



Ocean Gateway Area  
of Narcotics Anonymous

# **POLICY & PROCEDURES**

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February 2011

## Service Prayer

“Goodwill is best exemplified in service; proper service is ‘doing the right thing for the right reasons.’ When goodwill supports and motivates the individual and the Fellowship, we are fully whole and wholly free.”

## On Service

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 purpose that these guidelines have been compiled.

We must always remember that as individual members, groups and service committees:

***We are not and never should be in competition with each other.***

We work separately and together in an effort to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the service necessary to grow as a fellowship.

This policy was written simply as a guide for the expressed purpose of providing some direction to the OGANA subcommittees and it's members to conduct business at the area level effectively and efficiently. Obviously, no one document can be so thorough that it would apply to all situations on a constant basis. We must still rely on the God of our understanding to fill our hearts with knowledge, wisdom, and compassion allowing a collective decision that helps better carry the message of Narcotics Anonymous.

All areas not covered by this policy, please refer to the Twelve Traditions, Twelve Concepts, Guide to Local Area Services, and above all our Higher Power.

# OCEAN GATEWAY AREA POLICY AS OF FEBRUARY 2011

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In the process of compiling this policy, certain motions have been combined or otherwise rewritten for the purpose of clarity, readability, or continuity. Any changes have only involved structure, or verb-tense. It is the belief of the policy subcommittee that no substantive changes have resulted from this. The original minutes of all ASC meetings are maintained by the ASC Secretary as well as the policy. All amended policies are noted with the original policies.

## Key to codification or numbering system

The codification system is based upon the minutes of the ASC meetings. The first number corresponds to the ASC meeting. The second number refers to the page number of the minutes on which the passage of the policy appears. The third number refers to the line number on the page of the minutes on which the policy appears.

*Example:*

**01:01:13** This would appear in the minutes of the first ASC meeting, (July, 1989), on page one, at line number thirteen.

**206:02:14** To establish the prevailing order of policy in the following manner to address wording:

1. Original Motion
2. Earliest Policy
3. Minutes

## Abbreviations

Abbreviations have been changed to reflect the updates that have occurred at the Area, Regional, and World Levels. Certain abbreviations have been and are used by the ASC for the purpose of simplicity and clarity. These are:

GSR	Group Service Representative
ASC	Area Service Committee
OGASC	Ocean Gateway Area Service Committee
OGANA	Ocean Gateway Area of Narcotics Anonymous
PI/PR	Public Information- Public Relations (Revision adapted at a World Level in 2008)
H&I	Hospitals and Institutions
RCM	Regional Committee Member
RD	Regional Delegate
CCBD	Convention Corporation Board of Directors
FSR	Free State Region
RSC	Regional Service Committee
WSC	World Service Conference
WB	World Board
WBEC	World Board Executive Committee
NAWS	Narcotics Anonymous World Service
CAR	Conference Agenda Report
MARLCNA	Mid Atlantic Region Learning Conference of Narcotics Anonymous
C&P	Chesapeake & Potomac Region of N.A.
TWGSS	Temporary Working Guide to Our Service Structure

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# GENERAL POLICY

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## GSRs & Groups

**04:02:20** That new groups which are established (meeting once 201:01:09) be voted in by the ASC to become members of the OGASC.

**15:02:28** Groups may plan, announce, and implement their own special events, but must get prior approval from the Special Events Subcommittee

**34:03:42** The “Emergency Literature Fund” is made up of literature returned by groups no longer in existence and contributions from the Literature Subcommittee itself. The purpose is to provide groups with literature, that through no fault of their own, are temporarily out of literature and have no means of obtaining more. An emergency consists of theft or loss. Groups can get literature from the fund by contacting the Literature Chair or Vice-Chair. Each case will be decided by the Literature Subcommittee on a case by case basis.

