POLICY AND PROCEDURE GUIDELINES FOR THE BORDERLINE AREA OF NARCOTICS ANONYMOUS

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Section 01: Definition and Purpose

A. The Borderline Area of Narcotics Anonymous, henceforth referred to as "Area" or "BANA", is a collection of Narcotics Anonymous Home Groups in the general vicinity of the North/South Carolina border in or near Charlotte, NC. We are not limited to physical boundaries in regards to Group Membership or service engagements.
B. The BANA Area Service Committee, henceforth referred to as "ASC", are representatives of the BANA Home Groups and service representatives elected to provide services to these Home Groups, members and potential members of Narcotics Anonymous nearby.
C. The Purpose of the BANA ASC is to be supportive of its Home Groups, and their Primary Purpose by: associating a group with other groups locally, helping a group deal with its day to day situations and needs when asked, and to support the availability of recovery through NA and it's services.
D. BANA is a Member Area of the Carolina Region of NA.
E. In all things, we shall honor the following hierarchy in its presented order:
    1. The 12 Traditions of N.A.
    2. The current approved BANA ASC Guidelines
    3. A Guide To Local Services manual
    4. The 12 Concepts of N.A. Service, and
    5. Robert's Rules of Order newly revised *(Note: Robert's Rules are to be used as an organizational tool to bring out a true Group Conscious and shall not be used to suppress any voice.)*
F. In all things, it shall be remembered that ASC exists to serve its groups and operates under the direction of its groups through their Service Representatives. Not the other way around.

Section 02: Membership

A. Membership of BANA
Member Groups - Any Narcotics Anonymous Home Group in or near the above-described vicinity that has sought membership and been welcomed into BANA and BANA ASC.
    1. New Groups wishing to join BANA shall:
        a. Designate a GSR and/or Co-GSR
        b. Attend a BANA ASC meeting and announce their intention to join the BANA.
        c. Obtain a vote of confidence from Member Groups.
        d. Provide meeting details (time, location, format) to ASC Officers (Web Chairperson, etc.) to update meeting list and schedules.
        e. New Groups gain voting rights at their second consecutively attended ASC meeting.
    2. Virtual (only) Groups - BANA does not accept virtual (only) groups . While BANA does support the validity of Virtual Recovery Meetings and the benefits they offer, we support Virtual Meetings joining a Virtual Area.
B. Members of BANA ASC BANA ASC will be comprised of 4 types of members.
    1. Officers: Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary, Co-Secretary, RCM and Alt RCM
        a. Members in these positions may not serve as GSR or otherwise be voting members of the ASC.
    2. Subcommittee Chairs, Co-Chairs and other Sub-Committee members
        a. Members in these positions can also serve as GSR or otherwise be voting members of the ASC.
    3. GSRs
        a. Elected/Appointed by a Member Group to participate on the group's behalf in the ASC and the regional assembly.
        b. No individual can represent two different Home Groups at a single ASC meeting.
    4. Interested members of Narcotics Anonymous in attendance
        a. All members of Narcotics Anonymous are welcome to attend the ASC. When believed to be in the best interests of the service of its Groups, the ASC Chair may offer interested members the floor during participation, but is not required to do so.

Section 03: BANA ASC Meetings

A. ASC meetings are to be held at a consistent time, day and location. If or when a change of day, time or location is made it shall require a 2/3 majority vote of GSRs present and be announced no later than at the previous ASC meeting.
B. The ASC Secretary shall record minutes of each ASC meeting and send them out via email no later than 10 days after ASC. Reports from ASC Members are due no later than 7 days after ASC
    1. ASC minutes shall contain all subject matters that are presented on the floor during ASC. Reports shall be processed without edits.
    2. Minutes shall be sent out via email to all ASC Officers, Sub-committee Chairs, GSRs and any other member of Narcotics Anonymous who wish to receive monthly minutes. It is the Secretary's duty to responsibly maintain this list.
C. The Officers and the Subcommittee Chairs will hold an Annual orientation for new GSRs and BANA officers in August or September following the July elections.

