

Siouxland Area Narcotics Anonymous

Area Service Committee Guidelines

March 2026

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1. ASC Purpose and Scope

The service area includes the following counties: Woodbury, Monona, Plymouth, Ida, Sac, Cherokee, Sioux, Lyon, and Osceola. Area membership is open to any group that wishes to join the Siouxland Area of Narcotics Anonymous. In addition, a group must meet the requirements of the definition of an NA group as defined in “A Guide to Local Services in Narcotics Anonymous.” The group must have met at least once since the last ASC meeting and be able to present a group conscience. A member group of the ASC is defined as follows: any group willing to be represented by a GSR at all regularly scheduled meetings.

All ASC groups and subcommittees, current or new, will meet monthly or as needed, to conduct Area business and must comply with the 12 Steps, 12 Traditions, and 12 Concepts.

The purpose of this committee is to administer and coordinate the activities common to the welfare of the NA groups and subcommittees within the boundaries of the Siouxland Area, to support the needs of these groups and foster unity. Also, the ASC serves as a link between the groups and the Iowa Region of Narcotics Anonymous. For these guidelines, the term Narcotics Anonymous Groups shall be defined as states in the currently approved “A Guide to Local Service in Narcotics Anonymous.” The purpose of the ASC is to support the area, its groups, and their primary purpose by associating a group with other groups locally, thereby helping a group deal with its day-to-day situations and needs. The ASC supports the group conscience of the NA fellowship and will abide by the stated policies of the Iowa Region of Narcotics Anonymous, The World Service Conference, and its service committees. *¹

Everything that occurs in NA service must be motivated by a desire to successfully carry the message of recovery to the addict who still suffers. It is for this reason that we began this work. We must always remember that as individual members, groups, and service committees we are not, and never should be, in competition with each other. Painfully, we have learned that internal strife cripples our fellowship and prevents us from providing the service necessary for growth.

The SANA area subcommittees reserve the right to suspend anyone from participating in area activities or subcommittees and their affiliated chats when violence occurs. Violence refers to altercations at subcommittees or activities that may or may not result in loss of use of facilities or police presence. Individual meetings are autonomous and can make their own decision if any violence occurs within their meetings.

¹ A Guide to Local Service Pg 46

Disqualifications could result in up to a one-year suspension from participating in activities, subcommittees, their affiliated chats, and removal from any ASC service position held by trusted servants found to be in violation of this policy. (Refer to Addendum 9)

2. Abbreviations

- ASC – Area Service Committee
- ASCB – ASC Board
- IRSC – Iowa Regional Service Committee
- GSR – Group Service Representative
- GSRA - Group Service Representative Alternate
- RD – Regional Delegate
- AD – Alternate Delegate
- PR – Public Relations
- PI – Public Information
- H&I – Hospitals and Institutions
- IP – Informational Pamphlet
- RCM – Regional Committee Member
- RCMA – Regional Committee Member Alternate
- IRSCM – Iowa Regional Service Committee Meeting
- RSO – Regional Service Office
- WSC – World Service Conference
- WSO – World Service Office
- CAR – Conference Agenda Report
- CAT – Conference Approval Track
- CBDM – Consensus Based Decision Making
- FIPT – Fellowship Intellectual Property Trust

3. Participants

Voting members of the ASC are the Group Service Representatives (GSR) or, in the absence of the GSR, the Group Service Representative Alternate (GSRA). In instances of procedural business, elected officers and subcommittee chairs become voting members.

Examples of such include generation of ad-hoc committees, pro tempore positions, financial requests, and Regional/World donations.²

1. Voting members must be physically present at the ASC meeting to vote.
2. If a GSR misses two consecutive meetings, their group will become inactive. That group will regain voting rights when they attend their second consecutive ASC meeting.
3. All ASC participants will receive a Guide to Local Service and a folder containing guidelines, all forms used by the ASC, the GSR toolbox information and any other additional information deemed necessary by the ASC. This information will be given to the group GSR's once per year per group. To save on printing costs and literature orders for trusted servants it is strongly suggested the current GSR transfers these items to the next elected GSR for their home group.

4. New Area Groups

1. NA groups wanting to join the Siouxland Area will be added to the meeting list at their first ASC meeting by the Web Servant.
2. NA groups wanting to join the Siouxland Area must have a representative attend two consecutive ASC meetings to become a voting member.

5. ASC Board and Subcommittee Chairs

ASC Board

Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, Regional Committee Member, Regional Committee Member Alternate.

ASC Subcommittee Chairs

Hospitals and Institutions (H&I), Literature, Public Relations (PR), Activities, Newsletter, Guidelines, Web Servant.

6. ASC Business Procedures

² A Guide to Local Service Pg 42

All business conducted in the Siouxland Area ASC meetings shall be conducted utilizing a consensus-based decision-making (CBDM) process. Running a meeting following this approach allows the ASC to arrive at a consensus while practicing spiritual principles. The Second Tradition supports this: “A surrender to a group conscience means we allow our decisions to be shaped by a loving Higher Power.” and follows the Sixth Concept for service: “Group conscience is the spiritual means by which we invite a loving Higher Power to guide us.” A Guide to Local Service in Narcotics Anonymous will be utilized when developing future policies, procedures, and guidelines.

1. The ASC Facilitator, or in their absence, the Co-Facilitator will establish quorum for the ASC after roll call and prior to conducting old service.
2. To conduct ASC business, a quorum shall consist of 67% of area groups with voting privileges.
3. If quorum is not present, the ASC may not conduct any new or old service, except for all reports, collection of group donations, open forum, and payment of the ASC priority expenses. The Treasurer’s report will follow, and the ASC meeting shall adjourn.
4. To change SANA ASC policy, procedures, and guidelines 2/3 (67%) quorum of the area groups with voting privileges must be present.

7. Proposals | Decision-Making

Proposals that are sent back to home groups for group conscience include the following.

