

(FOR APPROVAL BY GROUPS)

Kings Bay Area Service Committee

Policy and Guidelines-(updated June 2024)

Definition and Purpose

Service boundaries: The boundaries of the Kings Bay Area, for the purposes of service, are as follows: South of Prospect Expressway and Ocean Parkway to Avenue N; Southwest of Pennsylvania Avenue and Flatlands Avenue.

The Kings Bay Area Service Committee (KBASC) is a volunteer group of men and women of the fellowship of Narcotics Anonymous (NA) existing for the purpose of communicating with one another on all matters pertaining to our common welfare (unity) and our common purpose to carry the message to the addict who still suffers, in the spirit of strengthening (serving) our fellowship. We are here to maintain the 12 steps, 12 traditions and 12 concepts in all our affairs. This committee is autonomous. Regular meetings of the KBASC are held once monthly.

Decorum Statement

KBASC meetings will be conducted as a consensus-based decision-making process, using Roberts Rules of Order, and the guidelines set down in “A Guide to Local Services as tools”. By following these we are striving to ensure that we are making decisions based on principles rather than personalities. Only one motion may be before the committee at any one time.

1. FUNCTIONS OF THE AREA SERVICE COMMITTEE (ASC)

1. Communication and dissemination of all information to and from groups through their representatives.
2. Maintain steady distribution levels of all NA literature to Area groups through their representatives.
3. Conduct monthly service meetings.
4. Elect a Regional Committee Member for active participation at Greater New York Region Service Committee (GNYRSC) meetings.
5. Setup of proper sub-committees to complete all service functions including activities.
6. Produce updated meeting schedules on a timely basis.
7. To offer encouragement and support to all groups of the KBA and their elected GSR's.
8. To maintain a mailing address, checking account and prudent reserve to conduct regular business.

II. Participants

1. The KBASC committee shall be composed of the Steering Committee, GSR's and their alternates from established groups within the KBA.
2. The Steering Committee meets on the second Thursday of every month, and consists of the Chair, Vice-Chair, Secretary, Treasurer, RCM, RCM-Alt, and the Chairs of all sub-committees. Any KBA member is welcome to attend as an observer.

III. General Policies and Procedures

1. Any deviation from established policies shall require a two-thirds (2/3) vote of a quorum of GSR's present.
2. To conduct any business at the KBASC meeting a quorum must be present. A quorum shall consist of no less than eight (8) GSR's.
3. An area trusted servant may not be the contact person for an outside vendor if they are related to the vendor.

4. Trusted servants funded by KBASC to attend an event must submit a written report and attend all KBA workshops related to that event.
5. All committee chairs shall submit monthly written reports.
6. All sub-committees should submit an inventory twice each year, if applicable.
7. Any KBA group not represented at three (3) or more consecutive meetings will not receive any Area minutes but will be outreached by the Steering Committee.
8. All new GSR's will receive orientation from the Vice-Chair or the Policy Chair.
9. The meeting list for KBA shall include all meetings in Brooklyn, NY and will be titled "Meetings" in the Borough of Brooklyn (produced by KBA).
10. Insurance policies are purchased from the Greater New York Regional Service Committee for groups and events by the KBASC.
11. Area minutes, attendance records, motions and policies must be maintained and archived by the steering committee.

IV. General Requirements for all Area Positions

1. All trusted servants are to be elected from the active groups participating in the KBA.
2. All trusted servants on the steering committee of the KBASC must have a commitment to serve, willingness and resources to fulfill the position and a working knowledge of the 12 steps, 12 traditions and 12 concepts of NA.
3. All KBASC positions require at least two (2) years clean time to service with the following exceptions:
RCM three (3) years, Secretary one (1) year, Convention Committee Chair five (5) years.
4. All nominees must be capable of documenting and maintaining information to be passed on to their successor.
5. All nominees who will handle money must have a legal source of income and must submit original receipts to the Treasurer.
6. All trusted servants are required to attend KBASC meetings, steering committee meetings and all events hosted by the KBASC.

V. Specific Duties and Requirements

Chairperson

1. Previous service experience of one year as a participant of an ASC.
2. Setting up monthly agenda for KBASC and Steering committee meetings.
3. Bringing before the KBASC such matters as should be acted upon by the KBASC.
4. Maintaining policies and guidelines for the KBASC.
5. Maintaining a business-like atmosphere in the meetings by remaining objective and impartial.
6. Co-signer on the KBASC bank account.

