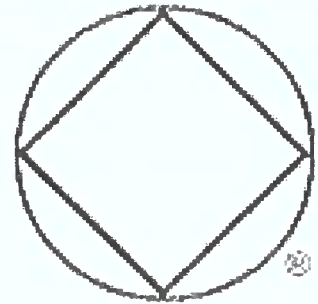




Narcotics Anonymous®



Interstate Crossroads Area

Service Committee

Guidelines

ICANA

P.O. Box 715

Washington, PA. 15301

Approved: December 7th, 2003

- Second Edition -revised August 2007 –

Third Edition – Revised March 2013

Fourth Edition - Revised January 2020

October 5, 1985

Dear Fellow Addicts,

On September 29, 1985 several concerned addicts met at the Beechview mtg. place to discuss the possibility of forming our own area service in the South Hills area of Pittsburgh.

We are writing this letter to be read in the group consciences to inform all addicts of this idea and in the hopes that you will support us in our efforts.

We discussed the pros and cons of this issue. We feel the advantage of having a South Hills area would be the unification of the South Hills mtgs. to better serve the needs of our groups and our groups primary pupose. The disadvantage is that the new idea will not work without your consistant support.

We ask you to carefully consider your vote within your groups concerning this issue. We invite you the individual member as well as your group representative to voice your opinion at our next mtg. on October 20, 1985 at the Beechview mtg. place at 3pm.

Looking for your support and input.

In Loving Service,
Concerned addicts of N.A.



June 23, 1988

DEAR GROUPS,

In October of 1985 the GSR'S voted to form SHASCNA. In June of 1988 there seems to be a lack of support and involvement in SHASCNA. The concerns addressed in that original letter are affecting this Area today.

For us to be effective as an Area Service Committee Group support and communication is essential. Willingness and commitment from our members on a group and area level is the key to growth in SHASCNA.

Our 1st Tradition tells us that "personal recovery depends on NA unity". The individual member is the most important link in the service structure to carry the message to the still suffering addict.

We're asking for your support and ideas on how we can better serve the groups, promote unity, and carry the message that saved all of our lives...

In Loving Service,
SHASCNA P&A SubCommittee



EVERYTHING THAT OCCURS IN THE COURSE OF NA SERVICE MUST BE MOTIVATED BY THE DESIRE TO MORE SUCCESSFULLY CARRY THE MESSAGE OF RECOVERY TO THE ADDICT WHO STILL SUFFERS. IT WAS FOR THIS REASON THAT WE BEGAN THIS WORK. WE MUST ALWAYS REMEMBER THAT AS INDIVIDUAL MEMBERS, GROUPS AND SERVICE COMMITTEES, WE ARE NOT AND SHOULD NEVER BE IN COMPETITION WITH EACH OTHER. WE WORK SEPARATELY AND TOGETHER TO HELP THE NEWCOMER AND FOR OUR COMMON GOOD.

Basic Text page xvi

Seventeen years ago the South Hills area was formed with just a handful of groups.

Today there are 48 meetings in 3 counties spanning 70 miles.

There have been discussions from time to time about, once again, forming a new area encompassing the southwestern meetings of South Hills Area. This could bring stability to the growth of this area and better serve the needs of our groups and our primary purpose.

Please consider this and discuss it within your groups. For this idea to materialize we would need your support. You are invited as an individual member, as well as your group representative to meet and discuss the possibilities.

TIME: Saturday, May 10, 2003 . 3:00 PM

PLACE: Our Redeemer Lutheran Church
Rt. 19 & Gateshead Dr., McMurray PA

In Loving Service
Concerned Addicts of NA
3/25/03

2nd Open Forum May, 24th, 2003 New Area Formation

The meeting was held at a coffee house above the gyro shop near the corner of W. Maiden and S. Main Sts. in Washington. (The scheduled location was moved at the last minute due to a water main break. People were posted to direct folks to the new location around the corner.) The meeting opened at 4 PM with the serenity prayer.

PARTICIPATING GROUPS IN ATTENDANCE:

Abstinence Plus Change	Choice in Canonsburg	Courage to Change	McMurray Group
Promise is Freedom	Recovery in the End	Recovery in the End 2	Together We Can
Washington 2	Woman's Choice		

Also attending was the GSR from Back to Basics as a non voting member.

The Vote to form the New Area was 10-0-0 (carried)

Service positions needed were discussed and voted upon they are as follows with suggested clean times.

1. Area Chair - 3 years
2. Area Vice Chair - 2 years
3. Treasurer - 3 years
4. Secretary - 18 months
5. Literature Chair - 2 years
6. RCM - 2 years
7. H&I Chair - 1 year
8. Public Information Chair - 2 years
9. Liaison to South Hills Area - 2 years

Other discussion centered upon creating a name for the new area. We ask that all ideas for a name be brought to the next meeting for discussion and possible selection.

We closed the meeting at 5:30 pm with the serenity prayer.

Our next meeting is Sunday June 8th, 2003 at 2:30 pm at: Recovery in the End's meeting facility, 625 Fayette St. (West Washington United Methodist Church)

Main Agenda of next meeting:

Election of Area Trusted Servants

Area Name

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LIST OF ACRONYMS

ASC – Area Service Committee
BOD – Board of Directors
BOD Rep. – Board of Directors Representative
CAR – Conference Agenda Report
GSR – Group Service Representative
GSR Alt. – Group Service Representative Alternate
H&I – Hospitals and Institutions
ICANA – Interstate Crossroads Area of Narcotics Anonymous
IP – Information Pamphlet
NA – Narcotics Anonymous
NAWS – Narcotics Anonymous World Service
PR – Public Relations
RCM - Regional Committee Member
Alt. RCM – Alternate Regional Committee Member
TSRCNA – Tri-State Regional Committee of Narcotics Anonymous
TSRSO – Tri-State Regional Office
WSC – World Service Committee

QUICK REFERENCE OF TRUSTED SERVANTS

Chairperson - Suggested minimum of three years continuous abstinence, suggested one year involvement in service at the area level.

Vice Chairperson - Suggested minimum of two years continuous abstinence, suggested one year previous involvement in service at the area level.

Secretary - Suggested minimum of 18 months continuous abstinence, suggested six months involvement in service at the area level.

Vice Secretary - Suggested minimum of one year continuous abstinence.

Treasurer - Suggested minimum of four years continuous abstinence, suggested one year involvement in service at any level.

Vice Treasurer - Suggested minimum of three years continuous abstinence, suggested one year involvement in service at any level.

Steering Chairperson - Suggested minimum of three years continuous abstinence, suggested two year involvement in service at the area level.

RCM - Suggested minimum of two years continuous abstinence, suggested one year involvement in service at the area level.

RCM Alternate - Suggested minimum of one year continuous abstinence, suggested six months involvement in service at any level.

BOD Representative - Suggested minimum of four years continuous abstinence, suggested one year involvement in service at the area level.

H&I Chairperson - Suggested minimum of two years continuous abstinence, suggested one year involvement in H&I.

P.R. Chairperson - Suggested minimum of two years continuous abstinence, suggested one year involvement in P.R.

Activities Chairperson - Suggested minimum of two years continuous abstinence, suggested six months involvement in Activities.

Literature Chairperson - Suggested minimum of two years continuous abstinence, suggested one year involvement in service at the area level.

Vice Literature Chairperson - Suggested minimum of 18 months continuous abstinence, suggested one year involvement in service at the area level.

Web Servant - Suggested minimum of two years continuous abstinence, suggested one year involvement in service at any level.

Vice Web Servant - Suggested minimum of one year continuous abstinence, suggested six months involvement in service at any level.

Convention Liaison - Suggested minimum of one year continuous abstinence, suggested six months involvement in service at any level.

Spiritual Retreat Liaison - Suggested minimum of one year continuous abstinence, suggested six months involvement in service at any level.

Authorized Bank Account Signers - Suggested minimum clean time of 5 years continuous abstinence, suggested one year involvement in service at the area level. This is a 5 year term with exceptions.

**AREA SERVICE COMMITTEE GUIDELINES
OF
THE INTERSTATE CROSSROADS AREA OF NARCOTICS ANONYMOUS**

- Approved Dec. 7, 2003 -

Revised Second Edition August 2007
Revised Third Edition March 2013
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Article I

Name

The name of this Area Service Committee (ASC) shall be as follows:
"Interstate Crossroads Area of Narcotics Anonymous"

Article II

Purpose

"To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole"
(First Concept)

Section I:

Purpose: This committee's purpose is to help carry the Narcotics Anonymous message of recovery to the still suffering addict. It also aims to serve as a link between the groups of the Interstate Crossroads Area, the Tri-State Regional Service Committee, and the World Service Committee, all of Narcotics Anonymous. In acting as a link between these committee's, the ICANA service committee also wants to foster unity amongst its groups and NA as a whole. For the purpose of these guidelines, the terms "Narcotics Anonymous Group & Service Structure" will be defined as stated in the approved NA World Service "A Guide to Local Service in NA."