1. Policy Changes
2. CAR
3. Regional Proposals
4. Anything outside the day-to-day operations of the ASC body

As a spiritual body, we try to reach all decision by consensus; we believe that a loving God’s will is expressed through our group conscience (Second Tradition). One of the reasons we try to achieve consensus is that it ensures that we follow our Ninth Concept: “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.” By carefully discussing and respectfully listening to all points of view, we try to make sure this happens at all ASC meetings. All ASC proposals, and decisions, except elections, will be considered using consensus-based decision-making. In accordance with the 2nd Tradition and 9th Concept only GSRs who carry

their group conscience shall be permitted to vote on proposals and decisions. Any GSR who cannot accurately reflect their group conscience is expected to abstain during voting. ASC board members and subcommittee chairs who are not also GSRs do not represent a group's conscience and cannot participate in these votes. Any member of the ASC body, who is also a GSR, must cast their vote in accordance with their group's conscience. The only exception is the Facilitators' tie-breaking vote, when needed. In the consensus-based decision-making process, we utilize five color cards (white, green, yellow, orange, and red) to signify questions or additions to discussion and to show your consent or objection to a proposal. Addendum 6 details the definition of each color card and illustrates the flow of the decision-making process.

Decision-Making Process

1. Presentation – A proposal is presented to the Facilitator by a member of the Siouxland Area.
 1. This may be submitted to the Facilitator prior to the meeting to be placed on the agenda; or
 2. It may come during the ASC meeting.
2. Clarification – The maker of the proposal presents the proposal to the ASC body and answers questions about the proposal. Only questions and/or clarifications will be allowed during this step of the process.
3. Straw Poll
 1. The five color cards will be utilized.
 2. 100% agree (green), the proposal goes directly to the consensus phase.
 3. 100% block (red), the proposal goes directly to the consensus phase.
 4. Anything less than 100%, the proposal moves to discussion.
4. Discussion Phase
 1. The Facilitator shall guide discussion utilizing the five color cards.
 2. Changes to the proposal can be made during this time.
 3. The facilitation of discussion should be to offer solutions to create compromise.
 4. All objections should be heard or compromise made.
5. Consensus
 1. The five color cards will be utilized.
 2. If 80% of cards are: accept (green), accept with reservations (yellow), stand aside (orange) or surrender (white), the consensus is that the proposal is accepted.
 3. If not, all cards are accept (green), the Facilitator may ask for further explanation from those members.

4. If 80% consensus is not reached, the Facilitator will review what cards are held up to determine the next step. Those steps are:
 1. Place on the agenda for the next ASC meeting or when applicable the Facilitator or Co-Facilitator will reveal the ballot they had cast prior to the consensus taking place. This ballot shall be used only in the event of a tie.
 2. A majority vote will determine elections.

8. Finances

1. The ASC will have a non-interest-bearing checking account at a local bank.
2. The Treasurer shall maintain a debit card for ASC finances.
3. The ASC prudent reserve, currently set at \$650, shall be based on the estimated upcoming expenses to be determined by the Treasurer and approved by the ASC.
4. The Treasurer shall distribute money for normal operating expenses. Normal operating expenses include:
 1. PO Box Rent
 2. ASC rent to be paid to the hosting facility
 3. RCM expenses for gas and lodging
 4. Monthly H&I disbursement
5. IRSCM travel – Fuel will be paid for no more than two vehicles. Expenses for pre-approved reasonable lodging for both the RCM and RCMA will be paid for by the ASC.
6. The Treasurer and Literature Chairperson shall balance the checkbook, monthly, and receipts shall be attached to the bank statement and will be available at each ASC meeting.
7. The ASC and Literature Subcommittee checking accounts will be audited annually (January) by a trained party outside of the existing ASC.
8. The Literature Subcommittee shall maintain a separate checking account with the following guidelines:
 1. This subcommittee shall have a debit card.
 2. The Treasurer and Literature Chair will be co-signers on this account.
 3. This account shall be used to replenish the SANA literature stockpile.
 4. All money generated from literature sales shall be deposited within two business days from the date of sale.
 5. The total value of the literature plus the bank account balance shall not exceed \$3,250, subject to change by the ASC. Any excess value shall be donated back to the ASC.

6. Outside of donations, literature is ASC's primary fund-raising activity and as such literature sales will be marked up 18% of the actual cost. This mark-up is set to cover shipping costs as well as provide additional funding for ASC operations.
9. The Activities Subcommittee shall maintain a separate checking account with the following guidelines:
 1. This subcommittee shall have a debit card.
 2. The activities bank account shall be co-signed by the Activities Chair and the ASC Treasurer solely by these two trusted servants unless authorized by the ASC body.
 3. The activities bank account shall have a prudent reserve of \$500.
 4. All funds made at any event run by the activities subcommittee more than the prudent reserve shall be returned to the ASC Treasurer at the next area directly following the event in the form of a check.
 5. If additional funds are needed to run a particular event a formal request can be made to the ASC body by bringing a financial request form to the area meeting.
 6. Included in the area report will be the most recent financial bank statements.
10. Donations to the ASC shall be in the form of check, money order, or electronic transfer. A receipt shall be provided at the time of the donation.
11. All financial requests shall be made in writing using the form in Addendum 7.
12. Financial requests may be voted on in the month they are submitted.

9. Meetings

1. All NA meetings are fully self-supporting in accordance with our Seventh Tradition.
2. NA meetings cannot be held in places where the property owner is not known, or permission is not granted.
3. The SANA Web Servant shall provide groups with meeting lists, which are updated as needed.
4. No meeting may be removed from the meeting list unless first investigated for at least one of the following reasons and voted on by the ASC body:
 1. The GSR or meeting representative has confirmed the meeting has closed.
 2. A concern has been raised concerning the adherence to the Narcotics Anonymous 12 Traditions.
 3. Other issues related to acceptance as a Narcotics Anonymous meeting.

5. An NA meeting that meets within the Siouxland Area but does not attend the ASC (not active with voting privileges) will continue to be listed on the meeting list if it is an NA meeting operating within the 12 Traditions of Narcotics Anonymous.

10. Nominations and Elections of the Board and Subcommittee Chairs

Election to an ASC board position or to a subcommittee chair position requires a simple majority approval by 51% of GSRs.

Nominations are required for all Subcommittee Chairs and the ASC board; except in the case where the alternate or co-chair positions served their first year and are in transition for the second year and therefore do not require nomination. The transition is presumptive but not automatic and is subject to approval by the ASC body.

SANA home groups or subcommittees may submit nominations for ASC board and subcommittee chair positions. Nominees must be present at the ASC meeting to accept the nomination, provide their service resume, and answer any questions from the group. At the time of voting the nominee shall leave the room while discussion and voting take place.

