EAST TEXAS AREA
SERVICE CONFERENCE
GUIDELINES
REVISED

MAY 2025

SERVICE PRAYER:

"God, grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours-in order that no addict, anywhere, need die from the horrors of addiction."

PURPOSE

The purpose of an Area Service Conference (ASC) is to support its groups and their primary purpose by providing a forum within the area to help the fellowship.

TRADITION NINE

This tradition states that, "We ought never be organized, but we may create service boards or committees directly responsible to those they serve". This seems to be, at first glance, almost a contradiction in terms; but, somehow, we must untangle this mess. "We ought never be organized". "However, disorganization is killing us". What about mapping it out with charts and descriptions of everything? Isn't that organization? The purpose of laying out these committees in an orderly form, showing what they do and how they relate to each other is not organizational in nature but informational. What we are representing is not an organization but a method by which the services necessary to NA can be provided and performed with the very minimum of confusion.

AREA SERVICE COMMITTEE

An Area Service Committee is a committee made up of Group Service Representatives (GSR's) from groups within a designated area which meets monthly for the express purpose of serving the specific needs of its groups

THE TWELVE TRADITIONS

We keep what we have only with vigilance, and just a freedom for the individual comes from the Twelve Steps, so freedom for the group's springs from our Traditions. As long as the ties that bind us together are stronger that those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on N.A. 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 N.A. as a whole.
5. Each group has but one primary purpose-to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. 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. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. 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.

THE TWELVE CONCEPTS

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rest 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 or our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body may petition that body for 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.

FORMAT

The following format outlines the procedures for conducting the ASC, the regular monthly business meeting of the ASC, and all interested members of Narcotics Anonymous.

1. Opening moment of silence for the addict who still suffers followed by the Service Prayer.
2. Read Twelve Traditions and Twelve Concepts from Area Policy by Co-Facilitator.
3. Read one of the Twelve Concepts each month with a (5) five-minute limit discussion.
4. Roll Call:
    a. Facilitator
    b. Co-Facilitator
    c. Notetaker
    d. Notetaker Alt
    e. Money Handler
    f. Money Handler Alt
    g. Regional Committee Member (RCM)
    h. Regional Committee Member Alternate (RCMA)
    i. Literature Distribution Representative
    j. Literature Distribution Representative Alt.
    k. Hospitals & Institutions (H&I)
    l. H&I Alt
    m. PR
    n. PR Alt.
    o. Web Facilitator
    p. Web Facilitator Alt
    q. Activities
    r. Activities Alternate
    s. GSR's
5. Recognition of new groups.
6. Notetaker's Report: Notes were emailed in accordance with the guidelines and questions or corrections are discussed then accepted by Consensus Based Decision (CBD).
7. Reports from:
    a. Facilitator
    b. Co-Facilitator
    c. Money Handler's Report
    d. Literature Distribution
    e. RCM
    f. Web Facilitator
    g. Activities Chair
    h. H&I Chair
    i. PR Chair
    j. GSR's
8. Group Reports: (Is there anything the East Texas Area can do for you?)
9. Break for 15 minutes.
10. Reconvene with a moment of silence followed by the Serenity Prayer.
11. Old Business
12. Election of New Officers
13. New Business (agenda request passed at the beginning of the meeting)
14. Plans for the next meeting location will be discussed. To be determined by group rotation.
15. Close with choice of Serenity Prayer or Third Step Prayer.

AGENDA

Facilitator will pass a sheet around at the beginning of each ASC for input ideas or motions for new business.

DISCUSSION LIMITS

Any NA member in attendance at an East Texas ASC has a voice on the floor. Discussion limitations are two (2) minutes to present and five (5) minutes to discuss.

QUORUM

1. A quorum must be present to do business.
2. Official quorum is 2/3 of groups and 2 admin
3. Official quorum must be reached fifteen (15) minutes after starting time of the business meeting. Once quorum is met, business will continue as usual. Should quorum fail, business can be conducted, however, no voting or motions will be presented.