Article III

Participants

Section I:

Participants: This area service committee shall only have two classes of participants: Voting and Non-voting members. No person will hold more than one membership in a class or combination thereof. The participants of the area service committee are as follows: Group Service Representative (GSR) or GSR Alternate, Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer, Vice Treasurer, Regional Committee Member or RCM Alternate, Hospital & Institutions Chair, Public Relations Chair, Literature Chair, Vice Literature Chair, Activities Chair, Steering Chair, Board of Directors Representative, Web Servant, Vice Web Servant, Convention Liaison, Retreat Liaison, all standing subcommittee Vice Chairs, and any concerned member of Narcotics Anonymous. For the purpose of these guidelines, the terms "Group Service Representative, Group Service Representative Alternate, and Trusted Servants" will be defined according to the approved NAWS "Guide to Local Service in NA."

Section II:

Voting Participants: The voting participants of this ASC are the Group Service Representative (GSR), or in the GSR's absence, the GSR Alternate, or another delegated representative of each NA group found within ICANA. *The ICANA Trusted Servants vote at their home groups; they are here at Area to serve and to share their Experience, Strength, and Hope.*

Section III:

Non-Voting Participants: The non-voting participants of this ASC are any Area Trusted Servants and any other NA members who are not assigned voting rights. Any Area Trusted Servant, except the ICANA Chairperson, may introduce motions and participate in the debate and discussion of motions, although a voting participant must second any motion made by a non-voting participant.

Section IV:

Concerned NA Members: Any non-member of the service body in question maintains the right to express views and opinions. This can be done by attending the group's business meeting and providing insight that can guide the GSR at the ASC. Also, at the Area Chairperson's discretion, an open forum may be opened at the ASC for any non-member to express views and opinions. *(Ninth Concept)*

Article IV
Observers

Section I:

Observers: Non-NA members not addressed elsewhere in these guidelines shall be classed as observers. Observers do not have the right to make or second motions but they may address the assembly. The ICANA Chairperson has the exclusive right to grant or deny such requests. The Chairperson's decision is subject to appeal and may be overturned by a 2/3 majority vote made by voting members.

Article V
Selecting Trusted Servants

"Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants" (Fourth Concept).

Section I:

Selection: All trusted servants are to be selected at the ASC of ICANA one month before the expiration of the previous term. The trusted servants of ICANA are as follows: Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer, Vice Treasurer, Regional Committee Member, Alternate Regional Committee Member, Hospitals & Institutions Chair, Public Relations Chair, Literature Chair, Vice Literature Chair, Activities Chair, Steering Chair, Board of Directors Representative, Web Servant, Vice Web Servant, Convention Liaison, and Retreat Liaison.

Section II:

Nomination: Any NA member of ICANA may nominate any other ICANA NA member for any position. Any nominated NA member must be present at the time of nomination. Nominations must be seconded by a voting member of the ICANA ASC.

Section III:

Nominees: Any member nominated for an ICANA trusted servant position, or a Regional position, must have an ICANA home group and attend NA meetings regularly. All nominees must state their qualifications or experience to the ASC and should express their willingness and desire to serve the NA home groups, ICANA, and NA as a whole. All nominees shall answer any relevant questions the assembly may have and will vacate the room during the discussion and voting process. For the purpose of these guidelines, the term "NA home group" is defined as stated in the approved NAWS "Guide to Local Service in NA."

Section IV:

Voting: All trusted servants are to be selected by a majority vote of the ICANA voting members present at the ASC. Once a trusted servant is selected by a majority vote they are to serve for a maximum term of one year. Transitional responsibilities will begin at the end of the ASC at which they were selected, with a cooperative thirty day transitional period, where responsibilities begin to shift between the incoming and outgoing trusted servant. No trusted servant is eligible to serve more than two consecutive terms in the same position.

Section V:

Vacancy: Nominations to fill a vacant service position will occur one month after the vacancy arises. Notices of vacancies are to be made to all ICANA home groups for one month in order to ensure equality in the nominations process. In the case of vacancy of the Area Chairperson, the Vice Chairperson shall assume the duties of Area Chairperson until the start of the next regular ASC meeting, followed by the selection of a new Chairperson.

Article VI Removal of Trusted Servants

*"Goodwill is best exemplified in service; proper service is 'Doing the right thing for the right reason.'"
(Basic Text p. ix)*

Section I:

Removal: A trusted servant may be removed from their position for noncompliance for the following reasons:

1. Loss of abstinence.
2. Absence from three ASC Meetings within the service year.
3. Non-fulfillment of the responsibilities as stated in these guidelines. Removal for non-fulfillment of duties requires a 2/3 majority vote of the voting members of the ICANA ASC.

Section II:

Accountability: If a trusted servant must leave the monthly ASC meeting early, as a courtesy to the groups they serve they should:

1. Give sound reason to the voting members of the service body in regards to their early departure.
2. Ask the service body to go out of order to address any issues or reports pertaining to their position.

Article VII

Delegated Responsibilities of Trusted Servants

*“The NA groups delegate to the service structure the authority to fulfill responsibilities assigned to it”
(Third Concept).*

Section I:

Chairperson: The responsibilities of the ICANA Chairperson are as follows:

A. Fourth Concept:

1. Suggested minimum of three years continuous abstinence.
2. Suggested one year previous involvement in service at the area level.
3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA Service.
4. The willingness and desire to give the time and resources necessary to conduct the business of ICANA

B. Third and Fifth Concepts:

1. Attend all ASC meetings and Steering Committee meetings.
2. Open and call to order the ASC meeting at the appointed time.
3. Announce, in proper order and sequence, the business that come before the assembly or comes in order with the prescribed agenda.
4. Recognize any NA members or observers who are entitled the floor.
5. State and put to vote all questions that legitimately come before the assembly as motions, or that otherwise arise in the course of the proceedings, except for questions that relate to the Chairperson.
6. Announce the results of each vote, or rule motions out of order when appropriate.
7. Protect the ASC from obviously frivolous or dilatory motions by refusing them recognition.
8. Enforce the rules relating to debate, order, and decorum within the ASC, as according to Robert’s Rules of Order.
9. Determine when questions of order are subject to appeal, unless, due to doubt, the Chairperson prefers to submit such questions to the ASC for a decision.
10. Expedite business according to the rights of NA members and observers.
11. Respond to inquiries of NA members relating to parliamentary procedure or factual information which has bearing on the business of the ASC.
12. Conduct each ASC meeting with impartiality and fairness.
13. Use “*Robert’s Rules of Order*” upon the Chairperson’s discretion.
14. Declare the meeting adjourned when the assembly so votes, or where applicable, at the time prescribed by the agenda; or at any other time in the event of an emergency that effects the safety of those present.
15. Hold a key for the ICANA P.O. Box and collect mail from same P.O. Box.
16. Eligible to be a co-signer of the ICANA bank account.

17. Share the responsibility for orienting new GSRs, or any new member attending the ASC.
18. Responsible for opening the ASC meeting place at the prearranged time. Help set up the meeting place and close the meeting place according to the rules of the facility.

Section II:

Vice Chairperson: The responsibilities of the ICANA Vice Chairperson are as follows:

- A. Fourth Concept:
 1. Suggested minimum of two years continuous abstinence.
 2. Suggested one year previous involvement in service at the area level.
 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.
 4. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.
- B. Third and Fifth Concepts:
 1. Attend all ASC meeting and Steering Committee meetings.
 2. Serve as acting Chairperson in the absence of the Chairperson.
 3. Work closely with, and assist, the Chairperson in any way possible.
 4. Notify all area trusted servants and subcommittee chairs of their responsibilities upon election and furnish them with appropriate documentation so they may fulfill their duties.
 5. Ensure that all trusted servants who handle monies reads, understands, and signs the NA World Services Bulletin #30 "Theft of NA Funds". Will maintain a record and provide the steering chair with copies.
 6. Act as temporary Chairperson of any subcommittee in the case of loss or resignation of the Chairperson of that subcommittee if that subcommittee is without a Vice Chairperson.
 7. Will take responsibility of the ICANA bank account in the absence or vacancy of the area Treasurer, and Vice Treasurer, maintaining close contact with the Area Chairperson.
 8. Will act as area Secretary in the absence or vacancy of the Secretary or Vice Secretary, ensuring the mailing of the minutes within two weeks of the ASC meeting.
 9. May hold a key for the ICANA P.O. Box and collect mail from the P.O. Box.
 10. May be a co-signer of the ICANA bank account.
 11. Share the responsibility for orienting new GSRs or any new member attending the ASC.
 12. Will receive an automatic nomination for the ICANA Chairperson position at the time of that positions election.
 13. Will chair the last ASC meeting of the current area Chairpersons term.

Section III:

Secretary: The responsibilities of the ICANA Secretary are as follows:

- A. Fourth Concept:
 1. Suggested minimum of eighteen months continuous abstinence.
 2. Suggested 6 months previous involvement in service at area level.
 3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA Service.
 4. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.
- B. Third and Fifth Concepts:
 1. Attend all ASC meetings and Steering Committee meetings.
 2. Keep accurate minutes of all ICANA ASC proceedings and maintain the ASC archives.

3. Attach to the minutes all transcriptions of GSR, home group, trusted servant, and subcommittee reports.
4. Type, copy, and deliver the monthly agenda, minutes and transcriptions no more than two weeks after the most recent ICANA ASC to GSRs and trusted servants.
5. Email minutes to all parties who request this service.
6. Retain the ICANA letterhead to be used by ICANA trusted servants, only after approval by the ICANA voting body.
7. May hold a key for the ICANA P.O. Box and collect mail from the P.O. Box.
8. May be an alternate co-signer for the ICANA bank account.
9. Share the responsibility for orienting any new GSR or any new member of ICANA.
10. Keep records of attendance of trusted servants and home groups at the ASC.
11. Keep and update the ICANA membership list and "roll call" record at the ASC.
12. Make available minutes, records, and guidelines to any NA member upon request in the manner prescribed by ICANA.

