



BRONX AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

Agenda for May 11th , 2024

Business Day:

Call To Order:

- Serenity Prayer, (All)
- Service Prayer, A Vision for NA Service, 12 Concepts, 12 Traditions.

ROLL CALL

Secretary will call member name and commitment.

Please send an email to bxareasecretary@bxasna.org to receive the minutes.

- 1) Admin Body - please sign in with name and position.
- 2) Subcommittee chairs and vice chairs - please sign in with name and position.
- 3) Recognition of new GSRs, new groups, group concerns
- 4) GSRs – please indicate GSR, your name and name of the group you represent.
- 5) Reading and approval of last month's minutes
- 6) Treasurer's Report. (Deborah)
- 7) Chairperson's Report – (Damon)
- 8) Vice Chair Report – (William)
- 9) We have a member read the Tradition Of the month.
- 10) Sharing on the 5th Tradition – (Diana)
- 11) 2 hands from the floor

Quorum Count

Agenda:

Reports: ALL COMMITTEES ARE REQUIRED TO SUBMIT WRITTEN REPORTS.

15 MINUTES, per report including questions. This is a business day/month, all committees given funds are required to give a verbal report shared on the screen.

Newsletter
Finance
Literature distribution
E&A

New Business

Policy voting:

Quorum count

All highlighted areas of the policy.

Motions:

Any new motions should be submitted at this time. Please put your motion in writing on a motion form, with a second. In addition, the motion maker must be present when the motion is called to the floor. If there is not a second, I will call for a second, (must be a GSR or alternate) if not motion dies for lack of a second.

Break: to be determined

Quorum Count

Old Business

Any business left over from last month, elections, nominations, motions, etc.

Nominations:

Recording secretary
Corresponding Secretary
Policy Chairperson
Policy Vice Chairperson
RCM Alt
Speaker Exchanged Chairperson
Speaker Exchange Vice Chairperson
Literature Distribution Chairperson
Literature Distribution Vice Chairperson
Literature Review Chairperson
Literature Review Vice Chairperson
Newsletter Vice Chairperson
Convention Chairperson

Money motions

Close

Calendar of events

Next administrative body meeting will be May 21st @ 7:00 PM

ID: 822-5473-7524
PW: Randal

Next Area Meeting, Saturday June 1st 2024, @ 12:00 PM
ID: 885 9804 5374
PW: Randal

In Loving Service,

Damon S, bxareachair@bxasna.org
347-451-6970



BRONX AREA SERVICE CHAIRPERSON REPORT

May 11th, 2024

Chairperson Damon S. – Vice Chairperson William R.

Good afternoon, I want to thank everyone in attendance for participating. I attended Literature distribution on April 11th. We had an admin body meeting on April 16th. Dina, William, and I, have updated the policy I sent it out for review and to be voted on at this upcoming area meeting.

WEBSITE

Barrington Chair, we added 2 new groups to the virtual platform (Steps in the Right Direction)
Wednesday@730pm ID: 840 258 2923 PW:800437
(Saturday Morning Men's Meditation virtual)
Saturday@10am ID: 845 8838 2327 PW: 368927
Starting June 1st
Cash App (\$BxASC) has been added to our website for donations

Chairs and Vice Chairs need to activate their (bxasna.org) emails if they have not already done so.

Website meets on the 3rd Wednesday of each month at 6:00 PM
May 15th
ID 813 0911 6581
PW 3521

LITERATURE DISTRIBUTION

Next Lit pickup is scheduled on Thursday, May 9th @ 630pm, St Michael's Church 765 Coop City Blvd, please email any orders prior to pick up.

NEWLETTER

Dina Chair, The Newsletter committee needs support and help with content: Newsletter is printed quarterly; Dina suggested that the subcommittees take turns writing a "DEAR READER" column...Damon volunteered for the Next issue,
Newsletter meets on the 3rd Thursday of each month at 7:00 PM
ID 871 9477 2683
PW 297675

H & I

Jason Chair, will hosting a learning day June 22nd 12PM to 4PM St, @ the church is located on East 174th st & Stratford Ave.

H&I meets 4th Sunday of each month @3PM

ID 833 7570 4883

PW 009884

E & A

Wendy Chair, E&A committee is requesting the earmark for “Recovery Under the Sun” to be increased, committee will submit an estimated projected budget with the money motion to the Area. St. Nicholas church will keep the event pricing at \$500.

However, we can only do Quarterly events, witch means 4 per year. (January, April, July, October)

E & A meets every other Tuesday at 7:00 PM

ID 825 1100 0650

PW Randal

Public Relations

Jerry Vice Chair, Addressed the committee on The Spirit of Unity, helping the Westchester Area. The committee has some great ideas and new proposals. I will be giving them the floor at the area meeting so we are informed of what is to come.

Convention

No update was given to when we will get a final report.

There is meeting space available at Calvary Hospital on Monday, Tuesday and Wednesday. Please contact PR for more info.

Moving forward all reports should be sent individually to the Chair and the Vice Chair of Bronx area.

We would like all reports sent on the last Saturday of each Month.

The admin body meeting will be on the 3rd Tuesday of every month, please come voice your concerns from the group and the committees so we may put you on the agenda and get the concerns to the area floor.

All the Committee members need to contact Barrington with an Email barringtonr@yahoo.com

So he can issue a Bronx Area Email Address (-----@BXASNA.ORG)

Please do not use BXASNA.ORG for personal correspondence.

Email Addresses:

Damon S- (Bronx Area Chairperson) bxareachair@bxasna.org

William R-(Bronx Area Vice Chair. bxareavicechair@bxasna.org

Next administrative body meeting will be May 21st @7:00 pm

ID: 822-5473-7524

PW: Randal

Next Area Meeting will be May 11th @ 12pm

ID: 885-9804-5374

PW: Randal

In Loving Service

Damon S

2024 BRONX AREA TREASURER REPORT			AMOUNT	COMMENTS
	April, 2024	Opening Book Balance	\$22,529.41	
4/1/2024-4/30/2024	April, 2024 - Square Donations	(Square Acct. Fee - \$ 19.85)	\$519.15	
4/25/2024	Cash App.		\$5.00	
4/23/2024	BASC Deposit E&A Event on 4/20/2024	Proceeds \$ 1,181.20	\$3,081.20	Transferring \$1900 back to E&A Earmarks.
	Total Deposits	Deposits	\$3,605.35	
		Open book balance + deposits	26,134.76	
DATE	Bronx Area Earmarks & Operating Funds		AMOUNT	CHECK#
1/24-4/24	Area Prudent Reserve		\$1,500.00	
4/23/2024	E & A - Fundraising Reserves		\$2,100.00	
10/23-4/24	Group Insurance Reserve (fund Oct 2023 -Oct 2024)	(\$ 100. x 7 months)	\$700.00	
9/23-4/24	Recovery Under the Sun (picnic Reserve) fund Sept23-Aug24	(\$ 125. x 8 months)	\$1,000.00	
4/24/2024	Public Relations - Expense Fund		\$150.00	
4/24/2024	H & I - Literature - Reserve Fund		\$300.00	
4/24/2024	H & I - Adminstrative - Expense Fund		\$150.00	
4/24/2024	Speaker Exchange Adminstrative - Expense Fund		\$200.00	
4/24/2024	Newsletter - Adminstrative - Expense Fund		\$150.00	
4/24/2024	Policy Committee - Adminstrative - Expense Fund		\$150.00	
4/24/2024	RCM Administrative Expense Fund		\$150.00	
4/24/2024	Website Committee Prudent Reserve		\$300.00	
12/23-4/24	MARCLNA Reserves (Fund December 2023-2026)	(\$35. added each month) at 5 months x \$35.00	\$175.00	
	TOTAL Earmarks & Reserves		\$7,025.00	
DATE	2024 Bronx Area Expenses		AMOUNT	CHECK#
4/24/2024	St. Michael's Church (April 24) Rent		\$150.00	Check # 1374
4/16/2024	Bronx Area Storage		\$441.00	POS (Point of Sales)
4/5/2024	Zoom		\$225.19	POS (Point of Sales)
4/24/2024	Literature Purchase (April, 24)		\$876.80	Check # 1373
4/8/2024	BlueHost		\$47.88	POS (Point of Sales)
4/9/2024	Literature Purchase (March, 24)		\$727.60	Check # 1363
	April 2024	Total Expenses	\$2,468.47	
4/6/2024		Opening balance + deposits	26,134.76	
		Minus Earmarks	\$7,025.00	
		Minus Expenses	\$2,468.47	
		Available Cash Balance	\$16,641.29	
4/6/2024		April, 2024 CLOSING BALANCE	\$23,666.29	

IMPORTANT INFORMATION ABOUT THIS ACCOUNT STATEMENT AND YOUR RIGHTS

1. Review at Once: Notify the Bank in writing within 30 days after we mail or make this statement available to you of any irregularities in your account statement, or you may lose valuable rights. See the **Account Opening Disclosures** applicable to your account for details about this and other time limitations regarding notice or irregularities. (This paragraph does not apply to electronic funds or wire transfers.)

2. Electronic Funds Transfers under Regulation E (for Consumer accounts only): In case of errors or questions about your Electronic Funds Transfers, call our Electronic Banking Group (EBG) at 800-662-0860 or write us (**Electronic Banking Group, Amalgamated Bank, 275 Seventh Avenue, New York, NY 10001**) as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt.

We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. Tell us:

- Your name and account number.
- The error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- The dollar amount of the suspected error.

We will investigate your complaint and correct any error promptly. If we take more than 10 business days to do this, we will provisionally credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

Confirmation of Direct Deposit: If you have arranged to have your account credited by regularly scheduled (at least once every 60 days) electronic funds transfers (for example, direct deposit of social security, pension or payroll) and need to confirm if the deposit was made, you can contact our call center at 800-662-0860.

3. Wire Transfers: In case of errors or if you have questions about particular wire transfer transactions, contact EBG at 800-662-0860.

4. For all other inquiries: Please contact our call center at 800-662-0860.

5. NY State Banking Account Disclosure for Affordable Checking:

- There is no limit to the number of withdrawals permitted on this account.
- Our fee for using non-Amalgamated, non-Allpoint® and international ATMs is \$3.00 per transaction, including balance inquiry. Additional fees from other institutions may apply for non-Amalgamated, non-Allpoint® and international ATM transactions.
- A withdrawal is deemed made when it is recorded on the bank's books, which may not necessarily be the actual date of the transaction.

IMPORTANT INFORMATION ABOUT MONEY MARKET AND SAVINGS ACCOUNTS

There is no limit to the number of in-person deposits or withdrawals you can make to or from these accounts. Transfer limitations listed below are only applicable to Commercial accounts.

- Transfers from **Savings Accounts** to another account or to third parties by preauthorized, automatic, telephone, or electronic transfers are limited to a combined total of six (6) per month. Federal regulations require that if you violate the above-described limitations, we may have to close or reclassify your account to a checking account.
- Transfers from **Money Market Accounts** to another account or to third parties by preauthorized, automatic or telephone transfers are limited to a combined total of six (6) per month; transfers may be made by check, draft, Debit Card or similar electronic means to third parties. Federal regulations require that if you violate the above-described limitations, we may have to close or reclassify your account to a checking account.

We reserve the right to require no fewer than 7 days' notice in writing before each withdrawal from an interest-bearing account other than a time deposit, or from any other savings account as defined by Regulation D. (The law requires us to reserve this right, but it is not our general policy to use it.)

NOTIFY THE BANK IMMEDIATELY IN WRITING TO CHANGE OR CORRECT YOUR ADDRESS

For branch listings, visit amalgamatedbank.com or call 800-662-0860.



