with a resolution. If the elected member continues to be deemed negligent of their duties, requirements or responsibilities according to Bronx Area Service Committee or That committee Policy, they will be contacted by the Area Chair who will also visit their committee to help and assist with a resolution. If the elected member continues their negligence of their duties, requirements and responsibilities according to the policy, they will be asked to join our Admin Body Meeting for a resolution.

If no resolution can be found the Admin Body will vote to put in a motion to the GSR for removal of that member's commitment. (A 2/3 vote in the affirmative is needed to pass)

All duties of that member will be taken on by the Area Vice Chair, or the elected member of that Committee.

Redress Based on the 10th Concept

Any member found in the above situation may address the Bronx Area Service Committee for redress. To do so, please contact (2) Admin Body Members and request to be added to the upcoming Bronx Area Meeting Agenda.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	2 ND	DEBATE / TABLE	VOTE
ADJOURNMENT	TO END THE COMMITTEE MEETING	NO	YES	NO	SIMPLE
AMEND	TO CHANGE PART OF THE LANGUAGE IN THE MAIN MOTION	NO	YES	YES	SIMPLE
AMEND BY SUBSTITUTION	TO ALTER A MAIN MOTION BY COMPLETELY REWRITING IT WHILE PRESERVING ITS INTENT	NO	YES	YES	SIMPLE
APPEAL RULING BY THE CHAIR	TO CHALLENGE A DECISION THE CHAIR HAS MADE ABOUT THE RULES OF ORDER	YES	YES	YES	SIMPLE
POINT OF INFORMATION	TO BE ALLOWED TO ASK A QUESTION ABOUT THE MOTION BEING DISCUSSED *NOT TO OFFER INFORMATION*	YES	NO	NO	NONE
MAIN MOTION	AN IDEA A COMMITTEE MEMBER WANT THE COMMITTEE TO PUT INTO PRACTICE	NO	YES	YES	VARIES
ORDERS OF THE DAY	TO HAVE THE COMMITTEE RETURN TO ITS AGENDA	YES	NO	NO	NONE
POINT OF ORDER	TO REQUEST CLARIFICATION OF RULES OF ORDER WHEN IT APPEARS, THEY ARE BEING BROKEN	YES	NO	NO	NONE
PARLIAMENTARY INQUIRY	TO ASK THE CHAIR ABOUT HOW TO DO SOMETHING ACCORDING TO RULE OF ORDER	YES	NO	NO	NONE
PREVIOUS QUESTION	TO STOP DEBATE AND VOTE RIGHT NOW ON WHATEVER MOTION IS AT HAND	NO	YES	NO	TWO-THIRDS
POINT OF PERSONAL PRIVILEGE	TO MAKE A PERSONAL REQUEST OF THE CHAIR OR THE COMMITTEE	IF URGENT	NO	NO	NONE
RECONSIDER	TO REOPEN FOR DEBATE A MOTION PREVIOUSLY PASSED	NO	YES	YES	SIMPLE
REFER COMMIT	TO HALT DEBATE, SEND MOTION TO SUBCOMMITTEE OR AD HOC COMMITTEE BEFORE VOTE	NO	YES	YES	SIMPLE
REMOVE FROM THE TABLE	TO RESUME CONSIDERATION OF A MOTION PREVIOUSLY TABLED BEFORE THE TIME SET	NO	YES	NO	SIMPLE
RESCIND REPEAL	TO VOID THE EFFECT OF MOTION PREVIOUSLY PASSED	NO	YES	YES	SIMPLE
TABLE	TO PUT OFF FURTHER CONSIDERATIONS OF THE MOTION UNTIL A LATER DATE	NO	YES	NO	TWO/THIRD
WITHDRAW A MOTION	TO ALLOW A MOTION MAKER TO TAKE BACK THEIR MOTION AFTER THE DEBATE HAS BEGUN	YES	NO	NO	UNANIMOUS



BRONX AREA MOTION SHEET

DATE _____

Motion Maker _____ Committee _____

Seconded the Motion: (GSR) _____ Group Name _____

Policy Motion _____ Procedural Motion _____ Financial Motion _____

Motion States:

Intent of the Motion:

Quorum _____ For _____ Against _____ ABSTAIN _____ Present Not Voting _____

Motion: PASSED _____ FAILED _____

Chair INT. _____ Admin. INT. _____ CC _____ / _____



BRONX AREA EVENTS ACTIVITY POLICY 2023

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth.

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Committee Chair and Vice Chair Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

CHAIR PERSON JERRI N
VICE CHAIR PERSON WENDY

Bronx Area Events and Activities Policy: Purpose

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth.

To provide the Bronx Area with recovery and fellowship activities such as dances, dinners, and fundraisers all events are done in the spirit of unity.

FUNCTIONS

1. To encourage unity and fellowship within the Bronx Area, that conform to Narcotics Anonymous principles and reflect our primary purpose. "To Carry the Message to the Addict Who Still suffers."
2. We may hold events to bring our members together in celebration of the gift of recovery.
3. Any event, other than the approved calendar events, must be voted on by Bronx Area Service Committee (B.A.S.C.), requiring a 2/3 vote. It will be taken back to the group by the G.S.R. before the final vote.
4. All Bronx Area E&A events must be held in the Bronx geographical boundaries as defined by the U.S. Postal Service. Activities such as workshops, dances, talent shows and speaker jams are held for the sole purpose of serving the fellowship of the Bronx Area and the N.A., fellowship as a whole. All activities held within our boundaries must have the support of B.A.S.C.
5. In the event that another area would like to do a joint event with the Bronx Area, an Ad-Hoc committee must be formed consisting of a Chairperson, Vice Chairperson, Treasurer, Secretary, and other subcommittee positions, which must be taken back to "both" potential areas. E&A will assist in finding locations and providing hospitality for all B.A.S.C. committee's that produce learning days.
6. All flyers must be labeled as "Bronx Area Events and Activities" and state there will be no cameras, no soliciting, no children allowed with the exception of "Recovery Under the Sun" this includes speaker jams. (Must Be Committee Approved before presenting to GSR) (Must be sent to Public Relations and Policy for approval before submitting to GSR)
7. All members participating in the purchasing of any items or handling of money for these events MUST submit all money and receipts to the E and A Treasurer/Vice Treasurer by the end of the event. (In the case there is no Treasurer or Vice treasurer, the monies will be given to the any one of the 4 Admin body members to submit to the account)

Raffles

1. A separate cash app will be used for raffles only by The Chair, Vice Chair and or the Treasurer
2. all winner must be present to claim their prize
3. all area donation will go through BXENA2022 Cash App

All monies and/or tickets must be turned in at least 7 days prior to the event. After every event, the E & A Treasurer/Vice Treasurer hands over all money to Bronx Area Treasurer/Vice Treasurer.

At the end of each event the BASC Treasurer or Vice should be in place to collect all monies.

Financial spread sheet must be completed with all receipts collected

E&A Treasurer/Vice Treasurer will provide a typed financial spreadsheet report, including ALL receipts, at the next BASC meeting following event. Email the report to the B.A.S.C. secretary by close of business the **MONDAY before BASC Area meeting.**

The B.A.S.C. will replenish E & A earmarks reserve after event. (No replenishments will be allocated without proper receipts.

Committee Members Shall Consist of the Following:

- Chairperson. Vice Chairperson
- Treasurer. Vice Treasurer
- Secretary Vice Secretary
- Hospitality Chair / Co Chair Hospitality
- Serenity Keeper Chairperson
- Serenity Keeper Vice Chairperson
- ALL E&A Group Representative
- Programming Chairperson Programming Vice Chairperson
- Merchandise Chairperson / Merchandise Vice Chair

Events & Activities participating members and other appointed and/or elected positions as deemed necessary by the E&A Committee and/or B.A.S.C.

