



BRONX AREA SERVICE

COMMITTEE (BASC)

2025 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**

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ACRONYMS & ABBREVIATIONS¹

ASC – Area Service Committee

BASC – 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 BASC ADMINISTRATIVE BODY & SUBCOMMITTEES

| COMMITMENT | TRUSTED SERVANT | EMAIL ADDRESS |
|---|--------------------|--|
| Chairperson | | bxareachair@bxasna.org |
| Vice Chairperson | | bxareavicechair@bxasna.org |
| Treasurer | | bxareatreasurer@bxasna.org |
| Vice Treasurer | | bxareavicetreasurer@bxasna.org |
| Recording Secretary | | |
| Corresponding Secretary | | |
| Finance Chairperson | | finance@bxasna.org |
| Area RCM (A) | | rcm@bxasna.org |
| Area RCM (A) | | rcm@bxasna.org |
| Policy Chairperson | | |
| Policy Vice Chairperson | | |
| Literature Distribution Chairperson | | |
| Literature Distribution Vice Chairperson | | |
| Events & Activities | | events@bxasna.org |
| Events & Activities Treasurer | | events_treasurer@bxasna.org |
| Public Relations | | public_relations@bxasna.org |
| Literation Review | | |
| Newsletter | | newsletter@bxasna.org |
| Speaker Exchange | | |
| Website Chairperson | | website@bxasna.org |

COMMITTEE FUNCTIONS OF BRONX AREA

INTRODUCTION AND PURPOSE

The purpose of the BASC (BASC 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 BASC 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 BASC elected members to consider whether our actions as a BASC are consistent with our 12 Traditions and 12 Concepts. When we conduct our fellowship’s business, we ought always to focus on all the spiritual principles embodied in the 12 Traditions (unity, service, open-mindedness, anonymity, 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 BASC is defined by the United States Postal Code serving zip codes beginning with 104.

The BASC Service Committee shall consist of:

1. The BASC Group Service Representatives (GSRs)
2. The BASC 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 BASC are GSRs **or** their Alternate (**not both**). The BASC 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 BASC quorum count will be taken after a member shares on the tradition of the month.

Non-Voting Participants (members)

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

Observers

Any Narcotic Anonymous member, who is not a Group Service Representative, or NOT an elected BASC 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 BASC. A request must be made 72 hours prior to the BASC 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 BASC virtual meetings;
- Have a written report at every BASC meeting.

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

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

SERVICE COMMITTEE MEETING FORMAT

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

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 BASC 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 BASC.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 BASC addresses ONLY)
9. Email addresses for all elected BASC 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 BASC 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 BASC.

- *All Sub-Committees are required to provide a monthly written report to the BASC. (make fifty (50) copies to distribute at brick & mortar meetings) and email a copy to the BASC Secretary on the **MONDAY** before the BASC meeting.*
- If a committee report is **NOT** submitted to the Recording Secretary for two consecutive BASC meetings, it will be noted in the minutes and deemed a negligent performance of your duties, requirements, and responsibilities.
- During virtual BASC meetings, reports must be emailed to the Recording Secretary by close of business on the **MONDAY** before the BASC meeting. (No photo or text reports)
- A copy, or a reading of, the BASC 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 BASC 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 BASC meeting.
- Most importantly, all receipts must be received and approved before any more money is issued.

BASC MEETINGS

- The BASC meeting will be four (4) hours or less.
- **THERE ARE NO CLOSED BASC MEETINGS**
- **THERE ARE NO CLOSED SERVICE COMMITTEE MEETINGS**
- **THERE ARE NO CLOSED 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 BASC Chairperson can vote only in the case of breaking a tie.
- If there is no report submitted to the BASC Secretary, it will be noted in the minutes.
- No report submitted 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 BASC Agenda, it is suggested that a NA member or elected member reach out to the BASC Chairperson / Vice Chairperson at least 72 hours prior to the BASC meeting.

ADMINISTRATIVE GUIDELINE ITEMS

- Clean time cannot be waived if a member is nominated without the required amount of clean time.
- Any BASC elected trusted servant that is absent for two consecutive BASC meetings who did not contact the BASC 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 BASC meeting.
- No BASC elected member can hold two elected BASC commitments at the same time.
- No BASC elected member can hold an elected BASC commitment for more than two consecutive full terms without a procedural exception
- No two signatories on BASC business accounts can live in the same household.
- When a procedural motion is made by any elected trusted servant to suspend the orders of the day, it must be seconded by a GSR. A quorum count is then taken and recorded. ALL elected BASC 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 areawide. 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 BASC 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 BASC Administrative, Sub-Committee Administrative, and Convention Committee Administrative bodies are to be voted in by the GSRs at the BASC Meeting.