1. Regional Service Committee Positions: August – July

These positions include RCM and RCMA. These positions, which are required to attend the Iowa Regional Service Committee meetings (IRSCM), will be announced in May, with nominations coming from home groups or subcommittees in June. Then back to home groups for voting in July and will begin serving in their positions in August.

2. Area Service Committee Positions (elected board): June – May

These positions include Facilitator, Co-Facilitator, Recorder, Treasurer and Co-Treasurer. (Note RCM and RCMA are members of the ASC Board but are elected in the cycle above.) Open ASC Board positions will be announced in March, with nominations coming from home groups in April. Then to home groups for voting in May and will begin serving in their positions in June.

3. Subcommittee Chairs: Varied one-year terms.

These positions include H&I Chair, PR Chair, Literature Chair, Newsletter Chair, Activities Chair, Activities Co-Chair, Web Servant, and Guidelines. Open subcommittee chair positions will be announced three months prior to the beginning of the term, with nominations coming from home groups two months prior. Then back to home groups for voting one month prior and will begin serving in their term the following month.

4. Irregular Process

If there is an open position due to a board member or subcommittee chair leaving the position early or due to no nominations, a “special election” can be performed at the ASC. Nominations to elect a Chair Pro Tempore may be made by GSRs, board members or subcommittee chairs. This temporary position will end at the position’s originally scheduled term end. The Chair Pro Tempore may be elected for the position later following the standard process outlined above.

5. Removal from Office

An ASC service member may be removed from their position for non-compliance. A two-thirds majority vote (67%) of area voting participants is required for removal. In the event of non-compliance, the Facilitator will contact the service member involved. Non-compliance includes, but is not limited to, the following:

1. Loss of clean time
2. Non-fulfillment of position duties
3. Misuse of funds, literature, and/or SANA property.
4. Unexplained absences from ASC meetings
5. Any altercation involving physical violence is not acceptable and may result in immediate removal from an ASC position, subject to review by the ASC body.

After the second meeting is missed, if the trusted servant has not contacted the ASC Facilitator or Co-Facilitator and provided a report, the Facilitator will contact the trusted servant and ask why they have been absent and if they are planning to continue their service commitment. If the trusted servant misses a third consecutive meeting, home groups will be asked for nominations to fill the remainder of the term; pro tempore.

11. Qualifications, Duties and Length of Service – ASC Service Positions

The qualifications in this chapter have been established by the home groups in the Siouxland Area of Narcotics Anonymous. It is important to note that while these qualifications are desired, special exceptions can be made by the ASC when permission from home groups is received. This applies to all the following ASC board and subcommittee chair positions. Each home group votes in elections so it is important for GSRs to inform their home group anytime a special exception is requested for a nominee.

1. Facilitator and Co-Facilitator Qualifications

1. Minimum of two years continuous clean time.
2. One-year service-related work for the ASC.
3. Time and resources available to fulfill the duties of the position.
4. Willingness and desire to serve.
5. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
6. Ability to demonstrate responsibility in their personal finances.
7. Has an NA sponsor and an NA home group.
8. May not currently hold another ASC board position.

Facilitator and Co-Facilitator Duties

1. Facilitate the ASC meeting within the 12 Traditions and 12 Concepts.
2. The Facilitator will state and put to vote all proposals coming before the ASC during proceedings and announce the results of each vote.
3. The Facilitator is responsible for recognizing members or observers who wish to address the floor.
4. If in doubt, ask for assistance from the Guidelines Chair or other qualified members.
5. The Facilitator appoints all ad hoc committees.
6. The Facilitator is one of the co-signers on the ASC bank account.
7. Notifies the area body when a board member is not present at the ASC meeting.
8. Responsible for sending out the agenda 10 days prior to the next ASC meeting.
9. The Co-Facilitator aids the subcommittee chairs as needed or by request.
10. In the absence of the Facilitator, the Co-Facilitator assumes all duties of the Facilitator.
11. If a subcommittee chair position is vacant, the Co-Facilitator will assume the responsibility of that Chair to ensure that the subcommittee's work is conducted.
12. Stays informed on all subcommittee activities.

Facilitator and Co-Facilitator Length of Service Commitment

One-year commitment for Facilitator and two-year recommended commitment for Co-Facilitator (one year as Co-Facilitator and one year as Facilitator). The transition is presumed but is not automatic, the nomination for the full chair position is subject to approval by the ASC body; however, home groups will

still vote to elect the trusted servant into the position. The Facilitator and Co-Facilitator may serve up to two consecutive terms in their respective position.

2. Recorder Qualifications

1. Minimum of one-year continuous clean time.
2. Time and resources available to fulfill the duties of the position.
3. Willingness and desire to serve.
4. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
5. Has an NA sponsor and an NA home group.
6. May not currently hold another ASC board position.

Recorder Duties

1. Keep accurate and detailed records on ASC meetings, including discussion of old and new service, financial transactions, and group reports.
2. Distributes minutes to all ASC members within 10 days of the previous ASC meeting via email or other electronic service.
3. Updates the ASC trusted servant list including name, service position, phone number, email address, and beginning date of service term.
4. Maintains a record of all pro tempore positions and inactive groups indicated on the minutes with an asterisk.
5. Maintains ASC attendance records.

Recorder Length of Service Commitment

One-year term which may be held for up to two consecutive terms.

3. Treasurer & Co-Treasurer Qualifications

1. Minimum of two years continuous clean time.
2. Must have previous experience as a group Treasurer.
3. Must have a steady income.
4. Ability to demonstrate responsibility in their personal finances and have no history of misappropriating NA funds.
5. May not hold any other Treasurer position without prior approval of the ASC.

6. Time and resources available to fulfill the duties of the position.
7. Willingness and desire to serve.
8. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
9. Has an NA sponsor and an NA home group.
10. May not currently hold another ASC board position.