Chairperson 4 yrs. NA clean time 1 year commitment

Must have ability to organize and give the E&A committee motivation and direction Organize, coordinate, and facilitate E&A Committee Meeting (in Brick and Motor and Virtually). Have a legal source of income. Organize and coordinate all the Area activities and events. Attend Greater NY Regional E & A Committee and Bronx Area Meetings. In the event the Chairperson is unable to fulfill their commitment, the E & A will ask Bronx Area GSR's for the Chairperson to step down. The Vice Chairperson will then assume those responsibilities. Chairs all E&A Committee meetings. Chairperson must be present at all E&A events. Present typed reports to Bronx area. (50 copies in brick and mortar) Find meeting space within 30 days. ADD: Set up and conduct policy meetings. Review and prepare policy for B.A.S.C. meeting in March. Attend (1) Admin Body Meeting and 1 Policy Meeting prior to June 1st. Prior E&A experience required. Committee is allowed to request to meet with ADMIN by submitting a request at least 1 week in advance.

Vice Chairperson

- 3 years NA clean time 1 year commitment,
- Must have a legal source of income.
- Must have ability to organize and give the E&A committee motivation and direction

Organize, coordinate, and facilitate E&A sub-committee Meeting (in Brick and Motor and Virtually). Organize and coordinate all the Area activities and events. Attend Greater NY Regional E&A Committee and Bronx Area Meetings. Will assume responsibilities of Chairperson in the Chairpersons absence. Chairs all E & A Committee meetings in Chairperson's absence. Must be present at all E & A events if Chairperson is not present. Present typed reports to Bronx area. (50 copies in brick and mortar) Assist Chairperson in finding meeting space within 30 days. Set up and conduct policy meetings. Review and prepare policy for B.A.S.C. meeting in March. Attend (1) Admin Body Meeting and 1 Policy Meeting prior to June 1st. Prior E&A experience required.

Treasurer & Vice Treasurer

Clean Time 5 years NA clean time

Commitment – 1 year (No more than 2 consecutive years are to be served.) *With exception.

Must have a legal source of income

Keep track of incoming and outgoing monies

Must be present at all E & A events

Meet with Area treasurer to turn over monies after events

Give report at any E & A and Area meetings

Construct Financial reports /Disperse/Collect monies Collect receipts. ****.

1. All receipts must bear the name of store, items purchased, date and price.
2. Receipts must not be mixed with personal items or EBT.

End of year financial report (AT THE DECEMBER AREA MEETING)

Secretary & Vice Secretary

One year commitment/ Six months NA clean time

Good Secretarial skills/Willingness to serve

Record minutes of every E & A committee meeting

Attend policy meetings / Review and update policy

Secretary budget is \$150 for 3 months as needed; this will be to cover supplies needed:

Ink, paper staples, Reports, etc.

Type and send in monthly Area report

Keep a list of email addresses, updated minutes, record of attendance, upcoming events, and calendar.

Programming Chairperson & Programing Vice Chair

One year commitment 5 years NA clean time

Prepares Events Agenda and provides copies to all representatives

Maintains communication with the Programming Vice Chair

Responsible for acquiring a recording vendor

Responsible for meetings within every E&A event: will find speakers for every event. (Committee members may submit names of speakers)

Must present and distribute names and topics no less than 1 week before every event

Must be present 1 hour before the beginning of every E & A event

A Programming Rep must attend all E & A meetings

Attend policy meeting Must give at least 10 minutes between speakers

Hospitality Chairperson & Hospitality Vice Chair

2 years NA clean time One year commitment

Use funds allocated to purchase hospitality items/food for events

Shop prudently with allocated funds

Coordinate cooking, delivery, and serving of food as well as clean up after event

Written FOOD inventory for committee

Hospitality Chairperson submits qualified receipts to Treasurer.

Submits weekly spending updates for all events

No use of personal funds (i.e., EBT card, personal debit or credit cards)

Debit cards issued by Area for use by committee are acceptable

No use of personal funds (i.e., EBT card, personal debit or credit cards) Debit cards issued by Area for use by committee are acceptable

Serenity Keeper Chairperson & Serenity Keeper Vice Chair

One year commitment One year NA clean time

Attend all E&A meetings / Be always visible (Brick & Mortar)

Assist in maintaining an atmosphere of recovery as per out 5th tradition

Serenity Keeper Committee Member

Willingness to serve. /. Provide a safe environment

Assist Serenity Chair and Vice Chair at all events

Maintain an atmosphere of recovery

Merchandise Chairperson Vice Chairperson

Clean time 5 years. Commitment 1 year commitment.

All merchandise must be brought back to the committee for approval **prior to purchase and sale**.

Legal source of income. Be able to pick up and deliver merchandise. Must be able to travel to pick up merchandise from vendors.

Responsible for purchase, inventory, storage, and sale of all merchandise coordinated by the events and activities committee. Works in conjunction with the E&A treasurer and vice treasurer to produce the inventory sheet. Develop budgets for items to be ordered purchased and sold and provides a detailed summary of all financial costs including all costs for revenues and vendors from which the items are purchased. A bill of sales and receipts are required to be presented to the E&A Treasurer for all expenses. Willing to attend venues throughout Narcotics Anonymous.

The DJ Selection Process

In keeping with the 1st Tradition, music played at all events must be a variety of music that reflects our fellowship. All DJs are required to present bids and mixtapes, CD Demos: The E&A Committee will entertain all DJ Proposals deadline for accepting bids will be determined prior to announcing the need for a DJ. After the deadline, no further bids will be taken. The DJ will be chosen by the E&A committee members. DJ form of payment will be stated on the proposal.

ALL Bronx Area E&A Speaker Jams and meetings are FREE in accordance with B.A.S.C. policy

Voting Members

Group reps and/or active members who have attended 2 consecutive meetings. Upon missing 2, consecutive meetings w/o contact the active member and/or group Rep will be deemed non-voting on the committee and will be reinstated upon attendance at two consecutive meetings,

ATTENDANCE: Any elected committee member who misses two consecutive E&A meetings without communication with the BASC (AB) Body will forfeit their position.

“Annual Recovery Under the Sun”

Policies and Procedures.

Information to bring to the Bronx Area meeting in **May**.

Responsibilities of the Chair or Vice Chair.

Selected date third: Saturday in August.

Secure a location and have it approved by the committee.

(i.e., Soundview Park., Orchard beach)

- secure a permit from Parks Department (submit receipt)
- Extend invitation to PR. Chairperson to set up at event.

Hospitality will bring to Bronx Area meeting in June:

- Create an itemized list for food and beverages for approval.
- Hospitality Committee will shop for food items and paper goods.
- Entire E & A committee is responsible for cleaning up after the event.
- Hospitality Committee receives financing from Treasurer 30 days prior to event.

Transportation Selection Process.

- The chairperson is responsible for finding at least three bids. The committee must agree on the selection.
- Treasurer is responsible for providing the financing for transportation in August, no more than seven days prior to event.
- Must show driver's license to be allowed to drive rental vehicle.
- The vehicle must only be used for E&A transportation.
- Single point of accountability requires Chair and Vice Chair provide assistance for loading and unloading the truck to and from storage.
- Inventory of all items being put into storage and presented at next BASC meeting.

Programming Committee

- Programming committee selects topics.
- Programming Committee chairperson and vice chairperson select speakers. (2)

Format

Who's an addict? What is the NA program?

Vendors: Vendors do not participate at this event. This is a "giveback" event

Serenity Keepers

Inform the NA community of rules and regulations of the parks or location.

(Pandemic Protocols)

- Take temperature.
- Ensure hand sanitizers are used.
- Maintain name log.
- Place identification bands on each participant.