Section 04: Motions

A. Motions can be made by a GSR, Co-GSR or SubCommittee Chair. Only a GSR or Co-GSR can second a motion.
B. All motions must be neatly printed or typewritten on the Borderline Area Motion Form by the maker of the motion and seconded by another GSR / Co-GSR. Any motion without a clear purpose, intent, and points of accountability may be ruled out of order by the Chair and needs to be either rewritten or withdrawn.
C. The motion will be discussed. The Chair may limit discussion.
    1. The person making the motion should be prepared to answer questions about the motion.
    2. Both support and opposition should be given fair representation on the floor.
D. After the motion is discussed, it may be withdrawn, thrown out, amended, tabled, or referred… then passed or defeated (For a definition of these, see A Guide to Local Services in NA).
E. Any business motion may not be brought to the floor again for 3 months after being defeated (Excluding budgets).

Section 05: Voting

A. Voting Groups
    1. Each Member Group has 1 vote at ASC.
    2. Member Groups that miss two consecutive ASC meetings are given “Inactive” status. Inactive Member Groups are removed from quorum. An “Active” status is reestablished at their first attended ASC where they are returned to quorum and voting rights are reestablished.

B. Quorum
    1. Quorum at ASC shall consist of a simple majority of Active Member Groups. A simple majority is any number greater than 50%.

C. Motion going back to Groups
    Typically, motions will be voted on at the ASC meeting where the motion is made and seconded. There are times though where a motion will be taken back to Home Groups for discussion and voting by the Home Group members. Here are some examples of when motions go back to Home Groups:
    1. Any motion can be deferred to Home Groups by the request of any 1 or more GSRs.
    2. Motions approving budgets or expenses of more than $50.
    3. Motions making permanent changes to Guidelines.
    4. Motions coming up from Region or World Services requesting Group input.

    Motions going back to Home Groups for a vote will be included in the monthly minutes and clearly labeled as such. The GSR of each Group will then bring the Home Groups vote to the following ASC meeting.

D. Determining the outcome
    1. Most motions pass with a simple majority (more than 50%).
    2. Motions to change Guidelines, change date/time of ASC, remove an Officer or Sub-Committee Chair from their position or spending more than $500 will require a 2/3 or greater majority. (Note: The simple majority of voting members may choose to deem a Motion 2/3 majority if they believe it is of a sensitive matter that warrants such.
    3. The simple majority or 2/3 designation must be announced when the motion is made, before any voting has taken place.

E. Common votes cast:
    (Immediately before votes are cast, a voting member may Motion to make a Friendly Amendment, Motion to Table [include reason/intent] or Motion to send to committee.)
    1. Yes - voting in favor (self explanatory)

2. No - voting in opposition (self explanatory)
3. Abstain - This is the vote cast when the Motion at hand was discussed and considered and a single decision on the Motion could not be made.
4. Remove from Quorum - This is the vote cast when the voter did not have an opportunity to discuss / consider the Motion. In this situation, for this vote only, this voter is to be subtracted from quorum and the tally should be considered as if this voter was not present (recalculate quorum without this voter).

F. Proxy Votes: Votes can be cast by proxy only for Motions that were sent back to Home Groups. This must be done in writing (text or email is acceptable) to the Chair or Secretary by the GSR of said Member Group before the start of the ASC where the vote is being cast. When this is done, this Member Group should be added to quorum for this vote only (The reverse of the “Remove from Quorum” option above).

Section 06: Election of Officers and Sub-Committee Chairs

While we are not enforcing strict policy against it, please be aware it is stated in our Guide To Local Service that ASC trusted servants “serve no more than two terms consecutively in the same position.”