List outstanding checks	
Check Number	Amount
Total	

Enter present balance as shown on statement	\$ _____
Plus: Deposits made since statement date	\$ _____
Sub-total	\$ _____
Less: Total amounts of checks outstanding	\$ _____
Total	\$ _____
Balance checkbook as of month end	\$ _____
Less bank service charges	(-) _____
Plus interest paid during month (if applicable)	(+) _____
Total checkbook balances	\$ _____

BRONX AREA SERVICE COMMITTEE OF N. A. 1363
P.O. BOX 487
BRONX, NY 10451
DATE 3/2/2024
PAY TO THE ORDER OF GNYRSO \$ 727.60
Seven hundred Twenty-Seven dollars and Sixty Cents
FOR Associative Picked Check Debra [REDACTED]
#001363# #026003379# [REDACTED]

04/09/2024 1363 \$727.60

BRONX AREA SERVICE COMMITTEE OF N. A. 1373
P.O. BOX 487
BRONX, NY 10451
DATE April 6th 2024
PAY TO THE ORDER OF GNYRSO \$ 876.80
Eight hundred seventy six ⁰⁰/₁₀₀ DOLLARS
FOR Lit 8681 Jim [REDACTED]

04/24/2024 1373 \$876.80

BRONX AREA SERVICE COMMITTEE OF N. A. 1374
P.O. BOX 487
BRONX, NY 10451
DATE April 6th 2024
PAY TO THE ORDER OF St. Michael's Church \$ 150.00
One Hundred Fifty ⁰⁰/₁₀₀ DOLLARS
FOR Rent For April Ron [REDACTED]

04/24/2024 1374 \$150.00



BRONX AREA E & A COMMITTEE

Dear Bronx Area Admin Body and GSRs:

The “Recovery Under the Sun” Picnic is scheduled for August 17, 2024. The E & A committee is requesting that the current picnic budget of \$1,500 be increased to \$2,100. Due to drastic price increases over the last few years we are asking for additional monies. There is currently \$1,000 in the earmark which represents \$125 per month for September 2023 to April 2024. If approved, there would need to be \$400 added to that earmark for those months (\$50 per month x 8 months) and beginning May 2024 \$175 would be added each month to bring us the requested earmark of \$2,100. Attached please find a projected budget for your review. Please let us know if you have any questions, suggestions or feedback.

We thank you in advance for your consideration. As always it is a privilege to serve our Area. We look forward to providing a beautiful event of carrying the message of recovery!!

In Loving Service,

**Susanne G & Anna J
E & A Treasurers**

Financial Worksheet

COMMITTEE NAME: E & A

Requested Amount: \$2,100.00

Recovery Under the Sun Picnic - Aug 17, 2024		Projected Budget
Description of Item	Amount	Cost
beef franks	5 cases	150
hamburger patties	5 cases	200
chicken	3 cases	75
white potatoes	40 lbs	35
elbow macaroni	10 boxes	30
white onions	10 lbs	10
relish	4 jars	20
mayonnaise	3 jars (bonus size)	70
eggs	10 dozen	60
seasonings (pepper, salt, etc.)	various sized	125
mustard, ketchup, pam spray	various sized	50
hamburger and hotdog rolls	multiple packs	70
watermelon	5 large	75
soda	8 cases	88
water	15 cases	60
juices	5 cases	50
snacks (cookies, chips, etc.)	various sized	75
ice	3 - 40 lb bags	90
charcoal & lighter fluid		125
paper products (plates, napkins, utensils)		100
U Haul (rental fees & gas)		300
Park Permit		25.5
Sound Permit		45
Total		1,928.50

Financial Worksheet

COMMITTEE NAME: E & A Committee

CHECK # 1364 \$500

CHECK # 1366 \$1,400

ISSUE DATE: 3/2/2024

Event Date: 4/20/2024

Event Name:

We Never Leave the Basics

Description of expense	Date	Purpose	Amount
St Nicholas of Tolentine	03/18/2024	Venue	500
Charles Williams	04/20/2024	DJ Chaz	350
Amazon	03/18/2024	4 Storage Bins	83.83
Event Groove	03/20/2024	150 Event tickets	89.78
Dollar Tree	03/13/2024	Tablecovers (8 blue)	10.89
99 Cents Omega	04/20/2024	Bathroom soap (2)	3.9
Dollar Deals	03/24/2024	Photo Booth Decorations	11.92
	03/28/2024	Photo Booth Decorations	5
Seham 99 Plus Discount	03/30/2024	Photo Booth Decorations	21.44
Dollar Tree	04/06/2024	Photo Booth Decorations	24.5
NYC Sunrise 99 Store	04/11/2024	Photo Booth Decorations	2.81
Food Feast Depot	04/19/2024	full steam pans - 1 case - 55.00	
		2-12 oz hot cups - 5.78	
		17 oz pami chafing fuel - 4.99	
		goya cookies - 1.19	
		3-10 lbs chicken wings - 86.85	
		coffee stirrers - 4.95	
		2 aluminum foils - 39.90	
		8 x 5 platter plates - 10.95	
		2 - 2 ply napkins - 7.98	
		2 shredded cheese - 29.90	
		2 garlic powder - 7.95	
		2 onion powder - 3.95	
		paprika - 5.29	
		black pepper - 6.99	
		2 beef bullion - 4.17	
		Coffeemate - 9.49	
		20 lb rice - 13.99	
		sazon - 4.99	
		10 lb potatos - 9.98	
		turkey necks - 15.37	
		2 lb red onion - 3.49	
		2 lb yellow onion - 1.99	
		white vinegar - 2.59	
		hot sauce - 10.99	
		mayo - 10.99	
		6 cans pigeon peas - 8.00	

Financial Worksheet

		6 cans evaporated milk - 8.00	
		6 box elbow macaroni - 11.94	
		honey - 7.99	
		2 cans green beans - 11.98	
		chef valley bar white - 3.50	
		3 dozen eggs - 29.85	
		6 bars butter - 29.34	494.01
MPG Parking	04/19/2024	mall parking	3
Price Choice Food Market	04/19/2024	sofrito - 3.00	
		sofrito - 3.00	
		bas beef - 3.59	9.59
99 Cents Omega	04/20/2024	mop/pail/broom	30.45
Ice Sculptures of NY	04/20/2024	2 - 6 7 lbs bags	18
Food Universe Market Place	04/20/2024	5 bags ice	10.83
BJs	04/19/2024	2 cases water - 9.98	
		deposit - 4.00	
		2 cases soda - 18.98	
		deposit - 3.00	
		sugar - 19.99	
		forgswtbby - 4.99	
		2 pk spray - 9.69	
		lactaid milk - 5.49	
		brownie mix - 12.49	
		cornbread - 7.99	
		vanilla - 12.99	
		italian 2-3 - 10.79	
		folgers coffee - 21.58	144.53
		Check Amount +	1,900.00
		Expenses amount	1,814.48
		TOTAL Amount Due	\$ 85.52

Financial Worksheet

COMMITTEE NAME: E & A Committee

CHECK # 1364 \$500 CHECK # 1366 \$1,400 ISSUE DATE: 3/2/2024

Event Date: 4/20/2024 Event Name: We Never Leave the Basics

Description of Income			Amount
Advanced Ticket Sales			1,260
Sold at door			260
Sold via cash app			51
Hospitality			
dinner combo @ \$8		54	432
dinner combo @ \$5		8	40
sides @ \$3		8	24
desserts @ \$2		32	64
desserts @ \$1		4	4
banana pudding @ \$3		14	42
banana pudding @ \$5		11	55
water / soda \$1		210	210
Bx Area Merchandise			
E & A	\$10	9	90
Convention	\$10	13	130
Sold via cash app	\$10	2	21
Vendor Merchandise	Eliezer	25% of \$320.00	80
Photo Booth Donations			62.5
Raffle	3 for \$5		45
7th Tradition / Donations			125.18
Start Up Money returned		Original Amount \$100	85.52
		Income amount total	3,081.20
		Expenses amount total	1,814.48
		TOTAL PROFIT	\$ 1,266.72



April 2024
Account Statement

Cash App
1955 Broadway, Suite 600
Oakland, CA 94612

Bronx Area Service
bxareachair@bxasna.org
(929) 282-2390

Balance on Apr 1

\$0.00



Change this month

\$10.00



Balance on Apr 30

\$10.00

Money In _____ + **\$15.00**

Money Out _____ - **\$5.00**

Fees _____ \$0.00



Transactions

Date	Description	Details	Fee	Amount
Apr 23	Damor [REDACTED]	Cash App payment	\$0.00	+ \$5.00
Apr 23	Bank Account x3027	Standard transfer	\$0.00	\$5.00
Apr 28	Wanda [REDACTED]	Cash App payment	\$0.00	+ \$10.00



All transactions shown in Eastern Time

In case of errors or questions about your Account you can:

a. Contact us through your Account in the App:

- Tap the profile icon > Support > Something Else
- If it's a Cash App Card Dispute:
 - Tap **Cash App Card** > **Dispute a Purchase** > Tap **Start a Dispute** to move forward
 - Select the Cash App Card transaction you'd like to dispute and follow the prompts
 - Please note: if you have multiple claims you will have to submit those claims separately as you can only select one transaction at a time.
- If it's any other type of dispute, select **Contact Support**.

b. Call us at 1-800-969-1940.

c. Write us at Cash Disputes, 1955 Broadway, Suite 600, MSC 211, Oakland, CA 94612.

Contact us as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. You can report an error up to 60 days after the date we sent you the first statement on which you believe the error occurred.

In order for us to investigate your claim, you will need to provide:

- Your name and Account information (including \$Cashtag, email and/or phone number);
- Why you believe there is an error,
- The dollar amount involved; and
- Approximately when the error took place.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

Brokerage services by Cash App Investing LLC, member FINRA / SIPC. Investing involves risk; you may lose money. Bitcoin trading is offered by Cash App. Cash App Investing does not trade bitcoin and Cash App is not a member of FINRA or SIPC.

This is not a brokerage account statement. Stock and securities activity is reflected in this statement for purposes of your non-brokerage Cash App activity only. Please see your Cash App Investing account statements for details on your brokerage account activity.

Routing Number

Account Number

Issuing Bank

AMALGAMATED BANK
MEMBER FDIC
BARTOW AVENUE BRANCH

2067 BARTOW AVENUE
BRONX NY 10475

Teller # 214
04/23/2024

Seq # 20
11:18:32 AM

Deposit Transaction
Demand Deposit

Account # *****3027

Amounts Received

Cash In:	\$2,000.00
Checks In:	\$1,081.20

Grand Total: \$3,081.20

All items credited are
subject to payment.
Thank you for your business!



Susanne Grossman <susie3566@gmail.com>

Fwd: You sent \$72 to Damon Sturdivant for ENA APIRL 20 2024 BLUE AND WHITE AFFAIR

1 message

bxareaeatreasurer@bxasna.org <bxareaeatreasurer@bxasna.org>

Mon, Apr 22, 2024 at 2:50 PM

----- Original Message -----

Subject: You sent \$72 to Damon Sturdivant for ENA APIRL 20 2024 BLUE AND WHITE AFFAIR

Date: 2024-04-22 10:32

From: Cash App <cash@square.com>

To: Bronx Areas ENA SUBCOMMITTEE <bxareaeatreasurer@bxasna.org>

You sent \$72 to Damon Sturdivant

Damon Sturdivant

Payment to \$DamonSturdivant

\$72.00

for ENA APIRL 20 2024 BLUE AND WHITE AFFAIR

Completed

Amount

\$72.00

Source

Cash

Identifier

#N4DC868

To

Damon Sturdivant

From

Bronx Areas ENA SUBCOMMITTEE

[Report Problem \[1\]](#)

[Sender Right to Refund \[2\]](#)

Links:

[1] <https://f5kbvc75.r.us-west-2.awstrack.me/L0/https:%2F%2Fcash.app%2Fsupport/1/0101018f06a6eb16-dde7c1cb-e2c5-4fce-94d0-28c28583a421-000000/mtLZlvss70sukpEESd0NMP8algA=371>

[2] <https://f5kbvc75.r.us-west-2.awstrack.me/L0/https:%2F%2Fsquareup.com%2Fhelp%2Fus%2Fen%2Farticle%2F5186/1/0101018f06a6eb16-dde7c1cb-e2c5-4fce-94d0-28c28583a421-000000/qx7RvgXDSCqOfXxdkUILaUXThFo=371>



Susanne Grossman <susie3566@gmail.com>

Fwd: Lenee sent you \$10 for lenee 1 ticket

1 message

bxareaeatreasurer@bxasna.org <bxareaeatreasurer@bxasna.org>
To: Susie3566 <susie3566@gmail.com>

Mon, Apr 22, 2024 at 2:50 PM

----- Original Message -----

Subject: Lenee sent you \$10 for lenee 1 ticket
Date: 2024-04-21 04:31
From: Cash App <cash@square.com>
To: Bronx Areas ENA SUBCOMMITTEE <bxareaeatreasurer@bxasna.org>

You were sent \$10 by Lenee.