BRONX AREA HOSPITALS & INSTITUTIONS

POLICY

2023

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth.

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Committee Chair and Vice Chair Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

CHAIRPERSON: Bernadette
VICE CHAIRPERSON:

*BASC HOSPITALS AND INSTITUTIONS (H&I) COMMITTEE POLICIES
AND GUIDELINES*

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth.

1. PURPOSE

A. The purpose of the BASC H&I Committee is to carry the message of Narcotics Anonymous to addicts in hospitals, institutions and jails who could not otherwise attend Narcotics Anonymous meetings.

2. FUNCTION AND RESPONSIBILITIES

2 A. The function of the BASC H&I Committee is to coordinate and facilitate H&I meetings in hospitals, institutions and jails.

3. REQUIREMENTS FOR ELECTED PARTICIPANTS

A. Chairperson

1. Elected by the BASC for a one (1) year term;
2. One (3) year NA clean time;
3. Has prior H&I experience;
4. Shall not hold other BASC office;
5. Shall hold regular meetings of the BASC H&I Committee and shall give prior notice of these meetings to the BASC;
6. Shall attend all BASC and ENYR H&I Committee meetings as required;
7. Has a history of NA service;
8. Has a working knowledge of these BASC Policies and Guidelines and the *Narcotics Anonymous Twelve Traditions*;
9. Has a willingness to learn the *Twelve Concepts of NA Service*; and
10. Has a willingness to learn *Robert's Rules of Order*.

B. Vice-Chairperson

1. Elected by the BASC for a one (1) year term;
2. One (3) year NA clean time;
3. Has prior H&I experience;
4. Shall attend all BASC and ENYR H&I Committee meetings as required;
5. Has a working knowledge of these BASC Policies and Guidelines and the *Narcotics Anonymous Twelve Traditions*;
6. Has a willingness to learn the *Twelve Concepts of NA Service*;
7. Has a willingness to learn *Robert's Rules of Order* and
8. Has the ability to assume the responsibilities of the H&I Chairperson in his/her absence.

C. Secretary

1. Elected by the BASC for a one (1) year term;
2. Six (6) months NA clean time;
3. Has good note taking skills.

D. Panel Coordinator

1. Elected by the BASC for a one (1) year term;
2. Six (6) months NA clean time;
3. Has prior H&I service experience.

E. Literature Coordinator

1. Elected by the BASC for a one (1) year term;
2. Six (6) months NA clean time;
3. Has prior H&I service experience.

F. Panel Leaders:

1. Elected by the BASC for a one (1) year term;
2. Six (6) months NA clean time for Hospitals and Institutions
3. One (1) year NA clean time for jails
4. If Panel Leader has one (1) year NA clean time, then the Co-Panel may have six (6) months NA clean time; and

RESPONSIBILITIES OF ELECTED PARTICIPANTS

A. Chairperson

1. Acts as a spokesperson for the BASC H&I Committee;
2. Serves as a liaison between the ENYRC and the BASC by attending the ENYR H&I Committee meetings;
3. Helps organize and coordinates all H&I Committee meetings in the Bronx Area;
4. Handles all correspondence and communications with facilities;
5. Holds regular H&I Committee meetings; and
6. Provides a monthly oral and typed or legibly printed report to the BASC.

B. Vice-Chairperson

1. Carries out the duties delegated by the H&I Committee Chairperson and/or the H&I Committee;
2. Assumes the responsibilities of the H&I Committee Chairperson in his/her absence;
3. Must attend and give a report at the BASC H&I Committee meeting;
 - a. If unable to attend, a call must be made to the H&I Committee Chairperson and the report will be taken over the telephone;
4. Must step down from position after having missed two BASC H&I Committee meetings in a row.

C. Secretary

1. Responsible for compiling, recording and distributing minutes; H&I Committee;
2. Works with the H&I Committee Chairperson to get out the correspondence;
3. Must attend and give a report at the BASC H&I Committee meeting;
- 4 a. If unable to attend, a call must be made to the H&I Committee Chairperson and the report will be taken over the telephone; and
4. Must step down from position after having missed two BASC H&I Committee meetings in a row.

D. Panel Coordinator

1. Works with the H&I Committee Chairperson to get out the correspondence;
2. Must attend and give a report at the BASC H&I Committee meeting;
 - 2a. If unable to attend, a call must be made to the H&I Committee Chairperson and the report will be taken over the telephone
3. Must step down from position after having missed two BASC H&I Committee meetings in a row.

E. Literature Coordinator

1. Keeps inventory, distributes and records the distribution of H&I literature to Panel Leaders and gives 50 copies to the H&I sub-committee Chairperson;
2. Works with the H&I Committee Chairperson to fill out the literature form for the H&I sub-committee;
3. Must attend and give a report at the BASC H&I Committee meeting; 100
- 3a. If unable to attend, a call must be made to the H&I Committee Chairperson and the report will be taken over the telephone;
4. Must step down from position after having missed two BASC H&I Committee meetings in a row.

F. Panel Leaders:

1. Limited to two (2) H&I commitments at a time;
2. Responsible for carrying a clear Narcotics Anonymous message of recovery to facilities;
3. Abides by all BASC H&I policies and facility guidelines;
- 3 a. Must attend mandatory H&I workshops within ninety (90) days of being elected to the position; or will be asked to step down from commitment if the workshop training has not been fulfilled within timeframe.
4. Must attend and give a report at the BASC H&I Committee meeting;
- 4 a. If unable to attend, a call must be made to the H&I Committee Chairperson and the report will be taken over the telephone
5. Must step down from position after having missed two BASC H&I Committee meetings in a row.

D VOTING PARTICIPANTS

1. The only people allowed to make motions and vote at the BASC H&I Sub-committee meetings shall be:
1. The Panel Coordinators; 2. The Panel Leaders; and 3. Group H&I Representatives. 4. A member can make motions and vote only if they have attended (2) two H&I workshop 5. The H&I sub-committee Chairperson can vote only to break a tie.

E LITERATURE POLICIES

1. The literature that the BASC H&I sub-committee distributes to facilitates via H&I commitments are:
1. Information Pamphlets: #11 — “Sponsorship” 129 b. #22 — “Welcome to NA” 130 c. #23 — “Staying Clean on the Outside” 131 2. Booklets: 132 a. NA Regional Meeting List. NA White Book. Behind the Walls”. If an exception to the above-mentioned literature is requested of the Literature Coordinator, an exception may be made.
2. Only the NA Meeting Lists will be distributed to those H&I meetings that allow their participants access to outside NA meetings.
3. Literature will be distributed by the Literature Coordinator after the BASC H&I Committee meeting is over.

F COMMITMENT POLICIES

1. The BASC H&I sub-committee will have a H&I workshop for participants every two (2) months beginning in This workshop will be presented by the H&I Committee Chairperson or Vice- Chairperson with the assistance of experienced members of H&I
2. Anyone that drops a commitment without an acceptable reason shall not be given another BASC H&I commitment for ninety (90) days.
3. Anyone that cannot do his/her commitment for that week must call the Panel Coordinator at least two (2) days prior to the commitment day and time and provide the following information:
3 a. If a replacement has already been obtained to do the tour commitment; or (a) Only BASC H&I sub-committee members may do another member’s meeting with the NA clean time required for that facility.

- 3 b. If the Panel Coordinator needs to find a replacement to fulfill the commitment tour.
4. All Panel Leaders must inform the speakers of any health hazards before going into the facility.
5. The BASC H&I sub-committee will provide a guideline sheet to other NA Area Service H&I Committees taking Rikers Island commitments giving suggestions as to the procedure.
6. Anyone wanting an H&I commitment must be voted in at the BASC H&I Committee meeting.
- 6 a. If a person is unable to attend the BASC H&I Committee meeting at the time that it is held because of work, school, another H&I commitment or other such engagement, written qualifications for the position to be voted on must give to the H&I Committee Chairperson.
7. All persons voted into an H&I commitment must be oriented by the Panel Coordinator or Panel Leader of that facility.
8. All other BASC H&I Committee policies apply.