- A GSR must discontinue their GSR group commitment once they accept and are voted into an elected BASC commitment.
- A GSR cannot hold a BASC service commitment and be a GSR at the same time.
- The BASC 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 BASC mailbox.

- No two signatories of the BASC or any Sub-Committee bank account shall live in the same household.
- No BASC 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 BASC Administrative member in their absence.
- Any elected member of the service body and all GSRs can submit a motion to the BASC. **All motions submitted by a service body member must be seconded by a GSR.**
- Any motion submitted to the BASC must be in written form with an intent, (virtually, the motions are recorded by the secretary) with the name of the person submitting the motion, the types of motion, (basic, procedural, financial or time-framed) and the name of 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 BASC Chairperson, Policy Committee, and the committee that the motion is for.
- Any motion pertaining to the BASC or group level, except for time-framed decisions, are to be taken back to the groups before voting on that motion.
- After a motion is made 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 BASC 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 BASC 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 BASC will be addressed in accordance with this BASC Policy, and **"The Spiritual Code of Conduct"** and the NA Service Pamphlet **"Disruptive and Violent Behavior"**, considering the nature of the infraction. All members are entitled to a 10th concept redress.

Recall/Removal of a member

At the discretion of the BASC Body, elected participants may be recalled or removed from their service commitment by a two-thirds vote. The behavior that would promote this action would be: an interruption of clean time, missing two consecutive BASC meetings without notice, gross negligence or inability to conduct NA business, or conduct unbecoming of a Trusted Servant. The removal or recall can be done by written or virtual ballot.

VOTING PROCEDURES

To conduct BASC business, the meeting requires a Quorum. 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 BASC.

BASC 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 BASC meetings, the nomination will be rescinded, and the commitment will be considered open at that BASC 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 BASC 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 BASC 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 BASC 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 BASC can make a motion, if all the requirements are met.
- Only a GSR can second a motion.
- For a motion to pass at the BASC meeting it is required that the majority of votes are in the affirmative (yes).
- Changes to the BASC 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 BASC 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 BASC meetings are to be added to the BASC 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 BASC motions will go to the groups, when possible, except for time-frame motions and procedural time-frame motions.
- Financial Motions - Any BASC 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 BASC will require the 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 BASC 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 BASC virtual platform.
- The BASC Chairperson will schedule the Administrative Body meeting and formulate an agenda.
- The Administrative Body is responsible for assuring that all BASC 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 BASC meetings, and inform the GSRs at the next BASC meeting. (Including the quorum count and the vote)
- The Secretary will take the Administrative Body minutes, then email them to the BASC Chairperson and Vice Chairperson for review. Once reviewed and approved by BASC Chair and Vice Chair, the secretary will send the minutes out to the Administrative Body Members and all the GSRs.
- The BASC 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 BASC 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 BASC Chairperson from the Website
3. BASC Vice Chairperson requires access to all BASC Committee meeting IDs and passwords from the BASC 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 BASC experience. If the candidate does not have one year of previous BASC 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 BASC and Administrative Body meetings in its entirety.
 - Both are required to have a written agenda for each BASC meeting to display on screen (virtually) and make copies for BASC 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 BASC 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 BASC bank statement, then make copies and/or scan copies to the BASC 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 BASC bank account.
 - One or the other shall produce receipts for all bills that are in the Chairperson's name and paid for by the BASC debit card. These transactions will be reported on the Chairperson's monthly report.

- One or the other shall confer with the BASC Policy Chairperson during the BASC meeting when questions arise concerning policy, procedure, and decorum.
- Both are responsible for moving the BASC meeting forward in a timely fashion, ensuring that all BASC 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/combination lock holders for the storage unit.
- Both will ensure the payment of the BASC meeting rental space, BASC virtual platform, BASC monthly storage fee is paid using the BASC 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 BASC. 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 new 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 BASC and Administrative Body meetings in its entirety
- The RS will take the BASC meeting minutes. The RS will forward the minutes within five days to the Corresponding Secretary for distribution.
- The RS will keep all BASC meeting minutes in a binder and turn it over to the next RS.
- The RS will bring fifty copies of Old BASC minutes to the next meeting. (brick & mortar)
- The RS will record the Administrative Body minutes and within (5) days email the minutes to the BASC Chairperson for review. Once the BASC 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 BASC motions (paper) passed or not passed and distribute copies of the following to elected trusted servants: Money Motions to the Treasurer, Policy Motions to the Policy Chairperson, and all Motions to the Recording Secretary for record keeping purposes.
- Once the motion is decided, the RS will email copies to the BASC Chairperson, Policy Committee, and the committee that the motion is for.