Lenee

Payment from \$tangi230

\$10.00

for lenee 1 ticket

Received

Amount
\$10.00

Destination
Cash

Identifier
#6VM8K3P

To
Bronx Areas ENA SUBCOMMITTEE

From
Lenee



Susanne Grossman <susie3566@gmail.com>

Fwd: Wendy Gonzalez sent you \$21 for 2 shirts love yellow and Gray

1 message

bxareaeatreasurer@bxasna.org <bxareaeatreasurer@bxasna.org>
To: Susie3566 <susie3566@gmail.com>

Mon, Apr 22, 2024 at 2:51 PM

----- Original Message -----

Subject: Wendy Gonzalez sent you \$21 for 2 shirts love yellow and Gray
Date: 2024-04-20 13:47
From: Cash App <cash@square.com>
To: Bronx Areas ENA SUBCOMMITTEE <bxareaeatreasurer@bxasna.org>

You were sent \$21 by Wendy Gonzalez.

Wendy Gonzalez

Payment from \$WendyG0917

\$21.00

for 2 shirts love yellow and Gray

Received

Amount
\$21.00

Destination
Cash

Identifier
#ETFCCG3

To
Bronx Areas ENA SUBCOMMITTEE

From
Wendy Gonzalez



Susanne Grossman <susie3566@gmail.com>

Fwd: Grossman sent you \$21

3 messages

bxareaeatreasurer@bxasna.org <bxareaeatreasurer@bxasna.org>
To: Susie3566 <susie3566@gmail.com>

Sun, Apr 14, 2024 at 3:18 PM

----- Original Message -----

Subject: Grossman sent you \$21
Date: 2024-04-14 13:16
From: Cash App <cash@square.com>
To: Bronx Areas ENA SUBCOMMITTEE <bxareaeatreasurer@bxasna.org>

You were sent \$21 by Grossman.

G

Grossman

Payment from \$susie3566

\$21.00

Received

Amount
\$21.00

Destination
Cash

Identifier
#APC9778

To
Bronx Areas ENA SUBCOMMITTEE

From
Grossman

bxareaeatreasurer@bxasna.org <bxareaeatreasurer@bxasna.org>
To: Susie3566 <susie3566@gmail.com>, coco6004@aol.com

Thu, Apr 18, 2024 at 10:50 PM

----- Original Message -----

Subject: Grossman sent you \$21
Date: 2024-04-14 13:16
From: Cash App <cash@square.com>
To: Bronx Areas ENA SUBCOMMITTEE <bxareaeatreasurer@bxasna.org>

You were sent \$21 by Grossman.

G



Susanne Grossman <susie3566@gmail.com>

Fwd: Steven Tutein sent you \$20 for 2 Tickets for 2 Newcomers CKIUYGIA

2 messages

bxareaeatreasurer@bxasna.org <bxareaeatreasurer@bxasna.org>
To: Susie3566 <susie3566@gmail.com>

Thu, Apr 4, 2024 at 6:32 PM

----- Original Message -----

Subject: Steven Tutein sent you \$20 for 2 Tickets for 2 Newcomers CKIUYGIA
Date: 2024-04-04 15:52
From: Cash App <cash@square.com>
To: Bronx Areas ENA SUBCOMMITTEE <bxareaeatreasurer@bxasna.org>

Steven Tutein sent you \$20. More information is required to accept this payment.

Steven Tutein

Payment from \$troublemanbx9

\$20.00

for 2 Tickets for 2 Newcomers CKIUYGIA

More information is required to accept this payment

Continue [1]

Amount
\$20.00

Fee
\$0.00

Identifier
#A2RTABZ

To
Bronx Areas ENA SUBCOMMITTEE

From
Steven Tutein

Links:

[1] https://cash.app/deposit/7j8qsv4xbfa7yr0adk8inpyip?metadata_id=cc3203a5b683276594

bxareaeatreasurer@bxasna.org <bxareaeatreasurer@bxasna.org>
To: Susie3566 <susie3566@gmail.com>

Mon, Apr 22, 2024 at 2:55 PM

[Quoted text hidden]

RECEIPT

No. 000167

DATE 3/18/24

FROM Damon S.

\$500.00

NA Event in DSC on 4/20/24 DOLLARS

FOR RENT

FOR _____

ACCT.	
PAID	
DUE	

- CASH
- CHECK # 1366
- MONEY ORDER
- CREDIT CARD

FROM _____ TO _____

BY Massiel



Susanne Grossman <susie3566@gmail.com>

Confirmed: Your payment to Charles Williams is complete

2 messages

Alerts@tdbank.com <Alerts@tdbank.com>
Reply-To: Alerts@tdbank.com
To: susie3566@gmail.com

Sat, Apr 20, 2024 at 10:28 PM



Dear Susanne,

Just confirming that your payment to Charles has finished processing.

Payment Details

Confirmation Number	2927578230
Amount	\$350.00
From	TD Bank, TD CONVENIENCE CHECKING, *****4809
To	Charles Williams (631-880-1822)
Message	E & A Event

As of April 20, 2024, the money for this payment was removed from your account and credited to Charles. You can sign in to Send Money with Zelle® to view your activity.

Thank you for using Send Money with Zelle® offered by TD Bank.

Sincerely,
TD Bank

This email was sent to susie3566@gmail.com. If you believe you have received this email in error, forward it to us at Alerts@tdbank.com.

To receive a copy of our privacy policy, email us at Alerts@tdbank.com.

You received this service-related email because you sent money through Send Money with Zelle®.

Email ID: ZEL203

Susanne Grossman <susie3566@gmail.com>
To: Anna Martinez <coco6004@aol.com>

Sat, Apr 20, 2024 at 11:59 PM

[Quoted text hidden]



Q Search Amazon.com



View order details

Order date	Mar 18, 2024
Order #	114-0929194-5337069
Order total	\$83.83 (1 item)

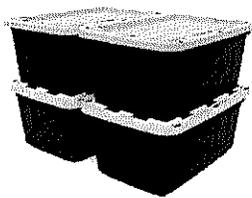
Shipment details

Standard Shipping

Delivered

Delivery Estimate

Thursday, March 21, 2024 by 8pm



**CX BLACK & YELLOW[®],
27-Gallon Heavy Duty
Tough Storage**

\$77.00

Qty: 1

Sold By: American Plastics

Contact Seller

RECEIPT

Order Information		Billing Information	
Order Number: 10259498 Order Date: 3/20/2024		Credit Card Lenee Huston 2275 Cruger Ave 4D Bronx, NY 10467 United States 9175971403 luvlei8364@yahoo.com	
Order Contents			
QT_ GA_ WS_ 313_ RDSNG	Blue Flowers ticket Size: 1.97 in x 5.63 in Paper/Media: Color Copy Cover - 100 lb - Bright White Back Image: None Stub: Yes	150	\$68.08
UPS 2nd Day Air Lenee Huston 2275 Cruger Ave 4D Bronx, NY 10467			\$14.38
Subtotal:			\$82.46
Taxes			
US Sales Tax			\$7.32
Total:			\$89.78

Thank you for your business, we hope that you choose Eventgroove again in the future!

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Bronx, NY, (718) 993-2020
WWW.FOODFEST.COM
OPEN Mon-Fri 5am to 7pm
Sat 6am to 6pm, Sun 8am to 4pm

INVOICE

POS:3 Inv#:R03 133286 4/19/2024 1:45 PM
Karen
Eddie Belton 13214181

PAID Tank you

~~820818 DiamondChef Pan Steam Full Deep 50~~
1 CASE @ ~~\$55.0000~~ \$55.00 T

~~804126 DiamondChef Cup Hot Paper 12oz 50ct~~
2 UNITS @ ~~\$2.8900~~ \$5.78 T

~~839741 Pamf Chafing Gel Fuel 7 oz 2.5 Hours~~
1 UNIT @ ~~\$4.9900~~ \$4.99 T

~~809218 Goya Maria Cookies 7oz~~
1 UNIT @ ~~\$1.1900~~ \$1.19 F

~~828217 AGRO Chicken Wings Party 10 Lbs~~
3 UNITS @ ~~\$28.9500~~ \$86.85 F

~~830729 Touch Coffee Stirrer Wood 5.5" 1000~~
1 UNIT @ ~~\$4.9500~~ \$4.95 T

~~824416 Aluminum Foil Heavy Duty 18x500~~
2 UNITS @ ~~\$19.9500~~ \$39.90 T

~~839927 Dixie Platter Paper Lager Heavy 8.5~~
1 UNIT @ ~~\$10.9500~~ \$10.95 T

~~839643 Napkin Holidays 3-PLY 200ct~~
2 UNITS @ ~~\$3.9900~~ \$7.98 T

~~804777 Cedar Valley CheddarMont/J Reg Shre~~
2 UNITS @ ~~\$14.9500~~ \$29.90 F

~~820745 ManhattanGourmet Garlic Powder 16oz~~
1 UNIT @ ~~\$7.9500~~ \$7.95 F

~~820720 ManhattanGourmet Onion Powder 16oz~~
1 UNIT @ ~~\$3.9500~~ \$3.95 F

.IAD: 060112U3A00000
.TSI: 6800
.CVN: PIN VERIFIED

814568 Lisy Paprika 15oz		
1 UNIT @ \$5.2900		\$5.29 F
820699 ManhattanG Pepper Black Tb1 Grind 1		
1 UNIT @ \$6.9900		\$6.99 F
820720 ManhattanGourmet Onion Powder 16oz		
1 UNIT @ \$3.9500		\$3.95 F
820745 ManhattanGourmet Garlic Powder 16oz		
1 UNIT @ \$7.9500		\$7.95 F
810249 Knorr Bouillon Beef 3.1oz		
3 UNITS @ \$1.3900		\$4.17 F
810589 Nestle CoffeeMate Original 56oz		
1 UNIT @ \$9.4900		\$9.49 F
809131 Canilla Rice Extra Long Grain 20lb		
1 UNIT @ \$13.9900		\$13.99 F
809164 Goya Sazon Jumbo Pak 6.33oz		
1 UNIT @ \$4.9900		\$4.99 F
816024 Potato Idaho/russet 10lb		
2 UNITS @ \$4.9900		\$9.98 F
815131 TURKEY NECK Smoked CUT		
5.800 UNITS @ \$2.6500		\$15.37 F
807417 Onion Red Fresh 2lb		
1 UNIT @ \$3.4900		\$3.49 F
807413 Onion Yellow Fresh 2lb		
1 UNIT @ \$1.9900		\$1.99 F
820495 DiamondChef White Vinegar 5% 1ga		
1 UNIT @ \$2.5900		\$2.59 F
835490 Trappeys Red Devil Hot Sauce P1 1ga		
1 UNIT @ \$10.9900		\$10.99 F
818037 MikeAmazing Mayonnaise Extra 12oz		
1 UNIT @ \$10.9900		\$10.99 F
809263 Goya Peas Pigeon Green 15oz		
6 UNITS @ \$1.3333		\$8.00 F
806231 Parrot Milk Evaporated 12oz		
6 UNITS @ \$1.3333		\$8.00 F
813500 Barilla Elbows 1lb		
6 UNITS @ \$1.9900		\$11.94 F
836629 Origin Honey Wildflower 23.5oz		
1 UNIT @ \$7.9900		\$7.99 F
808704 Packer Green Beans Cut 5lb 12oz		
2 UNITS @ \$5.9900		\$11.98 F
825111 Chef Valley Bar Map White 5PK 12in		
1 UNIT @ \$3.5000		\$3.50 T

832683 Puglisi Eggs Lg Brown LOOSE LW 0002
3 UNITS @ \$9.9500 \$29.85 F

805517 HotelBar Butter Chef Special 1LB
6 UNITS @ \$4.8900 \$29.34 F

Net Sales \$482.21
Retail Tax \$11.80

Total \$494.01
DEBIT CARDS \$494.01

Customer Balance \$0.00

Items Count 67
Total Package price discount \$0.00

1 You may exchange or return for refund
1 any nonperishable grocery or foodservice
1 merchandise within 15 days of the
- purchase. All returns must be
F accompanied by original receipts.
- Perishable merchandise, produce, frozen
E and fresh items may be returned with
1 your receipt within 24 hours.