Treasurer & Co-Treasurer Duties

1. Accepts and records all donations from home groups.
2. Gives a financial report at each monthly ASC meeting, including copies of the most recent bank statements, which is incorporated into the area minutes.
3. Makes an annual report on all contributions, income, and expenditures.
4. Suggest adjustments to the ASC prudent reserve when regular operating costs suggest the need for it. This adjustment must be approved by the ASC body before it becomes effective.
5. Distributes funds and pays bills accordingly.
6. Maintains a receipt book and writes receipts for all money received from home group donations.
7. Maintains ASC bank account and balances the checkbook monthly.
8. The Treasurer is one of the co-signers on the ASC bank account.
9. In the absence of the Treasurer, the Co-Treasurer assumes all duties of the Treasurer.
10. Has a key to the P.O. Box and distributes mail monthly, at the ASC meeting.
11. All checks shall be written during the ASC meeting except in extenuating circumstances.
12. It shall be the duty of both the Treasurer and the Activities Chair to complete the Area Event/Activity Audit Form (Addendum 5) at the conclusion of each event. The Treasurer will deposit the activity funds in the ASC bank account within two business days of the event. If the Treasurer is unavailable, another ASC Board member, excluding activities co-chair, may audit the activity funds.
13. The ASC Treasurer and Literature Chairperson shall balance the checkbook, monthly, and receipts shall be attached to the bank statement and will be available at each ASC.

Treasurer & Co-Treasurer Length of Service Commitment

One-year commitment for Treasurer and two-year recommended commitment for Co-Treasurer (one year as Co-Treasurer and one year as Treasurer). The transition is presumed but is not automatic, the nomination for the full chair position is subject to approval by the ASC body; however, home groups will still vote to elect the trusted servant into the position. The Treasurer and Co-Treasurer may serve up to two consecutive terms in their respective position.

4. **Regional Committee Member & Regional Committee Member Alternate Qualifications**

1. Minimum of two years continuous clean time for RCM and one-year continuous clean time for RCMA.
2. Must have previous experience as a GSR.
3. Ability to demonstrate responsibility in their personal finances.
4. Time and resources available to fulfill the duties of the position.
5. Willingness and desire to serve.
6. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
7. Has an NA sponsor and an NA home group.
8. May not currently hold another ASC board position.

RCM & RCMA Duties

1. Communicates with the Iowa Regional Service Committee.
2. Attends all the IRSC meetings and provides a report to the IRSC of the activities within the Siouxland Area.
3. Take donations from the ASC to the IRSCM.
4. Attends all ASC meetings and gives a report on what is happening at the IRSC and takes information back to groups for their feedback/group conscience.
5. Obtains copies of the CAR (Conference Agenda Report) and when necessary, coordinate with the Regional Delegate (RD) and Alternate Delegate (AD) to optimize the areas' participation to receive feedback and conduct voting on the proposals contained therein.
6. Stays informed on activities within the region and keeps the region informed on activities within the area.
7. The RCM is one of the co-signers on the ASC bank account.

8. The RCM trains the RCMA on the position's duties and responsibilities, both try to combine trips to the IRSCM as much as possible.
9. Attends Iowa Regional Subcommittees of their choice as well as open forum at the IRSCM.
10. Travel and reasonable lodging estimates shall be included in reports prior to travel, including the RCMA.

RCM & RCMA Length of Service Commitments

One-year commitment for RCM and two-year commitment for RCMA (one year for RCMA and one year for RCM). The transition is presumed but is not automatic, the nomination for the full chair position is subject to approval by the ASC body; however, home groups will still vote to elect the trusted servant into the position. The RCM and RCMA may serve only one year in their respective positions.

5. Subcommittees

In some ways, the relationship between the ASC and its subcommittees is similar to the relationship between NA groups and their ASC. In other ways, the relationship is quite different. Just as groups create an area committee to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering its direct services (H&I, PR, activities, literature, newsletter, etc.). If area subcommittees are to serve effectively, the ASC must delegate to them sufficient authority to exercise their best judgement in fulfilling their duties. The ASC should pay careful attention to the 12 Concepts, especially Concept 5 when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining accountability.

6. Subcommittee Purpose & Responsibilities

1. The purpose of subcommittees is to plan and implement activities and deal with special matters that require much more effort than a monthly meeting.
2. These subcommittees are created by the ASC and are directly responsible to the ASC.
3. Subcommittee chairs will be elected to their position at ASC meetings after 51% of GSRs vote yes in the election.

4. The subcommittee will elect any other positions available within that subcommittee.
5. Each subcommittee will determine the qualifications and duties of all trusted servant positions within the subcommittee.
6. Any major actions that may affect Narcotics Anonymous must be approved by the ASC before being conducted by a subcommittee, to ensure that the NA Traditions are upheld.
7. Each subcommittee chair will submit a written report to the Recorder at each ASC meeting to be included in the ASC minutes.
8. Each subcommittee shall hold regularly scheduled meetings to be announced at home groups.
9. Each subcommittee chair is encouraged to establish lines of communication with the appropriate IRSC subcommittee.
10. Subcommittees will follow the handbook/guide for their respective subcommittee (if available i.e., there is no handbook for all subcommittees).

7. Hospitals & Institutions Chairperson Qualifications

1. Minimum of one-year continuous clean time for H&I Chair.
2. Must have previous experience as an H&I panel leader.
3. Time and resources available to fulfill the duties of the position.
4. Willingness and desire to serve.
5. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Has an NA sponsor and an NA home group.

H&I Chair Duties

1. Prepare the agenda for each subcommittee meeting and facilitate a meeting at least once a month.
2. Maintains order in subcommittee meetings.
3. Ensure that traditions and policies are upheld.
4. Provide a written and oral report each month to the ASC on H&I subcommittee business.
5. Shall attend the IRSC H&I meetings and present a report on activities. If the H&I Chair does not attend the IRSC meeting, the report on activities will be forwarded to the RCM/RCMA.

6. Maintains H&I service commitments, meeting lists and submits to the IRSC H&I subcommittees.
7. Maintains open communication with the PR chair.
8. Maintains communication with facilities that require approval for entry.

H&I Chair Length of Service Commitment

One-year term which may be held for up to two consecutive years.

8. Public Relations Chairperson Qualifications

1. Minimum of one-year continuous clean time.
2. Must have previous experience at the area level or with the PR subcommittee.
3. Time and resources available to fulfill the duties of the position.
4. Willingness and desire to serve.
5. Be working within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Has an NA sponsor and an NA home group.