Bronx Area Literature Distribution Committee Of Narcotics Anonymous Policy 2023

(Chairperson: Anna J.)
(Vice-Chair person: Luz T.)
Updated January, 2023

Committee Chair and Vice Chair Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth.

The basic purpose of the literature Distribution committee is to maintain enough literature in order to service the Bronx Area Groups and its Subcommittees.

This literature will consist of Recovery Literature; Service-Related literature, Key Tags, and Coins, Meeting List Bronx Area & Regional, the 12 Steps, 12 Tradition & 12 Concepts Banners, Serenity Prayer, Literature racks and all necessary materials for the Groups, Area and the Sub-Committees.

It will be the responsibility of the Literature Distribution committee to maintain an adequate amount of Literature so there is not a large number of back orders.

The Literature Distribution Committee will keep a close watch on what is purchased and not overstock Literature that will tie up the Fellowships funds.

The Bronx Area Literature Distribution Committee of Narcotics Anonymous is a sub-committee of the Bronx Area Service Committee of Narcotics Anonymous and consists of elected officers and interested members of Narcotics Anonymous (NA) from within the Bronx Area.

I. PURPOSE

To distribute NA approved materials in the NA fellowship within the Bronx Area. Our aim is to carry this in a manner consistent with the Twelve Traditions of NA so that no addict seeking recovery need ever die.

II. FUNCTIONS

- To purchase NA approved materials from the Greater New York Regional Service Office (RSO) or Narcotics Anonymous World Services (NAWS) or other Regional Service Office
- To purchase necessary supplies as needed.
- To distribute Literature to Bronx Area members, groups and sub-committees.
- To provide accurate written monthly reports to the Bronx Area
- To update and check the inventory 2 times a year (January & July)

III. MEMBERS AND ELECTIONS TO COMMITTEE

Chair, Vice Chair, Secretary

The Chair and vice Chair shall be voted in by the Bronx Area

A. QUALIFICATIONS

The Chair – minimum of 2 years NA street clean time

- Willingness to serve
- Ability to facilitate the committee
- The Vice Chair – minimum of 1 year NA clean time
- Willingness to serve
- Ability to serve in the Chair Persons absence
- The Secretary – good note taking ability
- 6 months NA street clean time
- Willingness to serve

B. DUTIES OF ALL MEMBERS

- Committee members should attend the monthly Area Meeting to assist in setting up literature, filling orders and distributing literature at the close of the meeting.
- All voting members must have attended at least 2 consecutive meetings.
- A willingness to be of service throughout the Area meeting.

1. The Chairperson shall:

- Provide Bronx Area Treasurer and the Finance Chair with receipts from Region or NAWS purchases.
- Present an oral/written report at the Bronx Area monthly meeting, and to make 50 copies of report for all GSR's when the Area meeting is in person
- Responsible for what inventory needs to be purchase at the end of the Area Meeting.
- Train the Vice-Chairperson in the performance of the duties of the Chairperson.
- Be responsible for all literature that they purchase.

2. The Vice-Chairperson shall:

- Assume the duty of the Chairperson in their absence.
- Assume responsibility of what literatures need to be purchase at the end of the Area Meeting.
- Be able to present an oral/written report at the Bronx Area monthly meeting.

3. The Secretary shall:

- Have ability to take good notes
- Work closely with the Chair & vice chair
- is the responsibility of the individual to check their orders before leaving the meeting.
- Chairperson has no vote within the committee unless there is a tie.
- Literature will be handed out at 3pm.

New Group starter kits consist of:

10 Bronx Area meeting lists, Poster set, Group Readings,
Treasurer's Handbook, Guide to Local Service, Treasurer's Record Pad,
\$10 of individual pamphlets,
3 White books, 5 welcome key tags and 2 intro Guides.

VIRTUALLY WILL GET STARTERS DOWNLOAD FROM WEB-SITE COMMITTEE
(KEY TAGS, READINGS, MINUTE TIME SIGN and BASIC TRAINING)

1. Add Money order and or Check number to ALL Financial reports to BASC
2. Keep copies of all Money orders and or check
3. Show proceed from literature sales (intent to see if literature proceeds are covering \$150 rental cost)
4. detail break down of all books, IP sold and purchase (keep an updated order form
5. *Copies of Checks, deposit receipts and whom made the deposit* * available upon request at BASC*
6. The member picking up monies from an event must be escorted to their car (no raiding public transportation with events monies)
7. All deposit must be made within 48-72 hours after receiving any monies



LITERATURE REVIEW COMMITTEE

Literature Review: Chair and Vice Chair

Is responsible for review all new literature and reviewing the Newsletter before it is printed.

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth.

Sub-Committee Chair and Vice Chair Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Sub-Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Chair & Vice Chair

Clean Time, Requirements, Duties and Responsibilities

Chair person is required to have minimum of three (3) years NA clean time.

One (1) year Bronx Area Group Service Representative (GSR) experience

Shall have (1) year prior BASC, Regional, Metro, or World level service experience

Shall have a working knowledge of these: BASC Policies and Guidelines

Twelve Traditions; Twelve Concepts, local Guide to service Roberts Rules of Order

Shall NOT hold any other BASC Chair, Vice Chair or GSR position at the start of their commitment.

Is required to attends all BASC, POLICY, and (AB) meetings in its entirety

Policy Committee works with BASC Admin Body at the BASC meeting, helping them stay updated with BASC meeting policies and procedures so that the meeting runs smoothly



BRONX AREA NEWSLETTER

SUBCOMMITTEE POLICY

2023

Committee Chair and Vice Chair Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth.

CHAIRPERSON: DINA

VICE CHAIRPERSON:

1. PURPOSE OF BRONX AREA NEWSLETTER

The purpose of the Bronx Area Newsletter, The Recovery Post, is to empower, inform and inspire members of the NA fellowship to express themselves on their NA journey. The newsletter observes the 12 Traditions and 12 Concepts of NA.

2. NEWSLETTER RESPONSIBILITIES

Acts as a resource for the Bronx Area Service Committee ("BASC"). Maintains a working relationship with other subcommittees of the BASC, ensuring all information is accurate, appropriate and in accordance with the 12 Traditions and 12 Concepts of NA.

3. DISTRIBUTION

This subcommittee serves the BASC. We initiate outreach efforts at various groups, conventions, learning days, speaker jams, websites, other newsletters and the NA Way Magazine. The Recovery Post is available on the Bronx Area website, BXASNA.org, and should not be shared on social media platforms. Our committee will provide the BASC with a minimum of 100 copies every other month.

4. FUNDING

This subcommittee shall be allocated a revolving fund of \$150.00 from the BASC. Funds will be used for postage, printing, purchasing envelopes and other related expenses associated with distributing the newsletter, in the spirit of prudence. The amount of the revolving fund is established by the BASC and can only be adjusted by the BASC.

5. COMMITTEE DESCRIPTION

This subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, Newsletter Distributor, and other trusted servants as deemed necessary by the subcommittee.

6. VOTING PROCEDURE

All matters before this subcommittee shall be decided by a majority vote of the active members present. Only active participants can vote. Attendance at two consecutive newsletter committee meetings entitles participants to vote. The chairperson may not vote, except to break a tie.

7. PARTICIPANTS

All newsletter committee meetings are open to interested members of NA, as observers only. To become an active participant, members must attend two consecutive newsletter committee meetings. A member shall be deemed inactive upon absence from two newsletter committee consecutive meetings. Admin. Body members who miss two consecutive newsletter committee meetings without contacting an Admin. Body member will be asked to step down.