A. Yearly Elections: All ASC Officer and Sub-Committee Chair positions are open to nomination/elections at the June/July ASC.
    1. ASC Officer and Sub-Committee Chair nominations will be accepted via Motion at the June ASC meeting. Nominations will be finalized at the June ASC. All Nominees must be in attendance to state their willingness, present Service Resumes and answer any questions members may have.
    2. Service resumes of all nominees will be placed in the minutes of the June ASC. Member Groups are asked to Vote between the June and July ASC
    3. Member Groups will cast their votes via their GSR at the July ASC meeting. All such votes shall be done by secret ballot.
    4. Newly elected Officers and Sub-Committee Chairs will enter their position as of the start of the August ASC.
B. Elections of vacant positions at any other time
    1. Nomination for a vacant position can be made via Motion at any ASC.
    2. Nominees must be in attendance to state their willingness, present Service Resumes and answer any questions members may have.
    3. Service resumes of nominees will be placed in the ASC minutes and Member Groups will vote at the Home Group.
    4. Member Groups will cast their votes via their GSR at the following ASC meeting. The vote for any position with 2 or more nominees shall be done by secret ballot.
    5. Important Note: Any position filled mid-year will still be subject to the normal June/July election cycle.
C. Dismissal of Officers
    1. Any GSR or Sub-Committee Chair may Motion for the removal of an officer or Sub-Committee Chair. The motion must state the reason and justification for removal.
    2. The vote to remove an officer or Sub-Committee Chair would require two-thirds (2/3) majority of Member Groups from the established quorum.

Section 07: BANA ASC Officers and Sub Committee Chairs Requirements and Duties

Requirements for all positions: All ASC officers and Sub-Committee Chairs shall be members of NA, have an BANA Home group and an NA Sponsor. All ASC officers and Sub-Committee Chairs reports must be submitted to the secretary, in writing, within 7 days of ASC. Additional details for each position's Duties can be found in A Guide To Local Service.

A. Chair

Requirements:

1. Suggested minimum of 5 years clean time
2. Is familiar with Area Guidelines and rules of order.
3. Is capable of carrying out the duties of this position in an unbiased manner.

Duties

1. Sets the Agenda for the ASC Meeting
2. Conducts ASC meeting in an orderly fashion
3. Calls special meetings when necessary I.E. Meets with the ASC Committee members to discuss budget and policy when needed.
4. Contacts all members on the Area Master List to notify participants of a cancellation of the area meeting.
5. One of four positions (PR Chair, ASC Chair, ASC Treasurer and Web Chair) that will have access to all website and hosting admin logins.

B. Co-Chair

Requirements:

1. Suggested minimum of 4 years clean time

Duties

1. Assists the Chair in his/her duties
2. Serves as ASC Chair if Chair cannot be present.
3. Keeps in regular contact with Sub-Committee Chairs to stay informed of their projects and problems. Attends Sub-Committee meetings whenever possible.

4. Serves as Sub-Committee Chair should there be a vacancy in such a position.

C. Secretary

Requirements:

1. Suggested minimum of 1 year clean time

Duties

1. Conducts an oral roll call of ASC Officers, Sub-Committee Chairs and GSRs to determine who is present, and the status of quorum. Maintain Active / Inactive status of groups.
2. Keeps accurate minutes of each ASC.
3. Produces and distributes copies of the minutes to all GSRs and ASC Officers via email within ten days of previous ASC.
4. Compiles and maintains a contact list of ASC Officers and GSRs.
5. Maintains a physical copy of the following available at ASC meetings:
   a. A Guide to Local Services
   b. H&I Handbook
   c. Public Relations Handbook
   d. Borderline Area Policy
   e. Twelve Concepts

D. Co-Secretary

Requirements:

1. Suggested minimum of 1 year clean time

Duties:

1. Assists the Secretary in his/her duties.
2. Fills in for the Secretary if he/she cannot be present.

E. Treasurer

Requirements:

1. Suggested minimum of 4 years clean time
2. Suggested prior treasurer experience

Duties:

1. Required to provide a monthly report as it relates to their service position.
2. Provide a receipt to all Cash and Check donations received (Note: All incoming checks shall be made payable to Borderline Area).
3. Provide a receipt for reimbursable expenses.
4. The Treasurer must alert the body of the ASC during his/her report of all service entities that have not submitted monthly financial reports of budget versus actual expenditures.
5. The Area Treasurer shall maintain prudent reserve in accordance with Area policy.
6. Share access to monthly bank statements with the ASC Chair.
7. Responsible for making deposits and paying bills within 3 days.
8. Analyzes the previous year's expenses after all budgets have been approved in order to recommend, if needed, any adjustment to the prudent reserve from the previous year.
9. One of four positions (PR Chair, ASC Chair, ASC Treasurer and Web Chair) that will have access to all website and hosting admin logins

F. Co-Treasurer

Requirements:

1. Suggested 3 years clean time.

Duties:

1. Assists the Treasurer in his/her duties.
2. Fulfills the Treasurer's responsibility in his/her absence.

G. Regional Committee Member

Requirements:

1. Suggested 5 years clean time.
2. Prior service experience suggested.
3. Resources and availability to travel as needed to RSC meetings (reimbursement of expenses available. See Budgets)

Duties:

1. Attend all ASC and RSC (Regional Service Committee) meetings.

2. Required to provide a monthly report as it relates to their service position.
3. Serve as the ASC's representative at the RSC May require travel. Travel reimbursement as needed to go to the RSC.
4. Serve as the ASC's Contact for communication with NA World Services and forwards RSC and World Services Correspondences to the Secretary for distribution.
5. Serve as Chair in the event that the Chairperson and Co-Chair are absent.
6. Attend Regional C.A.R. (Conference Agenda Report) workshop, and coordinates an Area workshop for GSRs and interested members.
7. Submits a yearly budget for projected expenses. (See Budgets)

H. Alternate Regional Service Committee Member

Requirements:

1. Suggested 4 years clean time
2. Resources and availability to travel as needed to RSC meetings (reimbursement of expenses available. See Budgets)

Duties:

1. Assist the RCM in his/her duties.
2. Attend ASC and RSC meetings.
3. Serve as RCM in his/her absence.
4. Required to provide a monthly report as it relates to their service position.
5. Submit a yearly budget for projected expenses. (See Budgets).

I. Hospitals and Institutions Sub-Committee Chair

Requirements:

1. Suggested 2 Years clean time
2. Demonstrate a knowledge of and commitment to H&I.
3. Prior service experience on the H&I subcommittee
4. Travel may be required.

Duties:

1. Attend ASC
2. Coordinates all hospital and institution meetings within the Area

according to the H&I Handbook and BANA H&I Guidelines utilizing the approved budget.
3. Conducts monthly Sub-Committee meetings.
4. Provide a monthly report to the ASC as it relates to their service position, including a financial report.

J. Public Relations Sub-Committee Chair

Requirements:

1. Suggested 5 years clean time

Duties:

1. Attend ASC
2. Coordinates PR Services within the Area in accordance with the BANA PR Guidelines utilizing the approved budget.
3. Conducts monthly subcommittee meetings.
4. Provide a monthly report to the ASC as it relates to their service position, including a financial report.
5. One of four positions (PR Chair, ASC Chair, ASC Treasurer and Web Chair) that will have access to all website and hosting admin logins

K. Activities Sub-Committee Chair

Requirements:

1. Suggested 2 years clean time.

Duties:

1. Attend ASC
2. Coordinates events within the Area in accordance with the BANA Activities Guidelines utilizing the approved budget.
3. Conducts monthly subcommittee meetings.
4. Provide a monthly report to the ASC as it relates to their service position, including a financial report.

Section 08: Budgets

A. Sub-Committee Budgets

Sub Committees shall operate on a roll over budget. At the beginning of each fiscal year each subcommittee chair will be seeded the money according to their projected monthly budget. At each ASC, the treasurer will only reimburse money spent to reseed the budget (receipts required). Unspent budget is to be held by the ASC Treasurer. Sub-Committee Chairs can request access to these earmarked funds. An itemized proposal shall be included in the request. At the end of the fiscal year (July) unspent budget will go back to ASC's general fund.

1. At the end of the fiscal year (July) each outgoing Sub-Committee chair should write a suggested budget to help guide the incoming Chair.
2. At the beginning of each fiscal year (August) each incoming Sub-Committee Chair shall submit a budget. This proposed budget should be included in the ASC budget as an independent motion.

B. ASC Budget

ASC Budget shall consist of all ASC expenses including rent for ASC meeting, officer expenses/reimbursement, Regional donation, etc.

1. At the close of the fiscal year (July), the outgoing Treasurer should compose a year end summary of the year's finances.
2. At the close of the fiscal year (July), the outgoing Treasurer should compose a suggested ASC budget for the upcoming year to help the incoming Treasurer.
3. At the beginning of each fiscal year (August) the incoming Treasurer shall submit a budget. This budget shall list ASC expenses, as well as Sub-Committee budgets (though Sub-Committee budgets will be approved individually).