PR Chair Duties

1. Prepare the agenda for each subcommittee meeting and facilitate a meeting at least once a month.
2. Maintains order in subcommittee meetings.
3. Ensure that the traditions and policies are upheld.
4. Provide a written and oral report each month to the ASC on PR subcommittee business.
5. Attend the IRSC PR meetings and present a report on activities. If the PR Chair does not attend the IRSC meeting, the report on activities will be forwarded to the RCM/RCMA.
6. Maintain open communication with the H&I Chair.

PR Length of Service Commitment

One-year term which may be held for up to two consecutive terms.

9. Literature Chairperson Qualifications

1. Minimum of two years continuous clean time.
2. Must have previous experience at the area level.
3. Ability to demonstrate responsibility in their personal finances.
4. Time and resources available to fulfill the duties of the position.
5. Willingness and desire to serve.
6. Work within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
7. Has an NA sponsor and an NA home group.

Literature Chair Duties

1. The literature subcommittee maintains a stock of NA literature i.e., books, IPs, key tags, and medallions.
2. Literature purchases from the subcommittee may be made with a check, money order, credit card, or other electronic payment.
3. Provide a written and oral report each month to the ASC on literature subcommittee business. Each report must also include current literature stock level and bank statements.
4. Maintains a receipt book and writes receipts for all literature purchases.
5. Maintain the literature subcommittee bank account and balance the checkbook monthly.
6. The ASC Treasurer and Literature Chairperson shall balance the checkbook, monthly, and receipts shall be attached to the bank statement and will be available at each ASC.

Literature Length of Service Commitment

One-year term which may be held for up to two consecutive terms.

10. Activities Chair & Activities Co-Chair Qualifications

1. Minimum of two years continuous clean time for Activities Chair and one-year continuous clean time for Activities Co-Chair.
2. Must have previous experience at the area level.
3. Ability to demonstrate responsibility in their personal finances.

4. Time and resources available to fulfill the duties of the position.
5. Willingness and desire to serve.
6. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
7. Has an NA sponsor and an NA home group.

Activities Chair & Activities Co-Chair Duties

1. Provide a written and oral report each month to the ASC on activities subcommittee business. Each report shall include event information and all Activity Audit forms to be submitted to the Treasurer.
2. Submit financial requests, at least one month in advance, for any event that requires funding from the ASC.
3. This subcommittee is tasked with putting on dances, picnics, or other activities for the Siouxland Area.
4. This is not a fund-raising committee but a committee to enhance NA's primary purpose.
5. All SANA sponsored activities shall have prior approval from the ASC.
6. All SANA sponsored events shall have the NA logo along with the registered trademark.
7. The Activities Chair and/or Co-Chair are responsible for sending the event flier to the ASC Web Servant and the Iowa Regional Web Servant at info@iowa-na.org to be included on the website and eligible for Iowa Region Insurance for the event.
8. It shall be the duty of both the Treasurer and the Activities Chair to complete the Area Event/Activity Audit Form (Addendum 5) at the conclusion of each event. The Treasurer will deposit the activity funds in the ASC bank account within two days of the event. If the Treasurer is unavailable, another ASC Board member, excluding activities co-chair, may audit the activity funds.

Activities Chair & Activities Co-Chair Length of Service Commitment

One-year commitment for Activities Chair and two-year commitment for Activities Co-Chair (one year for Activities Co-Chair and one year for Activities Chair). The transition is presumed but is not automatic, the nomination for the full chair position is subject to approval by the ASC body; however, home groups will still vote to elect the trusted servant into the position. The Activities Chair and

Activities Co-Chair may serve up to two consecutive terms in their respective position.

11. Web Servant Qualifications

1. Minimum of two years continuous clean time.
2. Must have previous experience at the area level.
3. Time and resources to fulfill the duties of the position.
4. Willingness and desire to serve.
5. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Has an NA sponsor and an NA home group.

Web Servant Duties

1. Maintain the SANA website www.sana.iowa-na.org
2. The Web Servant shall be the webmaster and have the software and abilities to keep our website updated and current.
3. The ASC Web Servant shall establish communication with the IRSC Web Servant for updates to the site and meeting lists.
4. The webmaster is responsible for updating the basic meeting list tool for all SANA meeting changes.
5. The website subcommittee is responsible for uploading event fliers and keeping the downloadable meeting lists updated (including current Literature Chair contact information).
6. Provide a written and oral report each month to the ASC on the website subcommittee business.
7. Print the SANA meeting lists utilizing the SANA printer and ink.

Web Servant Length of Service Commitment

One-year term which may be held for up to two consecutive terms.

12. Guidelines Chair Qualifications

1. Minimum of one-year continuous clean time.

2. Previous experience at the area level is preferred.
3. Time and resources available to fulfill the duties of the position.
4. Willingness and desire to serve.
5. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of NA
6. Has an NA sponsor and an NA home group.

Guidelines Chair Duties

1. Assists with policy information during ASC meetings.
2. Keeps ledger of all proposals passed or failed at ASC meetings.
3. Provide a written and oral report each month to the ASC on guidelines subcommittee business.
4. Read qualifications and duties for open ASC positions.
5. Facilitate revisions to the ASC guidelines as needed.

Guidelines Chair Length of Service Commitment

One-year term which may be held for up to two consecutive terms.

13. Newsletter Chair Qualifications

1. Minimum of one-year continuous clean time.
2. Previous experience at the area level is preferred.
3. Time and resources available to fulfill the duties of the position.
4. Willingness and desire to serve.
5. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Has an NA sponsor and an NA home group.

Newsletter Chair Duties

1. The Newsletter Chair is responsible for publishing a newsletter at least once per quarter.
2. Newsletters may contain articles on local service activities, member experiences, clean time anniversaries, local/regional/world events, and reprints of other NA related material. (i.e., other area newsletters or publications etc.)

3. Provide a written and oral report each month to the ASC on Newsletter subcommittee business.
4. All newsletters must be presented for changes and approval to the ASC body prior to publication, either in-person or in the SANA ASC chat.
5. Keep in mind that NA newsletters are often read as if they speak for NA, even when printed with a disclaimer. Therefore, encourage the ASC to heed the 5th Concept when approving an issue, ensuring the newsletter has a responsible editorial policy.

Newsletter Chair Length of Service Commitment

One-year term which may be held for up to two consecutive terms.

14. Group Service Representatives & Alt GSR Qualifications

1. Each home group sets their own qualifications for their GSR.
2. Work within the guidelines of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Understand the SANA policy.
4. Have a working knowledge of how the ASC is facilitated.