8 *Scan QR CODE to see our Specials*

2 *****

<http://www.foodfestdepot.com/>

8
1 Fetai=1;stor=01;pos=3;action=251;date=19/04/2024
13:45:29;arit=133286

8
1 .MERCHANT ID: *****6886
1 .TERMINAL ID: ****8696
8: .CLERK ID: 40
3

SALE

8: 1 .DEBIT *****0596

82 .ENTRY METHOD: CHIP
2 .DATE: 04/26/2021 TIME: 11:28:54

83 .INVOICE: 133286
1 .REFERENCE: 25645
1 .AUTH CODE: 000648

83 .AMOUNT USD\$ 494.01
2 .TIP USD\$ 0.00
80 .CASH BACK USD\$ 0.00
2 1 .TOTAL USD\$ 494.01

82(APPROVED - THANK YOU
1 L

82(.APPLICATION LABEL: US DEBIT
1 L .AID: A000000980840
.TVR: 8080048000
.IAD: 06011203A00000
.TSI: 6800
.CVM: PIN VERIFIED

MP BTM LLC
LICENSE# 1310684

*Parking
fee*

718-517-6540
Thank you!



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620 East 186th Street Bronx, NY 10460
Phone: (718) 295-1023



4 0 0 3 0 6 6 2 3 *

Cashier: PIL 6
CheckIn D/T: 04/19/2024 3:26p
CheckOut D/T: 04/19/2024 4:29p
Duration Time: 1h 01m 06s

Charge: \$2.53
Tax %18.375: \$0.47
Total: \$3.00

Card Type:
Account # *****0596
Card Holder:
Ref # Offline Approved
Order # 004192422281
Total: \$3.00

Qt	Desc	Price
01	@\$2/6 goya sofrito 12 z of	3.00*
01	@\$2/6 goya sofrito 12 z of	3.00*
01	KITCH BAS BEEF- 32 Z of	3.59
	SubTotal	9.59
	Taxes	0.00
	TOTAL	9.59
	D/C	9.59
	Total Paid	9.59
	Change	0.00
	YOU SAVED	0.98
	Items	3

XXXX...0596 000001381347 \$9.59
APPROVED BY ISSUER PIN VERIFIED
VISA 330435 Entry C
AID A0000000980640US DEBIT
TVR 8080048000 IAD 05011203A08000
TSI 6800 AC 48767627E65227V



400306623

Station #4 04/19/24 15:28

MP BTM LLC
651 River Ave. / 700 Exterior St.
Bronx, NY 10451
Tel: 718-517-6540
License# 1310584

YOU MUST HAVE THIS PAID TICKET TO EXIT LOT

When you pay to park in this facility, you are only renting a space to park your car. You are not paying us to protect your car. You take the same risks of your car being stolen or damaged that you take when you park on the street. You hereby agree that any damage, loss and/or claim of any kind that may occur in connection to your vehicle and/or its contents while in this parking facility is your sole responsibility. **PARK AT YOUR OWN RISK.**
This ticket is for informational purposes only.

SCAN WITH MOBILE DEVICE TO PAY ONLINE



306605

*map, broom +
pair*

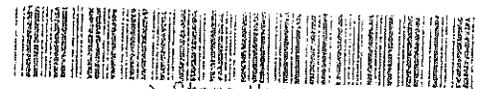
99 CENTS OMEGA
2364 UNIVERSITY AVE
BRONX N.Y. 10468

NO REFUNDS
EXCHANGE WITHIN 7 DAYS WITH
RECEIPT & ORIGINAL PACKAGING
DATE 04/20/2024 SAT TIME 11:43

TAX ITEM T1	\$6.99
TAX ITEM T1	\$7.99
TAX ITEM T1	\$12.99
TAX1	\$2.48
TOTAL	\$30.45
CASH	\$31.00
CHANGE	\$0.55

TEL (718) 365-1216

Hi: 54292986892255 Ti: 00611205 Ri: 20240419001
022404195626 04/19/2024 07:24:10 PM Yohann
Please check your belongings before leaving the store
We are not responsible for any missing items
Come back soon...



> Store Hours <

Mon-Thur 7:45am/8:00pm Fri Sat 7:45am/8:30
Sunday & Holiday 7:45am/7:00pm

Thanks for shopping with us

CLERK 1 453850 00000

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Bronx, NY 10458
(347)597-4490
pm@icesculpturesofny.com

INVOICE

BILL TO (NACAN)
E & A COMMITTEE

DATE	PRODUCT DESCRIPTION	QTY
	40 LBS KOLD-DRAFT ICE CUBES	
	40 LBS KOLD-DRAFT ICE CUBES	
	40LBS OF ICE CUBES	
	40LBS OF ICE CUBES	
	ICE BUNDLE	
	6-7 LB ICE BAGS	
		\$ 00
		\$ 18

Thank you. Please make all credit card payments using online payment option.

Your business is appreciated.

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610 Exterior St.
Bronx, NY
Club Mgr. Mark Olene-Karikari

Club:176 Reg: Trans:5507
Cashier:455380 04/19/24 04:15pm

*** MEMBERSHIP ID. 36340544743 ***
*** MEMBERSHIP EXPIRES ON 05/24 ***

CASH CREDIT DBIT ONLY
88867003403 WF WATER 9.98 T
2 @ 4.99
1011965 DEPOSIT 4.00 N
2 @ 2.00
88867016534 WF30/12SODA 18.98 T
2 @ 9.49
1011257 DEPOSIT 3.00 N
2 @ 1.50
4920004870 SUGAR 25LB. 19.99 N
88867009192 WFORGSWTBBY 4.99 N
88867009854 WF2PKSPRAY 9.69 N
4138309073 LACTAID MILK 6.49 N
4144947583 BROWNIE MIX 12.49 N
4144942404 KRTZ CRNBRD 7.99 N
88867016958 WF VANILLA 12.99 N
4132107812 WB ITAL 2-3 10.79 N
2550006895 FOLGERS INST 21.58 N
2 @ 10.79
**** SUBTOTAL 141.96
NY 8.875% Tax 2.57
**** TOTAL 144.53

*****0596 ENTRY: C
Purchase 00 APPROVED
AUTH 011716
TERMINAL NUMBER 78073017614
04/19/24 04:17pm 176 14 5507 455380
US DEBIT
AID: A0000000980840
VERIFIED BY PIN
Debit 144.53
CHANGE 0.00
TOTAL ITEMS= 14

As a BJ's Member I JUST SAVED: \$28.39
BJ's Member Savings 28.39
Coupons Redeemed 0.00
Rewards Redeemed 0.00
Current BJ's Gas Savings
FuelSaver earned thru 04/18/24 0.00/gal
FuelSaver earned in this trx: 0.00/gal
Visit BJs.com/Gas for more details

MEMBER COPY



0419176145507

FOOD UNIVERSE MARKETPLACE

FOOD UNIVERSE 2528
2358 University Ave
Bronx, NY, 10468
718-295-2776

#001-001 4/20/2024 18:07:00 YASMIN GON
Inv#:00235098 Trs#:211597

FROZEN
DIAMOND ICE \$1.99 T1F
DIAMOND ICE \$1.99 T1F
DIAMOND ICE \$1.99 T1F
DIAMOND ICE \$1.99 T1F
DIAMOND ICE \$1.99 T1F

Items Subtotal \$9.95
Subtotal \$9.95
Tax 1 [\$9.95] \$0.88

TOTAL \$10.83
Cash \$11.00
Change \$0.17

Item count 5

STORE HOURS

MON-SAT 7:00AM TO 10:00PM
SUNDAYS 8:00AM TO 9:00PM

RETURN POLICY

ANY RETURNS MUST BE ACCOMPANIED WITH IT'S ORIGINAL RECEIPT,
ALL PERISHABLE ITEMS MUST BE RETURNED WITHIN 24 HOURS,
ALL OTHER 72 HOURS.
THANK YOU FOR CHOOSING
FOOD UNIVERSE MARKETPLACE

H&I Subcommittee April 28, 2024

Call to Order: 3:00pm with the Serenity prayer.

Service Prayer: Jannette B.

Concepts: Angel

Traditions: Betty Ann

Roll Call: Bernadette, Jason, Hank; Richie, Flint, Rico, Kathaleen; Betty-Ann, Angel, Ovilio, Tommy, Stephanie R, Stephanie, Prell, Alonzo

Call Outs:

The chairperson suspended the orders of the day to do the 4th Tradition.

4th Tradition: Guiding Principles in Service read by Betty-Ann

Kathaleen shared on the 4th^t tradition and there were 3 shares from the body. Jason, Jannette, Stephanie.

Secretary: Report, Hank read the minutes from our meeting on March 31, there were no questions. Jannette motions to accept the minutes and Betty Ann 2nd it all in favor yes.

Chairperson Report: Jason attended Area, He reported that all went well. He mentioned that there are a lot of open commitments. He told them of the mock presentation we did and of all upcoming events. Jason also told them about the Bronx area Learning day we are having in June, also that the Bronx area meeting list is being updated. Also, more people are getting involved in the mobile unit. He said the GNYR needs a secretary. Hank motions to accept and Stephanie 2nd it, all in favor yes.

H&I-PR Liaison Report: Tabled.

Literature Chair: Ovilio mentioned that he gave out a lot of literature and would have to ask the area for a check to purchase more. Betty Ann motions to accept and Rico 2nd it, all in favor yes.

Panel Coordinator Report: Page 1 Hank all is well. Page 2 Betty-Ann all is well. Page 3 Open, Page 4 Hank all is well. Page 5 Bernadette, all is well.

HIPIC Report: No Rep.

Old Business:

- The PCL has been updated. (Panel Coordinators List)

New Business:

We have one new trainee – Prell who Alonzo said he would train.

- Open Commitments, page 1, Bronx State-Jacobi Detox, page 2 VIP and Basics page-3 Acacia, Rehab and Detox page 4, Hope Center, page 5 Woody Crest, St. Barnabus Detox and Lorraine Montenegro.

Ovilio made a motion to adjourn, Rico 2nd it all in favor yes- at 5pm, our next meeting is May 26, 2024.

Thanks for letting me serve.

Hank L.



Public Relations report

May 2024

Good Afternoon Bronx Area

April 13th attended the NYC Area H&I learning day they did a mock PR presentation with members of both NYC and Manhattan Area.

April 13th received a presentation from the regional helpline to assist in getting a meeting started at the Allen Temple AME church 322 Franklin Avenue in Mount Vernon NY. I spoke to Walter C. Who is looking to get the meeting started. I also spoke to Rodney who is the RCM for Westchester Area, I also reported it to Bronx Area that we may do this out of the spirit of unity. Westchester Area doesn't have a up and running PR committee and neither does the Region have a up and running PR committee. This information came in through the Regional Helpline.

