

ARTICLE 1: FORMAT OF THE SMTASC

Section 1: FORMAT OF THE SMTASC

1. Opening Prayer
2. Reading of the Twelve Traditions.
3. Reading of the Twelve Concepts.
4. Roll Call: Executive Officers, Subcommittee Chairs, RCM, Alt. RCM, GSR'S, or their alternates.
5. Establishment of Quorum.
6. Secretary's Report after insuring each GSR and other Executive Officers have received and read the minutes.
 - (1) A motion to accept the minutes as is or
 - (2) Accept the minutes with changes shall be entertained and voted on.
7. Treasurers Report: After the reading of the Treasurer's report :
 - (1) A motion to accept the report as is or
 - (2) Accept the report with changes shall be entertained and voted on.
8. GSR'S Report: Alphabetically
9. RCM'S Report
10. Subcommittee Reports (Optional)
11. Chairperson's Report (Optional)
12. Sharing Session of Group Concerns.
13. Recess for a said period of time (optional)
14. Old Business: To include any unfinished business from the previous month and any items for group conscience.
15. Election of officers. As needed to fill vacant positions.
16. New Business: Beginning with motions pre-arranged agenda, and followed by motions submitted prior to reconvening after the recess. (Motions submitted after reconvening should be put on the next months agenda - but may be voted on during the current SMTASC meeting at the discretion of the SMTASC Chair.
17. Collection of snack donation.
18. Plan and set the next SMTASC Meeting.
19. Move for adjournment.
20. Closing Prayer.

Section 2: Agenda of the SMTASC Meeting

- A. The Chairperson shall arrange and submit to the SMTASC secretary a tentative agenda after each regularly scheduled

SMTASC meeting.

- B. All motions, Ideas, and Input should be submitted in writing to the SMTASC Chairperson seven (7) days after each regularly scheduled SMTASC meeting so it can be included on the tentative agenda.
- C. Items appearing on the prearranged agenda will have priority over any new business introduced at the SMTASC meeting.
- D. After the tentative agenda has been distributed it may be changed with a simple majority vote by the active voting participants.

Article 2: The SMTASC Meeting:

Section 1:

All SMTANA meetings (either SMTASC or Executive meetings) are open to the N.A. fellowship

Section 2:

The only members with a vote at the SMTASC are the active voting participants or their alternates as described in article 4 section 2

Section 3:

No member may hold more than one (1) voting position at the SMTASC

Section 4:

Discussion at the SMTASC meeting is welcomed from and concerned member of the SMTANA but may be, at the discretion of the chair, limited to GSR'S or their alternates, ASC'S members, Subcommittee chairs or informed members of the SMTANA.

Section 5:

Only GSR'S their alternates, Vice - Chair, Secretary, Treasurer, RCM, Alternate RCM, and Subcommittee chairs may make motions at the SMTASC meetings.

Section 6:

All motions must be seconded in order to be entertained: Only active voting participants or their alternates as defined in Article 4, Section 2 may second motions.

Section 7:

In order to gain the floor a raise of the hand and recognition by the chair is necessary.

Section 8 :

A quorum is required for the SMTASC meeting to conduct business.

A quorum meaning 2/3 of the active voting participants or their alternates being present. The quorum shall be established by the chair at the start of the SMTASC meeting after roll call.

Section 9:

- A. A time limit for questions and answers should be set by the SMTASC Chair before the opening of the floor to discussion: And as such the chair should call for an end to discussion at the set time.
- B. Discussion in motions should be kept to two (2) pro and two (2) con speakers: But may at their discretion call upon informed members to answer or deliver points of information.

Section 10 :

All motions shall be submitted on the SMTASC motion form in writing by the author and followed by an intent.

Section 11 :

- A. Motions and intent (on motion form, written by author)
- B. Fact of whether the motion is seconded or not.
- C. Disposition of the motion: i.e. carried, defeated, tabled, out of order, deferred, sent back to groups, etc.

Section 12 :

- A. Executive committee meeting (ECM)
 - 1. ACM members are: The SMTASC chair, Vice chair, Secretary, Treasurer, RCM, Alt. RCM, Subcommittee chairperson.
 - 2. A Quorum of 2/3 of the members is required to conduct business.
 - 3. The SMTASC Guidelines should be followed.
 - 4. While the executive committee cannot set guidelines or conduct business of the SMTASC, they can make recommendations to the SMTASC.
 - 5. The administrative committee is directly responsible to the SMTASC and should submit a written report after each special meeting to the SMTASC at the next regular SMTASC meeting.
- B. Emergency SMTASC Meetings
 - 1. Shall only be called by the SMTASC Chairperson.
 - 2. The purpose and intent shall be stated.
 - 3. The proposal shall be seconded by an active voting participant.