**190:01:09** The Starter Kit, provided from the ASC, for the new groups will contain specific pieces of literature (with no additional literature given as a donation). The pieces of literature are as follows: One Basic Text, Two IP’s each, Five White Booklets, Two Key Tags each, Five Phonebooks, One Treasurer’s Workbook, One Guide to Local Service or a Home Group Booklet. (amends 04:02:16)

## Area Service Committee

**01:01:13** The name of the ASC is the Ocean Gateway Area Service Committee of Narcotics Anonymous

**48:04:46** GSRs and Alternate GSRs may represent only one group on the floor of the ASC

**50:02:44** Two or more Officers of the OGASC visit meetings that are not being represented at the ASC for three consecutive months. After this visit, the Administrative Officers will make a report to the ASC for one of the following courses of action to be taken:

1. The group be dropped from the OGASC rolls and meeting lists
2. The officers make a follow-up visit & report to the ASC
3. If a groups is not in attendance due to extenuating circumstance, OGASC will continue to support them.

**52:03:44** Any group opting to join another area should be dropped from the OGASC rolls and meeting lists.

**122:01:14** The Ocean Gateway ASC adopts the Guide to Local Service as the document used for its service efforts and that the TWGSS no longer be for that purpose.

**241:04:18** Minutes shall be available for the groups seven working days after the ASC meeting by either of the following methods: 1) Email distribution to those who choose to provide their email address, or 2) Groups can provide a self-addressed stamped envelope to the secretary at the OGASC meeting. (amends 16:02:28, 105:02:158)

## Regional Relations

**56:04:06** That the Area purchase three copies of the CAR as soon as they are available in 1994. In all following years the Area will purchase one copy as soon as available.

**60:03:22** That the area put on a workshop for the GSRs to help clarify the motions in reference to the Conference Agenda Report that need to go back to the groups, and invite the RD to attend.

## Post Office Box

**260:02:22** The ASC and Convention committees establish and maintain a P.O. Box. The payment for the P.O. box shall be the responsibility of the area and convention committee chairpersons. A charge for a lost key, as determined by the post office, will be received by the chair responsible for the lost key prior to receiving a replacement key. (amends 31:01:12 and 204:03:01)

## Other/Misc

**84:02:22** The following unity statement will be included on the meeting list of the Ocean Gateway Area: "Any addict is welcome to any meeting regardless of how it is listed."

# CONDUCT OF ASC MEETINGS

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## General

**01:01:11** That the ASC adopt the “Standing Rules”, including the “Guide to Local Service”, and “Robert’s Rules of Order” for parliamentary procedures as guidelines by which the ASC meetings will be conducted. (amends 122:01:14)

**01:01:11** Open Forum will be held during ASC meeting, with a time limit of 15 minutes per issue.

**06:03:28** That a quorum consists of the GSRs present at the ASC meeting

**118:01:30** To read “The Twelve Concepts of NA Service” after “The Twelve Traditions” at Area Service (amended 57:04:29)

**145:01:03** All Subcommittee and Executive Body limit all reports to 15 minutes. Any excess information would be accessible by way of written reports that are submitted to the Area’s Secretary for that month’s minutes.

**198:01:10** That we take one ten minute break at 2PM during Area Service

## Meetings

**34:03:26** The exact date of the next ASC meeting will be announced before the close of the meeting.

**180:01:13** That changes to ASC meeting dates be voted on by all concerned, including the executive committee and subcommittee chairs.

## Motions

**02:02:21** Only GSRs may make, second, or amend motions, with the exception that Subcommittee Chairs are able to write motions that pertain only to that Subcommittee. Subcommittee motions must be seconded by a GSR.

**06:04:26** That if any two GSRs request that a motion be tabled for Group Conscience, that should be done at once provided that the motion to table receives 2/3 voting approval [of the quorum that consists of the GSRs present at the time of the vote] and the motion to table will not render the main motion obsolete due to time.

**09:02:28** All motions intended to amend or supersede another shall so indicate.

**51:02:52** To allow 15 minutes discussion on each motion on the floor of the ASC and eliminate the policy of 3 pros and 3 cons.