TREASURER & CO-TREASURER (Administrative Body Member)

Clean Time Requirement, Duties and Responsibilities

The BASC 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 BASC Treasurer will deposit funds within two business days of receiving them.
- The BASC Treasurer attends all BASC and Administrative Body meetings in its entirety
- Work in unity with the Events and Activities Chairperson at BASC functions
- Collect money and give receipts for all group literature purchases and donations.
- Maintains and balances the BASC's checking account. Reconcile any inconsistencies and inform (Administrative Body). Prior to informing the BASC, inform **all** BASC **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 BASC meeting must provide the opening and closing balances
- BASC Anniversary "Recovery Under the Sun" line item for all Sub-Committee Earmarks
- Provide a copy of the BASC 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 BASC 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 BASC. Receipts are to be submitted within 30 days

FINANCIAL MATTERS

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

- BASC will maintain a \$2,000.00 Prudent Reserve (match highest monthly earmark)
- All transactions will be done in the form of money orders. This includes group donations and literature.
- The BASC will only accept bank checks or money orders.

- Any trusted servant receiving funds from BASC must submit a report/receipt to the Treasurer and Finance Chairperson as to the dispersal of these funds.
- All itemized receipts of BASC funds are to be made available to the BASC Treasurer and the Finance Committee, either originals or copies.
- BASC will put aside \$125.00 each month to better fund the food portion of the BASC Anniversary/Recovery Under the Sun.
- Receipts will be submitted for all literature purchases and donations to BASC.
- 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 BASC 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 BASC 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 BASC and Administrative Body meetings in its entirety
- The FC will collect receipts **from** all BASC events.
- The FC collects receipts from all BASC Committees to account for all expenditures.
- The FC reports all outstanding receipts to BASC for reconciliation.
- The FC will provide monthly financial reports to BASC.
- The FC will receive copies of ALL monthly bank statements.
- The FC will not accept any EBT receipts
- The Finance Committee was created for the purpose of checks and balances regarding the BASC money matters. To be added as one of the four signatories to the bank account in the absence of any of the four signatories.
- Report any unreceived receipts in their report to BASC. (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 BASC*

REGIONAL COMMITTEE MEMBER (RCM and RCM Alternate)

Clean Time Requirement, Duties and Responsibilities

The BASC 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 BASC Group Service Representative (GSR) experience.
- Serves as the communication link between the BASC and the Greater New York Regional Service Committee. (GNYRSC).
- Keeps the BASC informed of Regional and World Service Conference issues, functions, activities, conferences, policies, etc. Carries the BASC conscience to the GNYRSC.
- Attends all BASC meetings and BASC Administrative Body meetings.
- Presents monthly oral and typed/legibly printed reports to the BASC.
- The RCM will email their written report to the BASC Secretary on the Wednesday before the BASC 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), with an earmark of \$60.00 per month for team members. \$720.00 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 BASC Chairperson to be placed on the BASC 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 BASC meeting.
- The Alternate Regional Committee Member (ALTERNATE RCM) is required to have one year of BASC Group Service Representative (GSR) experience.
- Assists the RCM in the fulfillment of their responsibilities.
- Assumes/stands in for the RCM in the event of their absence.
- Can represent the BASC along with or in lieu of the RCM at the GNYRSC.
- Attends all BASC meetings and BASC Administrative Body meetings.
- Attends the yearly Mid Atlantic Regional Learning Conference (MARLCNA), if possible, with a funded budget of \$520.00 a year.
- Request funding for printing as needed

What is Expected of the BASC RCM Teams at MARLCNA?

- Support the GNYRNA Team, participate and gather information on the Car Report.
- Bring back the information to BASC 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 BASC RCM team will email their report on the MONDAY before the BASC 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 BASC Policy Committee

The BASC Policy Committee's purpose is to provide the BASC 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 BASC GSR experience
- Shall have one year of prior BASC, Regional, Metro, or World level service experience
- Shall have a working knowledge of BASC Policies and Guidelines
- Shall NOT hold any other BASC Chairperson, Vice Chairperson or GSR commitment at the start of their commitment.
- Is required to attend all BASC, Policy, and Administrative Body meetings in its entirety
- The 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.

Functions and Responsibilities

- The Policy Committee reviews all Policies from all Committees shall have a written report at every BASC meeting emailed to the recording secretary the **MONDAY** before the BASC meeting
- Policies are designed to work out any conflict with, and adhere to, the BASC 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 BASC.
- The BASC Policy Committee compiles and records all BASC policies in the BASC Policies and Guidelines binder.

- The BASC 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

Groups are autonomous Sub-Committees directly responsible to the GSRs and the BASC Admin Body

- BASC Committees are directly responsible to those they serve (GSRs), elected Administrative Body and, are within the guidance of the elected trusted servants of the BASC 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 BASC virtual spaces.)**
- All Committee and/or Ad-Hoc Committee meetings must be held on the BASC virtual program.
- All Committees must provide the BASC (GSRs) a calendar of meeting time, dates, IDs and passwords
- All Committees are required to meet at least once a month.