Section 09: Financial

A. All incoming checks shall be made payable to: Borderline Area.
B. Treasurer should submit an annual budget to the A.S.C. one month after Area elections (August) to be approved by the Home Groups.
C. The ASC shall maintain a Prudent reserve. (See ASC Budget).
D. The Treasurer is not to give out cash. All outgoing money must be by check or digital means.
E. After all monthly expenses, the ASC will donate all monies in excess of the prudent reserve to Carolina Region.
F. GSRs may approve minor expenditures ($50 or less) during the ASC (without sending this vote back to home groups).
G. ASC will reimburse New Groups up to $50 (receipt required) toward essentials for starting their meeting.
H. Subcommittees must submit financial reports monthly with expenditures, including receipts, to have their budget reseeded.
I. Monies requested outside of the approved current budget will be deemed a home group motion and be sent back to be voted on with receipts or quotes.

Section 10: Hospitals and Institutions Subcommittee Guidelines

ARTICLE I. Definition of the H&I Subcommittee

This committee is the Hospitals and Institutions (H&I) Subcommittee of the Borderline Area of Narcotics Anonymous (BANA). It is directly responsible to BANA and ultimately to the groups we serve.

The following items serve as governing documents for the H&I Subcommittee in the creation of this BANA H&I Guidelines:

A. Twelve Traditions of Narcotics Anonymous
B. Twelve Concepts of Narcotics Anonymous
C. Hospital and Institutions Handbook of Narcotics Anonymous

ARTICLE II. Functions of BANA H&I Subcommittee

A. Conduct monthly business meetings
B. Provide an H&I Service Representative for participation in Regional H&I Subcommittee meetings.
C. Provide orientation for all H&I participants. To be renewed every 5 years.
D. Provide the subcommittee annual budget three months prior to the end of the fiscal year (May).

ARTICLE III. Subcommittee Trusted Servant Positions

The H&I Subcommittee Chair may appoint officers described below. All officers shall follow all H&I Do's and Don'ts as outlined in the H&I Handbook and be working an NA Program. All individual facilities rules must be followed. Also, all H&I participants shall attend orientation and be renewed every 5 years.

1. **Chair**
    a. Suggested Two (2) years clean time.
    b. One (1) year activity in H&I work.
    c. Attending BANA ASC meetings and conduct, organize, and attend the H&I Subcommittee Business meetings
    d. Submit and maintain H& I Budget as outlined in ASC Policy Sec 11 G.
    e. Meet with the administrators of facilities as first point of contact, or in the interest of harmony, establish new meetings with the PI Chair and/or the Panel Coordinator.

2. **Co-Chair**

a. Suggested One (1) year clean time.
b. Attend H&I Subcommittee meetings.
c. Responsible for ordering and disbursement of literature for the Panel Meetings.

3. Panel Leader

a. Suggested One (1) year clean time.
b. Six (6) months activity in H&I work.
c. Panel updates must be provided in person, written update or by a designee.
d. Develop, uphold, and maintain the assigned scheduled facility & meetings.
e. Support Panel Members and Guest Panel Speakers in their responsibility to appropriately conduct the meeting.

4. Panel Members and Guest Speakers

a. Six (6) months clean time.

Section 11: Activities Subcommittee Guidelines

I. Definition and Purpose of the Subcommittee:

The Borderline Area of Narcotics Anonymous Activities Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group within the fellowship of Narcotics Anonymous, which is dedicated to providing the BANA with recovery-oriented events and activities. All funds generated through the Subcommittee belong to the BANA.

As a Subcommittee of the BANA, we shall maintain effective communication and cooperation with the area. Subcommittee meetings are open to all members of the N.A. Fellowship.

In all its proceedings this Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts and A Guide to Local Services.

II. Functions of the Subcommittee:

A. Hold regularly scheduled monthly meetings and additional meetings as needed
B. Make information available to BANA Groups about Subcommittee events.
C. Provide representation and participation in the BANA ASC.
D. Coordinate the development of events at the area level.
E. Assists, when possible, other NA service bodies upon their request.
F. Elect and/or appoint members to fulfill the needs of the Subcommittee.
G. Maintains an archive of the Subcommittee minutes.