**149:03:01** When motions are brought up involving money, the Treasurer should be given the second opportunity to speak (after the GSR who brought up the motion).

# MONEY MATTERS

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## General

**06:05:25** That all fiscal matters shall be brought up after all other outstanding business (i.e. motions) is concluded.

**66:01:21** To prioritize allocation of available funds in the following manner: contract obligations with outside parties (rent, P.O. Box, phone lines), reimbursement to the secretary, RCM, and other Officers for funds advanced in accordance with their duties as required by policy, purchase of CAR's, starter kits and H&I Literature, special events, donations to region, other discretionary spending.

**97:02:24** That OGASC will pay thirty dollar but no more than thirty-five dollar in rent to the SSACC for ASC meetings. We request the Board of Directors for the SSACC to provide with at least 60 days advanced in written notice for further increases and/or other changes regarding our use of the facility.

**107:01:42** To pass the basket at Area Service to support the Area on an as needed basis.

**149:02:29** That a checking account be maintained with no less than two (2) of the current authorized signatures (Treasurer, Vice-Treasurer, Chair, and Vice-Chair)

**149:02:38** That an accurate report of income and expenses be made at every ASC meeting

**149:02:42** That all records be maintained for no less than 1 year and be made available to the ASC as a whole, or a current GSR upon reasonable request.

**158:02:10** Any checks written over \$250 require two signatures. The treasurer has to review the receipts and bank statements every month with the Chair and Vice Chair.

**260:02:03** That the prudent reserve of \$2,330.00 be established and maintained. At the end of area service, anything over this amount will be donated to the region. Only required expenses will be paid without a GSR vote such as rent, telephone, and post office fees. (amends 149:02:04)

## Reimbursements

**02:02:27** That the ASC Secretary be given funds as needed to purchase supplies pertaining to the functions performed by said office.

**45:04:19** The RCM and Alternate RCM be reimbursed for travel expenses to Regional Service meetings. Only exact gas and toll expenditures will be reimbursed. Receipts must be turned in. Any other travel expenses must be approved in advance by the ASC on a case by case basis.

**45:04:29** Registration fees for approved workshops for the RCM and Alternate RCM will be reimbursed upon approval by the ASC.

**76:01:52** The OGASC will provide funding for their trusted servants to attend approved workshops in which it is necessary for them to leave the area for more than one day. Funding will include hotel cost, exact gas and tolls, registration fees and food. Hotel cost must be kept to a minimum and food allowance will be up to \$20 per day. Receipts must be submitted.

## Donations

**03:02:21** To have group names, and the amount of donations to the ASC, included in the ASC minutes.

**34:04:04** That the Treasurer give receipts for 7<sup>th</sup> Tradition donations to the Area.

## Subcommittees

**41:04:19** Resolved that all Committees and Subcommittees to the OGASC provide upon request by any group belonging to the Area, detailed financial records, including bank statements and receipts for expenditures for the purpose of audit and examination at the ASC meeting.

**50:03:01** That H&I be allocated up to \$75 a month for literature, depending upon the availability of funds, said funds going directly to the Literature Subcommittee. (amended 03:02:27, 09:02:30, 15:02:25, 26:02:38)

**223:02:48** To increase the PR monthly reserve to \$125 [previously \$75] (amends 158:02:05)

**230:03:05** That the ASC provide the Policy subcommittee funds in the amount of \$50.00 on a monthly basis in the form of an ASC check or cash to begin June 22, 2008

**257:03:38** To raise the Special Events subcommittee's prudent reserve from \$500 to \$800

## Phone Line

**146:01:14** All costs incurred from long distance phone during shifts for the Regional Phone Line is reimbursed by the Area, providing a phone bill is presented.

## Other

**201:01:11** That the policy of providing donuts at area service be removed. (amends 30:03:16)

# ELECTIONS

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**02:02:26** New Officers will take office after the ASC meeting to avoid interruptions.