ATTENDANCE

The Facilitator shall contact, in writing (either by text or email), the GSR of the group which has missed two (2) consecutive ASCs

1. Any member group of the East Texas Area missing three (3) consecutive meetings of the ASC shall be removed from the quorum. Placement on the inactive list shall be at the third consecutive meeting at which they are not represented. At the next meeting, which they are represented, they will be recognized by the Facilitator to participate in CBD at new business and added to quorum at the following ASC. Institutions need not meet attendance requirements due to their rules and regulations.
2. A Group placed on the inactive list twice in one year will be defined on the area meeting schedule or phone list as non-member of the East Texas Area (ETA) until present at three (3) consecutive meetings.
3. The Administrative Committee is required to obtain CBD to cancel or change the date of an ASC. The Administrative Committee shall notify all GSR's and Committee Facilitators of the change.

VOTING

The East Texas Area has elected to perform business based upon Consensus Based Decision Making Procedure. Anyone present has a voice however, only GSR's (or their representative) have a vote. There is a flow chart reflecting this in the Appendix section

REPORTS

1. All reports are limited to ten (10) minutes per report. All reports are to be printed, typed, or legibly written. A copy is to be submitted to the ASC Notetaker by the adjournment of the meeting. All reports are to include business information only.

2. A uniform format is to be used for monthly reports. (See Appendix A)

3. Minutes will be typed and distributed digitally withing 10 (ten) days after Area so that GSR's will have them available for their Group Conscious Meetings.

ELECTION OF OFFICERS

1. Nominations should be solicited by "Group Conscience" of each group within the Area.
2. An explanation from the Service Manual is read to establish each position's responsibilities for office.
3. The position is announced, and nominations are taken.
4. Each nominee must be present to be elected.
5. If an objection occurs to a nominee, nominee is asked to leave the room and objection is discussed.
6. After accepting nominations from "Group Conscience", the Facilitator will ask the floor if there are any further nominations.
7. Each nominee should state his/her qualifications for serving the fellowship as a whole in this Area. (State clean time, past service experience, and why you want to serve the fellowship). Each nominee is asked questions as indicated in these guidelines.
8. Election is done by CBD.
9. In the event more than one nomination is accepted, nominees will leave the room for the vote.
10. This procedure is repeated until all positions are filled.
11. When elections for a new Facilitator and/or RCM of the East Texas Area are an issue, the Co-Facilitator and/or RCMA is/are automatically nominated and elected by CBD.
12. In the event that an office cannot be filled, the position should remain vacant until such elections can be duly held.
13. Nominations of officers of the East Texas Area are held at the October ASC each year. Elections are held at the November ASC and Positions begin at the January ASC. This is to insure a smooth transition and assure budgets are in place in January.
14. Nominations of officers can only be made within the area. To serve on the East Texas Area you must belong to a group within the East Texas Area.

QUALIFICATIONS

SUGGESTED QUALIFICATIONS FOR TRUSTED SERVANTS

1. **Administrative Committee:** Facilitator, Co-Facilitator, Notetaker, Money Handler, RCM, Literature Distribution Representative.

    a. Willingness and desire to serve.

    b. One (1) year commitment for all positions except RCM, RCMA, Money Handler and Money Handler Alt which are 2 year commitments.

    c. Suggested minimum clean time:

        i. Facilitator four (4) years
        ii. Co-Facilitator three (3) years
        iii. RCM four (4) years
        iv. RCMA three (3) years
        v. Notetaker 6 months
        vi. Notetaker Alt 6 months
        vii. Money Handler Four (4) years
        viii. Money Handler Alternate Three (3) Years
        ix. Web Facilitator two (2) years
        x. Web Facilitator Alt one (1) year
        xi. Literature Distribution Representative (LDR) Four (4) years
        xii. Literature Distributions Representative Alt Three (3) Years
        xiii. PR Two (2) years
        xiv. PR Alt. One (1) year
        xv. H&I Two (2) years
        xvi. H&I Alt. One (1) year
        xvii. Activities Two (2) years
        xviii. Activities Alt (1) year

    d. Understanding of the Twelve Traditions and Twelve Concepts of NA through application.