BASC Meeting attendance

- Chairpersons and Vice-Chairpersons of all Committees are required to attend all BASC meetings in their entirety. Any elected member absent from two consecutive BASC meetings without contacting two members of the Administrative Body will be considered to have forfeited the commitment and the commitment will be considered open.

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

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

SPIRITUAL CODE OF CONDUCT

- Spiritual code of conduct based on the 12 Steps, 12 Traditions and 12 Concepts
- All elected participants of the BASC will conduct themselves in a manner that keeps our primary purpose up front, and in keeping with the principles of the 12 Steps, 12 Traditions and 12 Concepts always remembering to place "principles before personalities." Conduct unbecoming of any elected participant of the BASC committee will be dealt with in accordance with the BASC Policy and/or the NA Service pamphlet: "Disruptive and Violent Behavior"
- Attendance - (On a Case-By-Case Basis)
- Any elected member of the BASC that misses two (2) consecutive BASC 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 BASC 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 BASC 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 BASC 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 BASC 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 BASC deemed negligent in their duties, requirements, and responsibilities according to policy, will be contacted by the BASC 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 BASC 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 contact the BASC Service Committee for redress. To do so, please contact two Administrative Body Members and request to be added to the upcoming BASC Meeting Agenda.

MOTION TABLE

| TYPE OF MOTION | PURPOSE | INTERRUPT | 2 ND | DEBATE / 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 2025

Everything that occurs in the course of N.A. 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

| | |
|-------------------------|--|
| CHAIRPERSON | events@bxasna.org |
| VICE CHAIRPERSON | events@bxasna.org |
| TREASURER | events_treasurer@bxasna.org |
| CO-TREASURER | events_treasurer@bxasna.org |

Bronx Area Events and Activities Policy: Purpose

Everything that occurs in the course of N.A. 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. Brick & Mortar events must be presented to Bronx Area no less than ninety days prior to the event. Presentation should include a flyer including date, time, location, and estimated budget.
2. Any event, other than the approved calendar events, must be voted on by Bronx Area Service Committee (BASC), requiring a 2/3 vote. It will be taken back to groups by the G.S.R. before the final vote.
3. 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 BASC
4. 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 Sub-Committee commitments, which must be taken back to “both” potential areas. E&A will assist in finding locations and providing hospitality for all BASC committees that produce learning days.
5. 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)
6. 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&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 four Administrative Body members to submit to the account)
7. All Committee members are responsible for their own food and drink and tickets to dances.
8. ALL Bronx Area E&A Speaker Jams and meetings are FREE in accordance with BASC. policy

Committee Members Shall Consist of the Following:

- Chairperson
- Vice Chairperson
- Treasurer
- Vice Treasurer
- Secretary

- Vice Secretary
- Hospitality Chairperson
- Co-Chairperson Hospitality
- Serenity Keeper Chairperson
- Serenity Keeper Vice Chairperson
- Programming Chairperson
- Programming Vice Chairperson
- Merchandise Chairperson
- Merchandise Vice Chair
- ALL E&A Group Representatives

Events & Activities participating members and other appointed and/or elected commitments as deemed necessary by the E&A Committee and/or BASC

Chairperson 4 yrs. N.A. 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 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 BASC meeting in March.
- Attend one (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 N.A. 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 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 BASC meeting in March.
- Attend one (1) Administrative Body Meeting and 1 Policy Meeting prior to June 1st.
- Prior E&A experience required.

Treasurer & Co-Treasurer 5 Years N.A. clean time/1 Year Commitment (No more than two (2) consecutive years are to be served.)

- Must have a legal source of income
- Keep track of incoming and outgoing monies including the sale of Raffle tickets
- Must be present at all E&A events
- Meets with an Area Admin (Chairperson, Vice Chairperson, Treasurer, Co-Treasurer, or Finance Chairperson **ONLY** to turn over monies after events
- Give financial report at any E&A and Area meetings
- Construct Financial reports using a Bronx Area Financial Spreadsheet.
- All reports should include all receipts, and must bear the name of store, items purchased, date and price.
- Receipts must not be mixed with personal items or EBT.
- All income must be recorded including ticket sales (advance or at the door), raffles, 7th Tradition donations, merchandise, and hospitality sales
- End of year financial report (AT THE DECEMBER AREA MEETING)

Secretary & Vice Secretary 6 months N.A. clean time/1-year commitment

- Good secretarial skills/willingness to serve
- Record minutes of every E&A committee meeting
- Attend policy meetings to review and update policy
- Type and send out monthly BASC reports
- Keep a list of email addresses, updated minutes, record of attendance, upcoming events, and calendar

Programming Chairperson & Programing Vice Chair 5 years N.A. clean time/ 1 year commitment

- Prepare Event Agendas and provides copies to all representatives
- Maintains communication with the E&A Committee members
- 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 N.A. clean time / 1 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 inventory for the 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)

Serenity Keeper Chairperson & Serenity Keeper Vice Chair 1-year N.A. clean time/1 year commitment/

- Attend all E&A meetings
- Always be visible at brick & mortar meetings
- Assist in maintaining an atmosphere of recovery as per our 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 5 years N.A. clean time/ 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 purchases, 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 diverse 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 Sub-Committee members. The DJ form of payment will be stated in the proposal.