**06:02:03** Any ASC Officer or Subcommittee Chair may be removed during their term in office by a majority vote of the ASC. NA service manuals will be provided by the ASC to Officers and Subcommittee Chairs at the beginning of their term in office.

**06:05:13** Elections will be held in July, and the newly elected Officers and Subcommittee Chairs will begin their terms in August. This will allow a one month training period before taking office. The term in office shall be one year. All ASC Officers and Subcommittee Chairs may succeed themselves in office, but it is strongly recommended that no Officer or Subcommittee Chair serve more than two consecutive terms or two years. If any Officer or Subcommittee Chair is unable to complete their term in office, an election will be held for the remainder of the term.

**07:02:14** Any elected servant of the ASC who misses two ASC meetings in one quarter will be asked to explain and stand for a vote.

**159:02:06** Vacancies of offices on the ASC or of Subcommittee Chairs will be filled by election at the following months ASC except for the Convention Committee which will be allowed to elect its Chairperson within the committee to better serve the Convention Committee as a whole. (amends 02:02:19, 34:03:30)

**167:02:06** To change the term of service for the RCM and Alternate RCM from 2 years to 1 year. (amends 135:01:03)

**197:01:11** That nominees be present and qualify (according to the duties, responsibilities and guidelines of the open position) for the position which they are being nominated. Information can then be carried back to the home groups for an informed group conscience. (amends 34:03:30)

# OFFICER GUIDELINES

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## General

**06:02:03** It is suggested that Officers have prior service experience as a GSR, Officer, Subcommittee Chair or Subcommittee member. ASC Officers will not represent any one group as a GSR during their term in office.

**06:05:10** Subcommittee Chairs will present a monthly committee report to include the Subcommittee budget to the ASC meetings. The Chairs will submit a written report to the Secretary at every ASC meeting and announce their report. The Subcommittee Chairs will be responsible for developing and maintaining guidelines and policies for their subcommittee. The policies and guidelines must first be approved by the ASC executive body. This shall be aligned to follow NA's 9<sup>th</sup> tradition, which states that subcommittees shall be directly responsible to those they serve; that being the ASC, whose primary purpose is to carry the message to the addict who still suffers. Chairpersons shall delegate responsibility to the Subcommittee members. It is suggested that Subcommittee Chairs have a minimum of one year continuous abstinence from all drugs.

**12:02:38** Subcommittees will turn over any monies over a prudent reserve to the ASC to be distributed as needed.

**48:05:20** The Chairperson of the OGASC shall express no opinion while facilitating the ASC. If the chairperson surrenders the chair to the Vice-Chair to give an opinion, the Chairperson will not resume the Chair until the next ASC meeting.

**65:02:20** Position of alternate secretary was created.

**149:03:06** The suggested clean time requirement for the Treasurer's position be changed to two years.

**151:02:03** Subcommittees will have regularly scheduled meetings. The day and time will be announced and placed on the minutes of the Area Service Committee. Dates and times to be determined by the subcommittees. This will allow the committees to meet at the time that best serves them.

(amends 08:02:37, 15:02:31, 27:03:02)

**260:02:12** The chairperson arranges the agenda for and presides over the monthly ASC meeting. The chair is also responsible for correspondence. At ASC meetings the chair may vote in the event of a tie. A chairperson must be capable of conducting a business meeting in a professional manner. For this reason, it is suggested that they have a minimum of two years continuous clean time. (amends 06:03:17)

**260:02:37** That the policy subcommittee be abolished and all responsibilities of policy be brought back under the responsibility of the ASC vice chair effective immediately after the January 2011 ASC meeting. (amends 199:01:07)

# ASC Officers' Responsibilities

## Chairperson

Policy: **260:02:12**

- Arranges an agenda for and presides over the monthly ASC meetings.
- Responsible for correspondence.
- At ASC meetings the Chair may vote only in the event of a tie.
- Must be capable of conducting a business meeting in a professional manner
- Suggested to have a minimum of two years continuous abstinence from all drugs.