After reaching out to the Westchester Area they told us that they have a person who is new to PR and needs help. I called him and left a message haven't heard from him. We were also told that the individual looking to start the meeting needs to come to Westchester Area.

April 16th attended the Bronx Area Admin meeting let them see our new poster and business cards.

April 16th attended the NEZFPR committee meeting on zoom.

April 18th attended the NAWS PR virtual meeting.

April 19th attended the group business meeting for the groups that used to meet at POTS virtual in regard to getting their meeting space back there in person. I was told that the person who is charge was looking for the person who is to clean the place up wants \$90 a night to do the work. The group has decided to stay on the virtual platform.

We have two facilities that are looking to hold meetings at their facility.

1-Bronx Care Life Recovery Center 1285 Fulton Ave.

2-James J Peters Department of Veterans Affairs Medical Center 130 W Kingsbridge.

April 26-28 NESSNA northeastern states service Symposium of narcotics Anonymous we were able to attend the virtual meeting on Friday it was a professional day.

We have a Learning Day on Saturday May 18th 12-5pm. We have the insurance certificate for the learning day.

We will give the Meeting List to the Website Committee after Area.

Loving Service PR Sub-Committee

BRONX AREA WEBSITE COMMITTEE REPORT

5/11/2024

The Website Committee met on April 17, 2024. In attendance were Sammy P., Sandra G., Steve T., Felicia S., and Denise. The Website Committee meets the 3rd Wednesday of every month at 6:00pm.

Meeting ID: 813 0911 6851

Code: 3521

If you have any website creation experience, or ideas that you would like to see implemented into the website, please feel free to come and join our meeting.

I did brief tutorial and demonstration of the back end of the website. We went over plugins and their use on the website, and we reviewed some maintenance procedures. While on the discussion of plugins, we reviewed a donation plugin to better integrate within the website. That option would entail the Area implementing a credit card payment system. Our other option was to use the Bronx Area cashapp online QRCode page link and link it on our website. So if you go to the Bronx Area website, under the Bronx Area Service menu and click Donation it will redirect you a page where you can scan the QRCode with your phone to donate. We still will be seeking other ways to assist in implementing a donation system within the website.

As directed, we redistributed new email addresses. The new email addresses are to be shared with sub-committee Chair and Vice-Chair. One email per sub-committee. I sent the email login information to the Chairs and asked them to share it with their vice-chairs and to advise if issues. No one has yet responded, with the exception of the Finance Chair. As stated, I will be disabling the old email addresses shortly. So we're asking you to login to your old email address and forward those existing emails to your new address before they are disabled.

We have yet to review our Policy, but we will be doing that next.

In loving service,

Barrington R – Website Chair & Sammy P. – Website Vice Chair



BRONX AREA SERVICE

COMMITTEE (BxASC)

2024 POLICY

Everything that occurs in the course of NA must be motivated by the desire to carry the message of recovery more successfully 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**

ACRONYMS & ABBREVIATIONS¹

ASC – Area Service Committee
BxASC – Bronx Area Service Committee
E&A – Events and Activities
GSR – Group Service Representative
H&I – Hospitals and Institutions
MARLCNA – Mid-Atlantic Region Learning Conference of Narcotics Anonymous
MSC - Metropolitan Service Committee
NA – Narcotics Anonymous
NAWS – NA World Services
PR – Public Relations
RCM – Regional Committee Member
RSC – Regional Service Committee
WB – The World Board
WS – The World Service Office
WSC – World Service Conference

¹ For complete definitions and descriptions, please refer to A Guide to Local Services In Narcotics Anonymous
<https://www.na.org/admin/include/spaw2/uploads/pdf/GLS.pdf>

EMAIL ADDRESSES FOR ASC ADMINISTRATIVE BODY & SUBCOMMITTEES

BxASC Chairperson
BxASC Vice Chairperson
Corresponding Secretary
Co-Treasurer
Events & Activities (E&A) Chairperson
Events & Activities (E&A) Vice Chairperson
Finance Chairperson
Hospitals & Institutions (H&I) Chairperson
Hospitals & Institutions (H&I) Vice Chairperson
Literature Distribution Chairperson
Literature Distribution Vice Chairperson
Literature Review Chairperson
Literature Review Chairperson
Newsletter Chairperson bxareanewsletterchair@bxasna.org
Newsletter Vice Chairperson
Policy Chairperson
Policy Vice Chairperson
Public Relations (PR) Chairperson publicrelations@bxasna.org
Public Relations (PR) Vice Chairperson
Recording Secretary
Regional Committee Member - Alternate (RCM)
Regional Committee Member (RCM)
Speaker Exchange Chairperson
Speaker Exchange Vice Chairperson
Treasurer
Website Chairperson
Website Vice Chairperson

COMMITTEE FUNCTIONS OF BRONX AREA

INTRODUCTION AND PURPOSE

The purpose of the BxASC (BxASC Service Committee) is to respond to and anticipate the needs of the Narcotics Anonymous Fellowship, as well as to administer and coordinate Narcotics Anonymous (NA) business and activities in the interest of BxASC Groups. It does so in accordance with the Twelve Traditions and 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 BxASC elected members to consider whether our actions as a BxASC 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, 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 and never a body government.

GEOGRAPHICAL DEFINITION

The geographical definition of BxASC is defined by the United States Postal Code serving zip codes beginning with 104.

The BxASC Service Committee shall consist of:

1. The BxASC Group Service Representatives (GSRs)
2. The BxASC Elected Administrative Body
3. Elected Sub-Committee members: Chairpersons, Vice-Chairpersons, Treasurers, and Secretaries

PARTICIPANTS: VOTING, NON-VOTING AND OBSERVER

Voters may vote by responding with the following:

In favor of: (Yes), Against: (No), Abstain: (Decline to Vote), or Present: (Not Voting)

Voting participants of the BxASC are GSRs **or** their Alternate (**not both**). The BxASC Chairperson does not initially vote with the GSRs. The Chairperson **only** votes in the event of a tie and votes to break the tie.

The Administrative Body and all Committee Chairpersons and Vice-Chairpersons can only participate and vote in procedural matters (discussion, motions, and voting).

Procedural is defined as a series of steps followed in a regular definite order.

The first BxASC quorum count will be taken after a member shares on the tradition of the month.

Non-Voting Participants (members)

The BxASC Administrative Body and Committee Chairpersons and Vice-Chairpersons are non-voting participants. The only exception is when BxASC is voting and communicating on procedural matters.

Observers

Any Narcotic Anonymous member, who is not a Group Service Representative, or NOT an elected BxASC Service member shall be deemed an observer. Observers have no voice or vote on the Area floor or chat feature. All communication from observers must come through a GSR or an elected member.

Observers' Rights

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

The Chairperson has the exclusive right to grant or deny such requests. This decision must be reported to the GSRs.

The Chairperson's decision is subject to appeal and may be overturned by a two-thirds majority of voting participants.

Requirements for ALL Elected Members at their meetings on all virtual platforms

- Have a computer, laptop, or tablet with the ability to screen share;
- Have the ability to host /co-host, mute, un-mute, and monitor hand raising to maintain an atmosphere of recovery;
- Hand over committee email addresses and Passwords;
- Have the ability to logon to all BxASC virtual meetings;
- Have a written report at every BxASC meeting.

NOTE: There are no closed BxASC, committee or admin body meetings.

The BxASC will provide BxASC email addresses to elected members who conduct BxASC business.

SERVICE COMMITTEE MEETING FORMAT

Introduction. I am a recovering addict, and my name is _____. I am your BxASC _____.

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

- *Readings*
 - *The Twelve Traditions*
 - *The Twelve Concepts*
 - *The Service Prayer*
 - *A Vision of Hope*
- *Thank all the readers.*
- *I am a recovering addict, and my name is _____. The time is now _____. Take roll call of all elected members.*
- *The Secretary takes a roll call of member's name and commitment.*
- *Share screen Agenda items*
- *Secretary reads last month's minutes. Take corrections and/or questions*
- *Any new GSRs?*
- *Any group concerns?*
- *Any Sub-Committee concerns?*
- *Entertain a motion to accept and second, the old minutes. Vote by a show of hands.*

- *Read the Chairperson's written report (screen share)*
- *Read the Vice Chairperson's written Report (screen share)*
- ***Even months*** (February, April, June, August, October, December) *Financial Reports*
- ***Odd months*** (January, March, May, July, September, November) *Business Reports*
- *Read the Agenda (screen share)*
- *Have a member read the Tradition of the month.*
- *Have a member share on the Tradition of the month.*
- *Ask two questions from the Service Section of the Guiding Principles.*
- *Take the first two hands from the floor after the member shares*
- *A quorum count is taken after the member shares on the Tradition*
- *Opening Treasurer's Report (take questions from GSRs first)*
- *Chairperson entertains a motion and second to accept the Treasurer's Report; then takes a vote by a show of hands*
- *Rotating Committee Reports (Take questions from the GSRs)*
- *Entertain a motion and second to accept reports*
- *Chairperson entertains a motion and second for a fifteen (15) minute break*
- *Meeting is re-opened with the Serenity Prayer*
- *Screen share agenda items*
- *Finish any old business / new business:*
- ***Money motions must be summited by 2:00 p.m.***
- *Treasurer's Closing Report*
- *Entertain a motion and a second to close the meeting*

Close the Meeting with a moment of silence followed by the Serenity Prayer

REPORT REQUIREMENTS TO THE BxASC MEETING

All Sub-Committee Reports must have:

1. The NA Logo
2. The name of the Committee
3. The name of the elected members
4. A shared BxASC.org email address for Chairperson and Vice Chairperson
5. The day, date and time the committee meets
6. The day, date, and time of your next meeting
7. Meeting ID, meeting password or, if in-person, the meeting address, day, time, and meeting compacity
8. Name of all Administrative Body Members with their contact information (using BxASC addresses ONLY)
9. Email addresses for all elected BxASC Committee Members (_____@bxasna.org)
10. Copies of bank statements, checks, check numbers, deposit slips, deposit receipts and the name of who is making these transactions
11. A copy of money orders, checks, and invoices. All financial reports **must** be given to the BxASC and our Finance Chairperson.
12. No personal email addresses are allowed on the virtual platform as per virtual platform contract.
13. Bank statements, copies of checks, check numbers, copies of deposit receipts and deposit slips and who made the deposit. **PLEASE FILL OUT THE MEMO LINE TO**

DESCRIBE THE PURPOSE OF THE CHECK. A binder with all bank statements is to be kept and passed on and is available upon request at the BxASC.

- *All Sub-Committees are required to provide a monthly written report to the BxASC. (make fifty (50) copies to distribute at brick & mortar meetings) and email a copy to the BxASC Secretary on the **MONDAY** before the BxASC meeting.*
- If a committee report is **NOT** submitted to the Recording Secretary for two consecutive BxASC meetings, it will be noted in the minutes and deemed a negligent performance of your duties, requirements, and responsibilities.
- During virtual BxASC meetings, reports must be emailed to the Recording Secretary by close of business on the **MONDAY** before the BxASC meeting. (No photo or text reports)
- A copy, or a reading of, the BxASC minutes must be reported at your committee meeting.
- All Committees must record minutes at their meetings and keep a log of its meetings with motions.

Content Within Your Financial Report to the BxASC and Finance Chairperson on a Monthly Basis

- All deposits must be made within 48 hours (2 business days) after receiving any monies.
- A money motion sheet is to accompany all money motion requests. A money motion request is to be in two parts.
 - Part 1: General request of what the money is for asking for the money
 - Part 2: A detailed and itemized financial list of how monies were spent
- A motion must state who the check will be made out to (institution or elected member). If a vendor is requesting a cash only payment that request must be stated in the motion.
- Bank statements, copies of checks, check numbers, copies of deposit slips/receipts and who made the deposit.
- A binder with all bank statements to be kept and passed on will be available upon request at the BxASC meeting.
- Most importantly, all receipts must be received and approved before any more money is issued.