8. ADMINISTRATIVE BODY

CHAIRPERSON – One Year Term

Requirements:

- Three years clean.
- Prior group, area, or regional service.
- Ability to delegate, organize, and provide the Committee direction.
- Computer literate.
- Working email and telephone.
- Must attend monthly area, steering and subcommittee meetings.
- Make 1 Admin Body Meeting 1 Policy Committee Meeting (by June 1st)

Responsibilities:

- Arrange time and meeting agenda.
- Facilitate Committee and policy meetings.
- Submit 50 copies of the newsletter report at monthly BASC meetings.
- Manage revolving funds and provides receipts to BASC Treasurer for reimbursement.
- Within 30 days provide a meeting space for this service body.

VICE CHAIRPERSON – One Year Term

Requirements:

- Two years clean.
- Prior group, area, or regional service.
- Ability to delegate, organize, and provide the Committee direction.
- Computer literate.
- Working email and telephone.
- Must attend monthly area, steering and Committee meetings.

Responsibilities:

- Handles Chairperson's responsibilities in the Chair's absence up to and including:
- Arrange time and meeting agenda.
- Facilitate subcommittee and policy meetings.
- Submits reports at monthly BASC meetings.
- Manages revolving funds and provides receipts to BASC Treasurer for reimbursement.

SECRETARY - One Year Term

Requirements:

- One year clean.
- Prior group service.
- Ability to draft accurate minutes.
- Computer literate.
- Working email address and telephone.
- Must attend subcommittee and policy meetings.

Responsibilities:

- Document and distribute meeting minutes at Committee and policy meetings.
- Notifies the fellowship of all meeting dates and times.
- Distributes newsletters.

NEWSLETTER DISTRIBUTOR – Six-month term

Requirements:

- 30 days clean.

Responsibilities:

- Picks up newsletters at area meeting on a bi-monthly basis.
- Delivers newsletters to individual members, or groups who may not have a GSR at BASC.

9. MEETING AGENDA

- Open Meeting (Serenity Prayer)
- 12 Traditions
- 12 Concepts
- Roll Call and Introductions
- Secretary Report
- Chairperson Report
- Old Business
- New Business
- Close Meeting (Serenity Prayer)

10. MEETING DATE, LOCATION, AND TIME

The Committee meets the last Tuesday of each month via a virtual video platform from 6:00 PM to 7:30 PM.

11. ANNUAL POLICY MEETING

The subcommittee will review its policy annually in December. The date and time will be determined by this Committee. The newsletter policy will be submitted annually at the Bronx Area meeting in March.

12. ELECTIONS

Nominations for Admin. body members will be held annually during this Subcommittee meeting in January. Elections for Admin. body members will be held annually during the Committee meeting in February. New trusted servants will begin serving annually in March.

13. EMAIL ADDRESS

The current Committee email address is bronxnnewsletter@gmail.com



BRONX AREA PUBLIC RELATIONS COMMITTEE POLICY 2023

Committee Chair and Vice Chair Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth

CHAIRPERSON:

VICE CHAIRPERSON:

WHAT ARE PUBLIC RELATIONS

This article is meant to give the Bronx Area fellowship awareness of the Public Relations Committee. Public Relations work is accomplished through a service committee directly responsible to those they serve. The Bronx Area PR Committee provides community awareness of what NA is as well as how, where and when we are available. We hope this statement will explain PR basic Functions.

EXAMPLES OF PUBLIC RELATIONS

If the NA fellowship is contacted by the media (TV, Radio, Newspapers etc.) regarding a story about the fellowship or about abuse, PR handles it.

If a hospital or facility is interested in possibly including NA in their program, PR must be contacted first. If the request is from a community group, PR will provide a presentation. If the request is from a hospital or institution, PR and H&I will make the presentation. If the community group decides to host a recovery meeting, PR will attend the first 4 meetings and the first meeting will be a business meeting. If the facility decides to hold an institutional meeting, our H&I Committee takes over from that point.

If a school district or community group holds a "DRUG AWARENESS DAY" PR sets up a booth where literature and meeting list are provided.

PSA's (PUBLIC SERVICE ANNOUNCEMENTS) may be provided to Radio & TV stations by the PR Committee. At all community events, PR will read the "Press Statement and Anonymity Statement."

PR also works through the telephone HELPLINE in reaching out to addicts and other concerned persons.

In closing, it is important to remember that all PR work goes through the committee and is not taken on by any single individual. All PR work is done within the framework of our twelve traditions.

SUGGESTED READING:

The 12 Traditions (NA Basic Text Chapter 6)

PUBLIC RELATIONS HANDBOOK

A: PURPOSE

1. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
2. To carry the message in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Public Relations

1. Share any new PR information (pamphlets and or hand book) with BASC admin body before putting them into practice
2. Vice Chair will be elected at the BASC Meeting
3. Chair or Vice chair attend the regional Public Relation Meeting

B: FUNCTIONS AND RESPONSIBILITIES

1. To act as a resource and coordinating body for the Bronx Area PR efforts.
2. To maintain a close working relationship with other committees throughout the Area, thereby ensuring that all requests for information are referred to and carried out by the appropriate Area PR and H&I Committee in accordance with the Twelve Traditions and twelve Concepts.
3. To maintain a close working relationship with Regional PR.
4. When a meeting has been open as a result of a PR presentation, PR will chair the 1st meeting (which is a business meeting). PR will also attend the meeting for 4 meetings and suggest other PR members attend.
5. To educate & inform the Bronx Area of ongoing PR activities, including presentations, learning days, forums and conferences.
6. Any group service representatives and informational committee member who has attended 2 consecutive subcommittee meetings will receive a PR welcome package.

C: **DESCRIPTION OF BRONX AREA PUBLIC RELATIONS COMMITTEE**

This committee shall consist of a Chairperson, Vice-Chairperson, Secretary and other elected or appointed Committee Coordinators or Reps as deemed necessary by the committee.

STANDING BRONX AREA PR INFORMATIONAL COMMITTEES ARE AS FOLLOWS

1. **ADMINISTRATIVE COMMITTEE**

The administrative committee of the Bronx Area PRC will consist of the Chairperson, Vice-Chairperson, Secretary, Liaisons and Coordinators of informational committees as decided within the committee. This committee will have the group's conscious (committee, group reps & interested members) to perform and administer any function necessary between regularly scheduled PR meetings.

2. **EDUCATIONAL COMMITTEE**

This committee will research and coordinate Area PR efforts pertaining to the Bronx Educational based organizations.

3. **COMMUNITY COMMITTEE**

This committee will research and coordinate Area PR efforts pertaining to Bronx Community based organizations etc.

4. **LAW ENFORCEMENT & JUDICIAL COMMITTEE**

This committee will research and coordinate Area PR efforts pertaining to the Legal Professions and Public Safety Institutions of the Bronx.

D: **PARTICIPANTS**

1. All PR MEETINGS ARE OPEN TO INTERESTED MEMBERS OF NARCOTICS ANONMOUS

2. Any group rep is entitled to one vote.

2a. Any informational committee member is entitled to one vote.

2b. Any interested member who attends 2 consecutive meetings is deemed eligible to vote upon stating their interest to serve as a member.

2c. Any member shall be deemed ineligible to vote upon absence from 2 consecutive meetings without contact.

3. The Chairperson cannot vote, except to break a tie.

4. Any administrative committee member (Chairperson, Vice Chairperson, Secretary) absent from 2 consecutive meetings without contact, forfeits their service position.

E: **VOTING PROCEDURES**

1. All matters before this committee shall be decided by a majority of the voting participants of the committee, with the exception of a change in policy. For policy matters, a 2/3 majority of voting members is required.