Vice Chairperson

1. Previous experience of six (6) months as a participant of an ASC.
2. Serve as liaison to all sub-committees of the KBASC.
3. Provide orientation to all new GSR's.
4. Shall assume Chairpersons duties in the event of absence.

Treasurer

1. Previous service experience of one year as a participant of an ASC.
2. Shall be fiscally responsible and able to keep accurate financial records.
3. Custodian and co-signer of the KBASC bank account.
4. Guardian of KBASC funds advising against imprudent outlays of funds.
5. Ensure that all approved expenses are promptly paid.
6. Keep and maintain the financial ledger and checkbook of the ASC including all receipts.
7. Report all contributions and expenditures at the monthly meeting.
8. Present an annual statement at the end of their term.

Secretary

1. Possess the necessary clerical skills, including having a computer.
2. Accurately record the minutes of KBASC and Steering Committee meetings.
3. Copy, collate and mail or e-mail area minutes to all trusted servants and GSR's prior to the monthly steering committee meetings. Those getting their minutes by e-mail will also be responsible for printing those minutes at no cost to KBASC.
4. Maintain an accurate and updated mailing list of all trusted servants.
5. Maintain the archive file of past ASC minutes.
6. Ensure that all ASC minutes mailings contain the following: minutes of the previous ASC meeting, copies of all reports submitted, copy of the KBA literature order form, KBA group report form and submitted KBA flyers.
7. Maintain an appropriate updated backup file with all pertinent area documents to Area website.

Regional Committee Member

1. Previous service experience of one year as a participant of an ASC.
2. Attends scheduled RSC meetings.
3. Provides communication between KBA and the rest of NA.
4. Provide a copy of all RSC motions along with a written report for the secretary to be included in the minutes.
5. Provide background, explanation, and intent of regional motions.
6. Responsible for attending MARLCNA or NEZF, keeping the area informed on the Conference Agenda Report (CAR) with written reports on both.

RCM Alternate

1. Must meet the same requirements as the RCM and be able to stand in during RCM absence or inability to attend required service meetings.

Meeting List/Webmaster Chairperson

1. Ensure that KBA meeting lists are accurate and updated when appropriate with the GNYRSO.
2. Willing to attend regional meeting list meetings.
3. Liaison to NAWS by providing updated KBA trusted servant and group information.

4. Maintain the KBASC website.

Literature Chairperson

1. A working knowledge of literature ordering and distribution procedures.
2. Ability to pick up literature at the RSO prior to steering committee meetings.
3. Maintain supplies to ensure adequate distribution to the groups and H & I sub-committee.
4. Distribute literature at KBASC meetings.
5. Custodian of inventory able to provide a monthly account of literature status.
6. Keep accurate records of all literature distributed.

Newsletter Chairperson

1. Ability to prepare material for the newsletter and review for appropriateness.
2. Ensure all submissions are edited to abide by the 12 steps, 12 traditions, and 12 concepts and adhere to the Clarity Statement of NA.

Events and Activities Chairperson

1. Minimum of six (6) months' experience on an E & A committee or equal group level service.
2. Experience securing, planning, set-up, breaking down, and hosting at venues.

Merchandise Chairperson

1. Minimum of six (6) months' experience on a Merchandise committee or equal service experience.

H & I Chairperson

1. Minimum of one year's experience on an H & I committee.
2. Attends monthly Regional H & I sub-committee meetings.

Policy Chairperson

1. Knowledge of KBASC guidelines and policies.
2. Provide updated copies of policy when requested or when policy has changed.

Public Relations Chairperson

1. Minimum of six months' experience on a public relations committee or equal service experience.
2. Willing to support GNYR Helpline.
3. Attends monthly Regional Public Relations sub-committee meetings.