Section IV:

Vice Secretary: The responsibilities of the ICANA Vice Secretary are as follows:

- A. Fourth Concept:
 1. Suggested minimum of one year continuous abstinence.
 2. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.
 3. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.
- B. Third and Fifth Concepts:
 1. Attend all ASC meetings and Steering Committee meetings.
 2. Work closely with ICANA Secretary in order to learn the position.
 3. Serve as Secretary of the Steering Committee.
 4. Take notes on all motions referred to the Steering Committee by ICANA at the ASC.
 5. Keep accurate minutes of all ICANA Steering Committee meetings and work sessions.
 6. Receives an automatic nomination for ICANA Secretary at the end of his or her term.
 7. Will perform the duties of the Secretary at the last ASC of the ICANA Secretaries term.
 8. Will act as Secretary in the event the ICANA Secretary is incapacitated or resigns before the end of their term.

Section V:

Treasurer: The responsibilities of the ICANA Treasurer are as follows:

- A. Fourth Concept:
 1. Suggested minimum of four years continuous abstinence.
 2. Suggested one year previous involvement in service at any level.
 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.
 4. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.
 5. Must be financially stable: refer to *NA World Service Bulletin #30 "Theft of NA Funds"*.
- B. Third and Fifth Concepts:
 1. Attend all ASC meetings and Steering Committee meetings.
 2. Be the custodian of the ICANA bank account.

3. Provide a written report of all receipts and disbursements at each ICANA ASC meeting.
4. Provide a complete written annual financial report at the May Steering Committee meeting which will then be audited by the Steering Committee.
5. Disburse funds, by check only, in accordance with ICANA decisions.
6. Accept Group donations only at the ICANA ASC meeting in the form of a money order.
7. Provide a receipt for all donations made to ICANA and retain a copy of those receipts.
8. Will maintain the right to deny reimbursement for any Area expense, to any ICANA member, without presentation of a valid receipt for expenses.
9. Maintain a ledger of all ICANA financial transactions.
10. Follow the NAWA Conference approved Treasurer's Handbook and the suggestions made therein.
11. Will immediately following the ASC, accompanied by another ICANA Trusted Servant, deposit all monies collected at the ASC to the ICANA bank account using supplied deposit bag.
12. Mail all financial obligations for services rendered to ICANA within three to seven days.

Section VI:

Vice Treasurer: The responsibilities of the ICANA Vice Treasurer are as follows:

- A. Fourth Concept:
 1. Suggested minimum of three years continuous abstinence.
 2. Suggested one year previous involvement in service at any level.
 3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
 4. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.
 5. Must be considered financially stable as according to the NA World Services Bulletin #30 "Theft of NA Funds."
- B. Third & Fifth Concept:
 1. Attend all ASC meetings and Steering Committee meetings.
 2. Work closely with ICANA Treasurer to learn position
 3. Will receive an automatic nomination for Treasurer at the end of his or her term.

Section VII:

Authorized ICANA Bank Account Signer(s):

- A. Fourth Concept:
 1. Suggested minimum clean time of 5 years continuous abstinence.
 2. Suggested one year previous involvement in service at the area level.
 3. A working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA service.
 4. Must be financially stable: refer to NA World Services Bulletin #30 "Theft of NA Funds."

5. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.
6. Will be held accountable to the ICANA ASC.

B. Third and Fifth Concept:

1. Attend the May ASC meeting and Steering committee meeting for the annual audit.
2. Be a custodian of the ICANA bank account for a 5 year term, unless taking over a new trusted servant position that is also a bank signer. (Refer to Article IX: Financial Guidelines, Section I) In this case, ICANA Bank Account Signer will automatically vacate this position.

Section VIII:

Regional Committee Member: The responsibilities of the ICANA R.C.M. are as follows:

A. Fourth Concept:

1. Suggested minimum of two years continuous abstinence.
2. Suggested one year previous involvement in service at the area level.
3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
4. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.

B. Third & Fifth Concept:

1. Attend all ASC meetings and Steering Committee meetings.
2. Represent ICANA at each Tri-State Service Committee (TSRSCNA) meeting.
3. Provide the ICANA Chair with additional agenda items from the TSRSCNA meeting.
4. Provide a written report to the ASC covering the business of the previous TSRSCNA with the ICANA votes highlighted along with any other NA Area, Regional, or World information.
5. Nominate for regional positions only those NA members approved by the ICANA ASC.

Section IX:

Alternate Regional Committee Member: The responsibilities of the ICANA Alternate R.C.M. are as follows:

A. Fourth Concept:

1. Suggested one year continuous abstinence.
2. Suggested six months previous involvement in service at any level.
3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
4. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.

B. Third & Fifth Concept:

1. Attend all ASC meetings and Steering Committee meetings.
2. Attend each TSRSCNA meeting.

3. Work closely with the ICANA R.C.M. to learn position.
4. Will act as the R.C.M. in the event that the ICANA R.C.M. is incapacitated or resigns before the end of his or her term.
5. Receive an automatic nomination for R.C.M. at the end of the term.

Section X:

Regional Board of Directors Representative: The responsibilities of the ICANA Regional BOD Representative are as follows:

A. Fourth Concept:

1. Suggested minimum of four years continuous abstinence.
2. Suggested one year previous involvement in service at the area level.
3. A working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
4. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.

B. Third & Fifth Concept:

1. Attend all ASC meetings and Steering Committee meetings.
2. Represent ICANA at each Tri-State Regional Office Board of Directors meeting.
3. Provide ICANA Chair with additional agenda items from the BOD meeting.
4. Provide a written report to the ASC, covering the business of the previous BOD meeting.

Article VIII

Standing Subcommittees and Liaisons

"For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined." (Fifth Concept)

Section I: ICANA may establish subcommittees or liaisons as necessary to perform certain duties. These standing subcommittees shall be formed by ICANA. Standing subcommittees may include, but are not limited to, Public Relations, Hospitals & Institutions, Literature, Activities, Steering, Convention Liaison, Spiritual Retreat Liaison, Additional Needs Liaison, Outreach, Web Servant, and any other standing subcommittee which shall be deemed necessary to carry out the work of ICANA.

Section II: At the inception of these standing subcommittees or liaisons, a Chairperson or Representative will be selected by ICANA for a one year term. Any other Trusted Servants of each standing subcommittee will be elected by the membership of that respective subcommittee.

Section III: All standing subcommittees of ICANA will follow, create, and/or update guidelines which are consistent with the current NAWS approved service guidelines, the Twelve Traditions, and Twelve Concepts of NA.

Section IV: The guidelines of each standing subcommittee must be reviewed and approved by the ICANA ASC.

Section V: All standing subcommittee Chairpersons must submit any pending contracts or written agreements, as well as any proposals, for review and approval by the ICANA Steering Committee.

Section VI: All standing subcommittees are directly responsible to those they serve, which are the ICANA Groups. All standing subcommittees are also responsible for submitting a written report for the ICANA minutes within seven days of the last ASC meeting.

Section VII:

Hospitals & Institutions Chairperson: The H&I Chairperson will be selected by a majority vote from the ICANA Service Committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

A. Fourth Concept:

1. Suggested minimum of two years of continuous abstinence.
2. Suggested minimum of one year previous involvement in H&I.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the ICANA H&I guidelines and the NAWS H&I Handbook.
5. The ability to organize, coordinate, and serve this H&I subcommittee.
6. The willingness and desire to give the time and resources necessary to conduct the business of the H&I subcommittee.

B. Third & Fifth Concept:

1. Coordinates all ICANA H&I subcommittee business and generates enthusiasm for H&I.
2. Works closely with the H&I Vice Chairperson, Secretary, and panel coordinators.
3. Prepare the monthly agenda bringing before the H&I subcommittee matters they should act on.
4. Submit a written monthly report to ICANA on the status of each ICANA H&I commitments, regional H&I service meetings, and other responsibilities of the H&I subcommittee.
5. Maintain H&I subcommittee archives that are to be given to the next H&I Chair.
6. To establish and maintain contact between the ICANA H&I subcommittee and other H&I subcommittees at the area, regional, and world levels.
7. Attend the regional H&I subcommittee meetings.
8. Handle, in conjunction with the P.R. Chair, all public relations involving matters that pertain to ICANA H&I.
9. Responsible for all correspondence with participating facilities, and within NA pertaining, to H&I.
10. Keep an updated list of all NA members, with an H&I workshop, who are willing to be panel members.
11. Assure that the H&I volunteer list is utilized by the H&I Vice Chair and all panel coordinators for the purpose of functioning as a H&I Panel System.
12. Make H&I volunteer list available to all ICANA subcommittee members.
13. Attend a minimum of one P.R. workshop per year.
14. Conduct a minimum of two H&I workshops per year.
15. Attend all ICANA ASC meetings and Steering Committee meetings.