4. No business other than that stated shall be conducted.
5. If possible, at least fourteen (14) days written notice should be given to all SMTASC trusted servants.
6. An emergency meeting shall follow the SMTASC

Guidelines.

Article 3 : Definition and Purpose of an ASC

An Area Service Committee (ASC) is a committee made up of Representatives (GSR'S) from member home groups, elected subcommittee chairs and an executive committee (Chair, Vice - Chair, RCM, Alt. RCM, Secretary, and Treasurer) and ASC meets monthly for the express purpose of serving the specific needs of its home groups.

Article 4 : Functions of the SMTASC

- A. The primary function is to foster Unity; among the member home groups.
- B. To provide a monthly forum where:
 1. N.A. groups can seek help and support
 2. N.A. groups can resolve their common concerns
 3. To carry the message of recovery through its various sub - committee's
- C. To serve as a link between its member home groups, the Volunteer Region and the World Service Committee.

Article 5 : Membership to the SMTASC

Intent: To insure a consistently informed quorum

Section 1 :

An N.A. group is a meeting which occurs regularly at a specific time and place: Which follows the Twelve (12) Traditions of N.A.

Section 2 :

A group may become an active voting participant of the SMTASC after

1. Registering with the SMTASC Secretary
2. Attending Two (2) consecutive regularly scheduled SMTASC meetings, with voting privilege to commence at the second SMTASC meeting

Section 3 :

A group shall lose privilege to vote after missing two (2) consecutive regularly scheduled SMTASC meetings.

Will not lose privilege and be absent with notice if notifies chair or vice - chair 9:00 a.m. prior to ASC meeting.

Section 4 :

A group shall regain its status as an active voting participant after following the New Group procedure. (See Article 4. Section 2, #2)

Article 6 : Election of Officers for the SMTASC

Section 1 :

The trusted servants positions elected by the SMTASC shall consist of Chairperson, Vice - Chair, Secretary, Treasurer, RCM, Alt. RCM and Subcommittee chairpersons.

Section 2 :

- A. Any member may submit their nomination through the active voting participant who represents their home group at the SMTASC meeting. *(See Article 4)*
- B. Any participating member of the SMTASC may nominate a qualified individual for an SMTASC position. *(See Article 4 Section 2)*
- C. All nominations require a second from a SMTASC participating member. *(See Article 4)*
- D. An individual must be present at the time of nomination, and must either accept or decline the nomination.
- E. Each nominee shall verbally state:
 - 1. Their willingness and desire to serve
 - 2. Their clean time in Narcotics Anonymous
 - 3. Their past service experience in Narcotics Anonymous
- F. Each nominee shall answer questions pertaining to N.A. by any member of the SMTASC present. No outside issues.
- G. Nominations shall be closed at the regularly scheduled SMTASC meeting one (1) month prior to elections. *(See Section 3)*
- H. At the time of election all members shall be present in order to accept position.

Section 3 : Elections

- A. In order to assure the fellowship of a smooth and orderly transition of trusted servants in two annual elections in the following manner.
 - 1. The Chair, Vice - Chair, Treasurer, Phonenumber Chair, Activities Chair shall be elected at the regular SMTASC meeting in the

month of January.

2. The Secretary, RCM, Alt. RCM, Policy and Procedures chair, Hospital and Institutions Chair, Public Information Chair shall be elected at the regular SMTASC meeting in the month of July.
- B. Officers or subcommittees chairs newly elected shall start their term of office at the start of the regular SMTASC meeting following the meeting at which they were elected. (*i.e. February & August*)
- C. No individual shall serve in more that two (2) consecutive terms in the same position.
- D. No individual shall serve in more that one voting SMTASC trusted servants position at the same time.
- E. SMTASC officers or subcommittee chair may be elected as needed to fill vacant positions. Their term of office shall be for the remainder their predecessor's term of office and shall conclude at the annual elections. If that interim officer is re-elected at the annual elections, it shall be considered their second term in office. (*See Article 5, Section 3 Paragraph C*)
- F. Any member nominated for a position at the SMTASC shall be elected by a simple majority of the active voting participants. (*See Article 4, Section 2*)

Section 4 : Voting

- A. Voting shall be done by the active voting participants only (*GSR'S only Article 4, Section 2*) No proxy voting.
- B. The votes shall be recorded in the following manner.
 1. office being filled
 2. Nominations and seconds
 3. Qualifications of the nominee
 4. Outcome of names only
- C. It shall take a simple majority of yes votes for an election.

Article 7 : Qualifications and Responsibilities of the SMASC Officers

The following defined officers shall be expected to have the desire and willingness to serve, time and resources necessary to carry out the functions of their offices, the ability to communicate and the ability to organize, and a working knowledge of the SMASC Guidelines and the Twelve (12)

Traditions of Narcotics Anonymous. Regular attendance at all SMTASC meetings.