GSR & Alt GSR Duties

1. Must carry the conscience of their home group.
2. Attend all ASC meetings and stay in attendance for the duration of the meeting.
3. Provide a written and oral report each month to the ASC on the status of the home group.
4. Vote on all proposals on the ASC floor in accordance with their group's conscience.
5. Abstain from any vote when they do not carry the conscience of their home group.
6. Bring home group donations complying with Chapter 8.10 to the ASC Treasurer.

15. Ad Hoc Committees

The Facilitator of the ASC shall have the authority to appoint ad hoc committees (from available volunteers) for such special purposes as may be deemed necessary by the ASC to fulfill a particular function.

An ad hoc committee reports information to the ASC with suggestions regarding its created purpose. It is the decision of the ASC what steps will be taken next.

The purpose, membership, and duration of existence of any such ad hoc committee will be specifically designated by the ASC at the time of the appointment.

Addendum 1: Sample Agenda

1. Open with a moment of silence followed by the Serenity Prayer.
2. Reading of:
 1. Service Motivation (Addendum 2)
 2. The 12 Traditions (Addendum 3)
 3. The 12 Concepts (Addendum 4)
3. Roll call: ASC Board, Subcommittee Chairs, GSRs, visitors.
4. Corrections and approval of the last ASC minutes – Board and GSRs vote.
5. Reports
 1. ASC Board
 2. Subcommittee Chairs
 3. GSRs
6. Old Service
7. New Service
8. Financial Requests
9. Announcements
10. Regional/World Donations
11. Next ASC date
12. Adjournment (Just for Today, Gratitude Prayer, 3rd Step Prayer, or Serenity Prayer)

Addendum 2: Service Motivation³

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. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

³ Reprinted from Basic Text, Narcotics Anonymous, 6th Edition Pg. XXVI

Addendum 3: The Twelve Traditions⁴

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our Group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience, our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous, except in matters affecting other groups, or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA groups ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence, the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

⁴ Reprinted from Basic Text, Narcotics Anonymous, 6th Edition Pg. 60-61

Addendum 4: The Twelve Concepts⁵

1. 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.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

⁵ Reprinted from The Twelve Concepts for NA Service Pg. 1-2

Addendum 5: CBDM Cards

- **WHITE CARD:**

For Discussion

"I've heard enough, let's have a consensus or straw poll."

For Consensus

"I go with the group conscience."

Raise this white card when you have no opinion or to SURRENDER.

- **GREEN CARD:**

For Discussion

"I have something to say"

Raise this green card to make a comment or give your opinion.

For Consensus

"I agree with the decision at hand, all things considered."

Raise this green card to AGREE if you are generally in support of the proposal. Agree does not mean that you agree with every aspect of a proposal, but that you have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the decision.

- **YELLOW CARD:**

For Discussion

"I have a question" or "I need clarification on what was just said."

Raise this yellow card for clarification.

For Consensus

"I have concerns, but I can live with it."

Raise this yellow card to AGREE with RESERVATIONS if you are willing to let a proposal pass but want to register your concerns.

- **ORANGE CARD:**

For Discussion

"I can clarify on what was just said."

Raise this orange card if you can help answer or clarify on the topic.

For Consensus

"I personally can't do this, but I won't stop others from doing it."

Raise this orange card to STAND ASIDE if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.

- **RED CARD:**

For Discussion

"Stop!"

Raise your red card to indicate problems with the process such as when...

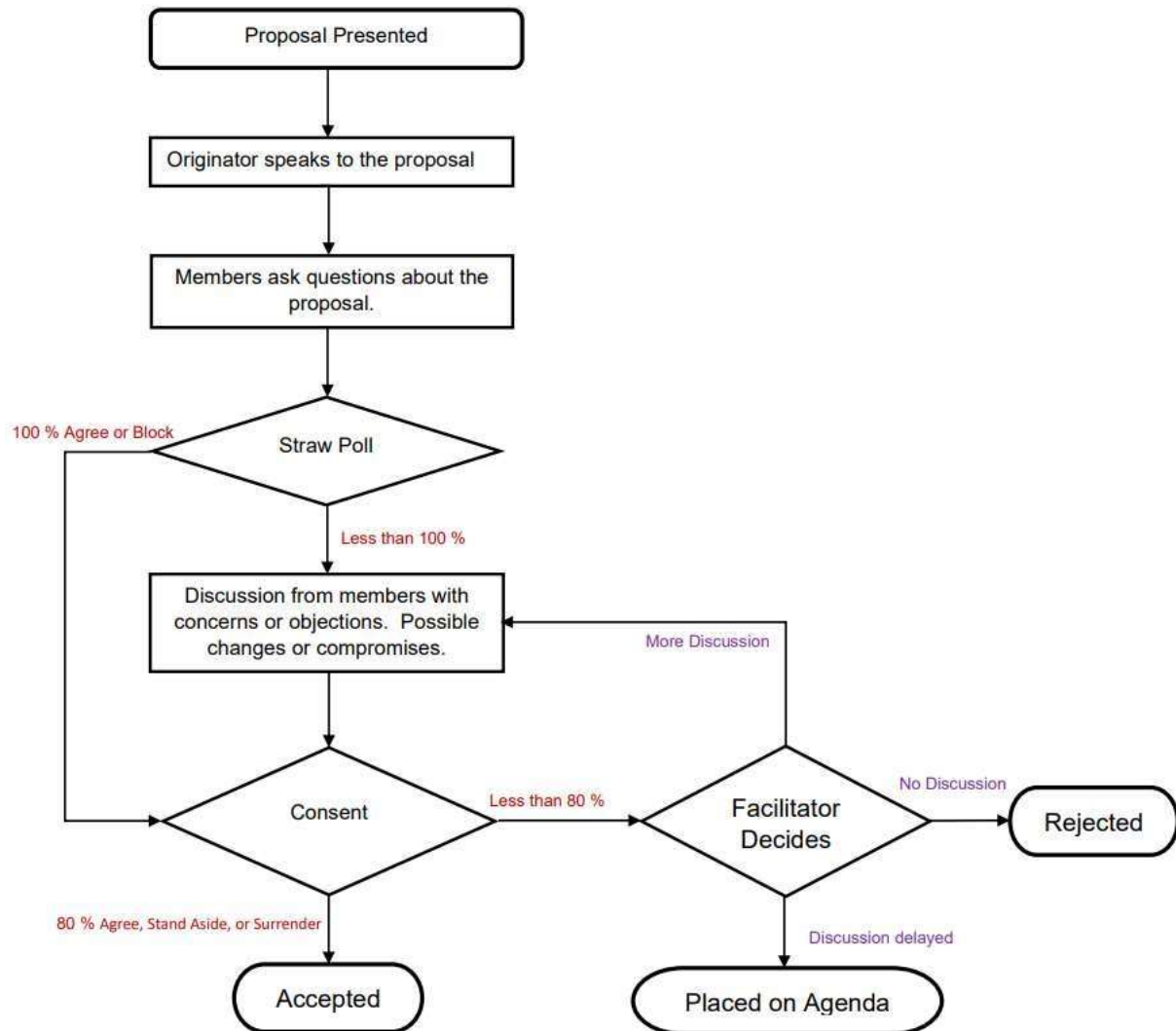
- our agreed upon procedures are not being followed
- the discussion has gone off topic & needs to refocus
- a member is dominating the discussion or being otherwise inconsiderate
- you'd like to suggest a break