    e. Time and resources needed to be an active participant and attend all ASC's.

    f. Questions to be asked of nominees

        i. Are you capable of fulfilling the qualifications required of this position?
        ii. Do you have your own transportation or can have transportation provided?
        iii. Are you able to travel long distances?
        iv. What is your clean date?
        v. Do you have a NA Sponsor?
        vi. Have you ever misappropriated NA Funds?
        vii. Have you ever not fulfilled your commitment and if not why?
        viii. Are you working the 12 steps and traditions?

    g. Upon election to any Administrative Committee position all GSR or GSRA positions within the East Texas Area Service Committee must be resigned.

For guidelines and duties of trusted servants, refer to the information below and The Guide to Local Services along with other appropriate Service Manuals.

1. **Facilitator:**

a. Arranges for agendas and presides over monthly meetings
b. Should be a co-signer of the ASC's bank account but not required.
c. Must be capable of conducting business meetings with firm yet understanding hand
d. Will organize a work group to review the Guidelines once a year
e. Will review all changes to Area Guidelines prior to being presented to Area.

2. **Co-Facilitator:**

a. Performs the Facilitator's duties in their absence
b. Could be a co-signer of the ASC's bank account

3. **Notetaker:**

a. Keeps accurate minutes of each business meeting and distributes typed copies of minutes to trusted servants
b. Prepare Old Business Agenda for Facilitator for Area
c. Responsible for correspondence and maintaining area files and archives
d. Reimbursed by Money Handler for cost of copies for all reports and minutes
e. Arranges rotation of groups that are available to host the ASC meetings

4. **Money Handler:**

a. Makes a report of contributions and expenditures at every regular ASC meeting
b. Is a Co-signer of the ASC's bank account
c. Responsible for maintaining area financial files and archives. Will keep Archives for 7 years per IRS requirements.
d. Perform Audit of previous year's records
e. Review purchases made with the Tax exemption and file the yearly tax paperwork with IRS.
f. Keyholder for post office box

5. **Regional Committee Member:**

a. Represents ETA by providing communication about the area to NA
b. Attends all RSCs and acts as a representative of the ETA at regional level
c. Keeps ETA in touch with larger world of NA by providing ETA with information received from Lone Star Region and World Service Conference

6. **Literature Distribution Representative:**

a. The Literature Distribution Representative will keep a starter kit on hand at all times. Contents of the starter kit: one (1) Basic text, five (5) White books, five (5) White Key tags, five (5) Thirty-day Key Tags, five (5) Sixty day Key Tags, two (2) each all information pamphlets, one (1) Poster Set, one (1) Set Groups Readings, and one (1) Group Booklet. Upon the approval and availability of new pamphlets they should be included in the starter kit.
b. Maintains and inventories the Literature Bank.
c. Provides literature to groups and sub-committees
d. Keeps accurate Records of all Literature Bank transitions
e. Is a Co-signer of the ASC's bank account
f. Will add 12% charge for groups outside the ETA
g. Will add 5% charge for groups inside the ETA. This is based on needs of the area.

7. **Web Facilitator**

a. Required to attend the monthly meeting and submit a report of all financial, technical, and correspondence information related to the operation of the website.
b. Required to download and distribute email feedback and website statistics
c. Responsibility to gather ETA and subcommittee communications for web publication
d. Assure only official NA communications are processed properly and appropriately.
e. Add/delete meetings to the web page as required. New meetings will be added immediately.

8. **Activities Chair**

a. Required to attend ETA monthly meetings and submit report on all activities
b. Organize activities to include the three annual, Summer Camp out, Halloween, and Unity Bash.
c. Prepare flyers and arrange merchandise orders for events if needed.
d. Prepare a monthly calendar of all activities in the ETA area and provide them to the Web Facilitator for positing
e. Post main ETA activities on the Lonestar Regional page Calendar.