16. Submit an annual physical inventory of H&I literature to the ICANA Steering Committee each May.

Section VIII:

Public Relations Chairperson: The P.I. Chairperson will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

A. Fourth Concept:

1. Suggested minimum of two years continuous abstinence.
2. Suggested one year previous involvement in P.R.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.
4. A working knowledge of the ICANA P.R. guidelines and the NAWS P.R. handbook.
5. The ability to organize, coordinate, and serve the P.R. subcommittee.
6. The willingness and desire to give the time and resources necessary to conduct the business of the P.R. subcommittee.

B. Third & Fifth Concept:

1. Coordinates all ICANA P.R. subcommittee business and generates enthusiasm for projects planned by the P.R. subcommittee.
2. Prepare the monthly agenda bringing before the subcommittee matters they should act upon.
3. Submit a written monthly report to ICANA on the status of area P.R. projects, regional P.R. projects, or any other responsibilities of the P.R. subcommittee.
4. Maintain P.R. subcommittee archives that are to be given to the next P.R. chairperson.
5. Establish and maintain contact between the ICANA P.R. subcommittee and other P.R. subcommittees at the area, regional, and world levels.
6. Attend regional P.R. subcommittee meetings.
7. Work closely with the P.R. subcommittee in order to uphold the integrity of NA in all correspondence with the general public.
8. Report monthly all P.R. expenditures to the P.R. subcommittee and ICANA Steering Committee with valid receipts.
9. Maintain a presentation speaker list, wherein each speaker is deemed qualified by the ICANA P.R. subcommittee, and make available to regional P.R.
10. Maintain a contingency plan for speaker and information requests from the general public and give each ICANA GSR a copy.
11. Conduct a minimum of two P.R. workshops per year.
12. Submit project proposals to ICANA Steering Committee and Groups for input and review before implementation.
13. Attend all ICANA ASC and Steering Committee meetings.
14. Submit an annual physical inventory of literature to the ICANA Steering Committee each May.

Section IX:

Activities Chairperson: The Activities Chairperson will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

A. Fourth Concept:

1. Suggested minimum of three years continuous abstinence.
2. Suggested two years involvement in service at the area level.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.
4. A working knowledge of the ICANA Activities guidelines and the NAWS Activities handbooks.

5. The ability to organize, coordinate, and serve the Activities subcommittee.

6. The willingness and desire to give the time and resources necessary to conduct the business of the Activities subcommittee.

B. Third & Fifth Concept:

1. Coordinates all ICANA Activities subcommittee business and generates enthusiasm for projects planned by the Activities subcommittee.

2. Prepare the monthly agenda, bringing before the subcommittee matters they should act upon.

3. Submit a written monthly report to ICANA on the status of Activities projects.

4. Maintain Activities subcommittee archives that are to be given to the next Activities Chairperson.

5. Report monthly all Activities incomes and expenditures to ICANA and the Activities subcommittee with valid receipts.

6. Submit any pending contracts or written agreements for review and approval by the ICANA Steering Committee and the ICANA groups.

7. Submit all proposals for input and review by the ICANA Steering Committee and groups before implementation.

8. Plan and implement four events per year, spanning from July to June.

9. Insure that space is provided during each event for either an ICANA H&I or P.R. workshop.

10. Attend all ICANA ASC and Steering Committee meetings.

11. Submit annual proceeds and physical inventory of supplies to the ICANA Steering committee each year in May.

Section X:

Steering Chairperson: The Steering Chairperson will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

A. Fourth Concept:

1. Suggested minimum of three years continuous abstinence.

2. Suggested two year involvement in service at the area level.

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

4. A working knowledge of the ICANA guidelines and NAWS handbooks.

5. The ability to organize, coordinate, and serve the Steering Subcommittee.

6. The willingness and desire to give the time and resources necessary to conduct the business of the Steering Committee.

- B. Third & Fifth Concept:
1. Coordinates all ICANA Steering subcommittee meetings and work sessions.
 2. Prepare the monthly agenda and brings before the subcommittee matters they should act on.
 3. Ensure that a conscience is developed in matters referred to the Steering Committee by the ICANA groups and report all findings and recommendations to the ICANA groups.
 4. Maintain subcommittee archives that are to be given to the next Steering Chair.
 5. Report, with valid receipts, all Steering subcommittee expenditures to ICANA and the Steering subcommittee.
 6. Submit a written monthly report of meetings, work sessions, and inventories to the ICANA ASC.
 7. Preside over an annual fiscal inventory of services of ICANA conduction by the Steering subcommittee each May.
 8. Attend all ICANA ASC and Steering meetings.
 9. Assist in the setting of the agenda for the following months ASC.
 10. Assist the ICANA Trusted Servants with problems, questions, and concerns.
 11. Maintain a record of all guidelines changes and update the needed pages.
 12. Maintain a year to year chart of trusted servant attendance at the ICANA ASC and Steering Committee meetings.

Section XI:

Literature Chairperson: The Literature Chairperson will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

- A. Fourth Concept:
1. Suggested minimum of two years continuous abstinence.
 2. Suggested one year previous involvement in service at the area level.
 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.
 4. A working knowledge of the ICANA Literature guidelines and the NAWS handbook.
 5. The ability to organize, coordinate, and serve the Literature subcommittee.
 6. The willingness and desire to give the time and resources necessary to conduct the business of the Literature subcommittee.
- B. Third & Fifth Concept:
1. Submit a written monthly report to ICANA on the status of the literature stockpile.
 2. Maintain subcommittee archives that are to be given to the next Literature Chairperson.
 3. Submit a monthly report of all literature incomes, expenditures, and stockpile balances to the ICANA ASC and the Literature subcommittee with valid receipts.
 4. Maintain the ICANA Literature stockpile through the purchase of NA literature at the Tri-State Regional Service Office or NAWS Office.
 5. Supervise all literature sales at the ICANA ASC meetings.
 6. Turn over the proceeds from all literature sales to the ICANA Treasurer by the end of each ICANA ASC meeting.
 7. Submit an annual sales and physical inventory report at the May Steering Committee meeting.
 8. Attend all ICANA ASC and Steering Committee meetings.

9. Insure that no literature sales occur outside the monthly ICANA ASC meetings.

Section XII:

Vice Literature Chairperson: The Vice Literature Chairperson will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

A. Fourth Concept:

7. Suggested minimum clean time of 18 months continuous abstinence.
8. Suggested one year previous involvement in service at the area level.
9. A working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA service.
10. A working knowledge of the ICANA Literature guidelines and the NAWS handbook.
11. Must be considered financially stable according to the NA World Services Bulletin #30 "Theft of NA Funds."

12. The willingness and desire to give the time and resources necessary to conduct the business of ICANA.

13. B. Third and Fifth Concept:

14. Attend all ASC meetings and Steering committee meetings.
15. Work closely with the ICANA Literature chairperson to learn the position.
16. Will receive an automatic nomination for Literature Chairperson at the end of his or her term.
17. Will accompany Literature Chair to TSRO for at least one ICANA literature order pick-up.
18. Will perform the duties of the Literature Chairperson at the last ASC of the ICANA Literature Chairpersons term.
19. Will act as Literature Chair in the event the ICANA Literature Chairperson is incapacitated or resigns before the end of their term.

Section XIII:

Web Servant: The Web Servant will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

A. Fourth Concept:

1. Suggested minimum of two years continuous abstinence.
2. Suggested one year previous involvement in service at any level.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.
4. A working knowledge of the ICANA Website guidelines and the NAWS handbook.
5. The willingness and desire to give the time and resources necessary to conduct the business of the Website subcommittee.
6. A working knowledge of computer systems, computer code, and website maintenance.
7. The ability to organize, coordinate, and serve the Website subcommittee.

B. Third & Fifth Concepts:

1. Coordinate all ICANA Website subcommittee business and generate enthusiasm for projects planned by this subcommittee.

2. Prepare the monthly agenda and bring before the subcommittee matters they should act on.
3. Submit a written monthly report to the ICANA ASC on the status of the website.
4. Maintain website archives that are to be given to the next Web Servant.
5. Work closely with ICANA P.R. to uphold the integrity of NA in all posted information.
6. Provide a monthly financial report, with valid receipts, to the ICANA ASC and the Website subcommittee.
7. Must submit any pending contracts, written agreements, or proposals for review and approval by the ICANA Steering Committee.
8. Ensure that updates to posted information are made as needed.
9. Attend all ICANA ASC and Steering Committee meetings.
10. Submit an annual report on the status of the website each year at the May Steering Committee meeting.

Section XIV:

Vice Web Servant: The Vice Web Servant will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

A. Fourth Concept:

1. Suggested minimum of one year continuous abstinence.
2. Suggested six months previous involvement in service at any level.
3. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts for NA Service.
4. A working knowledge of the ICANA Website guidelines and the NAWS handbook.
5. The willingness and the desire to give the time necessary to conduct the business of the Website subcommittee.
6. A working knowledge computer systems, computer code, and website maintenance.
7. The ability to organize, coordinate, and serve the website subcommittee.

B. Third and Fifth Concepts:

1. Attend all ICANA ASC and Steering Committee meetings.
2. Work closely with ICANA Web Servant to learn position.
3. Will receive an automatic nomination for Web Servant at the end of his/her term.
4. Will act as Web Servant in the event the ICANA Web Servant is incapacitated or resigns before the end of their term.

Section XV:

Convention Liaison: The Convention Liaison will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

A. Fourth Concept:

1. Suggested minimum of one year continuous abstinence.
2. Suggested six months previous involvement in service at any level.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.