Service Guidelines:

- Shall express no opinion while facilitating the ASC
- If the chairperson surrenders the chair to the Vice Chair to give opinion, the Chairperson will not resume the Chair position until the next ASC meeting.

## Vice Chairperson (Policy Facilitator)

Policy: **06:05:02**

The purpose of the Policy Subcommittee is to:

- Maintain an archive of all ASC minutes.
- Organize the ASC policy in a coherent manner.
- Provide updated copies of said policy to the ASC.
- Upon request of the ASC, to provide analysis and explanations of current ASC policy or proposed policy, and recommendations.
- Report any conflicts or lack of clarity in the policy, as stated or proposed to the ASC.
- To develop and suggest policies that would be of benefit to the ASC.

Service Guidelines:

- Coordinates all subcommittee functions.
- In the absence of the chairperson, the vice chairperson shall perform the duties of the chairperson
- Suggested to have a minimum of one year continuous abstinence from all drugs.

## Secretary

Policy: **241:04:18**

Minutes shall be available for the groups seven working days after the ASC meeting by either of the following methods:

- 1) Email distribution to those who choose to provide their email address or
- 2) Groups can provide a self-addressed stamped envelope to the secretary at the OGASC meeting.  
(amends 16:02:28, 105:02:158)

Service Guidelines:

- Keeps accurate minutes of each ASC business meeting, and types and distributes copies of the minutes to each GSR no later than one week following each ASC meeting. These minutes should be verified by the chairperson before copies are made.
- Suggested to have a minimum of one year continuous abstinence from all drugs.

## Treasurer

Policy: **149:02:29**

- That a checking account be maintained with no less than two (2) of the current authorized signatures (Treasurer, Vice-Treasurer, Chair, and Vice-Chair)
- **149:02:38** That an accurate report of income and expenses be made at every ASC meeting
- **149:02:42** That all records be maintained for no less than 1 year and be made available to the ASC as a whole, or a current GSR upon reasonable request.
- **149:03:06** The suggested clean time requirement for the Treasurer's position be changed to two years.

Service Guidelines:

- Shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the calendar year.
- Can be made responsible for bulk purchases of literature for the groups.
- Suggested to have a minimum of two years continuous abstinence from all drugs

## Regional Committee Member

Service Guidelines:

- A RCM is to an ASC what a GSR is to a group.
- Speak for the members and groups within the area service committee.
- Primary responsibility is to work for the good of NA, provided two-way communication between the area and the rest of NA, particularly with neighboring ASCs.
- Attends all regional service committee meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience.
- May serve on one or more of its ASC and RSC subcommittees, but not as a chairperson.
- Must be able to work for the common good, placing principles before personalities at all times.
- He/she has prior service experience
- The willingness to give the time and resources necessary for the job
- Suggested to have a minimum of three years continuous abstinence from all drugs.

## Alternate Regional Committee Member

Service Guidelines:

- Attends all ASC and RSC meetings, and filling in for the RCM if he or she is absent or for any reason they are unable to complete the term in office.
- Suggested to have a minimum of two years continuous abstinence from all drugs

# SUBCOMMITTEE GUIDELINES

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The Subcommittees of OGASC shall be:

- Public Relations (PR) {Previously known as Public Information (PI)}
- Hospitals & Institutions (H&I)
- Literature
- Special Events
- Web & Graphics
- Convention Committee

Subcommittee Chairpersons

Policy: **06:05:10**

Subcommittee chairs:

- Will present a monthly committee report to include the Subcommittee budget to the ASC meetings.
- Will submit a written report to the Secretary at every ASC meeting and announce their report.
- Will be responsible for developing and maintaining guidelines and policies for their subcommittee.
- The policies and guidelines must first be approved by the ASC executive body.
- Shall be aligned to follow NA's 9th Tradition, which states that subcommittees shall be directly responsible to those they serve, to carry the message to the addict who still suffers.
- Shall delegate responsibility to the subcommittee members.
- Suggested to have a minimum of one year continuous abstinence from all drugs.