Convention Committee Chairperson

1. Five years' clean time.
2. One year experience on a convention committee.

Speaker Exchange Chairperson

1. Attends the Regional Speaker Exchange meeting.

VI. Sub-Committees

1. Any sub-committee that spends KBASC funds shall furnish original receipts to the Treasurer.
2. All KBASC sub-committees shall submit a written sub-committee policy to the KBASC policy and procedure committee. KBASC shall be informed of any updates or changes to the sub-committee policy, as well as receiving a copy of the revised policy.
3. A KBASC sub-committee shall not receive any funds until an updated written policy and inventory are submitted to the area.
4. All sub-committee chairs must adhere to that sub-committee policy and guidelines.
5. All sub-committee chairs are to be nominated and elected at the KBASC.
6. All sub-committees are required to submit a written monthly business and/or financial report.
7. In the absence of a standing sub-committee the steering committee may assume the sub-committee function and adhere to its policies and guidelines.

Events and Activities Guidelines

1. During any area event only the E & A Chair, E & A vice-chair, E & A treasurer, KBA Chair, KBA Vice-Chair, and KBA Treasurer may hold bulk money more than \$500.00. Any bulk money that is not in the possession of these six (6)

trusted servants shall be in a padlocked location, the key being in the possession of one of these six (6).

2. If a vendor, e.g. WSO licensed vendors, Regional or Area vendors, from outside the KBA has submitted a letter of intent to sell merchandise at an area event, they may do so.
3. E & A sub-committee will submit a calendar of proposed events for the upcoming year before allocating any resources for these events.
4. The E & A sub-committee shall receive \$1500 in advance per event.

Literature Sales Guidelines

1. All literature will be handed out at the end of the KBASC meeting, unless prior arrangements were made with the Literature Chair at the beginning of the meeting.
2. The literature subcommittee shall maintain a revolving inventory of \$4,000.00.
3. Groups shall be charged full regular price for literature.
4. The Literature sub-committee can accept orders up to \$50.00 in cash from groups or individuals at the KBASC meeting.
5. Literature purchases more than \$50.00 by groups or individuals shall be made by money order to KBASC.
6. Literature starter kits shall be given to new bona-fide groups. Starter kits shall not exceed \$60.00 in value and should be repaid to KBASC in a timely manner.
7. The literature sub-committee shall submit a written monthly report containing the total amount of money received, total amount of literature purchased and total of Area donations. The report shall itemize these amounts by group.

Merchandise Guidelines

1. All proposed merchandise for the KBA will be reviewed by the steering committee.

Newsletter Guidelines

1. The KBA Newsletter shall not contain a meeting list.
2. Prior to production, the newsletter must be approved by the Steering committee.

Hospitals and Institutions (H&I) Guidelines

1. Guidelines to be developed and maintained by the H&I sub-committee.

Public Relations Guidelines

1. Guidelines to be developed and maintained by the Public Relations subcommittee.

Brooklyn Convention Committee Guidelines

1. Guidelines to be developed and maintained by the Brooklyn Convention Committee.

VII. Policy Motions

1. Policy motions must be submitted in writing. Any time a motion that affects policy is submitted, the current policy should be read on the floor of the KBASC and printed after the motion's intent in the minutes.
2. Motions may not be brought back to the KBASC floor for 6 months after either failing or passing.
3. All new motions at the KBASC will be read and discussed at the KBASC prior to the motions being included in the monthly minutes.

VIII. Nominations and Elections

1. Nominations for all area positions will be taken at the area meeting beginning in January and continuing through March. Elections will be held at the April area meeting. Positions start on May 1st.
2. All KBASC trusted servants are nominated to serve specific terms.
 - a. The Convention committee chair serves a term that begins when the previous convention is over and the final report from that convention has been submitted to the KBASC and ends when the final Convention committee business report is submitted to KBASC.
 - b. All other Area positions are 1-year commitments starting on May 1, and ending on April 30.

3. Any time an election is taking place, the date of the election should be printed along with the names of the nominees.
4. Nominees must be present at the KBASC to be nominated and elected.
5. Nominees must submit a written resume to be included in the area minutes.
6. No individual may run for more than one position during any nomination period.
7. The clean time requirements for Area positions shall never be waived when there is someone who meets the requirement running for that position. Any waiving of the clean time requirements for a KBASC position must go back to the groups and be approved by a vote of the GSR's at the KBASC.
8. When an area position has been left vacant after the normal nomination/election period, a nominee for a vacant position should go back to the groups without having to endure the three-month process, providing the nominee has met all the requirements for the position.