BxASC MEETINGS

- The BxASC meeting will be four (4) hours or less.
- **THERE ARE NO CLOSED BxASC MEETINGS**
- **THERE ARE NO CLOSED SERVICE COMMITTEE MEETINGS**
- **THERE ARE NO CLOSED ADMINISTRATIVE BODY MEETINGS**
- All of our meetings are open to all Narcotics Anonymous Members
- A member may not have a voice on the Committee floor based on that Committee's policy.
- The BxASC Chairperson can vote only in the case of breaking a tie.
- If there is no report submitted to the BxASC Secretary, it will be noted in the minutes.
- No report submitted by a Chairperson for two consecutive months will be deemed negligent of their duties
- No new group shall be denied a Starter 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 BxASC Agenda, it is suggested that a NA member or elected member reach out to the BxASC Chairperson / Vice Chairperson at least 72 hours prior to the BxASC meeting.

ADMINISTRATIVE GUIDELINE ITEMS

- Clean time cannot be waived if a member is nominated without the required amount of clean time.
- Any BxASC elected trusted servant that is absent for two consecutive BxASC meetings who did not contact the BxASC Chairperson and Vice Chairperson will be considered to have forfeited their commitment due to absenteeism. That commitment will then be considered open at the next BxASC meeting.
- No BxASC elected member can hold two elected BxASC commitments at the same time.
- No BxASC elected member can hold an elected BxASC commitment for more than two consecutive full terms without a procedural exception
- No two signatories on BxASC 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 then taken and recorded. ALL elected BxASC members can vote on procedural motions and a simple majority is needed to affirm. (Yes)

ADMINISTRATIVE BODY

1. All reports must be reviewed and approved by the Chairperson and Vice Chairperson before sending it out to the GSRs.
2. An agenda request form will be sent to all Administrative Body members to create a list for the Administrative Body agenda.
3. In keeping with our virtual changes, elections will be simplified to “Self-Nominations”
4. In keeping with our virtual updates, an annual policy review will be instituted area wide. All GSRs will receive a copy of the policy at the September Area meeting to take to groups for review. Suggestions should be brought back for discussion in October and voted on in November at the BxASC meeting. A final copy will be distributed at the December meeting and take effect January 1st.
5. The Administrative Body will meet (January, March, May, July, September, and November) unless there is cause.

COMMITTEE MEETING PROCEDURES

A BxACS policy can only be changed, or added onto, **after 90 days** of being in effect. A two-thirds vote of the quorum of voting bodies present is required to be in the affirmative to make changes. All BxASC Administrative, Sub-Committee Administrative, and Convention Committee Administrative bodies are to be voted in by the GSRs at the BxASC Meeting.

- A GSR must discontinue their GSR group commitment once they accept and are voted into an elected BxASC commitment.
- A GSR cannot hold a BxASC service commitment and be a GSR at the same time.
- The BxASC meeting will be a maximum of four (4) hours. The meeting can be extended by a motion to extend. The Convention Administrative Body will be the second key holder to the BxASC mailbox.

- No two signatories of the BxASC or any Sub-Committee bank account shall live in the same household.
- No BxASC elected member can hold the same commitment for more than two consecutive FULL terms. (with a procedural exception)
- Any motion 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 BxASC Administrative member in their absence.
- Any elected member of the service body and all GSRs can submit a motion to the BxASC. **All motions submitted by a service body member must be seconded by a GSR.**
- Any motion submitted to the BxASC 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 the GSR who seconded the motion prior to the reading of the motion.
- Once the motion is decided, the Secretary will email copies to the BxASC Chairperson, Policy Committee, and the committee that the motion is for.
- Any motion pertaining to the BxASC 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 and seconded, a discussion of the intent of the motion, pros and cons will be heard. (Maximum time ten minutes) The Chairperson will entertain only two 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 vote.
- When a motion is passed at the BxASC meeting, it cannot be changed for ninety (90) days. (The original to the Secretary, a copy to the Chairperson and a copy to the Policy Committee).

DECORUM SUGGESTIONS

All voting participants, non-voting participants and observers of the BxASC meeting will conduct themselves in a manner conducive to 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 to any elected participant or participant of the BxASC will be addressed in accordance with this BxASC 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 BxASC Body, elected participants may be recalled or removed from their service commitment by a two-thirds vote. The behavior that would promote this action would be (1) an interruption of clean time, (2) missing two consecutive BxASC meetings without notice, (3) gross negligence or inability to conduct NA business, or (4) conduct unbecoming of a trusted servant. The removal or recall can be done by written or virtual ballot.

VOTING PROCEDURES

To conduct BxASC business, the meeting requires a Quorum. A quorum is defined as the minimum number of GSRs. A simple majority is defined as majority rules. In procedural matters all elected members can participate and vote. The Voting Body consists of all the GSRs or GSR Alternates (NOT BOTH) at the time of the voting.

Procedural Motion Procedures: The voting body consists of ALL GSRs and ALL elected members of the BxASC.

BxASC NOMINEE REQUIREMENTS

- All nominees must be present for nomination and acceptance of the nominated commitment.
- No vote will be taken for the nominee that is not present.
- The vote will be tabled until nominee is present.
- If the nominee is absent for two consecutive BxASC meetings, the nomination will be rescinded, and the commitment will be considered open at that BxASC meeting.

SUGGESTED QUESTIONS TO ASK NOMINEES

1. Did they have the time and resources available to complete the commitment?
2. Had they completed all of their previous service commitments? If not, explain.
3. Do you understand the commitment for which you are being nominated?
4. Do you understand 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 commitment the nominee is interested in?
10. How many NA meetings do you make weekly? What is the name, date, and time of your home group?

MOTIONS

- All motions that are passed on the BxASC floor will be added to the policy and all Sub-Committee policies and will take effect immediately.
- All motions must include an intent, and classification (basic, procedural, financial or time-framed) and seconded by a GSR before being introduced on the BxASC floor.
- In keeping with the 7th 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 BxASC meeting may introduce a motion and participate in its discussion.
- All motion makers must be in attendance when their motion is introduced.
- A GSR or any elected member of the BxASC can make a motion, if all the requirements are met.
- Only a GSR can second a motion.
- For a motion to pass at the BxASC meeting it is required that the majority of votes are in the affirmative (yes).
- Changes to the BxASC policy require that two-thirds of the GSR votes are in the affirmative (yes) for the motion to make a change to pass.

- For a change in Procedural Policy to pass, a two-thirds majority vote in the affirmative (yes) is required among all the elected BxASC members.
- All questions pertaining to the motion will be directed to the motion maker.
- “Objections to Consideration of Motions” and “Calls to Questions” (stops the discussion) and is non-debatable. However, the above cannot occur until two pros and two cons are discussed.

All motions voted on and passed at our BxASC meetings are to be added to the BxASC Policy and Sub-Committee Policies.

- 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**, the motion will go directly to a vote.
- If there are cons to the motion, a ten-minute question and answer period will ensue.
- All BxASC motions will go to the groups, when possible, except for time-frame motions and procedural time-frame motions.
- Financial Motions - Any BxASC motion (operational) that requests funds that exceeds \$250.00 must have an itemized projected budget submitted in writing with the motion.
- When the projected cost exceeds \$250.00, for the purpose of equipment or services, the BxASC will require a submission of three bids before the final approval is made for the disbursement of funds.
- All motions that have passed will stay in effect for 90 days before a motion to change or a reverse motion can be submitted.

ADMINISTRATIVE BODY MEMBERS

Requirements, Duties and Responsibilities.

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

- All Administrative Body members are also required to attend BxASC Administrative Body meetings in its entirety.

ADMINISTRATIVE BODY REQUIREMENTS AND RESPONSIBILITIES

CHAIRPERSON & VICE CHAIRPERSON (Vice Chairperson will be responsible for the same duties as the Chairperson)

Clean Time Requirement, Duties and Responsibilities

Both the Chairperson and Vice Chairperson are required to have a minimum of three years Narcotics Anonymous clean time.

Both the Chairperson and Vice Chairperson should have completed the 12 Steps with a Sponsor and have a working knowledge of the 12 Traditions, 12 Concepts, The Guide to Local Service, and Robert's Rules of Order that pertain to Narcotics Anonymous.

1. Reports and Agendas are to be shared with the Administrative Body before sending them to the GSRs.
2. A list of IDs and passwords for all meetings will be given to the BxASC Chairperson from the Website
3. BxASC Vice Chairperson requires access to all BxASC Committee meeting IDs and passwords from the BxASC Chairperson
4. In the absence of any of the four signatories on the bank account, an Administrative Body member will be voted in. The intent is to keep business flowing.
 - Both are required to have a minimum of one year of previous BxASC experience. If the candidate does not have one year of previous BxASC experience, the candidate's previous Regional, Zonal, Metro, or World level service experience can be substituted.
 - Both are required to have a legal source of income.
 - Both are required to attend all BxASC and Administrative Body meetings in its entirety.
 - Both are required to have a written agenda for each BxASC meeting to display on screen (virtually) and make copies for BxASC participants (brick and mortar).
 - There are two mailbox keys. One or the other will be a mailbox key holder, the other key will be given to a Convention Administrative Member.
 - Both are required to pick up all BxASC mail, except for Convention Speaker submitted audio.
 - One or the other will open and read all bank statements.
 - One or the other will redact the account number **only** on the BxASC bank statement, then make copies and/or scan copies to the BxASC Finance Chairperson.
 - One or the other will give the original bank statement to the Area Treasurer and/or Vice Treasurer.
 - Both will be one of the four signatories on the BxASC bank account.
 - One or the other shall produce receipts for all bills that are in the Chairperson's name and paid for by the BxASC debit card. These transactions will be reported on the Chairperson's monthly report.
 - One or the other shall confer with the BxASC Policy Chairperson during the BxASC meeting when questions arise concerning policy, procedure, and decorum.

- Both are responsible for moving the BxASC meeting forward in a timely fashion, ensuring that all BxASC business on the agenda has been met.
- Neither explains motions nor expresses an opinion on motions. Questions concerning the motions are directed to the motion maker.
- One or the other will be one of the two storage keys/combo lock holders for the storage unit.
- Both will ensure the payment of the BxASC meeting rental space, BxASC virtual platform, BxASC monthly storage fee is paid using the BxASC automatic payment deduction. Both will maintain 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 BxASC. Both will inform the Convention Committee when the bank statements have been retrieved, and plan for disbursement of their bank statements. Both are the Virtual Account Administrator and have complete access to all phases of the virtual account. (please see; web-site policy for additional duties and responsibilities)
- Required to turn over all banking information to the newly elected Chairperson and/or Vice Chairperson.

RECORDING SECRETARY (Administrative Body Member)

Clean Time Requirement, Duties and Responsibilities

- The Recording Secretary (RS) is required to have two 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 attend all BxASC and Administrative Body meetings in its entirety
- The RS will take the BxASC meeting minutes. The RS will forward the minutes within five days to the Corresponding Secretary for distribution.
- The RS will keep all BxASC meeting minutes in a binder and turn it over to the next RS.
- The RS will bring fifty copies of Old BxASC minutes to the next meeting. (brick & mortar)
- The RS will record the Administrative Body minutes and within (5) days email the minutes to the BxASC Chairperson for review. Once the BxASC Chairperson reviews the minutes, The RS will send the approved minutes to the Corresponding Secretary to be emailed.
- The RS will keep a record of all BxASC motions (paper) passed or not passed and distribute copies of the following to elected trusted servants: (1) Money Motions to the Treasurer (2) Policy Motions to the Policy Chairperson, and (3) All Motions-Recording Secretary for record keeping purposes.
- Once the motion is decided, the RS will email copies to the BxASC Chairperson, Policy Committee, and the committee that the motion is for.