For Consensus

"I cannot support this or allow the group to support this. It is against our principles." Raise the red card to BLOCK -- it means you strongly disagree. Blocking members will be asked to explain their objections.

Addendum 6: CBDM Flow Chart

Consensus Based Decision Making Flow Chart



Addendum 7: SANA Financial Request Form

SANA Financial Request Form

Date: _____

Requester: _____

Purpose:

—

—

Break down of Request:

TOTAL: _____

Signature of Requester: _____

Addendum 8: SANA Event/Activity Audit Form

Name of Event: _____

Date of Event: _____

	Expense	Revenue	Balance
Start-up \$			
Expenses:			
Rent			
Food			
Entertainment			
Misc.			
Revenue:			
Admission			
7 th Tradition			
Misc.			
Net \$\$			

Activity Chairperson Signature: _____

Treasurer Signature: _____

Addendum 9: Disruptive and Violent Behavior

DISRUPTIVE AND VIOLENT BEHAVIOR

Groups occasionally experience challenges in maintaining an atmosphere in which recovery can be shared among addicts. This pamphlet addresses one of those challenges: disruptive or violent behavior in NA groups. The information here is meant to help groups fulfill the responsibility of welcoming members without allowing an individual to threaten the safety of those attending a meeting. Below are some examples of the kinds of disruptions that can compromise a group's atmosphere of recovery. What follows are practical solutions for groups in their efforts to address these challenges.

One of our members who recently relapsed after two years clean has been creating a disturbing situation at several meetings, and the disturbance has recently escalated into a very bad situation. Most recently she has gotten more violent and has been verbally attacking several people and making threats of physical violence.

Lately, many members have come to me concerning the problem of some disruptive children in our meetings. I sympathize with parents who need to bring their children to meetings, but it's really disturbing the group and no one wants to speak up about it.

An addict in our group keeps interrupting the speaker or person sharing. He gets up a lot and shares until the end of the meeting. I know his sponsor has tried to talk to him, but he seems uninterested. Our group feels like he holds the meeting hostage. What can we do?

The following strategies are some of the fellowship's best practices for addressing disruptive or violent behavior. There are varying degrees of disruptive behavior, and many of the challenges groups experience are not as

severe as the ones outlined above. In most cases, a minor disruption can be effectively handled by a well-prepared group secretary, leader, or chairperson. This pamphlet is geared toward those disruptions that occur during an actual meeting. Behaviors that occur outside of a meeting, such as harassment or behavior that exploits members' vulnerabilities, can also affect a meeting's atmosphere of recovery. Although these topics are not directly addressed in this pamphlet, a group's ability to have meaningful discussions will allow a group to better address and resolve any challenges it may face.

Sometimes, NA members who attempt to address a disruptive situation cause just as much of a disturbance as the initial disruption. These suggestions are offered so that members of a group can work together to preserve a meeting's atmosphere of recovery; they are not meant to give members license to exert authority over other members.

Common sense, open minds, calm discussion, accurate information, mutual respect, and healthy personal recovery enable a group to deal effectively with almost anything that comes its way.

The Group Booklet

Group discussion

The first thing a group can do is discuss the situation in a group business meeting. These discussions can help a group develop a plan for dealing with disruptive behavior and identify who in the group will be responsible for handling specific disruptions. An open and frank group discussion may also highlight some other important solutions and can help group members feel safer and more unified. Groups often experience minor disruptions such as members talking during meetings or unmonitored children. A discussion may not necessarily fix these disruptions, but it can help the group to feel more resolved about the situation.

Meeting leader's role

A chairperson, leader, or group secretary can help refocus a meeting by interrupting a disruptive share or outburst. It is entirely appropriate for a group leader to help refocus a meeting's atmosphere of recovery by announcing a five-minute break or asking the group to join in a prayer or moment of silence. In an effort to respect members' individual rights, we sometimes forget to respect the group. In our respect for other members, we must not allow any individual to prevent a group from creating an atmosphere of recovery.

Meeting topic

Another option is for the group to consider having the recovery meeting focused on a discussion about a group's atmosphere of recovery. This discussion would attempt to raise the group's awareness of the spiritual principles that apply to an atmosphere of recovery (such as unity or carrying NA's message). Groups that try this approach would want to be sure to avoid discussing a specific individual's behavior, instead focusing on principles and the group's atmosphere of recovery.

ASC discussion

The group may consider taking the problem to the area service committee meeting in the hope that discussion there may lead to an increased awareness of the problem and possible examples of resolutions from other groups in the area.

Approaching the member

If the group decides to approach the disruptive person, the circumstances of each situation will dictate the best way to do this. In some situations it may make sense for one member to discuss the situation with the disruptive individual. This will need to be done in a loving, caring way—tempering honesty with compassion and understanding.

Addendum 10: Changelog

It is the purpose of this section to chronicle the various changes to Guidelines over the years to better assist future trusted servants in discerning what has failed to work in the past. A Guide to Local Service also suggests the generation of such a log.⁶ Policy is determined by the group conscience and anything from this section can be reverted to its original language, but our experience has shown that these changes were necessary to make policy more concise; so special consideration is suggested anytime a change to original language is desired. It is also recommended to leave this addendum in the back so as it grows it does not make finding other addendums more difficult.