4. A working knowledge of the ICANA guidelines and the NAWS handbook.
 5. The one year term will follow the Tri-State Regional Convention Calendar, and will run from December to November.
 6. The willingness and desire to give the time and resources necessary to conduct the business of the position.
- B. Third & Fifth Concepts:
1. Communicate the conscience of ICANA to the Start To Live Convention
 2. Prepare a monthly report and bring before ICANA matters they should act on.
 3. Attend all necessary Start to Live Convention Committee meetings.
 4. Attend all ICANA ASC and Steering Committee meetings.
 5. Submit a monthly report, with valid receipts, of all expenditures.

Section XVI:

Spiritual Retreat Liaison: The Spiritual Retreat Liaison will be selected by a majority vote from the ICANA service committee for a one year term, in accordance with and accountable to the ICANA guidelines. Will be directly responsible to those they serve: the ICANA groups.

- C. Fourth Concept:
7. Suggested minimum of one year continuous abstinence.
 8. Suggested six months previous involvement in service at any level.
 9. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA service.
 10. A working knowledge of the ICANA guidelines and the NAWS handbook.
 11. The willingness and desire to give the time and resources necessary to conduct the business of the position.
- D. Third & Fifth Concepts:
6. Communicate the conscience of ICANA to the Spiritual Retreat Committee.
 7. Prepare a monthly report and bring before ICANA matters they should act on.
 8. Attend all necessary Spiritual Retreat Committee meetings.
 9. Attend all ICANA ASC and Steering Committee meetings.
 10. Submit a monthly report, with valid receipts, of all expenditures.

Article IX
Financial Guidelines

*“NA funds are to be used to further our primary purpose, and must be managed responsibly”
(Eleventh Concept)*

Section I:

ICANA Bank Account: ICANA will maintain only one bank account.

1. ICANA will register four signatures with the account and will require two of four signatures to validate any ICANA check.
2. The ICANA Chairperson, Vice Chairperson, Secretary, and Treasurer will be the only Trusted Servants responsible for signed ICANA checks.

3. In the event of a vacancy of the aforementioned positions the Steering Chair may be responsible for signing ICANA checks, or any other trusted servant appointed and agreed upon by the Steering Committee.
4. ICANA will make either a quarterly, biannual, or annual donation to the facility each ICANA ASC meeting is held at. The amount will be determined and approved by the ICANA Steering Committee.
5. Funding for NA sanctioned events will be determined on a per event basis.
6. No ICANA budgetary funds are to be given in advance; they are only to be reimbursed by check with valid receipts unless otherwise approved by the ICANA ASC.

Section II:

ICANA Prudent Reserve: ICANA will maintain a monthly prudent reserve to be approved by the ICANA ASC.

1. The monthly prudent reserve currently stands at \$800.00.
2. Donation amounts to the Tri-State Regional Service Committee and to NAWs will be determined by the Steering Committee on a monthly basis.

Section III:

Budgets: ICANA subcommittees and determined trusted servants will be allotted a non-accruing monthly budget as approved by the ICANA ASC. These funds will be reimbursed upon submission of valid receipts.

1. Hospitals & Institutions will be allotted a \$200.00 non-accruing monthly budget.
2. Public Relations will be allotted a \$75.00 non-accruing monthly budget.
3. Literature will be allotted a \$25.00 non-accruing monthly budget. The Literature Chair will keep \$100.00 on hand to make literature sales change at the ICANA ASC meetings. The size of the literature stockpile will be dictated by the needs of the ICANA groups, H&I, and P.R.; the current level stands at \$3000.00.
4. Activities will be given a one time start-up of, up to \$700, and generates funds within the subcommittee, with all proceeds above the \$700 event start up cost going directly toward the ICANA treasury. The ICANA treasurer holds the \$700 in reserve until it is needed for the next event. Any monies required above the \$700 event start up cost are to be approved by the ICANA ASC.
5. Web Servant will be allotted a \$25.00 non-accruing monthly budget; with an additional amount up to \$150.00 to make the annual payment for the ICANA Website Domain.
6. ICANA Secretary will be allotted a \$150.00 non-accruing monthly budget for office supplies, copying, envelopes, and postage.
7. Steering will have expenditures reimbursed once validated by receipt.

"When NA members contribute service funds, they expect their money to be used carefully, and to be used carefully, and to be used for the sole purpose of furthering our primary purpose. By accepting those contributions, our groups make a commitment to use those funds to carry the NA message, and to manage them responsibly"

(Twelve Concepts of NA Service, p. 27)

Section IV:

Financial Reports: It is the responsibility of each subcommittee Chairperson to submit a detailed financial report at each ICANA ASC meeting.

1. Financial reports will contain all expenses and incomes of the subcommittee.
2. All ICANA subcommittees will forward income monies to the ICANA Treasurer for deposit.
3. All standing subcommittee Chairpersons must submit any pending contracts, written agreements, or proposals for review and approval by the ICANA Steering Committee.
4. Any proposal for goods or services over \$200.00 needs to be accompanied by three written price quotes for ICANA Steering Committee approval.
5. All ICANA subcommittees are financially responsible to those they serve, which are the ICANA groups.

Section V:

Theft of ICANA Funds: ICANA will follow the *NA World Services Bulletin #30 "Theft of NA Funds"*

1. Every subcommittee Chairperson must ensure that no one under one year of continuous abstinence collects or holds ICANA monies.
2. Each ICANA Trusted Servant and subcommittee member dealing with ICANA funds must first read, understand, and sign the *NA World Services Bulletin #30 "Theft of NA Funds"* before permission to handle ICANA funds is permitted.
3. Each ICANA subcommittee will undergo an annual fiscal and physical audit during the month of May. The audit will be conducted by the ICANA Steering Committee.
4. The ICANA Steering Committee will submit the results of the annual fiscal and physical audit to the ICANA ASC at the June ASC meeting.

Section VI:

Voting: A 2/3 majority vote is required to carry any motions pertaining to money.

**Article X
ASC Meetings**

Section I:

ASC Meetings: Regular ICANA ASC meetings shall be held monthly at the approved date and time agreed on by the ICANA ASC. In the event that there is a conflict with the scheduled ASC meeting (holidays, venue events, etc...) the ICANA groups may vote to move the date and/or time of the ICANA ASC meeting.

Section II:

Special Meetings: Special meetings may be called by the ICANA Chairperson and shall be requested in writing by members of the ICANA ASC. The purpose of the meeting shall be stated and no other business, other than that which was previously stated, will be conducted. At least seven days notice will be given before each special meeting to ICANA home groups.

Article XI
Parliamentary Authority

Section I:

“Robert’s Rules of Order”: The rules contained in the current edition of “*Robert’s Rules of Order*” shall be utilized in a consistent manner at the Chairperson’s discretion to expedite the business of ICANA in cases to which they are applicable and not inconsistent with these guidelines, special rules the ASC may adopt, and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

1. See attached sheet “*Robert’s Rules of Order Short Form*”
2. If more than 50% of the eligible voting members abstain on a motion, including elections, the motion will be tabled, or if a decision is needed immediately, reopened for further discussion.
3. A quorum will be decided by the ICANA Chairperson on a monthly basis.

Article XII
Group Services

Section I:

ICANA will supply: ICANA will supply the following items

1. To any ICANA group the “*Conference Agenda Report,*” upon written request.
2. To any newly formed ICANA group a \$25.00 start-up package including NA group readings, IP’s, and key tags.
3. In the spirit of unity, the basket will be passed one time at the ICANA ASC meeting for each newly formed ICANA group.
4. A forwarding service to the Tri-State Region and NAWS any donations from the ICANA groups.

Section II:

ICANA will:

1. Permit any ICANA group to use the ICANA post office box as a stable mailing address for fellowship related correspondence.
2. Copy and distribute all pertinent information received from the NA fellowship.

Section III:

ICANA will:

1. Distribute the Package of Hope tickets, provided by the Tri-State Regional Convention Committee, by random selection. The Package of Hope tickets will be distributed by placing the name of an ICANA GSR, or Alternate GSR, into a basket. The ICANA GSR, or Alternate GSR, must be present at the ICANA ASC meeting to be eligible to receive a Package of Hope.
2. A member of the ICANA ASC will randomly select the names out of the above basket. The number of selected names will correspond with the number of Package of Hope tickets

Article XIV
Amendment of Guidelines

Robert's Rules of Order - Short Version

Adjourn - to close the meeting immediately.

Amend a pending motion - to modify the wording of a pending motion. The amendment is disposed of first, then the pending motion. If the amendment is adopted, the main motion is pending in modified form; if the amendment is not adopted, the main motion is pending in its original form.

Amend something previously adopted - to change a part of a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is no time limit on when this motion can be made.

Appeal the Chair - the ruling is taken from the Chair and decided by the assembly.

Commit or refer to committee - to send the pending question or other issue to a committee so that the question or issue can be carefully investigated and put into better condition for the assembly to consider.

Division of question - the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division is to be.

Discharge a committee - to discharge a committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report.

Lay on the table - to set the pending motion aside temporarily when something else of immediate urgency has arisen.

Limit or extend debate - the assembly can exercise special control over the debate of a pending motion or series of motions. This motion cannot impose an immediate closing of debate.

Robert's Rules of Order continued....

Objection to consideration of the question - the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions.