ATTENDANCE OF ELECTED MEMBERS: Any elected committee member who misses two consecutive E&A meetings without communication with E&A Chairperson or Vice Chairperson will forfeit their commitment.

Any E&A Admin (Chairperson, Vice Chairperson or both Treasurers) who miss two consecutive E&A meetings without communication will be addressed with Bronx Area Admin.

RECOVERY UNDER THE SUN

Policies and Procedures

- Responsibilities of the Chairperson or Vice Chairperson.
- Preparation for Recovery Under the Sun should begin in March including obtaining the Park Permit and presentation of draft flyer. The New York City Parks Department permit applications will be available in September of the year before the event.
- Selected date: Third Saturday in August.
- Secure a location and have it approved by the committee. (i.e., Soundview Park, Orchard Beach)
- Extend an invitation to Public Relations Chairperson to set up a table at the event.

HOSPITALITY WILL BRING INFORMATION TO BRONX AREA MEETING IN JUNE

- Budget: \$1,500.00
- Hospitality Committee receives financing from Treasurer 30 days prior to event.
- Create a detailed itemized list of estimated food and beverage costs.
- Hospitality Committee will shop for food items and paper goods.
- The entire E&A Committee is responsible for cleaning up after the event.
- Hospitality Committee should provide an inventory after the event to be presented at the September meeting.

Transportation (U-Haul) 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 to provide assistance for the loading and unloading of the truck to and from our storage facility.
- Inventory of all items being put into storage and presented at next BASC meeting.
- A receipt is required for the pickup and drop off of the U-Haul

Programming Committee

- Programming committee selects topics.
- Programming Committee Chairperson and Vice Chairperson selects two speakers

Format

READINGS: Who's an Addict? What is the N.A. Program?

Vendors: Vendors do not participate in this event. This is a “giveback” event

Serenity Keepers

Inform the N.A. community of rules and regulations of the park or location.

Children are allowed to attend Recovery Under the Sun. All children are the sole responsibility of their parent or caretaker.



HOSPITALS & INSTITUTIONS POLICY 2025

Everything that occurs in the course of N.A. 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

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

Everything that occurs in the course of N.A. 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.

Chairperson

1. Elected by the BASC for a one (1) year term;
2. One (3) year N.A. 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 N.A. 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 N.A. Service*; and
10. Has a willingness to learn *Robert's Rules of Order*.

Vice-Chairperson

1. Elected by the BASC for a one (1) year term;
2. One (3) year N.A. 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 N.A. 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.

Secretary

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

Panel Coordinator

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

Literature Coordinator

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

Panel Leaders:

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

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 two (2) 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. N.A. Regional Meeting List. N.A. 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 N.A. Meeting Lists will be distributed to those H&I meetings that allow their participants access to outside N.A. 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 N.A. 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 N.A. 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 POLICY 2025

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

II. FUNCTIONS

- To purchase N.A. approved materials from the Greater New York Regional Service Office (RSO) or Narcotics Anonymous World Services (NAWS) or other Regional Service Office
- To purchase necessary supplies as needed.
- To distribute Literature to Bronx Area members, groups and Sub-Committees.
- To provide accurate written monthly reports to the Bronx Area
- To update and check the inventory two (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

QUALIFICATIONS

The Chairperson – minimum of 2 years N.A. street clean time

- Willingness to serve
- Ability to facilitate the committee
- The Vice Chairperson – minimum of 1 year N.A. clean time
- Willingness to serve
- Ability to serve in the Chairperson's absence
- The Secretary – good note taking ability
- 6 months N.A. street clean time
- Willingness to serve

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.

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.

The Vice-Chairperson shall:

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

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
- ✓ 2 Intro Guides.