Chairperson

Qualifications:

1. One year commitment
2. Three (3) years continuous abstinence from all drugs
3. Minimum of two (2) years active involvement in N.A.

Responsibilities :

1. Arrange tentative agenda (*Article 1, Section 2*) for and preside over the monthly SMTASC meetings
2. Handle correspondence of the SMTASC
3. One of the three (3) co - signers of SMTASC checking account ***
4. Vote at the SMTASC - only in the event of a tie
5. Enforce the rules of decorum and discipline at the SMTASC meetings
6. Maintain the SMTASC files.
7. Call an emergency SMTASC meeting when necessary
8. Appoint all ad - hoc subcommittee chairpersons as necessary
9. Train the Vice - Chair in the performance of the duties of the Chairperson

Vice - Chairperson

Qualifications:

1. Two (2) year commitment - 1 year as Vice - Chair and 1 year as chair, if elected.
2. Minimum of two (2) years continuous abstinence from all drugs
3. One (1) year active service involvement in N.A.

Responsibilities:

1. Be prepared to assume the duties of the Chairperson in their absence
2. One of the three (3) co - signers of the SMTASC bank account
3. Serve as a liaison between all standing subcommittees and the SMTASC to assure co-operation and coordination of all function
4. Act as parliamentarian of the SMTASC meetings
5. Maintain the SMTASC archives

Secretary

Qualifications :

1. One (1) year commitment

2. Six (6) months continuous abstinence from all drugs

Responsibilities :

1. Be prepared to assume the duties of the Chair and Vice - Chair in their absence until a Chair pro - tem can be elected
2. Keep an accurate record of the proceedings of the SMTASC meetings (*See Article 6 , Section 4 & Article 2, Sections 7, 8, 9 ETC.*)
3. Maintain a file of all SMTASC Group and Subcommittee reports submitted
4. Assist the Chair & Vice - Chair in maintaining the SMTASC archives
5. Give out minutes to the previous months SMTASC meeting at the next months area meeting
6. Maintain an updated list of the SMTASC membership , showing active and non - active voting participants
7. Maintain the record books in which the SMTASC Guidelines, Special Rules of order, and minutes are entered along with any amendments properly recorded : And to have the current books on hand at any SMTASC meeting for the verification when requested
8. Type and send any correspondence that the SMASC directs
9. Prepare ballot records from all SMTASC elections
10. Make available blank group, subcommittee, and motion forms at the SMTASC meetings.

Treasurer :

Qualifications :

1. One (1) year commitment
2. Two (2) years continuous abstinence from all drugs
3. One (1) year active service involvement in N.A.

Responsibilities :

1. Responsible for the management of the funds coming into the SMTASC from groups or area support function donations
2. Submit accurate written or typed monthly and yearly reports of all contributions and expenditures which shall be included in the minutes
3. Required co - signer of the SMTASC bank account. And one of two signatures (*Either the Chair or Vice - Chair being the other, on any SMTASC Checks*)
4. Maintain the SMTASC financial record books and to have the

current record books on hand at the SMTASC meeting for verification and review when requested

Regional Committee Member (RCM)

Qualifications :

1. One (1) year commitment
2. Three (3) years continuous abstinence from all drugs
3. Two (2) year active service involvement in N.A.

Responsibilities :

1. Regular attendance at SMASC meetings
2. Regular attendance at VRSC meetings
3. Serve as the link between the SMTASC and the Volunteer Region of N.A.
4. Carry the SMTANA "Group Conscience" to all VRSC meetings
5. Provide the SMTASC Chair with any agenda items which are of concern or require a "Group Conscience" vote thirty (30) days prior to the next SMTASC meeting
6. To take an active part in any VRSC discussions as the "Voice" of the SMTANA
7. To submit a written or typed report at the next SMTASC meeting of any relevant action taking place at the VRSC meeting
8. Train the Alternate - RCM in the performance of the duties of the RCM

Alternate - Regional Committee Member (Alt - RCM)

Qualifications :

1. Two (2) year commitment : one (1) year as alt - RCM and one (1) year as RCM, if elected
2. Two (2) years continuous abstinence from all drugs
3. One (1) year active service involvement in N.A.