2. The Coordinators of each Informational Committee will be elected by the Bronx Public Relations Committee.

F: **REQUIREMENTS AND DUTIES**

1a. The Chairperson for Bronx Area Public Relations shall send recommendations for nominations by the current voting participants of this committee. It is suggested that anyone interested in becoming Chairperson have at least 2 years PRC experience.

1b. The Chairperson for Public Relations Committee will be voted in at the BASC Meeting.

2. The Vice-Chairperson will be voted in at the BASC Meeting. Recommendations for nominations by the current voting participants of this committee will be sent to Area for consideration. It is suggested that anyone interested in becoming Vice-Chairperson of PR have at least 2 years PRC experience.

3. Secretary, Coordinators, Liaisons and Trusted Servants shall be elected from current voting participants of the PR Committee and must be present at the time of election.

4. Requirements for all members of PR

- Personal time, the willingness to serve & to perform their duties.
- Knowledge of and practical experience of the 12, 12,12& PR Handbook.
- Maintenance of clean time throughout term of commitment. (NON-NEGOTIABLE).

CHAIRPERSON (ONE YEAR TERM)

Requirements:

- Two (2) years of NA clean time
- Previous service experience, preferably PR
- Legal Source of Income

Duties:

- Arrange time for meetings.
- Initiates all necessary correspondence, including communication with the Area & Region.
- Is ultimately responsible for records and overall function of the committee
- Responsible to maintain the \$150 revolving fund
- Any request for funds outside of the revolving fund requires a money motion to be submitted to Area
- Establish and maintain policy meeting
- Share presentation request with Bronx Area during Area meeting (keep a record of them)

VICE-CHAIRPERSON (ONE YEAR TERM)

Requirements:

- Two (2) years of NA clean time
- Previous service experience, preferably PR
- Legal Source of Income

Duties:

- To work closely with and assist in all duties of the committee.
- To carry out the responsibilities delegated by the Chairperson and/or the committee.
- Assume responsibilities of Chairperson when Chairperson is not available
- Assume responsibilities of Secretary when position is not filled.

SECRETARY (ONE YEAR TERM)

Requirements:

- Six (6) months NA clean time
- Prior service experience, preferably with clerical skills
- Ability to develop written material in a clear, and concise manner

Duties:

- Record minutes of each meeting
- Distribute copies of the minutes to committee members prior to the next PR meeting
- Handles all correspondence as directed by the Chairperson or Committee
- Maintains files and records of communications, including lists of activities and contracts to be passed on to subsequent committee members.
- Maintain current contact list and distribute to sub-committee members.
- Maintain attendance records

INFORMATIONAL COMMITTEE COORDINATORS (ONE YEAR POSITION)

(LEGAL/JUDICIAL, MEDICAL, EDUCATIONAL, COMMUNITY, LITERATURE)

Requirements:

- One (1) year clean time
- Prior service experience
- Ability to provide literature to Informational Committees as needed
- Maintain adequate supply of literature on hand at all times
- Maintain service materials and Handbooks for sale to group members and maintain its revolving funds.
- Stock and keep current inventory for all PR literature used for PR purposes

LIAISONS (ONE YEAR POSITION) (SPEAKER EXCHANGE, WEBSITE, H&I, E&A, ETC.)

Requirements:

- 90 Days Clean time
- Willingness to serve

Duties:

- Communicate information pertaining to PR from said committees, such as E&A, H&I, SPEAKER EXCHANGE, WEBSITE, etc.
- Helpline liaison has different duties and must meet different requirements. They are as follows:

Requirements:

- Two (2) years clean time
- One (1) year commitment to position
- One (1) year previous PR or Helpline service experience preferred
- Willingness to serve

Duties:

- Must attend Regional Helpline meeting every month
- Maintain a vote to represent Bronx Area's vote at Regional Helpline
- Keep updated meeting list for Bronx Area and Phone list of current PR and Helpline Trusted Servants as well as semi-annual updates
- Create flyers in order to support helpline

G: PRESENTATIONS

1. Participants must attend two (2) presentations as an observer before they are allowed to speak at any presentation. Attendance at a presentation will count as an observation.
2. In order to give a presentation, participants on committees should go with two (2) or more persons with experience in giving presentations.
3. No one under six (6) months NA clean time will be allowed to lead a presentation.
4. All presentations must be discussed in advance and strategies planned no matter how simple the presentation.
5. Under no circumstances is anyone to do a presentation alone. (NON-NEGOTIABLE)

These policy guidelines, or any portion thereof, may be waived or amended at any time by 2/3 majority vote of the members of the committee and are subject to approval of the BRONX AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS.



BRONX AREA SPEAKER EXCHANGE POLICY

Committee Chair and Vice Chair Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Sub-Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth

CHAIR PERSON

VICE CHAIR PERSON

BRONX AREA SPEAKER EXCHANGE OUTREACH /HOMEBOUND

SUBCOMMITTEE POLICY/GUIDELINES & PURPOSE

SPEAKER EXCHANGE:

Purpose is to provide speakers who are willing to travel to different areas, local and regional, to share their experience, strength and hope.

HOMEBOUND:

To bring N.A. meetings to members who have been mandated homebound due to physical disabilities from 2 or more weeks. Providing the therapeutic value of one addict helping another. Anyone acquiring a homebound in a hospital must obtain permission from the facility for a private room.

OUTREACH:

The main purpose of outreach is to overcome the isolation and enhance the growth and survival of the groups. To reach out to entities that might not know about N.A. for example; letter writing to inmates from area and regional.

PARTICIPANTS:

1. Our meeting is open to all interested members of N.A.
2. All participants to carry the message at a homebound meeting and share should have no less than 90 days
3. To represent a group (meeting) you must have the conscience of that group (group policy)
4. Only a group representative is entitled to vote

CHAIRPERSON:

- To serve must have two (2) years N.A. clean time
- One (1) year commitment (2) two year's maximum to serve
- Previous experience in Area level, Speaker Exchange/Homebound/Outreach
- Ability to organize and delegate direction to committee responsibly

NOMINATIONS AND ELECTIONS:

All Speaker Exchange nominees for chairperson are nominated by this body and sent to the Bronx Area to be voted in. The nominee is willing to go to the Bronx Area to participate in the election process.

VICE-CHAIR:

- To serve one (1) year N.A. clean time
- One (1) year commitment
- Two (2) years maximum commitment

Vice and or chair shall attend all Bronx Area Learning days and Workshops meeting as required

SECRETARY COMMITMENT:

- One (1) year NA clean time
- Able to develop written materials in a clear and concise manner
- Keep all records and minutes of each meeting
- Mailed minutes are delivered in a timely matter to all representatives via email, postal mail or text by the secretary

SUGGESTED REQUIREMENTS AND DUTIES:

- Ability to perform their duties on personal time
- Willingness and desire to serve
- Clean time and experience as stated

REPRESENTATIVE COMMITMENT:

- To be a representative from any group there is a six (6) month clean time requirement

COMMITTEE POLICY:

- If your group has in their policy an alternate for Speaker Exchange and for any reason the representative cannot attend then the alternate should be informed to attend the sub-committee meeting
- All exchange is to be made at the end of the sub-committee meeting except when an issue must be addressed then exchanges will be made before the end of the meeting.
- Any one exchanging for two (2) groups may not exchange within those two (2) groups unless the sub-committee participation at the time is limited
- No exchanges over the phone, you must attend the sub-committee meeting to make an exchange
- In the event that a representative does not get an exchange for any reason, the responsibility falls back on the chairperson or secretary of the group. If the person that takes the commitment or the representative from the group doesn't show, it's up to the group to choose the speak

BRONX AREA HOMEBOUND POLICY:

1. It is agreed that all members are to meet together before entering a person's home or facility.
2. A homebound meeting should have two (2) or more members and the coordinator attending
3. Meetings should not exceed one (1) hour in any institution. In a member's home time is with the coordinator discretion
4. Format of this meeting is open with serenity prayer followed by the three (3) readings, (Who, What and Why) and the coordinator's introduction about the homebound meeting. This keeps us in touch with our 1st, 3rd and 5th tradition. Please keep in mind to minimize introductions in the institution due to one (1) hour meeting.
5. Sharing time limits 5-7 minutes. We try not to let the person we bring to the meeting share first.
6. We close the meeting with the reading of 'Just for Today' and we ask the person to whom we brought the meeting to lead us with the serenity prayer.
7. If a member has attended at least three (3) or more homebound meetings their commitment will be qualified to take a homebound meeting without the coordinator. They must stay in contact with the homebound coordinator who will arrange the meeting. They too must attend a sub-committee meeting monthly or at least once a year.