Virtual meetings will get starter downloads from the Web-site Sub-Committee to include: key tags, readings, 5 minute and 1 minute time signs, 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 checks
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 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 POLICY 2025

Everything that occurs in the course of N.A. 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

- Chairperson & Vice Chair is required to have minimum of three (3) years N.A. clean time.
- One (1) year Bronx Area Group Service Representative (GSR) experience
- Shall have one (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 attend all BASC, POLICY, and (AB) 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



BRONX AREA NEWSLETTER

SUBCOMMITTEE POLICY

2025

Chairperson: newsletter@bxasna.org

Vice Chairperson:

1) **PURPOSE OF BRONX AREA NEWSLETTER**

The purpose of the Bronx Area Newsletter, The Recovery Post, is to empower, inform and inspire members of the N.A. fellowship to express themselves on their N.A. 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 Sub-Committees of the BASC, ensuring all information is accurate, appropriate and in accordance with the 12 Traditions and 12 Concepts of NA.

3) **DISTRIBUTION**

This Sub-Committee serves the BASC. We provide outreach efforts at various groups, conventions, learning days, speaker jams, websites, other newsletters, and the N.A. Way Magazine. The Recovery Post is available on the Bronx Area website: <https://bxasna.org/>, and should not be shared on social media platforms. Our Sub-Committee will provide the Literature Distribution with a minimum of 100 copies.

4) **FUNDING**

This Sub-Committee shall be allocated a revolving fund of \$150.00 from the BASC to be used for printing and other related expenses associated with distributing the newsletter. The budget amount of the revolving fund is established by the BASC and can only be adjusted by the BASC.

5) **COMMITTEE DESCRIPTION**

This Sub-Committee shall consist of a Chairperson, Vice Chairperson, and Secretary and other trusted servants as deemed necessary by the Sub-Committee.

6) **VOTING PROCEDURE**

All matters before this Sub-Committee 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**

| | |
|---|--|
| <u>CHAIRPERSON</u> – One Year Term Requirements: Three years clean. | <u>VICE CHAIRPERSON</u> – One Year Term Requirements: Two years clean. |
|---|--|

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

Responsibilities:

Arrange time and meeting agenda.
Facilitate Sub-Committee and policy meetings.
Submit a newsletter report at monthly virtual BASC meetings.
Manage revolving funds and provides receipts to BASC Finance Chairperson 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 Sub-Committee and policy meetings

Responsibilities:

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

9) MEETING AGENDA

Open Meeting (Serenity Prayer)
Reading of the 12 Traditions
Roll Call and Introductions
Secretary Report
Chairperson Report
Old Business
New Business
Close Meeting (Serenity Prayer)

10) MEETING DATE, LOCATION, AND TIME

The Sub-Committee meets the last Thursday of each month via the Zoom virtual platform (ID, Password, and Host Pin provided by Website Committee) from 7:00 PM to 8:30 PM.

11) ELECTIONS

Nominations for Administrative Body members will be held annually during this BASC meeting in November. Elections for Secretary and Newsletter Distributors will be held during the January Sub-Committee meeting.

12) ANNUAL POLICY MEETING

This Sub-Committee will determine the date and time for policy review. The newsletter policy will be submitted annually at the Bronx Area meeting no later than March for the current year.



PUBLIC RELATIONS

WHAT IS PUBLIC RELATIONS?

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

EXAMPLES OF PUBLIC RELATIONS

If the N.A. fellowship is contacted by the media (TV, Radio, Newspapers etc.) regarding a story about the fellowship or about abuse, an experienced Public Relations member will handle it.

If a hospital or facility is interested in including N.A. in their program, Public Relations & H&I gives a joint presentation. If they decide to host an institutional meeting, our H&I Committee takes over from that point.

If a school district or community group holds a “DRUG AWARENESS DAY” Public Relations 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 Public Relations Committee.

PR also works through HELPLINE in reaching out to the addict and others who may be concerned or need information about NA.

In closing it is important to remember that all Public Relations work goes through the committee and is not taken on by any single individual. All Public Relations work is done within the framework of our 12 Traditions.

SUGGESTED READING:

**The 12 Traditions (NA Basic Text & It Works How and Why)
12 Traditions and 12 Concepts as they relate to Public Relations.
Guiding Principles**

PUBLIC RELATIONS HANDBOOK

Public Relations will share any new Public Relations information with BASC admin body before putting into practice.

Chair or Vice Chair to attend Regional Public Relations Committee meetings.

Vice Chair will be elected at the BASC Meeting.

A: PURPOSE

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

B: FUNCTIONS AND RESPONSIBILITIES

1. To function as a resource and coordinating body for the Bronx Area Public Relations 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 Public Relations and H&I Committee in accordance with the Twelve Traditions and twelve Concepts.
3. To maintain a close working relationship with Regional Public Relations, Northeast Zonal Forum of Public Relations & NAWS Public Relations Virtual Meetings.
4. When a meeting has been opened as a result of a Public Relations presentation, Public Relations will chair the 1st meeting (which is a business meeting). Public Relations will also attend the meeting for 4 meetings and suggest other Public Relations members attend.
5. To educate & inform the Bronx Area of ongoing Public Relations activities, including presentations, learning days, workshops, forums, professional days, and conferences.
6. Only the Public Relations Chair can pick up the starter kit. Public Relations will handle the starter kits.
7. Any GSR or any other interested member will receive a Public Relations welcome package.