TREASURER & CO-TREASURER (Administrative Body Member)

Clean Time Requirement, Duties and Responsibilities

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

The Treasurer and Co-Treasurer should have completed the 12 Steps with a Sponsor and have a working knowledge of the 12 Traditions, 12 Concepts, The Guide to Local Service, and Robert's Rules of Order that pertain to Narcotics Anonymous.

- The Treasurer is required to have a legal source of income and a bank account.
- To be one of the four signatories on the bank account
- The BxASC Treasurer will deposit funds within two business days of receiving them.
- The BxASC Treasurer attends all BxASC and Administrative Body meetings in its entirety
- Work in unity with the Events and Activities Chairperson at BxASC functions
- Collect money and give receipts for all group literature purchases and donations.
- Maintains and balances the BxASC's checking account. Reconcile any inconsistencies and inform (Administrative Body). Prior to informing the BxASC, inform **all** BxASC **Administrative** Body of all inconsistencies
- Maintain all records of receipts submitted for reimbursement.

All FINANCIAL REPORTS

- Must be accompanied with all receipts, bank statements, copies of checks, check numbers, copies of deposit receipts and deposit slips and the identity of who made the deposit. Keep a binder with all bank statements that will be passed on.
- All documents must be legible and shareable on the screen
- Financial reports at the BxASC meeting must provide the opening and closing balances
- BxASC Anniversary "Recovery Under the Sun" line item for all Sub-Committee Earmarks
- Provide a copy of the BxASC bank statement for GSR review. Physical copies by request.
- All-important account information will be redacted from bank statements.
- The Treasurer will be one of the four signatories on the BxASC bank account.
- The Treasurer will keep a record of all passed money motions.
- All deposits must be made within 48-hours of receiving any monies
- The member picking up monies from an event must be escorted to their car (no riding public on transportation with event monies)
- Required to turn over all banking information (pass codes, pins, paperwork) to the newly elected Treasurer, Chairperson and Vice Chairperson
- Report any unreceived receipts in their report to BxASC. Receipts are to be submitted within 30 days

FINANCIAL MATTERS

NO MONIES ARE TO BE DISPERSED UNTIL PRIOR MONIES HAVE BEEN RECONCILED BY RECEIPTS

- BxASC will maintain a \$1,500.00 Prudent Reserve (match highest monthly earmark)
- All transactions will be done in the form of money orders. This includes group donations and literature.
- The BxASC will only accept bank checks or money orders.

- Any trusted servant receiving funds from BxASC must submit a report/receipt to the Treasurer and Finance Chairperson as to the dispersal of these funds.
- All itemized receipts of BxASC funds are to be made available to the BxASC Treasurer and the Finance Committee, either originals or copies.
- BxASC will put aside \$125.00 each month to better fund the food portion of the BxASC Anniversary/Recovery Under the Sun.
- Receipts will be submitted for all literature purchases and donations to BxASC.
- All Committees are to be funded on a monthly basis as needed. \$100.00 will be allotted for any workshop expenses.

FINANCE CHAIRPERSON (Administrative Body Member)

Clean Time Requirement, Duties and Responsibilities

- The FC is required to have one year of prior BxASC experience, along with basic math skills.

The Finance Chairperson should have completed the 12 Steps with a Sponsor and have a working knowledge of the 12 Traditions, 12 Concepts, The Guide to Local Service, and Robert's Rules of Order that pertain to Narcotics Anonymous.

- If the candidate does not have one year of previous BxASC experience, the candidate's previous Regional, Zonal, Metro, or World level service experience can be substituted.
- To be one of the four signatories on the bank account in the absence of any of the four signatories.
- The Finance Chairperson is required to attend all BxASC and Administrative Body meetings in its entirety
- The FC will collect receipts **from** all BxASC events.
- The FC collects receipts from all BxASC Committees to account for all expenditures.
- The FC reports all outstanding receipts to BxASC for reconciliation.
- The FC will provide monthly financial reports to BxASC.
- 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 BxASC money matters. To be added as one of the four signatories to the bank account in the absence of any of the four signatories.
- Report any unreceived receipts in their report to BxASC. (Receipts are to be submitted in triplicate within 30 days to the Finance Chairperson, Treasurer, and one is kept on file for the Committee.
- Copies of: bank statements, checks, deposit receipts and deposit slips and who made the deposit.
- A binder with all bank statements to be kept and passed on * available upon request at BxASC*

REGIONAL COMMITTEE MEMBER (RCM and RCM Alternate)

Clean Time Requirement, Duties and Responsibilities

The BxASC Regional Committee Member (**RCM**) is required to have a minimum of three years of NA clean time.

RCMs should have completed the 12 Steps with a Sponsor and have a working knowledge of the 12 Traditions, 12 Concepts, The Guide to Local Service, and Robert's Rules of Order that pertain to Narcotics Anonymous.

- The Regional Committee Member (RCM) is required to have one year of BxASC 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 of Regional and World Service Conference issues, functions, activities, conferences, policies, etc. Carries the BxASC conscience to the GNYRSC.
- Attends all BxASC meetings and BxASC Administrative Body meetings.
- Presents monthly oral and typed/legibly printed reports to the BxASC.
- The RCM will email their written report to the BxASC Secretary on the Wednesday before the BxASC meeting.
- The RCM will bring ten copies of the RCM written report to the Area meeting when it is in person.
- Responsible for submitting event flyers from the Regional Service Office. Give two 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. \$520.00 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 BxASC Chairperson to be placed on the BxASC 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 one Learning Day Workshop in the month of October.
- Request funding for printing as needed.
- Provide receipts for all monies received at the following BxASC meeting.
- The Alternate Regional Committee Member (**ALTERNATE RCM**) is required to have one year of BxASC Group Service Representative (GSR) experience.
- The Alternate assists the RCM in the fulfillment of their responsibilities.
- The Alternate assumes/stands in for the RCM in the event of their absence.
- The Alternate can represent the BxASC along with or in lieu of the RCM at the GNYRSC.
- The Alternate attends all BxASC meetings and BxASC Administrative Body meetings.
- The Alternate attends the yearly Mid Atlantic Regional Learning Conference (MARLCNA), if possible, with a funded budget of \$520.00 a year.
- The Alternate can request funding for printing as needed

What is Expected of the BxASC RCM Teams 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 workshops led by the World Board.
- Interact with and exchange information with neighboring areas & regions Zonal NA communities regarding current NA topics affecting NA worldwide.
- The BxASC RCM team will email their report on the MONDAY before the BxASC meeting
- During the World Conference year, The RCM will hold only one Learning Day Workshop during the month of October.
- Request funding for printing as needed.

The Purpose of the BxASC Policy Committee

The BxASC Policy Committee's purpose is to provide the BxASC 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 12 Traditions, The 12 Concepts of Service, and The Guide to Local Service of Narcotics Anonymous.

POLICY CHAIRPERSON AND VICE CHAIRPERSON

Clean Time Requirement, Duties and Responsibilities

The Chairperson is required to have minimum of three years of NA clean time.

Both should have completed the 12 Steps with a Sponsor and have a working knowledge of the 12 Traditions, 12 Concepts, The Guide to Local Service, and Robert's Rules of Order that pertain to Narcotics Anonymous.

- One year of BxASC GSR experience
- Shall have one year of prior BxASC, Regional, Metro, or World level service experience
- Shall have a working knowledge of BxASC Policies and Guidelines
- Shall NOT hold any other BxASC Chairperson, Vice Chairperson or GSR commitment at the start of their commitment.
- Is required to attend all BxASC, Policy, and Administrative Body meetings in its entirety
- The Policy Committee works with BxASC Administrative Body at the BxASC meeting, helping them stay updated with BxASC meeting policies and procedures so that the meeting runs smoothly.

Functions and Responsibilities

- The Policy Committee reviews all Policies from all Committees shall have a written report at every BxASC meeting emailed to the recording secretary the **MONDAY** before the BxASC meeting
- Policies are designed to work out any conflict with, and adhere to, the BxASC Policy and spiritual principles contained in The 12 Traditions, The 12 Concepts of Service, and The Guide to Local Service.
- Email an updated copy of the standing policy to all GSRs, and elected members of BxASC.

- The BxASC Policy Committee compiles and records all BxASC policies in the BxASC Policies and Guidelines binder.
- The BxASC Administrative Body will review suggested Policy Committee updates.

BRONX AREA COMMITTEES

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

Committee General Requirements, Duties, Clean Time Requirement and Responsibilities

N.A. groups are autonomous. Sub-Committees are directly responsible to the GSRs and the BxASC Administrative Body.

- BxASC Committees are directly responsible to those they serve (GSRs), elected Administrative Body and, are within the guidance of the elected trusted servants of the BxASC Administrative Body.²
- All Committee Chairpersons are required to have a minimum of two years of NA clean time and a legal source of income. All Committee Vice-Chairpersons are required to have a minimum of two years NA clean time, a legal source of income and be elected by GSRs. The Convention Administrative Body is required to have a minimum of five years of NA clean time and one year of prior Convention experience.

Finding a meeting space

- All Committee Chairpersons are responsible for locating and securing a meeting space within 30 days.
- This meeting space cannot be held in a private home or business where any interested NA member may be restricted from entering
- **NA Members will never be restricted from entering a virtual meeting. (There are no private BxASC virtual spaces.)**
- All Committee and/or Ad-Hoc Committee meetings must be held on the BxASC virtual program.
- All Committees must provide the BxASC (GSRs) a calendar of meeting time, dates, IDs and passwords
- All Committees are required to meet at least once a month.

BxASC Meeting attendance

- Chairpersons and Vice-Chairpersons of all Committees are required to attend all BxASC meetings in its entirety. Any elected member absent from two consecutive BxASC

² See 12 Traditions, 12 Concepts and The Guide to Local Service <https://www.na.org/admin/include/spaw2/uploads/pdf/GLS.pdf>

meetings, without contacting two members of the Administrative Body will be considered to have forfeited the commitment and the commitment will be considered open.

- Committees are required to attend at least one Administrative Body meeting a year per invitation
- Committees are required to attend at least one Policy Review Meeting by June 1st.
- If a Committee Chairperson and/or Vice Chairperson is unable to make their committee meeting, communication with the Administrative Body needs to happen as soon as it is known. The BxASC Vice Chairperson will sit in to assist with the meeting.

Sub-Committee Policy Submission

- All Sub-Committee Chairpersons or Vice Chairpersons are responsible for submitting by email a copy of their updated policy by the March BxASC Area meeting.

Sub-Committee Financial Reports

- 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 with detailed and itemized expenditures.
- Financial Reports: Should be typed with receipts on hand at the December BxASC Meeting.
- On any BxASC or Committee bank account no two signatories are allowed to live in the same household. No reimbursement for any unapproved expenditures.

Sub-Committee Chairperson and Vice Chairperson Virtual Requirements

- Have a computer or laptop with the ability to share screen (Readings, Minutes, BxASC Minutes, Reports, and Agendas, etc.)
- Ability to host/co-host and maintain an atmosphere of recovery (mute / un-mute / monitor hand raising)
- Hand over Sub-Committee email address and password
- Have the ability to log on to all BxASC 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 BxASC 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 BxASC committee will be dealt with in accordance with the BxASC Policy and/or the NA Service pamphlet: "Disruptive and Violent Behavior"
- Attendance - (On a Case-By-Case Basis)
- Any elected member of the BxASC that misses (2) consecutive BxASC meetings without contacting two Administrative Body members will be considered to have forfeited the commitment. An Administrative Body (Area Officer {Guide to Local Service Pg. 47})

member will contact that member informing them the commitment will be put on the BxASCA floor as an open commitment.