Responsibilities :

1. Be prepared to assume the duties of the RCM in their absence
2. Regular attendance at SMTASC meetings
3. Regular attendance at VRSC meetings

4. Work with and assist the RCM in the performance of their duties

Article 8 :

Subcommittee Chairs

Qualifications :

1. One (1) year commitment
2. Two (2) years continuous abstinence from all drugs
3. Six (6) months active service involvement in that subcommittee, working knowledge of that subcommittee's guidelines

Responsibilities :

1. Hold one (1) monthly scheduled meeting of that subcommittee
2. Preside over that subcommittee's monthly meetings
3. Submit a written or typed report of their subcommittee's meeting
4. Keep the SMTASC informed of their activities, needs, and other relevant information
5. Assure that their subcommittee is in accordance with Article
6. Expedite action on motions deferred to their subcommittees
7. Submit a year end written report to the SMTASC consisting of the past year's activities, accomplishments, specific problems or situations, and plans for the coming year

Article 8 :

Removal Of SMTASC Officers

Section 1 :

An officer of the SMTASC shall be removed from their position for non-compliance, by a 2/3 vote by the acting voting participants

Section 2 :

Non-compliance includes but is not limited to :

- A. Loss of abstinence
- B. Non-Fulfillment of their duties of their position
- C. Absence from two (2) consecutive regular SMTASC meetings without prior notification to the Chair or Vice-Chair prior to 9:00 a.m. the day of SMTASC meeting
- D. Absence from two (2) consecutive regular Subcommittee meetings.
- E. Misuse and / or misappropriation of any N.A. funds or

property

Section 3 :

Prior to removal from office, the SMTASC officer shall receive the following

- A. Thirty (30) days written notification from the SMTASC Chair indicating the exact nature of the non - compliance
- B. An opportunity to be heard relative to the alleged non - compliance

Section 4 :

After notice and an opportunity to be heard: the final vote relative to the removal of the SMTASC officer shall be referred back to the groups that are active voting participants in the SMTASC for Group Conscience

Article 9 :

Standing Subcommittee's

Section 1 :

The SMTASC may establish subcommittee's as necessary to perform certain duties. These subcommittee's will be formed upon approval by the active voting members of the SMTASC. Each subcommittee shall be autonomous, but directly responsible to the SMTASC.

Section 2 :

The Guidelines of each subcommittee should be used by the SMTASC To:

- 1. Assume responsibility in fulfilling our primary purpose in specific ways.
- 2. Minimize the time spent in debate over certain issues.

Section 3 :

Each subcommittee chairperson should establish lines of communication with their respective regional and world subcommittees.

Section 4 : Purpose of each standing Subcommittee

Activities

The SMTASC Activities Subcommittee deals with creating and organizing activities through which recovering addicts may learn

again to enjoy life in a whole, loving and clean environment. They organize and coordinate Support Functions, picnics, campouts, dances, ect.

Helpline

The Helpline Subcommittee establishes, maintains, and coordinates an effective 24hour/7day a week answering service. The purpose of this subcommittee is to provide a means by which a suffering addict can reach a member of Narcotics Anonymous.

Hospitals And Institutions

The H & I Subcommittee is in charge of carrying the message of recovery to addicts that cannot come to us or to an institution which (*for any reason*) has restrictions that differ from the Twelve (12) Traditions. The area H&I Subcommittee keeps records pf H&I meetings, coordinates panels, and establishes new meetings for as many Hospitals and Institutions as possible. They are accountable for all dispersed literature.

Policy and Procedures

The Policy And Procedures subcommittee deals with those things which are the policy (*Guidelines*) of the SMTASC. The general policies of N.A. are expressly stated in the Twelve (12) Traditions and the Temporary Working Guide to Our Service Structure.

Public Information

The Public Information Subcommittee purpose is to inform the public that Narcotics Anonymous is available to the addict who suffers. This committee deals with attraction through the media and other accepted means of communication within the community.

Section 5 : Ad - Hoc And Temporary Subcommittees :

- A. Ad - Hoc Committees may be formed for the purpose of information gathering only. The chair has the authority to

appoint ad-hoc committees for such special purposes as deemed necessary to fulfill specific functions. The Chair for an ad-hoc committee should be appointed by the SMTASC Chair. The purpose and duration of existence of any such committee should be at the time of appointment.

- B. Temporary Subcommittees may be formed for the purpose of carrying out specific functions that cannot be carried out by the SMTASC or other subcommittees. These temporary committees shall follow the guidelines for any other subcommittees. These temporary committees shall follow the guidelines for any other subcommittee, and shall also be dissolved when their specific function has been completed.

Article 10: Funding of The SMTASC :

Section 1: Prudent Reserve

- A. The Prudent Reserve for the SMTASC shall be sufficient funds for the ASC to function for 3 months, in the event of no available funds.
- B. The Prudent Reserve of the SMTASC is \$600.00 with the stipulation that \$175.00 is set aside for activities. (*\$425.00 will be the actual Prudent Reserve.*)
- C. After the needs of the SMTASC have been met, any funds in excess of the Prudent Reserve shall be sent to the VRSC.

Section 2 : Expenditures

- A. Before any vote can be entertained regarding expenditure the Chair shall ask the SMTASC Treasurer if the funds are available.

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