9. **H&I Chair**

a. Required to attend ETA Monthly meetings and submit report on the events of the month
b. Distribution of literature throughout the community
c. Assist in opening doors to facilities and attending meetings within facilities if needed.
d. Obtaining members to attend facilities requesting meetings.
e. Coordinate with the Regional H&I when necessary
f. Maintain the structure as outlined in the H&I handbook to ensure a clear NA message.

10. **PR Chair**

a. Required to attend ETA monthly meetings and submit report on the events of the month
b. Arrange and attend functions with literature to carry the message of NA
c. Arrange presentations with facilities to introduce NA

All Alternates perform the duties of the elected Trusted Servant, they are the alternate for in their absence.

Alternates are NOT required to take the position they are the alternate for. Alternate positions are a mentoring position and the area, or the individual may decide they do not desire the position or feel they are not qualified to handle the position. This is not considered not fulfilling the commitment.

RESIGNATIONS

1. Voluntary:
    a. Voluntary resignation should be given to the ASC Facilitator in legible writing, printed or typed form.
2. Involuntary:
    a. If absent from three (3) consecutive meetings
    b. If there is a relapse during the term of office
    c. If there is a failure to perform duties and responsibilities
3. The Administrative Committee will be responsible for recovery of (East Texas Area Service Committee (ETASC) property in case of the Trusted Servant resignation.
4. Impeachment:
    a. Needed in case of a breech of Traditions, a malicious use of the conditions of the office, and/or generally unethical conduct inconsistent with the role of a Trusted Servant
    b. The individual being impeached will be notified in legible written, printed, or typed form at least seven (7) days prior to the ASC
    c. A proposal of due cause for impeachment is presented to the ASC and a CBD is reached.
    d. The respondent is given a chance for rebuttal, if so desired, not to exceed ten (10) minutes. *These grounds represent prerequisites for impeachment. They are not meant to imply that impeachment is necessarily in order in every case that these grounds exist. They are simply intended as a guide to the group conscience when impeachment proceedings are instigated.

ACCEPTANCE OF NEW GROUPS

1. New Groups should present themselves through their GSR at an ASC for 3 consecutive ETA meetings.
2. The Facilitator should ask new groups.
    a. Why do you want to join the ETASC?
    b. Can you attend the ETASC in its entirety each month? (Explain Quorum and necessity of attendance).
    c. Do you follow the steps, traditions, and concepts and use only NA approved literature in your meetings?
    d. Do you have NA literature available at your meeting?
        i. If no, would you like a starter kit?
    e. Do you plan to direct any excess resources to this Area as stated in the Guide to Local Services (GLS)?
3. If the New Group meets in a Treatment Center, then following items need to go on new business:
    a. Explain possible Traditions and Concepts violation (i.e., affiliation, self-support).
    b. Explain to the institution about the waiver of attendance if unable to meet the requirements of the Guidelines.
4. A recommendation to the Administrative Committee will be made whether or not the new group should receive a starter kit.

FINANCIAL RESPONSIBILITY

Its member groups who forward Seventh Tradition basket proceeds and merchandising efforts through Area activities or special events to the next level of the service structure fund the ETASC. This money is used to further our primary purpose through recovery to jails, hospitals, and institutions, public/professional agencies, and the media, as well as through help line services and Twelve-Step referrals. The ETASC also supports the distribution of literature. In the event that the East Texas Area and a member group hold an organized activity together, all expenses will be reimbursed first to those parties owed. If a group hosts an area event and it is held during a regularly scheduled meeting, the 7th tradition during that time will be given to the hosting group. All profits after expenses will be returned to East Texas Area. The 7th Tradition collected during an ASC will be donated to the hosting group. In keeping with our Ninth Tradition, each committee is directly responsible to the Fellowship through the ASC. This includes responsibility for the actions of the committee and its members, as well as financial responsibility for their expenditures, in order to best serve the fellowship and to ensure that the money placed in the basket goes to further our primary purpose, the guidelines below shall be followed by the trusted servants elected by the A.S.C.

ASC Budgets (only applicable if Area Finances permit).