- Behavior - (On a case-by-case basis)
- The NA Code of Conduct is breached when an elected member of the BxASC participates in actions that are unbecoming (violent, physically or verbally threatening to another member or their family). Any member who displays disruptive behavior that prevents BxASCA from moving forward in a timely manner will be asked to remove themselves from the meeting. If the disruptive behavior continues, a motion can be made by a GSR to have them removed from their commitment.
- Financial - (On a Case By-Case Basis)
- Any elected member of the BxASC who is proven guilty of stealing or the misappropriation of NA funds, (through receipts and/or record keeping) will be removed from their commitment.
- Negligence - (On a Case-By-Case Basis)
- Any elected member of the BxASC deemed negligent in their duties, requirements, and responsibilities according to policy, will be contacted by the BxASCA Vice Chairperson 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 BxASC Service Committee or that committee's policy, they will be contacted by the Area Chairperson who will also visit their committee to help and assist with a resolution. If the elected member continues the negligence of their duties, requirements, and responsibilities according to the policy, they will be asked to join our Administrative Body Meeting for a resolution.
- If no resolution can be found, the Administrative Body will vote to put in a motion to the GSR for removal of that member's commitment. (a two thirds vote in the affirmative is needed to pass)
- All duties of that member will be taken on by the Area Vice Chairperson, or the elected member of that Committee.
- Redress based on the 10th Concept
- Any member found in the above situation may address the BxASC Service Committee for redress. To do so, please contact two Administrative Body Members and request to be added to the upcoming BxASC Meeting Agenda.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUP T	2ND	DEBAT E/ TABLE	VOTE
Adjournment	To end the committee meeting	No	Yes	No	Simple
Amendment	To change part of the language in the main motion	No	Yes	Yes	Simple
Amendment 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 chairperson 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 Chairperson 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 Majority
Point Of Personal Privilege	To make a personal request of the Chairperson 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 Thirds Majority
Withdraw A Motion	To allow a motion maker to take back their motion after the debate has begun	Yes	No	No	Unanimous



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 _____

Chairperson INT. _____ Administrative. INT. _____ CC _____ / _____



EVENTS & ACTIVITIES

POLICY 2024

Everything that occurs in the course of NA must be motivated by the desire to carry the message of recovery more successfully 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 Chairperson and Vice Chairperson 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

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, which 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 commitments, 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 Administrative Body members to submit to the account)

Raffles

1. A separate cash app will be used for raffles only by The Chairperson, Vice Chairperson and or the Treasurer
2. all winners must be present to claim their prize
3. all area donations 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 (**ADMIN BODY MEMBER**)
- Treasurer. - Vice Treasurer (**ADMIN BODY MEMBERS**)
- Secretary Vice Secretary (**ADMIN BODY MEMBER**)
- Hospitality Chairperson / Co-Chairperson 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 commitments 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 GSRs 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) Administrative 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) Administrative 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 Chairperson and Vice Chairperson 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 Administrative Body will forfeit their commitment.

RECOVERY UNDER THE SUN

Policies and Procedures

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

Responsibilities of the Chairperson or Vice Chairperson.

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 Chairperson and Vice Chairperson 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 in 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.



HOSPITALS & INSTITUTIONS POLICY 2024

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 Chairperson and Vice Chairperson 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

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. H&I Committee 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 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 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 commitment 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;
 - 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 commitment 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 commitment 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 commitment 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 commitment; 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 commitment 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 commitment 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.



LITERATURE DISTRIBUTION

Of Narcotics Anonymous Policy 2024

(Chairperson: OPEN)
(Vice-Chairperson: OPEN)

Committee Chairperson and Vice Chairperson 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

- a. 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
- b. To purchase necessary supplies as needed.
- c. To distribute Literature to Bronx Area members, groups and sub-committees.
- d. To provide accurate written monthly reports to the Bronx Area
- e. To update and check the inventory 2 times a year (January & July)

III. MEMBERS AND ELECTIONS TO COMMITTEE

Chairperson, Vice Chairperson, Secretary

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

A. QUALIFICATIONS

The Chairperson – minimum of 2 years NA street clean time

- o Willingness to serve
- o Ability to facilitate the committee
- The Vice Chairperson – minimum of 1 year NA clean time
- Willingness to serve
- Ability to serve in the Chairperson’s 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 Chairperson 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 GSRs when the Area meeting is in person
- Responsible for what inventory needs to be purchased 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 purchased 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 Chairperson & 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 literature order form
5. *Copies of Checks, deposit receipts and deposit slips and who made the deposit * available upon request at BASC Meeting**
6. **ALL** member picking up monies (**CASH**) must be escorted to their car (no raiding public transportation)
7. All deposit must be made within 48-72 hours after receiving any monies



LITERATURE REVIEW COMMITTEE

Literature Review: Chairperson

Literature Review: Vice Chairperson

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 Chairperson and Vice Chairperson 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.

Chairperson & Vice Chairperson

- Clean Time Requirement, Duties and Responsibilities
- The Chairperson 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, Guide to Local Service, Roberts Rules of Order
- Shall NOT hold any other BASC Chairperson, Vice Chairperson or GSR commitment at the start of their commitment.
- Is required to attends all BASC, POLICY, and Administrative Body meetings in its entirety
- Works with Policy Committee works with BASC Administrative Body at the BASC meeting, helping them stay updated with BASC meeting policies and procedures so that the meeting runs smoothly



NEWSLETTER SUBCOMMITTEE POLICY 2024

Committee Chairperson and Vice Chairperson 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
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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 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. Administrative Body members who miss two consecutive newsletter committee meetings without contacting an Administrative 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 Administrative 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 sub-committee 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 meetings 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 Administrative Body members will be held annually during this Subcommittee meeting in January. Elections for Administrative 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 bronxnewsletter@gmail.com



PUBLIC RELATIONS COMMITTEE POLICY 2023

Committee Chairperson and Vice Chairperson 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

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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

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 for 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 handbook) with BASC admin body before putting them into practice
2. Vice Chairperson will be elected at the BASC Meeting
3. Chairperson or Vice Chairperson 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 opened as a result of a PR presentation, PR will 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 members 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 commitment.

E: VOTING PROCEDURES

1. All matters before this committee shall be decided by a majority of the voting participants on 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 commitment is not fulfilled.

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 COMMITMENT)

(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 COMMITMENT) (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 obligation to commitment
- 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 people 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.



SPEAKER EXCHANGE POLICY

Committee Chairperson and Vice Chairperson 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

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 for 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 region.

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-CHAIRPERSON:

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

Vice Chairperson and/or Chairperson 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 exchanges are 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.
- Anyone 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



WEB-SITE POLICY

Committee Chairperson and Vice Chairperson 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

BASC 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 (BASC).

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 BASC 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 communicating the activities of the BASC.
- 2) The trusted servant responsible for publishing the BASC 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 BASC

FINANCES AND OWNERSHIP

- 1) Costs for web hosting, domain registration and associated publishing software are the responsibility of the BASC. 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 BASC. (GSRs and ADMIN BODY)
- 3) The BASC is the Owner the domain name "BASC.na.org". The Web servant is responsible for maintaining the ownership of the domain name for the BASC.
- 4) The Web servant is responsible for investigating and choosing a vendor for hosting the BASC Website. Final responsibility rests with the BASC for distribution of funds.
- 5) All budget considerations will be addressed as outlined in the BASC own policy.

WEB SERVANT REPORTING AND COMMUNICATIONS

- 1) The Web servant will submit a written report to the BASC 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 BASC and all AREA service committees to designate their point(s) for distribution. It is also the responsibility of BASC and all AREA service committees to work out such details with Web servant. Website feedback will be distributed to members of the BASC. See Section 9: General Guidelines and Policies.
- 3) E-mail addresses will be established for the BASC, 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 BASC 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 this commitment of the communication
- 6) The BASC 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 Website (except for other AREA Reposting)

ELECTION OF WEB SERVANT

- 1) The BASC 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 BASC 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 BASC website. Content for inclusion will be added as needed or requested by the BASC.

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 BASC (address and e-mail addresses for the BASC)

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.)

I) *Privacy Notice* of privacy of communications. What is a privacy notice?

2) The index or home page will have the following content:

a. A welcoming paragraph (with announcements when necessary).

b. The BASC 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 BASC 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 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 BASC 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 BASC minutes or any other documents containing names or other identifying information of members, such as service resumes, shall be accessible with use of a password. Passwords 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 BASC.
- 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 NAWs 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 BASC site.
- 11) No personal messages, acknowledgments or references should be made on the BASC 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 commitment is (18) eighteen months.
 - 2) An understanding of the Twelve Traditions is vitally important in this service commitment as it involves communications and public relations with non-addicts as well as the still suffering addict.
 - 3) Any person considered for this commitment 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 BASC
 - 6) Removal of these trusted servants from their commitments are covered by the BASC policies.
 - 7) The term for each commitment is to be two years in length.
10. PRIVACY POLICY

NEW WEB-SITE COMMITMENT Virtual Platform Coordinator

It is 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 they are representing have a policy change to add the commitment.

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-month course within the commitment.
Must submit minutes toward all active during your training with other 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 the period of the year commitment.
Should not miss no more than two 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 of the ability to assign ID, passcodes, & chair keys to open the meeting upon area approval.
8. Report any issues or concerns to website Chairperson or Vice Chairperson 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 twelve 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 BASC website.
- 3) This privacy policy will evolve as needed and be approved by the BASC before posting on the website.
- 4) The following is the current "Privacy Policy" as posted on the BASC 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 BASC. 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 BASC. This is an official website of the BASC, 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 BASC. 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)

BASC Administrative: 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 Administrative** approval.

i) Change to account settings or add-ons - The Bronx Area Virtual account services three hundred members. Additional add-ons will be provided for BASC 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.

Addendum 8/05/2023 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.

PROBLEM WITH DRUGS?
YOU'RE NOT ALONE!
WE CAN HELP!



PROBLEMAS DROGA?
NO ESTAS SOLO!
A LE PODEMOS AYUDAR!

212 929-NANA



SCAN

BRONX AREA
NARCOTICS
ANONYMOUS

**THE BRONX AREA of
NARCOTICS ANONYMOUS**

H&I

LEARNING DAY

COME AND LEARN WHY WE SERVE AND HOW WE SERVE

SATURDAY, JUNE 22, 2024

1388 STRATFORD AVE.

Bronx, NY 10472

12:00PM—4:00PM

GUEST SPEAKERS SHARING THEIR EXPERIENCE ON SERVICE

REFRESHMENTS WILL BE SERVED. ALL ARE WELCOME



FOR MORE INFORMATION:

JASON R. - 347-784-1370

BERNADETTE J. - 917-783-2018





BRONX AREA PUBLIC RELATIONS SUBCOMMITTEE

LEARNING DAY

SATURDAY MAY 18, 2024

12 NOON TILL 5PM

1870 CROTONA AVENUE

BRONX, NEW YORK



WE ALL ARE PR

Contact information: Chair Darnell R. 347-316-5024

Vice Chair Jerry J. 917-627-7470

Refreshments will be served.

Topics: H&I, PR MOCK, RSO, TRADITIONS, PR INTERNAL PROJECTS,

PR EXTERNAL PROJECTS WORKING WITH PROFESSIONALS



“Steps in the Right Direction” Group



Wednesdays @ 7:30pm

Meeting ID: 840 2528 2923

Password: 800437

EFFECTIVE Wednesday, MAY 1ST – NEW MEETING ID

*Week 1: Step Meeting. Week 2: Tradition Meeting.
Week 3: Open Discussion. Week 4: Just for Today Topic or Anniversary
Week 5: 90 Day Panel*

This is a Pitch Meeting. This is a Closed Meeting for Addicts Only.



**SATURDAY MORNING MEN'S MEDITATION
VIRTUAL MEETING
THAT
MEETS SATURDAY MORNINGS AT
10:00AM TO 11:30AM EST**

**HAS A NEW ID &
PASSWORD
STARTING JUNE 1, 2024**

ID: 845 8838 2327

PASSWORD: 368927

**UPDATED INFORMATION ABOUT ALL
BRONX AREA MEETINGS IS
AVAILABLE AT BXASNA.ORG**