HOMEBOUND COORDINATOR:

- Homebound Coordinator commitment is two (2) years
- Reports all homebound meetings to committee
- Any other homebound leader other than coordinator should give the coordinator their report before the Committee meeting to report the progress of that leader
- The above policies are to remain in effect for one (1) year before coming up for review or revision



BRONX AREA WEB-SITE POLICY

Committee Chair and Vice Chair Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BASC Minutes, Reports, and Agenda, etc.)
- Ability to host /co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand rising)
- Hand over Sub-Committee email address and Password
- Have the ability to log on to all BASC virtual meetings

When attending a Virtual Service Meeting, All Members are asked to practice maintaining an atmosphere of recovery by; staying muted, putting phones on vibrate, dressing appropriately, limiting all background noise that may disrupt or disturb the meeting and no use of profanity please.

Everything that occurs in the course of NA 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; it prevents us from providing the services necessary for growth

CHAIR PERSON Denise

VICE CHAIR PERSON Darnell

BXASC WEB SERVANT SUB-COMMITTEE

POLICIES AND GUIDELINES

INTRODUCTION

The following outlines policy and guidelines for the Website “www.bxasna.org”, a service of the BRONX Area Service Committee (BXASC).

The following guidelines are derived from the decisions and experience of NA WSO. In addition, they reflect policy or guidelines that are pertinent to the Bronx Area Service Committee

PURPOSE, NAME AND ACCOUNTABILITY

- 1) The purpose of the BXASC website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicate the activities of the BXASC.
- 2) The trusted servant responsible for publishing the BXASC website will be called the "Web Servants".
- 3) The Uniform Resource Locator (URL) for this site is "http://www.bxasna.org".
- 4) This Web servant is accountable to NA Fellowship through the BXASC

FINANCES AND OWNERSHIP

- 1) Costs for web hosting, domain registration and associated publishing software are the responsibility of the BXASC. Costs for Internet access by the Web servant are not included.
- 2) The Web servant is responsible for communicating all financial needs and consequences to the BXASC. (GSRs and ADMIN BODY)
- 3) The BXASC is the Owner the domain name "BXASC.na.org". The Web servant is responsible for maintaining the ownership of the domain name for the BXASC.
- 4) The Web servant is responsible for investigating and choosing a vendor for hosting the BXASC Website. Final responsibility rests with the BXASC for distribution of funds.
- 5) All budget considerations will be addressed as outlined in the BXASC own policy.

WEB SERVANT REPORTING AND COMMUNICATIONS

- 1) The Web servant will submit a written report to the BXASC Committee at each monthly meeting. This report communicates all financial, technical and correspondence related to the operation of the website.
- 2) The Web servant is responsible for downloading and distributing e-mail and website feedback communications. Emails will be distributed to area service committees' point(s) of responsibility. It is the responsibility of BXASC and all AREA service committees to designate their point(s) for distribution. It is also the responsibility of BXASC and all AREA service committees to work out such details with Web servant. Website feedback will be distributed to members of the BXASC. See Section 9: General Guidelines and Policies.
- 3) E-mail addresses will be established for the BXASC, Area Sub Committees and other trusted servants as needed. The Web servant or Alternate Web servant will distribute all e-mail received through the POP e-mail accounts established for the corresponding trusted servants that do not have internet access. All others will be forwarded to the Trusted Servants personal email address.
- 4) **Personal email addresses are not to be used on the BXASC WEB-SITE** other than for forwarding purposes so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications or have the Web servant relay e-mails through the "bxasna.org" domain for such replies.
- 5) Trusted servants and/or service committees receiving communications relayed from the Web servant are responsible for acknowledging the communication and informing the Web servant of the disposition of the communication
- 6) The BXASC monthly motions (MINUTES) will be posted on the website for downloading and review by any member of the fellowship as they become available
- 7) All flyers and or information needs to come to the admin body and or BASC Meeting before being put on the Bronx Area Web-site (except for other AREA Reposting)

ELECTION OF WEB SERVANT

1) The BXASC elects the Web Servant and the Web Servant Alternate. In addition to these trusted servants, volunteers are encouraged to participate but do not have authority to edit or post content to the website.

WEB PAGE CONTENT DECISION-MAKING

- 1) Decisions for content are made by the BXASC by consensus when possible.
- 2) Consensus decision-making is when after full discussion on a proposed action, no one member of the work group is unwilling to support the proposed action.
- 3) If consensus cannot be reached, a two-thirds majority is needed for a decision to be carried out.

WEBSITE CONTENT AND COMPONENTS

The purpose of this section is to outline the baseline content of the BXASC website. Content for inclusion will be added as need or requested by the BXASC.

- 1) The website will contain the following sections or pages:
 - a) Home Page- Entry page to the website, normally the index.htm file.
 - b) *Meeting Directories* – Meeting lists from the BMLT for the Bronx Area
 - c) *About NA* – Information for Professionals and interested parties including content excerpted from "Narcotics Anonymous: A Society of Recovering Addicts" that is approved for Internet usage by NA World Services.
 - d) NA Literature Page-This page will have all of the current IP's and Service Pamphlets from NAWS that is approved for Internet Usage by NA World Service.
 - e) Events Page – Will contain BASC calendar and flyer for all events being held in The Bronx Area.
 - f) Contact Info - Contact information for the BXASC (address and e-mail addresses for the BXASC)
 - g) Feedback – Form for feedback from website visitors.
 - h) Links - List of external hyperlinks to NA approved websites with disclaimer notice.
(NA Approved sites are those listed with NAWS only.)
 - l) *Privacy Notice* of privacy of communications. What is the privacy notice?
- 2) The index or home page will have the following content:
 - a. A welcoming paragraph (with announcements when necessary).
 - b. The BXASC Helpline number. What is the helpline number?
 - c. A navigation bar component for the first tier of child pages under the index or home page.
 - d. Clear text stating that this is an official website for the Bronx Area of Narcotics Anonymous.

TECHNICAL GUIDELINES

This section describes technical design, philosophy and guidance information.

- 1) The software used for the website publishing is Word Press 5.0 or greater where possible, but other programs may be used as appropriate.
- 2) Website host should support Word Press server extensions.
- 3) The user's name and user password to publish the website will be held by the Web servant, alternate Web servant and the BXASC Chairperson only.
- 4) Internet browser compatibility will be as universal as possible when considering design elements of the website.
- 5) Website design should be tailored to the download rate of 56 Kps. No page should take more than 60 seconds to download at 56 Kps.
- 6) The site will be designed for a browser window of 800 x 600 pixels.
- 7) The use of JavaScript will be curtailed to basic website components.
- 8) The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.