C: DESCRIPTION OF BRONX AREA PUBLIC RELATIONS COMMITTEE

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

STANDING BRONX AREA PUBLIC RELATIONS COMMITTEE:

1. Administrative Committee

The administrative committee of the Bronx Area PRC will consist of the Chairperson, Vice-Chairperson, and Secretary.

Liaisons and Coordinators of the committees will be decided within the committee. This committee will have the group's conscious (committee, group reps & voting members) to perform and administer any function necessary between regularly scheduled Public Relations meetings.

2. Educational Coordinator

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

3. Community Coordinator

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

4. Law Enforcement & Judicial Coordinator

This committee will research and coordinate Area Public Relations efforts pertaining to the courts, precincts, and legal Institutions in the Bronx.

5. Medical Coordinator

This committee will research and coordinate Area Public Relations efforts pertaining to the Medical Professions and Institutions of the Bronx. Have joint presentations with Public Relations & H&I/ Hospitals Institutions Public Relations Committee

6. Literature Coordinator

Provide literature for all presentations, update and keep in stock literature for all presentations, conventions, learning days, workshops, professional days, health fairs, etc.

All information that was communicated to the Public Relations admin committee can be set up during the time in between monthly meetings. The presentation will be discussed at the meeting on the 4th Sunday of the month. The individual must be trained in setting up presentations in order to set up a presentation.

D: PARTICIPANTS

1. ALL Public Relations MEETINGS ARE OPEN TO INTERESTED MEMBERS OF NA, BUT THEY WILL HAVE A LIMITED VOICE ON THE FLOOR AND NO VOTE, UNLESS GROUP REP.
2. Every group rep is entitled to one vote.
 - 2a. All committee members are entitled to one vote.
 - 2b. Any interested member who attends two consecutive meets will be allowed to vote
 - 2c. Anyone who misses two consecutive meetings without contacting the admin body will become ineligible to vote.
3. The Chairperson cannot vote, except to break a tie.
4. Any administrative committee member absents from 2 consecutive meeting forfeits that position.

E: NOMINATION/ELECTIONS/VOTING PROCEDURES

1. All matters before this committee shall be decided by a majority of the voting participants of the committee, except for a change in policy. For this matter a two-thirds majority of voting members is required.
2. The Bronx Public Relations Committee will elect the Coordinators and Liaisons.
3. These procedures are for the Chair and Vice Chair positions of this committee, who are nominated @ BRONX AREA PUBLIC RELATIONS COMMITTEE YET elected @ Bronx Area
4. These nominees should be current or recent (within the past 2 years) participating experienced Public Relations members nominated at the Public Relations Sub-Committee meeting immediately prior to the elections at Bronx Area.
5. In the event that nominees for Chair or Vice Chair elected at the BRONX AREA PUBLIC RELATIONS meeting and chooses not to accept the commitment at the Bronx Area election, the nominee must inform the current Public Relations administrative body and Public Relations Sub-Committee 72 hours prior to the Bronx Area elections.

F: SUGGESTED REQUIREMENTS AND DUTIES

- 1a. The Chairperson for Bronx Area Public Relations shall be nominated from the current voting participants of this committee and must be present at time of nomination.
- 1b. The Bronx Area Body shall elect the Chairperson and Vice-Chairperson for the Bronx Area Public Relations Committee.
2. The Secretary, Coordinators, and Liaisons shall be elected from current voting participants of the Public Relations Committee and must be present at the time of election.

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

CHAIRPERSON (ONE YEAR TERM)

Requirements:

- Two (2) years of N.A. clean time
- Previous service experience, preferably Public Relations
- A legal Source of Income

Duties:

- Arrange time for meetings
- Initiates all necessary correspondence, including communication with the Area & Region
- Keep records and oversee overall functions of the committee
- Responsible for the \$150 revolving fund
- All requests outside of the revolving fund require a Money Motion to be submitted to Area
- Establish and maintain policy meetings

- Share presentation requests with Bronx Area during meeting and maintain a record of them

VICE-CHAIRPERSON (ONE YEAR TERM)

Requirements:

- Two (2) years of N.A. 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 fulfill the responsibilities delegated by the Chairperson and/or the committee
- Resume all duties and responsibilities of the Chair in their absence

SECRETARY (ONE YEAR TERM)

Requirements:

- Six (6) months N.A. clean time
- Prior service experience, preferably with secretarial 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 in a timely manner
- Handle 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

**COMMITTEE COORDINATORS AND LIAISONS (ONE YEAR POSITION)
(LEGAL/JUDICIAL, MEDICAL, EDUCATIONAL, COMMUNITY, LITERATURE)**

Requirements:

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

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

Requirements:

- 90 Days Clean time
- Willingness to serve

Duties:

- Communicate information pertaining to Public Relations from said committees, such as E&A, H&I, SPEAKER EXCHANGE, WEBSITE, etc.