IX. Voting Procedures

1. A quorum of the body shall consist of eight (8) GSR's. In the absence of a quorum, essential business will be conducted with a committee composed of three (3) Steering Committee members and no less than three (3) GSR's. Essential business is the payment of routine ongoing financial obligations.
2. The voting participants are the GSR's or alternates from each group.
3. Consensus Based Decision Making will be used in all matters except policy. If no consensus-based decision making can be reached, then a simple majority will be used.
4. Motions before the KBASC must be made at the area meeting by a GSR, a KBASC sub-committee or KBASC Steering Committee.
5. All motions must be seconded by a GSR.

X. Attendance

1. Any trusted servant that misses three (3) consecutive commitments or two (2) consecutive steering committees will be removed from their position. They may request redress at a KBASC meeting, where it will be reviewed by the GSR's.

2. Any Area trusted servant who misses a commitment will be contacted by the Area Chair or Vice-Chair to find out the reason for their absence.
3. In the event an officer or sub-committee chair cannot attend a regularly scheduled Area meeting or steering committee, the Chair or Vice Chair must be notified.
4. GSR's or alternates shall represent a group. Should a group lack representation for three (3) consecutive months they will be deemed inactive. The group will remain on the meeting list if the meeting is known to exist.
5. All members of NA are welcome to attend the KBASC meetings as nonparticipant observers. The chair at their discretion may call on a nonparticipant to speak. The GSR is the conduit to communicate with the KBASC.
6. Participation is vital to the KBASC. Individuals can expect to be replaced if they are unable to be accountable to the KBASC body or unable to fulfill their service commitment.

XI. Area Funds and Property

1. KBASC funds shall be kept in a bank account requiring at least 2 authorized signatures for any withdrawal.
2. All monies received by the KBASC shall be deposited into the KBASC bank account within 5 days.
3. All KBASC property shall be kept in the area storage facility. Keys for the storage bin shall be kept by the KBASC Chair, E & A Chair, and one other Committee member.
4. KBASC shall donate a minimum of \$100.00 per month to the GNYRSC, unless the Area is in its prudent reserve.
5. KBASC shall establish a prudent reserve that is equal to one month area operating expenses.
6. If the KBASC bank balance falls below \$500.00 for any month, the only expenses to be paid will be the rent.
7. KBASC will not fund or lend funds to any group event, the only exceptions being the Thanksgiving and Christmas holiday marathons.

XII. Misappropriated KBASC Funds or Property

1. Any trusted servant who has misappropriated KBASC funds or properties e.g. cash, checking account, mailbox, bins will:
 - a. Be asked to step down from their position.
 - b. Will need to make full restitution of any funds or property.
 - c. If restitution is paid in full, the KBASC must agree to allow him/her to apply to serve in a new position.

XIII. Area Operating Expenses (Prudent Reserve \$5775.00)

1. The KBASC budget and prudent reserve can be revised as necessary by a motion and two-thirds (2/3) vote at a KBASC meeting.
2. If the sub-committee Chair is vacant, monies are still allocated in the monthly operating expenses. This is to ensure availability should a committee form.

Prudent Reserve Operating Expenses (available per month)

Events and Activites: The E & A sub-committee shall receive \$1500.00 advance per event (two events/yr).	\$1500.00
Hospitals and Institutions: The H & I subcommittee shall receive a maximum of \$250.00 per month for literature and expenses.	\$250.00/month
Public Relations: The PR sub-committee shall receive a maximum of \$80.00 per month for printing and expenses.	\$80.00/month
Secretary: The area secretary shall receive a maximum of \$100.00 for printing.	\$100.00/month
Rent: \$100.00 per month can be used for Area and Sub-committee rents.	\$100.00/month
Storage Bins: \$125.00 per month can be used to maintain a storage bin for Area property.	\$125.00/month
Regional Committee Member (RCM): The RCM shall receive a maximum of \$20.00/month to make copies for distribution at Area and Region.	\$20.00/month
Insurance: The KBASC shall receive \$1500.00 annually to purchase insurance policies from the GNYRSO for groups and events.	\$1500.00/month
Travel for Annual Conference MRLCNA/NEZF: \$600.00 annually	\$600.00/month
Learning Days: \$500.00 twice a year	\$500.00/month
Holiday Marathon: \$250.00 per marathon holiday (two/year).	\$250.00/month

Merchandise: \$750.00 two times/year	\$750.00/month
Total Prudent Reserve per Month:	\$5775.00