## General

**12:02:38** Subcommittees will turn over any monies over and above a prudent reserve to the ASC to be distributed as needed.

**122:01:18** OGASC amends current policy to reflect the language and principles of the Guide to Local Service.

**122:04:21** To abolish the MARLCNA committee. (amends 72:02:21)

**136:01:09** The Subcommittees shall be PR, H&I, Literature, Special Events, Policy, Web & Graphics, and the Convention Committee (amends 01:01:15, 04:02:18, 11:02:37).

**260:02:37** That the policy subcommittee be abolished and all responsibilities of policy be brought back under the responsibility of the ASC vice chair effective immediately after the January 2011 ASC meeting. (amends 199:01:07)

## Public Relations/Phone Line

**07:02:12** The Public Information Subcommittee will adopt a policy handbook for persons on the committee and the 12 step list.

**223:02:48** To increase the PR monthly reserve to \$125 [previously \$75] (amends 158:02:05)

**228:02:43** To change the PI committee name to PR to align with NAWS committee name changes

241:04:01 The Public Relations subcommittee is responsible for printing the meeting lists for distribution at Area

Service Meetings (amends 10:02:37)

## Hospitals & Institutions

**47:05:27** To have H&I subcommittee more accountable as to meeting status.

**48:01:21** That the monthly report to the ASC presented by the H&I Subcommittee contain the following specific information:

- Date, location, and times for all meetings carried by the H&I Subcommittee for the previous month.
- Names of all panel members present at each meeting.
- A listing of all facilities and institutions that have contacted the Subcommittees during the previous month requesting information about meetings being brought into those facilities, and the Subcommittee's response to each request.

**48:05:20** The H&I Subcommittee be requested to submit to the ASC as part of its monthly report a detailed accounting of its distribution of literature received from the ASC in the previous month. Report to include how much literature was distributed to which institutions, as well as any specific request for additional literature.

**50:03:01** That H&I be allocated up to \$75 a month for literature, depending upon the availability of funds, said funds going directly to the Literature Subcommittee. (amends 03:02:27, 09:02:30, 15:02:25, 26:02:38)

## Literature

**34:03:42** The "Emergency Literature Fund" is made up of literature returned by groups no longer in existence and contributions from the Literature Subcommittee itself. The purpose is to provide groups with literature, that through no fault of their own, are temporarily out of literature and have no means of obtaining more. An emergency consists of theft or loss. Groups can get literature from the fund by contacting the Literature Chair or Vice-Chair. Each case will be decided by the Literature Subcommittee on a case by case basis.

## Special Events

**08:02:29** Indigent packages will be offered at the discretion of the Special Events Subcommittee on a case-by-case basis. It will be determined at a later date what "indigent" is.

**08:02:32** The Special Events Subcommittee will have an auditing board consisting of the Subcommittee's Chair, Vice-Chair, and Treasurer. The Treasurer will submit a report at every Subcommittee meeting and ASC meeting.

**09:02:25** The funds from all raffles and 50/50 drawings held by the Special Events Subcommittee will be used to support future Special Event activities.

## Web & Graphics

**90:02:15** To start an Art & Graphic Subcommittee.

**136:01:09** To change the name of "Arts & Graphics" to "Web & Graphics".

**252:02:44** That the area keep a copy of the website's (ogana.org) username and password in the Area's Treasury lock box. Also that instructions for accessing the username and password be kept in OGA's Policy for Web & Graphics.

**260:02:30** That the OGANA continue to fulfill a yearly hosting agreement contract with Mike DiSimon Inc. in regards to a hosting fee for the area's website. OGANA has agreed to pay \$100 on a yearly basis. Payment term is

from January 1<sup>st</sup> to December 31<sup>st</sup>. (amends 136:01:06, 187:02:12)

**Convention Committee**

**116:01:22** Convention Committee is now a standing committee within the OGASC