1. Each Area Subcommittee shall prepare budgets based on the actual expenses incurred during the planning of the event. Budgets shall provide details as to the types of expenditures for which the money is intended, such as copying charges and literature cost, Travel and/or lodging expenses, etc. This will be voted and approved at the ASC.

Administration of Finances

1. The ASC Money Handler has the responsibility for maintaining an accurate accounting to ensure all committee expenses are within their approved budgets, based on receipts and requests for advances.
2. The Administrative and committee members must maintain and present receipts for actual expenses to the ASC Money Handler. Receipts and reimbursement requests should be made within one (1) month of incurring the expense, whenever possible.
2. Workgroup committee's expenses, although not specifically included, must be approved by the ASC.
3. The Treasury and literature Distribution accounts may accept only cash or checks.

Budget Revisions (only applicable if Area finances permit)

In no case will a committee receive a budget or an increase without prior approval of the ASC voting body.

1. The Money Handler may withhold ASC committee funding at any time when insufficient funds are in the ASC bank account or when the prudent reserve may be jeopardized. In the event this

should occur, a revised ASC committee budget may be prepared and submitted for approval at the ASC immediately following this action.

Prudent Reserve (only applicable if Area Finances permit)

1. The ASC Money Handler shall establish an annual "prudent reserve" for the ETASC to be included and approved with the combined ASC budget.
2. This prudent reserve shall be maintained until new committee budgets are approved the following year.
3. In no case shall the balance in the ASC account be allowed to drop below the prudent reserve

ASC Checking Account

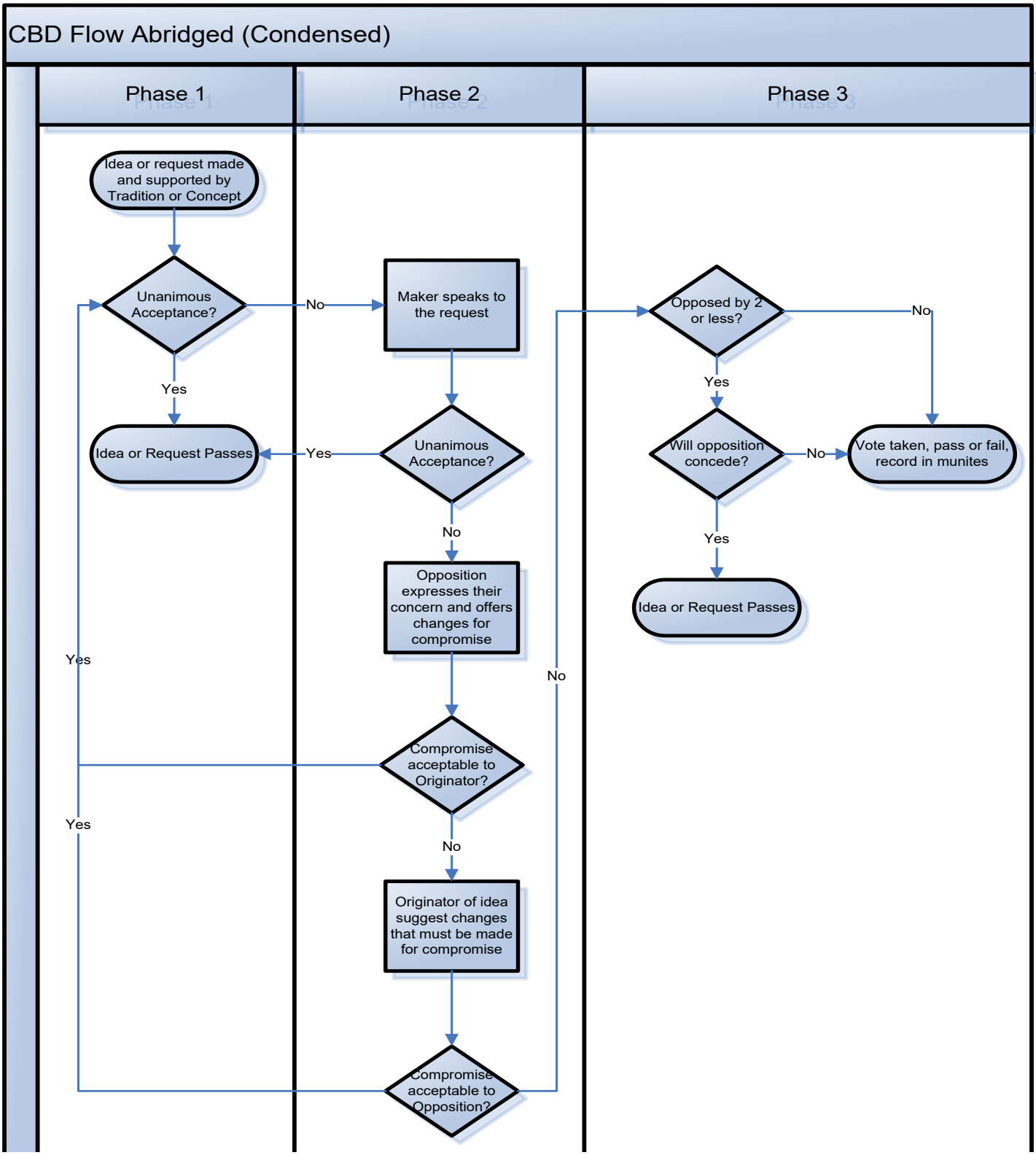
1. Two signatures are required on all checks.