Helpline liaison has different duties and must meet different requirements. They are as follows:

Requirements:

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

Duties:

- Must attend Regional Helpline meeting every month virtual, learn about the Basic Meeting List Toolbox
- Maintain a vote to represent Bronx Area's vote at Regional Helpline
- Keep updated meeting list for Bronx Area and Phone list of current Public Relations and Helpline Trusted Servants as well as semi-annual updates
- Create flyers in order to support helpline with the help of the PRC

G: PRESENTATIONS

1. Participants must go on two (2) presentations as an observer before they can 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 N.A. 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 guidelines, or any portion thereof, may be waived or amended at any time by two-thirds majority vote of the members of the committee and are subject to approval of the BRONX AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS.

PUBLIC RELATIONS WILL ALTERNATE MOCK PRESENTATION FORMAT PRACTICE WITH H&I EVERY OTHER MONTH. IF POSSIBLE

Public Relations meets every fourth Sunday of the month except during a major holiday. These include but are not limited to Memorial Day, Thanksgiving, Christmas, Easter, N.A. Area Convention, N.A. World Convention, etc. During these holidays, Public Relations will meet on the third or fifth Sunday.

VIRTUAL MEETING REQUIREMENTS FOR PUBLIC RELATIONS CHAIR AND VICE CHAIR

Have a computer or laptop with the ability to share screen (readings, minutes, reports, and agenda, etc.)

Ability to host/co-host and maintain an atmosphere of recovery (mute/unmute monitor hand raise, etc.)

Hand over all passwords and email addresses for any pertinent information.

Have the ability to log on to all Bronx Area virtual meetings.



SPEAKER EXCHANGE POLICY 2025

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 N.A. 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 Bronx Area and New York 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 two (2) 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 Day and Workshop meetings as required.

SECRETARY COMMITMENT:

- One (1) year N.A. clean time
- Able to develop written materials in a clear and concise manner
- Keep all records and minutes of each meeting
- Mail minutes promptly so that they are delivered in a timely manner to all representatives via email, First Class mail or text message 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
- Report all homebound meetings to the Committee
- Any 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 the yearly review or revision



WEB-SITE POLICY 2025

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.

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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 N.A. 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 N.A. 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 N.A. 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 "BXASNA.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 N.A. 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 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 Web-site (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 N.A.* – Information for Professionals and interested parties including content excerpted from "Narcotics **Anonymous: A Society of Recovering Addicts**" **that is approved for Internet usage by N.A. World Services.**

d) N.A. Literature Page-This page will have all current IPs and Service Pamphlets from NAWS that is approved for Internet Usage by N.A. 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 N.A. approved websites with disclaimer notice.

(NA Approved sites are those listed with NAWS only.)

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

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

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

b. The 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 an agreed to media that can be utilized by the Web servant Alternate. The purpose for the back-up copies of the website is for archival and rescue purposes by the web servant in maintaining the website.

GENERAL GUIDELINES AND POLICIES

- 1) External hyperlinks to sites that are not affiliated with the N.A. 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 on with use of a password. Password will be made available to members via hard copies of minutes.
- 4) A single point of contact for each Area Service Committee is established for the purpose of communications to the Web servant. This communications liaison is utilized for the purpose of updating information on the website.
- 5) Each Area Service Committee may request to post information concerning local area activities meeting minutes or other N.A. 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 N.A. 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 their 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 months course within the commitment.

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

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

5. Attend monthly Sub-Committee meeting for a period of the year commitment.

Should not miss no more than 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 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 12 Concepts of service.

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

This section describes the current privacy policy of the website.

1) A Privacy policy on communications with the N.A. service structure is an important aspect of our Twelfth Tradition of anonymity.

- 2) The Web servant will apply all 12 Traditions and 12 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 N.A. 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 N.A. 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.

Addendum8/05/2023 copying of the chat was voted on and passed:

k) Scheduling: Any group meeting, marathon, or speaker jam, that wishes to be scheduled on a Bronx Area

virtual account must submit the request at the Website Sub-Committee meeting at least one month in advance. Committees should send a courtesy reminder to website at least 1 week prior to an event.

l) 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 Sub-Committee.

n) Virtual Meeting Time Usage: Virtual meeting rooms are to be used for a maximum of 2 1/2 hours unless previously requested from website.