Order of the day, to call for - any member can require the assembly to conform to its own agenda, unless the assembly then suspends the rules or changes the order of the day by 2/3 majority.

Parliamentary inquiry - a question to the Chair to obtain information on a matter of parliamentary procedure or the guidelines of the assembly bearing on the business being considered. It is the duty of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation, or effect of the motion. The Chair's reply is not subject to Appeal, since it is an opinion, not a ruling.

Point of information - a request directed to the Chair, or through the Chair to another member, for information relevant to the business being considered but is not a matter relevant to parliamentary procedure and requires no vote.

Point of order - means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order.

Postpone to a definite time (definitely) - to postpone action on a pending motion until a definite day, meeting or hour or until after a certain event.

Postpone indefinitely - the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question.

Robert's Rules of Order continued....

Previous question - immediately closing debate and the making of any subsidiary motions except the last one on the table of a pending motion. It requires 2/3 to adopt; if not adopted the debate continues. If adopted the pending motion immediately goes to vote.

Raise a question (point of privilege) - a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order. The Chair rules (subject to appeal) only on whether this matter should interrupt pending business. If yes, then the assembly handles the matter like a regular main motion.

Recess - a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at the point where it was interrupted.

Reconsider - enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be made by a member who voted on the prevailing side and it must be moved on the same day. If the reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it were never voted on.

Rescind, Repeal, Annul - to cancel out a motion already adopted. This motion can be moved by any member, regardless of how that member voted on the original question. There is also no time limit on when this motion can be made.

Suspend the rules - enables the assembly to do something without violating one or more of its own regular rules, for instance to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to.



MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules 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
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous



ICANA Activities Subcommittee Guidelines

Article I **General**

Section I:

Definition and Purpose: The Interstate Crossroads Area of Narcotics Anonymous Activities Subcommittee is made up of volunteer members from the Interstate Crossroads Area of Narcotics Anonymous. The ICANA Activities Subcommittee exists to foster the message of recovery and Area unity through regularly held events that are approved by the Groups of ICANA. All functions will be held in accordance with the 12 Traditions of Narcotics Anonymous, the ICANA Area Guidelines, and current NAWS handbooks.

Section II:

Functions and Responsibility: The Activities Subcommittee will:

- A) Coordinate and implement a minimum of four events annually.
- B) Conduct a monthly business meeting.
- C) Maintain lines of communication between the Groups of ICANA and the Area Steering Subcommittee.
- D) Make space available for H & I, P.R., and Steering Subcommittee workshops at each event.

Section III:

Activities Business Meeting: The Activities Subcommittee shall meet at least once a month at a pre-advertised place and time. Special meetings may be called at the Chair's discretion with one week advance notice to facilitate event planning and implementation.

Section IV:

Activities Budget: ICANA Activities Subcommittee budget is set by the ICANA Groups and may change on a per event basis at their discretion. The Activities Chair is responsible for all event funds advanced to the Subcommittee and generated by the Subcommittee. In accordance with ICANA Guidelines, no one under one year clean may handle ICANA funds. All who handle funds must first read and sign NAWS Bulletin #30 "Theft of NA Funds", with the ICANA Vice Chairperson, or in the absence or vacancy, the Steering Chairperson.

Section V:

Events: All event proposals must be submitted to and approved by the Groups of ICANA prior to any event implementation and must be held in the ICANA Area.

Section VI:

Amending Guidelines: These guidelines may be amended by the Activities Subcommittee by 2/3 majority consensus and are subject to approval by the GSR's at the next Area meeting in accordance with ICANA Guidelines. Suggested amendments are to be presented by the Activities Chair to the ICANA ASC before final approval and are subject to input and amendment by the ASC.

Section VII:

Voting and Selection of Trusted Servants: Each member has the equal right of input and vote in the committee. The Chairperson carries a vote only in the case of a tie vote by the committee. Any member of NA must be present at two consecutive subcommittee meetings to have a vote. The Chairperson is selected by the Area. Trusted Servants of the Activities Subcommittee shall be selected each year in July to fill the following positions: Vice Chairperson, Secretary, and Event Coordinators. Regardless of when Trusted Servants are selected, all positions are open to nomination in July. Any subcommittee Trusted Servant, except the Chairperson, can be removed from office by a 2/3 majority consensus in accordance with ICANA Guidelines. Loss of clean time constitutes an automatic resignation. No Trusted Servant will be eligible to serve more than two terms consecutively in the same position.

Article II

Duties and Qualifications

Section I:

Chairperson: The Chairperson is selected by a majority vote of the ICANA Groups. The Chairperson duties are state in the ICANA Guidelines.

Section II:

Vice Chairperson: The responsibilities of the Vice Chairperson are as follows:

A) Fourth Concept:

1. Suggested minimum of one year continuous abstinence.
2. Suggested 6 months previous service experience.
3. A working knowledge of the 12 Steps, 12 Tradition, and 12 Concepts for NA Service.
4. A current ICANA Home Group.
5. The willingness and desire to give the time and resources necessary to conduct the business of the Activities Subcommittee.

B) Third and Fifth Concepts:

1. Work closely with the Activities Chairperson and Secretary.
2. Act as a lead Event Coordinator.
3. Attend every Activity meeting and event.
4. Will receive and automatic nomination for Activities Chairperson at the end of term or in the event that the Chairperson resigns or in unable to perform duties.
5. Conduct the Activity Subcommittee meeting in the absence of the Chairperson.

Section III:

Secretary: The responsibilities of the Secretary are as follows:

A) Fourth Concept:

1. Suggested minimum one year continuous abstinence.
2. Suggested 6 months previous service experience.
3. A working knowledge of the 12 Steps, 12 Tradition, and 12 Concepts for NA Service.
4. A current ICANA Home Group.
5. The willingness and desire to give the time and resources necessary to conduct the business of the Activities Subcommittee.

B) Third and Fifth Concepts:

1. Work closely with the Activities Chairperson and Activities Vice Chairperson.
2. Maintain event archives.
3. Attend every Activity meeting and event.
4. Maintain an inventory of Activities supplies.
5. Assists Chairperson with the meeting minutes.

Section IV:

Event Coordinator: The responsibilities of the Event Coordinator are as follows:

A) Fourth Concept:

1. Suggested minimum nine months continuous abstinence.
2. Suggested previous service experience.
3. A working knowledge of the 12 Steps, 12 Tradition, and 12 Concepts for NA Service.
4. A current ICANA Home Group.
5. The willingness and desire to give the time and resources necessary to conduct the business of the Activities Subcommittee.

B) Third and Fifth Concepts:

1. Work closely with the Activities Chairperson, Activities Vice Chairperson and Secretary.

2. Coordinate tasks assigned and make monthly reports on those tasks to the Subcommittee
3. Attend every Activity meeting and event.

Section V:

Event Member: The responsibilities of the Event Member are as follows:

A) Fourth Concept:

1. Suggested minimum 90 days continuous abstinence.
2. A working knowledge of the 12 Steps, 12 Tradition, and 12 Concepts for NA Service.
3. A current ICANA Home Group.
4. The willingness and desire to give the time and resources necessary to conduct the business of the Activities Subcommittee.

B) Third and Fifth Concepts:

1. Work closely with the Event Coordinator.
2. Assist in tasks assigned and event implementation.

ICANA H & I Subcommittee Guidelines

Article I

General

Section I:

Definition and Purpose: The Interstate Crossroads Area of Narcotics Anonymous H & I Subcommittee is comprised of volunteer members from the Interstate Crossroads Area of Narcotics Anonymous. The ICANA H & I Subcommittee is responsible to carry the message of recovery for ICANA into hospitals and institutions whose residents have restricted access to regular NA meetings. All H & I functions will be held in accordance with the 12 Traditions of Narcotics Anonymous, the ICANA Area Guidelines, and current NAWS H & I handbooks.

Section II:

Functions and Responsibility: The H & I Subcommittee will:

- A) Coordinate a minimum of two H & I Learning Day/Workshops annually.
- B) Conduct a monthly business meeting.
- C) Maintain lines of communication between the facilities and ICANA.
- D) Carry the message and to disburse literature to all facilities through H & I Panel.
- E) Be responsible for having only men attend and share in men's facilities; and have only women attend and share in women's facilities.

Section III:

H & I Business Meeting: The H & I Subcommittee shall meet regularly before the monthly Area meeting. No meeting should last longer than one and a half hours; except by a vote by the members present.

Section IV:

Budget: ICANA H & I Subcommittee Chair shall administer the allotted budget in accordance with ICANA guidelines. The Chair shall give monthly reports of all expenditures, validated by receipt, to the H & I Subcommittee and ICANA. The monthly budget is currently set by the ICANA ASC at \$200.00.

Section V:

Amending Guidelines: These guidelines may be amended by the H & I Subcommittee by 2/3 majority consensus and are subject to approval by the GSR's at the next Area meeting in accordance with ICANA Guidelines. Suggested amendments are to be presented by the H & I Chair to the ICANA ASC before final approval and are subject to input and amendment by the ASC.