Contribution to LSRSC

1. Each year, the ASC will decide on an amount to be donated and provide a check to the RCM prior to Region.

CONSENSUS BASED DECISION MAKING PROCEDURES

CBD Flowchart



LONE STAR REGIONAL SERVICE CONFERENCE POLICY AND GUIDELINES

APPENDIX. HOSTING A LSRSC MEETING

1. The ASC will provide a room and be provided with a check from LSRSC to help pay. The ASC will decide whether to accept the check or not.

2. The ASC will provide beverages for RSC.

Banner Raid Guidelines

Purpose: To reach out to groups and encourage an exchange of ideas and experiences between groups within an Area or Region.

Banners: Each banner involved should be clearly labeled on the back side with the Homegroup's name in permanent marker. If your group has another group's banner it should be marked with that group's name.

Capturing Banners: In order for another group to "capture the banner" at least five (5) members of that group are permitted as a group of five (5) to capture a banner of the group they have attended.

A raiding group's priority is to recapture its own banner(s) Only after a raiding group has retaken its banner(s) does it get to choose which banner it takes. That may be one of the raided groups banners that it has tagged as being part of the banner raid

Multiple Banner Raids:

A raiding group that brings 10 people may

a. Recapture their banner and take a banner
b. Recapture two of their banners
c. If no recapture banners are available, they may take two banners

A raiding group that brings 15 people may:

a. Retake one of their banner(s) and take two (2) banners
b. Retake two (2) of their banners and take one (1) banner
c. Retake three (3) of their banners
d. If no recapture banners are available, they may take three banners

Sacred Cow

If a group has a banner(s) they do not want taken, they should NOT write their name on the banner and it cannot be taken. It is considered a Sacred Cow. Banners already in possession of another group cannot be considered a sacred cow as they are already involved in the banner raid process. A banner taken from another group cannot be a Sacred Cow of your group unless that group has shutdown. If your group has a banner of a group that no longer exists that banner is automatically a Sacred Cow, whether it is marked or not.

APPENDIX A
FORM FOR ETA AREA FOR GSR'S

East Texas Area Of Narcotics Anonymous Group Report

Group Information

Group Name _____

Mailing Address _____

_____

_____

Meeting Location

_____

_____

_____

Trusted Servants

Position	Name	Phone Number
GSR		
GSRA		
Treasurer		
Secretary		
PI Chair		

Meeting Information

Day	Time	Average Attendance
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

ASC Date _____

ASC Location _____

ETASC Donation _____

Group Announcements

Group Needs