III. Structure of elected / appointed positions:

The Subcommittee chair will be elected at ASC. Should the Chair be unable to discharge their duties, the Subcommittee Co-Chair will automatically assume these responsibilities until directed by ASC.

The Subcommittee chair can appoint a Co-Chair, Secretary and/or Treasurer. A supporting vote of confidence should be taken from active Subcommittee participants.

IV. Qualifications and Duties of Elected/Appointed Committee Members:

A. Chair: Suggested clean time requirement of 2 year. Elected by the BANA Homegroups and shall fulfill the BANA requirements of a Subcommittee Chair. These responsibilities include:
    a. Attends and provides written reports of all monthly activities at each BANA meeting.
    b. Prepares agenda for regularly scheduled Subcommittee meetings and ensures order is maintained during each meeting.
    c. Submits an annual budget with detailed event budgets submitted prior to each event.
    d. Appoints other committee members as necessary.
    e. Channels all funds from any event to the BANA Treasurer.
    f. Prints fliers to be distributed at Area and posted to Area website.
    g. Fulfills all Subcommittee responsibilities that are not delegated elsewhere.

B. Co-Chair: Suggested clean time requirement of one year. Responsibilities to the Subcommittee Co-Chair include:
    a. Assumes the duties of Chairperson in the case of Chairperson's absence.
    b. Works closely with the Chair in the execution of their duties.

C. Secretary: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:
    a. Records minutes of subcommittee meetings and shares them with active members.
    b. Maintains an archive of minutes.
    c. Keeps records of all venues used for events: including rules and regulations, price, and contact information.

D. Treasurer: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:
    a. Maintaining a simple set of accounting books for the Subcommittee.
    b. Reconcile the balance sheet of funds for each event.

V. Management of Funds

A. Two Subcommittee members shall count all funds acquired at any Activities Subcommittee function/event – at least one being an officer of the Subcommittee.
B. A receipt or invoice must accompany all expenditures.
C. All funds shall be forwarded to the ASC Treasurer promptly.
D. An itemized accounting statement for all functions/events shall be provided for review at each BANA monthly meeting.
E. Provide the subcommittee annual budget three months prior to the end of the fiscal year (May).

Section 12: Public Relations Subcommittee Guidelines

Purpose

A. To inform the public that Narcotics Anonymous (NA) exists and offers recovery from the disease of addiction and to ensure that accurate information about our fellowship is available to our local home groups and the public

B. To offer accurate information about how and where to find NA meetings and its service structure through various channels such as the BANA, CRNA and NAWS Websites, BANA Facebook page, and Carolina Regional Service Committee (CRSC) phoneline

C. To maintain communication and collaboration with surrounding areas through the Carolina Regional Service Committee (CRSC) PR, Phoneline, and Technology Subcommittees, Narcotics Anonymous World Services (NAWS) and the Southeast Zonal Form (SEZF)

D. To assist and support other BANA subcommittees, Groups, GSRs, members, and potential members with public Public Relations material.

E. To conduct all PR activities in accordance with the methods described in the NAWS Public Relations Handbook and the 12 Steps, 12 Traditions, and 12 Concepts for NA service

Section 13: Change Log

November 2024:

- Major overhaul made based on work conducted by Policy Ad Hoc subcommittee.

June 2024:

- Section 08 (H&I) and Section 09 (Activities) subcommittee policies added/updated.

April 2024:

- Section 11 - Several changes made based on March 2024 motions from Ad Hoc Policy committee, voted on and passed April 2024

February 2024:

- Section 05.A - Removed language around Officers allowed to submit motions related to their positions. This motion was incorrectly passed due to an out of order process.
- Section 11.C and 11.D - Added that payments can be made in electronic form (CashApp) per moton from Feb ‘24 ASC.

January 2024:

- Added Change Log section
- Per motion from Jan 2024 ASC, Motions section #5 amended to allow Officers to submit motions related to their positions
- Per motion from Jan 2024 ASC, Elections section #6 amended to remove ability for nominees to submit willingness statement in absence of attending ASC.
- Per motion from Jan 2024 ASC, Finance section #11 amended to switch to rolling budget with seed money and require subcommittees to provide receipted expense reports.
- Per motion from Jan 2024 ASC, Finance section #11 amended to remove references to budget line item amounts.