Section VI:

Voting and Selection of Trusted Servants: Each member has the equal right of input and vote in the committee. The Chairperson carries a vote only in the case of a tie vote by the committee. Any member of NA must be present at two consecutive subcommittee meetings to have a vote. The Chairperson is selected by the Area. Trusted Servants of the H & I Subcommittee shall be selected each year in July to fill the following positions: Vice Chairperson, Secretary, and Panel Coordinators. Regardless of when Trusted Servants are selected, all positions are open to nomination in July. Any subcommittee Trusted Servant, except the Chairperson, can be removed from office by a 2/3 majority consensus in accordance with ICANA Guidelines. Loss of clean time constitutes an automatic resignation. No Trusted Servant will be eligible to serve more than two terms consecutively in the same position.

Section VII: In the event that an issue comes up that is not addressed in these guidelines, the H & I Subcommittee will use the policy from the current WSC H & I Handbook.

Article II **Duties and Qualifications**

Section I:

Chairperson: The Chairperson is selected by a majority vote of the ICANA Groups. The Chairperson duties are stated in the ICANA Guidelines.

Section II:

Vice Chairperson: The responsibilities of the Vice Chairperson are as follows:

- A) Fourth Concept:
 - 1. Suggested minimum of one year continuous abstinence.
 - 2. Suggested 6 months previous H & I experience.
 - 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
 - 4. A current ICANA Home Group.
 - 5. The willingness and desire to give the time and resources necessary to conduct the business of the H & I Subcommittee.
- B) Third and Fifth Concepts:
 - 1. Work closely with the H & I Chairperson.
 - 2. Will receive and automatic nomination for H & I Chairperson at the end of term or in the event that the Chairperson resigns or in unable to perform duties.
 - 3. Conduct the H & I Subcommittee meeting in the absence of the Chairperson.

4. Coordinate and work with Panel Coordinators as a Lead Panel Coordinator to assure that H & I volunteers are placed as Panel members or rotation Panel members.
5. Keep an updated volunteer sheet of members willing and eligible to be Panel members, and provide copies to all Panel Coordinators and Leaders.
6. Keep a record of all H & I Subcommittee members' names, phone numbers, and addresses, as well as maintain approved speaker list.

Section III:

Secretary: The responsibilities of the Secretary are as follows:

A) Fourth Concept:

1. Suggested six months continuous abstinence.
2. The willingness and desire to give the time and resources necessary to conduct the business of the H & I Subcommittee.

B) Third and Fifth Concepts:

1. Work closely with the H & I Chairperson and H & I Vice Chairperson.
2. Keep a complete record of all regular and special H & I Subcommittee meetings in the form of minutes.
3. Maintain minutes and give them to Chairperson no later than one week following each monthly subcommittee meeting.
4. Keep accurate archives of the minutes and make them available to any NA member upon request.
5. Keep a continuing roster of monthly attendance at the H & I Subcommittee meeting to determine voting membership.

Section IV:

Panel Coordinator: The responsibilities of the Panel Coordinator are as follows:

A) Fourth Concept:

1. Minimum one year continuous abstinence.
2. Suggested six months previous involvement in H & I as a Panel Leader.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
4. The willingness and desire to give the time and resources necessary to conduct the business of the H & I Subcommittee.

B) Third and Fifth Concepts:

1. Keep in close contact and work with ICANA H & I elected Trusted Servants and the Panel Leaders if that facility for which he/she is the coordinator.
2. Instruct the Panel Leaders in the facilities' requirements, regulations, and general rules.

3. Make sure that panels are full for scheduled meetings, in cooperation with H & I Vice Chairperson, in the facility for which he/she is Panel Coordinator and that meetings go on as scheduled.
4. Acts as liaison between the ICANA H & I Subcommittee and the facility.
5. Maintain literature supply for that facility.
6. Nominate Panel Leaders to be approved by ICANA H & I Subcommittee.
7. Suggest a replacement for Panel Coordinator near the end of his/her commitment.

Section V:

Panel Leader: The responsibilities of the Panel Leader are as follows:

A) Fourth Concept:

1. Minimum one year continuous abstinence (unless otherwise required by the facility).
2. Previous involvement in H & I as a Panel Member.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
4. Previous attendance at an H & I Learning Day/Workshop.
5. The willingness and desire to give the time and resources necessary to conduct the business of the Activities Subcommittee.

B) Third and Fifth Concepts:

1. Chair for a one year term at an H & I meeting in the facility being served in accordance with standard procedure.
2. Be familiar with H & I Subcommittee and facility rules.
3. Inform the Panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
4. In cooperation with the Panel Coordinator, shall schedule panel members for his/her H & I meeting and inform them of all the rules of that facility.
5. Inform the Panel members of the format and procedure.
6. Give advance notice resignation to Panel Coordinator.
7. Help maintain literature.
8. May be removed from panel assignment due to absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.
9. Appoint needed panel members (speakers) from the H & I Subcommittee list.

Section VI:

Panel Co-Chair: The responsibilities of the Panel Co-Chair are as follows:

A) Fourth Concept:

1. Minimum 90 days continuous abstinence.

2. Willingness and desire to serve.
- B) Third and Fifth Concept:
1. Participation in meeting shall be limited to doing readings only. Panel Co-Chairs will not participate in the lead or panel discussion.
 2. Adhere to the rules of the facility wherein he/she is a guest.
 3. Keep in mind that he/she may be seen as a representative of NA and conduct himself/herself responsibly.

Section V:

Panel Member: The responsibilities of the Panel Member are as follows:

- A) Fourth Concept:
1. Minimum six months continuous abstinence.
 2. Willingness and desire to carry the message of recovery and share experiences and hopes.
- B) Third and Fifth Concept:
1. Take an active role in the H & I meeting as a speaker, or in whatever acceptable capacity that may be requested by the Panel Leader.
 2. Adhere to the rules of the facility wherein he/she is a guest.
 3. Keep in mind that he/she may be seen as a representative of NA and conduct himself/herself responsibly.

Article III **Panel System**

Section I:

Definition: The “Panel System” refers to the general approach to structuring ICANA’s H & I effort which uses a “Panel” and “Panel Formats.”

Section II:

The Panel: The Panel Leader selects a panel in cooperation with the Panel Coordinator and the Vice Chairperson. The panel is made up of a Panel leader and at least one and no more than four other panel members.

Section III:

Panel Formats: The specific ways in which ICANA’s H & I Subcommittee structures and conducts its meetings. All meetings shall close with the Serenity Prayer.

- A) Speaker Presentations:
1. **Speaker Panel:** In an H & I Speaker Panel meeting, one or more NA Panel Members share their experiences, strengths, and hopes.

2. Speaker Topic: During an H & I Speaker Topic meeting, each Panel Member share on one topic or separate topics, and then there will be time for questions.
- B) Discussion Presentations:
1. Topic: The Panel Leader introduces the topic and shares first (to set a recovery oriented tone) then alternates between residents and Panel Members.
 2. Literature: NA approved literature is read by the Panel Member and discussed.
 3. Question and Answer: Suggested for adolescent facilities. The Panel Leader invites the residents to write topics or questions they would like discussed on a piece of paper and place them into a basket anonymously. Topics will be drawn and screened by the Panel Leader and addressed by the Panel Members.

Article IV
Approved Literature

Section I: ICANA H & I shall provide all its own literature for its H & I meetings.

A) White Book, Basic Text, Meeting Lists, Behind the Walls, and Group Readings.

B) IP's as follows:

- | | |
|--|-------------------------------------|
| No 1 Who, What, How and Why | No. 5 Another Look |
| No. 6 Recovery and Relapse | No. 7 Am I An Addict? |
| No. 8 Just For Today | No. 9 Living the Program |
| No. 11 Sponsorship | No. 12 Triangle of Self-Obsession |
| No. 13 Youth in Recovery | No. 16 For the Newcomer |
| No. 17 For Those in Treatment | No. 19 Self-Acceptance |
| No. 20 H & I Service and the NA Member | No. 23 Staying Clean on the Outside |
| No. 22 Welcome to NA | Publication Reaching Out |
| An Introductory Guide to NA | In Times of Illness |

ICANA Public Relations Subcommittee Guidelines

Article I

General

Section I:

Definition and Purpose: The Interstate Crossroads Area of Narcotics Anonymous H & I Subcommittee is comprised of volunteer members from the Interstate Crossroads Area of Narcotics Anonymous. The ICANA P.R. Subcommittee is responsible to inform the public for ICANA that NA exists and offers recovery from the disease of addiction. ICANA P.R. offers information about what NA is, and how and where to find NA meetings. All ICANA P.R. functions will be carried out in accordance with the 12 Traditions of Narcotics Anonymous, the ICANA Area Guidelines, and current NAWS P.R. handbooks.

Section II:

Functions and Responsibility: The P.R. Subcommittee will:

- A) Coordinate a minimum of two P.R. Learning Day/Workshops annually.
- B) Conduct a monthly business meeting.
- C) Maintain lines of communication between NA and the public and between the area, regional, and world levels of NA service.
- D) Respond to all requests for information in a timely and effective manner, and in accordance with the ICANA P.R. Contingency Plan.
- E) Prepare and provide introductory literature packets as the P.R. Subcommittee deems necessary.
- F) Maintain Project Committees to work on specific projects such as, but not limited to: Informational Packet Mailing, Media PSA's, Posters, Basic Text donations to area libraries, Health Fairs, and Public Presentations.
- G) At the discretion of the P.R. committee members, agree to be responsible for or assist with any project not listed, which falls within the boundaries for public information as determined by these guidelines, ICANA, and the NA P.R. handbook "Public Relations."
- H) Insure all website content falls within the 12 Traditions and intellectual property is not infringed. The P.R. Subcommittee shall direct any website construction insuring it falls within the NAWS model of www.na.org.