1. 2022-2025 Changes

- Added Addendum 9 and Violent & Predatory Behavior Clause to Chapter 1.
- Removed Chapter 3 bullet C. This described the literature the ASC would hand out to the participants including Guidelines, Guide to Local Service, area forms etc.
- Removed an asterisk used to indicate new meetings on the areas meeting lists. Meetings would be marked with this for the first six months after their formation and they would be removed from the meeting list if they did not meet at least three times in a six-month period. The asterisk indicator was removed from Chapter 4 and Chapter 9. The removal method described in this bullet was also removed from Chapter 9.
- Removed guidelines allowing the ASC to hold virtual and hybrid meetings from Chapter 6.
- Defined what business may be conducted if quorum is not present in Chapter 6.
- In Chapter 7, area proposals were removed from the list of items that are sent to home groups for group conscience.
- In Chapter 10 the wording of the first paragraph was revised to lower the election threshold from 67% to 51% and it was further reworded to reinforce that it is a voting threshold and a measure that establishes quorum.
- In Chapter 11 under the Treasurer and Co-Treasurer duties it was removed that the Co-Treasurer assumes all Treasurers duties in the absence of the latter.
- In Chapter 11 the Co-Treasurer was removed as one of the co-signers on the ASC bank account.

2. 2025-2026 Changes

⁶ A Guide to Local Service Pg. 58

- Included disbarment in participating in subcommittee chats and removal from ASC office as a potential punishment when violating the disruptive and predatory behavior clause. Chapter 1
- Abbreviations are organized at the service level (world/region/area). Chapter 2
- Added FIPT to abbreviations. Chapter 2
- Removed vague XXX term and replaced with procedural business to better define when the ASC board and subcommittee chairs vote. Chapter 3
- Changed when non-voting member groups get voting privileges reinstated from the next meeting in attendance to the second meeting. Chapter 3.2
- Described the literature the ASC should hand out to the participants including Guidelines, Guide to Local Service, area forms etc., in Chapter 3.3
- Added Co-Treasurer as a member of the ASC Board in Chapter 5.
- Changed required to present to adopt language more precise when talking about quorum. Chapter 6.4
- Clarified who votes on Proposals in Chapter 7 so there is no future debate.
- Listed items instead of having them in a sentence and changed... to anything outside the day-to-day operations of the ASC body. Chapter 7
- Revised wording that provides clearer instructions for the Facilitator should a proposal not reach a consensus. Chapter 7.5.4.1
- Changed plurality to majority as these terms mean the same and one is just easier understood. Chapter 7.5.4.2
- H&I “budget” is now correctly called a disbursement and was increased from \$50 to \$75. Chapter 8.4.4
- Pre-approved reasonable lodging was added for RCM and RCMA requests to prevent surprise bills. Chapter 8.5
- Listed Treasurer and Literature Chair as co-signers to the literature account. 8.8.2
- Listed Treasurer and Activities Chair as co-signers to the activities account. 8.9.2
- Removed the option that excess literature funds can be used toward printing cost. All excess funds must now be donated back to the ASC because the literature chair is no longer responsible for printing. Also increased literature cap from \$2,550 to \$3,250. Chapter 8.8.4
- Added and explained the 18% mark-up to literature sales in Chapter 8.8.5
- Made the Web Servant responsible for printing meeting lists. Chapter 9.3
- Listed items instead of having a long sentence. Chapter 9.4

- Added misuse of SANA property and violating the disruptive and predatory behavior clause as valid justifications to request a trusted servant's removal from office. Chapter 10.5.3 and Chapter 10.5.5
- No longer requires the Facilitator to give written notice of a trusted servant's removal from office, it is now worded that they simply need to contact them. Chapter 10.5
- Added "has not provided report" to the second meeting missed clause in removal from office. This allows greater flexibility for chairs doing their duty to stay active provided they still provide a report. Chapter 10.5
- Added exceptions clause at the beginning of Chapter 11 to allow ASC discretion when nominations for underqualified but willing people happen. Chapter 11
- Added a system to indicate pro tempore positions and inactive groups and added these to the already existing Recorder duty for maintaining these records so anyone who is curious can determine this information immediately. Chapter 11.2 Recorder Duties #4
- Added balancing the literature checkbook to the duties list of both the Treasurer and the Literature chair. This expectation was already listed under the finance section and is simply being restated under their duties list. Chapter 11.3 and Chapter 11.9
- Added that the Co-Treasurer assumes all Treasurer duties in the absence of the latter to Chapter 11 Treasurer and Co-Treasurer Duties #8.
- Changed deposit expectation from 2 days to two business days to allow more flexibility for weekend events. Chapter 11.3 and Chapter 11.10
- Removed "The ASC will elect Subcommittee Chairs" from Chapter 11.6 as this directly contradicts Chapter 10.
- Changed panel member to panel leader to set a more rigid qualification. Chapter 11.7.2
- Added "Maintains communication with facilities that require approval for entry." Under H&I duties. Chapter 11.7
- Changed website subcommittee to ASC Web Servant. Subcommittees are formed at the discretion of their chair. Should they have a subcommittee they can operate autonomously and delegate the duty as they see fit. In the absence of a subcommittee, it must be stated the ASC Web Servant is responsible for this duty. Chapter 11.11 under duties #3
- Changed the minimum of four newsletters per term to read as "at least once per quarter." This ensures constants updates to the area and not an all-at-once rush operation to fulfill duties. Chapter 11.13 under duties #1

- Allowed newsletter submissions to be done in the ASC chat. Chapter 11.13 under duties #4
- Added abstention as a GSR duty anytime they cannot vote in accordance with a group conscience. Chapter 11.14 under duties #5
- Fixed minor grammatical errors, gaffes, and made some of the language more concise throughout the text. This aids in the flow and readability of the document.
- Added footnotes to reference other NA literature down to their page numbers.
- Removed raffle from Activity Audit form as activities is not allowed to fund raise. Addendum 8.
- Removed concessions from Activity Audit form and now allow revenue for food to be listed next to food. Addendum 8
- Added Addendum 11 “Changelog” to Guidelines.