- 9) The size of files for downloading should be kept low to reduce the time needed for downloading and slow connection speeds, whenever possible.
- 10) Files for downloading should be offered in differing formats such as "Plain Text with Line Breaks – filename.txt", "Rich Text Files - filename.rtf" and "Portable Document Format - filename.pdf", as determined by Section 8, item #9.
- 11) Files for downloading should be scanned for viruses before posting to the website.
- 12) External hyperlinks should be checked on a monthly basis for integrity and site content

EXAMINATION

- 13) Registration of the website with major search engines should be reviewed every six months.
- 14) Text font size will be chosen for easier reading for all platforms.
- 15) Alternate text tags will be used for images.
- 16) Plain text alternatives should be available for all meeting directory pages and contact information pages.
- 17) Regular and frequent "back-up" copies of the website are made by the Web servant. These backup copies of the website shall be an agreed to media that can be utilized by the Web servant Alternate. The purpose for the back-up copies of the website is for archival and rescue purposes by the web servant in maintaining the website.

GENERAL GUIDELINES AND POLICIES

- 1) External hyperlinks to sites that are not affiliated with the NA fellowship will have a disclaimer stating that the link will take the visitor away from the BXASC site and the said link will open in a new browser window.
- 2) Meeting directory pages should be checked for updates at least every 30 days.
- 3) Access to any BXASC minutes or any other documents containing names or other identifying information of members, such as service resumes, shall be accessible on with use of a password. Password will be made available to members via hard copies of minutes.
- 4) A single point of contact for each Area Service Committee is established for the purpose of communications to the Web servant. This communications liaison is utilized for the purpose of updating information on the website.
- 5) Each Area Service Committee may request to post information concerning local area activities meeting minutes or other NA related information excluding personal recovery communications.
- 6) Newsletters or other similar content concerning personal recovery will be moderated by the web servant or appointed trusted servants. Content will be monitored for any violations of Traditions or Website Policies. Any content deemed inappropriate in accordance with website guidelines will be removed immediately. Such formats will be approved by the BXASC.
- 7) Images of any identifiable person, whether an NA member or not, are never used.
- 8) Sales of merchandise are not done on the website, but the site may contain a link to NAWA Literature sales.
- 9) Requests for literature purchases will be referred to Narcotics Anonymous World Services.
- 10) Copyrighted material will not be used on the website without specific permission from the owner of the material.
- 11) No advertisements for any outside enterprise, including the web host shall be listed or displayed on any webpage on the BXASC site.
- 11) No personal messages, acknowledgments or references should be made on the BXASC website.

QUALIFICATIONS FOR WEB SERVANT AND ALTERNATE

- 1) The minimum clean time for Web servant will be (2) two years continuous clean time and Web servant Alternate position is (18) eighteen months.
 - 2) An understanding of the Twelve Traditions is vitally important in this service position as it involves communications and public relations with non-addicts as well as the still suffering addict.
 - 3) Any person considered for this position should demonstrate an ability to administer a website (access website control panel, edit pages, create/access email accounts, etc.)
 - 4) These trusted servants should provide proof of access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servants.
 - 5) The Web servant and Web servant Alternate are elected by the BXASC
 - 6) Removal of these trusted servants from their positions are covered by the BXASC policies.
 - 7) The term for each position is to be two years in length.
10. PRIVACY POLICY

NEW WEB-STIE POSITION Virtual Platform Coordinator

IT's suggested that all groups in the Bronx add a website rep to their list of group functions.

Anyone that is interested in becoming a website representative must attend all website sub-committee meetings. It is suggested that the home group their representing have a policy change to add the position.

Once that is done then the members that are interested will now be ready to become a part of the website, in working toward becoming a virtual Platform Coordinator.

The requirements are as follows:

- 1. Must come in as a website representative**
- 2. Must commit to being a website representative for one year.**
- 3. Must have a working knowledge of the Virtual Platform. Plus, the overall functions of the security functions.**
- 4. Have the willingness to be trained and to train others in the overall functions of the virtual platform. Which is a 6 months course within the commitment.**

Must submit minutes toward all active during your training with others members.

Report to website minutes about training assessment with any member you have trained during your 6 months process.

- 5. Attend monthly sub-committee meeting for a period of the year commitment.**

Should not miss no more than 2 consecutive website meetings, communication is the key.

Be: responsible, reliable, and on time.

- 6. At the end of your first 6 months period you will begin the process if the behind the wall process of the virtual platform.**

Everybody will be under website observation, to ensure there will be no harm done during the training process as a rep. Abuse of the virtual platform will not be tolerated.

- 7. The last 6 months will start you off learning the process of updating meetings, the dos and don'ts the ability to assign ID, passcodes, & chair keys to open the meeting upon area approval.**
- 8. Report any issues or concerns to website Chair or Vice chair for assistance.**
- 9. At the end of the year with website you will then qualify to become a Virtual Platform Coordinator.**
- 10. All members should have knowledge of the 12 concepts of service.**

To help to continue to carry the message to an addict still suffering.

This section describes the current privacy policy of the website.

- 1) A Privacy policy on communications with the NA service structure is an important aspect of our Twelfth Tradition of anonymity.
- 2) The Web servant will apply all of the Traditions and the Twelve Concepts of Service in developing and implementing a "Privacy Policy" for the BXASC website.
- 3) This privacy policy will evolve as needed and be approved by the BXASC before posting on the website.
- 4) The following is the current "Privacy Policy" as posted on the BXASC website:
 - a) Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."
 - b) Cookies: We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to track or identify any visitor to this website. For further information on "cookies", consult your Internet browser's help utility or other Internet resource.
 - c) Communications: Any communication submitted to BXASNA.org will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feedback forms take their own precautions if they desire to remain anonymous.
 - d) All communications are considered to be official NA business and require some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.
 - e) There are alternative methods for communicating with service committees within the BXASC. These alternatives are listed on our services page. Please utilize this information if it is necessary to fulfill your needs.
 - f) Personal Requests: Under no circumstances will we forward e-mail of a personal nature to any NA member here in the BXASC. This is an official website of the BXASC and we do not acknowledge anyone's membership in Narcotics Anonymous. Thank you for respecting this policy.
 - g) Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the BXASC Your comments are welcome on this topic so please use our feedback form.
 - h) Virtual Account Administrative Access: Addendum 3/02/21**

Administrative access is given to the following trusted servants:

Owner Access: Area Chairperson, Website Chairperson (Complete access)

BXASC Admin: Website Chairperson, Website Vice Chairperson (User management, account management except billing, report generation, edit global account settings, and other minor admin functions)

c. Access to accounts does not grant authority to make changes without **Website and BASC Admin** approval.

 - i) Change to account settings or add ons - The Bronx Area Virtual account services 300 members. Additional add-ons will be provided for BXASC events at cost of approval by BASC. Add-on services are not for sale from Bronx Area. Groups are welcome to obtain their own account for the number of members they need.
 - j) Video Recording: In keeping with our 11th Tradition, and our Spiritual Code of Conduct, NO video, photo, or audio recordings, will be allowed in any virtual Bronx Area account/meetings. **Addendum8/05/2023 copying of the chat was voted on and passed:**
 - k) Scheduling: Any group meeting, marathon, or speaker jam, that wishes to be scheduled on a Bronx Area virtual account must submit the request at the Website sub-committee meeting at least one month in advance. Committees should send a courtesy reminder to website at least 1 week prior to an event.

Availability: Any group meeting wishing to join the Bronx Area virtual account is subjected to space and time availability. If a group wishes to join the Bronx Area virtual platform, from a personal account, the group will be provided a new meeting ID and password.
 - m) Promotions: Any flyers to be placed on the Bronx Area virtual website must be submitted through Public Relations subcommittee.
 - 5) Virtual Meeting Time Usage: Virtual meeting rooms are to be used for a maximum of 2 1/2 hours unless previously requested from website.