Section III:

H & I Business Meeting: The P.R. Subcommittee will hold its regular monthly business meeting on the same day of the week and week of the month as determined by the subcommittee members. The time and location shall be well publicized within the local NA fellowship, encouraging all NA members to attend.

Section IV:

Budget: ICANA P.R. Subcommittee Chair will maintain the monthly budget funded by and in accordance with ICANA guidelines. The Chair shall give monthly reports of all expenditures, validated by receipt, to the P.R. Subcommittee and ICANA. The monthly budget is currently set by the ICANA ASC at \$75.00.

Section V:

Amending Guidelines: These guidelines may be amended by the P.R. Subcommittee by 2/3 majority consensus and are subject to approval by the GSR's at the next Area meeting in accordance with ICANA Guidelines. Suggested amendments are to be presented by the P.R. Chair to the ICANA ASC before final approval and are subject to input and amendment by the ASC.

Section VI:

Voting and Selection of Trusted Servants:

- A) Each member has the equal right of input and vote in the committee except the Chairperson who carries a vote only in the case of a tie vote by the committee.
- B) Any member of NA wishing to vote shall have attended the previous ICANA P.R. Subcommittee meeting.
- C) Any NA Member has the right to address the P.R. Subcommittee with P.R. related business.
- D) The Chairperson is selected by ICANA in June and is accountable and subject to ICANA guidelines.
- E) Trusted Servants of the P.R. Subcommittee shall be selected each year in July to fill the following positions: Vice Chairperson, Secretary, and Project Coordinators. Regardless of when Trusted Servants are selected, all positions are open to nomination in July.
- F) No Trusted Servant will be eligible to serve more than two terms consecutively in the same position.
- G) Any subcommittee Trusted Servant, except the Chairperson, can be removed from office by a 2/3 majority consensus in accordance with ICANA Guidelines. Loss of clean time constitutes an automatic resignation.

H) All Trusted Servants of ICANA P.R. shall:

- a. Attend at least one P.R. Learning Day/Workshop.
- b. Have an ICANA home group.
- c. Attend the monthly ICANA P.R. Subcommittee meeting. Two absences constitutes a resignation of a P.R. commitment.
- d. Keep in mind that they may be seen as a representative of NA and should conduct themselves in a responsible manner.

Section VII: In the event that an issue comes up that is not addressed in these guidelines, the H & I Subcommittee will use the policy from the current WSC H & I Handbook.

Article II

Duties and Qualifications

Section I:

Chairperson: The Chairperson is selected by a majority vote of the ICANA Groups for a term of one year. The Chairperson duties are state in the ICANA Guidelines.

Section II:

Vice Chairperson: The responsibilities of the Vice Chairperson are as follows:

A) Fourth Concept:

1. Suggested minimum of one year continuous abstinence.
2. Suggested 6 months previous P.R. experience, or previous service experience at any level.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
4. A working knowledge of the ICANA guidelines and ICANA P.R. guidelines.
5. The willingness and desire to give the time and resources necessary.

B) Third and Fifth Concepts:

1. Take an active part in the direction of the P.R. Subcommittee. Work closely with the P.R. Chairperson and assist with organizational duties.
2. Will receive and automatic nomination for P.R. Chairperson at the end of term or in the event that the Chairperson resigns or in unable to perform duties.
3. Conduct the P.R. Subcommittee meeting in the absence of the Chairperson.
4. Act as the lead Project Coordinator and assist the P.R. Subcommittee in upholding the integrity of NA in all correspondence with the general public.
5. Act as a liaison between the ICANA website and the P.R. Subcommittee.

Section III:

Secretary: The responsibilities of the Secretary are as follows:

A) Fourth Concept:

1. Suggested nine months continuous abstinence.
2. The willingness and desire to serve and give the time and resources necessary.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.

B) Third and Fifth Concepts:

1. Work closely with the P.R. Chairperson and P.R. Vice Chairperson.
2. Keep an accurate archive of qualified Public Relations speakers.
3. Keep accurate archives of the minutes and make them available to any NA member upon request.
4. Keep a continuing roster of monthly attendance at the P.R. Subcommittee meeting to determine.
5. Assist the P.R. Subcommittee in developing or creating an informational database for use in ICANA P.R. efforts.
6. Assist the P.R. Subcommittee with any typing needed for correspondence used in ICANA P.R. efforts.
7. Maintain all necessary stationary supplies needed for subcommittee efforts.

Section IV:

Project Coordinator: The responsibilities of the Panel Coordinator are as follows:

A) Fourth Concept:

1. Suggested minimum one year continuous abstinence.
2. Suggested six months previous P.R. experience, or previous service experience at any level.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
4. The willingness and desire to serve and give the time and resources necessary.

B) Third and Fifth Concepts:

1. Coordinate the efforts of their assigned Project Committee.
2. Act as a liaison between their Project Committee and the P.R. subcommittee.
3. Keep in close contact and work with the P.R. Chairperson, Vice Chairperson, and Secretary.
4. Submit a written monthly report on the progress of any current project to the P.R. Subcommittee.
5. Make available to the Secretary all accumulated data pertaining to any current projects for database purposes.

6. Appoint needed Project Members, to be approved by the P.R. Subcommittee.
7. Suggest a replacement for Panel Coordinator near the end of his/her commitment.

Section V:

Project Member: The Project Member is selected by the Project Coordinator in cooperation with the P.R. Subcommittee and the responsibilities are as follows:

- A) Fourth Concept:
 1. Six months continuous abstinence.
 2. Willingness and desire to serve and give the time and resources necessary.
- B) Third and Fifth Concept:
 1. Rigorously adhere to Article III of the ICANA P.R. Guidelines – “Speaking to Non-Addicts.”
 2. Take an active role in the P.R. Subcommittee in whatever acceptable capacity as may be requested by the subcommittee.
 3. At the discretion of the subcommittee members, agree to be responsible for or assist with P.R. projects.
 4. Keep in mind that they may be seen as a representative of NA and should conduct themselves responsibly.

Article III

P.R. Presentations / Speaking to Non-Addicts

Section I: All NA members that qualify for ICANA P.R. presentations of public speaking engagements will be selected by the P.R. Subcommittee using the following qualifications:

- A) One year continuous abstinence.
- B) Attendance of at least one P.R. Learning Day/Workshop.
- C) Attendance of at least two public speaking engagements of P.R. presentations as an observer.
- D) A working knowledge of the 12 Steps and 12 Traditions of NA as well as the do's and don'ts of P.R.
- E) Ability to follow established guidelines.
- F) Present a good image of recovery, (i.e.) be on time, dress appropriately, avoid the use of profane language, etc. during presentations as well as on the premises. Strictly follow any and all facility rules.
- G) Have a Narcotics Anonymous home group.

Article IV
ICANA P.R. Contingency Plan

Section I:

The NA Member, Group, and Public Relations: The ICANA P.R. Subcommittee shall adequately inform the NA fellowship about P.R. efforts so that any NA member knows what to do when someone from outside NA requests general information, speaking engagements, literature, etc.

- A) Call the ICANA P.R. Chairperson to handle the request. Every home group secretary or GSR should always have on hand phone numbers for the P.R. Chairperson or Vice Chairperson.
- B) Call the ICANA Chair or Vice Chair. Every home group secretary or GSR should always have on hand phone numbers ICANA Chairperson or Vice Chairperson.
- C) All requests for information from outside the fellowship should be referred to these Trusted Servants.
- D) Remember that no individual can represent NA. That is why we have service committees to handle Public Relations.
- E) Never do speaking engagements alone. Refer them to the appropriate Trusted Servants.
- F) Never do media interviews alone. Refer the request for interviews to the appropriate Trusted Servant.

Section II:

ICANA P.R. Response: Once a request has been received or when plans are being drawn for a P.R. Campaign, the trusted servants listed above shall respond within 48 hours and the following information must be obtained and appropriate action is taken.

- A) Determine what audience level the P.R. request or campaign is likely to receive. Determine if it's going to be used in a local, regional, or national engagement, broadcast or print story.
- B) Determine if the P.R. request or campaign will overlap into other areas and regions, or if it needs to be handled at the world or regional level of NA.
- C) Determine the scheduling and deadline requirements of the P.R. request or campaign.
- D) *The ICANA P.R. Subcommittee shall always contact the Regional P.R. Chair in the event that any P.R. request or campaign results in a radio, film, internet or TV interview with any NA member.*

Section III:

Less Than 48 Hour Lead Time Response:

- A) Requests involving such a short time require immediate action. Two or more members of the ICANA P.R. Subcommittee or other ICANA Trusted Servants will act as the individual service arm, responding with whatever assistance they can provide.
- B) The Trusted Servants shall be the most knowledgeable and experienced members of ICANA P.R. or ICANA Trusted Servants.

Section IV:

More Than 48 Hour Lead Time Response:

- A) The ICANA P.R. Subcommittee shall respond to all requests and campaigns by sending two or more individuals to the task.
- B) If the P.R. requests or campaigns overlap into other areas, ICANA P.R. shall contact the regional P.R. Chairperson and the other area P.R. Chairperson(s) that the requests or campaigns will affect. Together they will assign individuals to be part of a P.R. Task Force.

