

# **Hill Country Area of Narcotics Anonymous Area Service Committee Guidelines and Financial Policy**

Revised December 2025

## **Purpose of HCANA: Mission and Vision Statement**

The mission of the Hill Country Area of Narcotics Anonymous is to plan and provide services and support that facilitate the continuation and growth of Narcotics Anonymous Groups in the Hill Country Area of Narcotics Anonymous (HCANA) and NA as a whole.

Our vision is to provide a vehicle for the groups of HCANA to share their experience, strength and hope with one another. The groups have created the service structure; they have final authority over all its affairs. The groups have created the final responsibility for the support of all their services and activities. The Hill Country Area service body will use the current guidelines approved by NAWS and at no time will this set of Guidelines or Financial Policies conflict with the 12 Traditions and 12 Concepts of NA Service.

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## *Area Service Committee (ASC) Meeting Guidelines*

### **I. ASC Meeting Time / Location**

- A. The area body will meet on the third Sunday of every month at 2:00 PM or shortly after. The ASC body (ASC Body consists of all groups and ASC trusted servants present at the ASC) will determine changes to the meeting time and/or place in the previous month if an ASC falls on a holiday weekend. For annual election purposes, the ASC will meet three consecutive months; November for nominations and December for elections and January when the new trusted servants take office.
- B. The option to meet in person is to meet virtually via Zoom

### **II. ASC Format**

- A. **Consensus Based Decision Making (CBDM)** will be established and used to conduct business at the ASC. Acting within the principles of the Narcotics Anonymous Sixth and Ninth Concepts of Service the business portion of an ASC is usually conducted by consensus rather than voting. With CBDM being established, the use of “parliamentary procedures” or “Robert's Rules of Order” is not necessary and will not be utilized by this ASC.

- i. The CBDM process:

- a. Proposals brought to the body.
    - b. Floor open for clarification, discussion and sharing.
    - c. After a sharing session, the facilitator will call for a consensus.

Participants may respond in one of four ways

- 1. **Assent:** Support of proposal.
      - 2. **Abstention:** Neither support or non-support signified by remaining silent.
      - 3. **Stand Aside or Dissension:** Statement of non-support of the proposal signified by a show of hands and verbal declaration of “standing aside” or “descend”.
      - 4. **Block:** A block should be an extremely rare step taken only when a participant honestly believes that one of the 12 traditions, 12 concepts or other fundamental NA spiritual principle is directly violated by a proposal.

A member who blocks should be able to articulate which tradition, concept or other principle is violated by the proposal.

- B. **Voting:** Any ASC Trusted Servant (RCM, Subcommittee Chair) except the Chair or Vice Chair may vote. Decisions shall be made by CBDM when possible. Unless otherwise stated herein, consensus is defined as 80% or more of the voting members. ASC Chair votes only in the case of a tie. Vice Chair is excluded from voting on all proposals before the ASC. The Administrative Committee members and subcommittee chairs shall have no vote on old business proposals which have been sent back to the groups for consideration

(Such as policy changes). Positions of service may be voted on by paper ballot (By request) or by show of hands. A person with the majority votes is elected. The majority is one plus half of the voting members (Group Service Representatives) present. Quorum is however, many voting members are present (so business can always continue).

**C. Ground rules for presenting proposals:**

1. Any addict present at the ASC may present a proposal. All proposals should be in writing or email.
2. Time limit per discussion is 15-20 minutes maximum plus a 5-minute presentation of the proposal.
3. Discussion will go around the room in order to allow everyone to participate.
4. The ASC Chair may call for a consensus decision at the conclusion of the sharing session. a. All addicts present may participate in the consensus process. If voting is deemed necessary by the facilitator, only GSRs or GSRA's may vote. Only one vote per home-group is permitted by the GSR or GSRA.
5. Individuals will have 2 minutes per discussion periods to share on a proposal.
6. No repetition of shared information or opinions.
7. Respect each other's' time for sharing. Only one person at a time shares as recognized by the ASC Chair.
8. The ASC body may decide if more time is needed for further discussion
9. Proposals for Financial Policy changes shall be submitted in writing and taken back to the groups to be voted on at the next ASC by hand count based on the established quorum.

**iii. ASC Reports**

- A.** All elected (or appointed) officers and subcommittee chairs of the ASC will provide written reports every ASC via email to all administrative trusted servants and groups a minimum of 24 hours prior to the next ASC.
- B.** Agenda is set and distributed electronically by the chair and available at the ASC
- C.** Written reports will include any approved financial expenditures with original receipts for all Area expenses.
- D.** Time limit for administrative and subcommittee reports to be determined by ASC chair.
- E.** Treasurer Reports (See Financial Policy)

#### **IV. Selection of HCANA Trusted Servants**

- A.** Selection of HCANA Trusted Servants will be held at the December ASC.
- B.** Only one RCM (regional committee member) will be elected each year due to two-year staggered terms.
  - 1.** In the event the RCM 2 is vacated before their term expires, a new RCM 2 will be elected as soon as possible so they can move to RCM 1 position at the end of the year.
- C.** Any addict attending the ASC can make a nomination but only GSR's or AGSR's can participate in alignment with consensus-based decision making.
- D.** At the September ASC, groups will be asked to bring nominations back to the November ASC.
  - 1.** All nominees will need to qualify for themselves at the November ASC's selection of trusted servants. Nominations will be closed unless a position has no nominees, then nominations will remain open for that position.
  - 2.** New trusted servants are elected at the ASC by the trusted servants present at the December ASC. Elections of other positions (e.g. Unfilled or vacated positions) will be chosen by the trusted servants at the ASC with no need to bring the volunteers/nominees back to the groups before electing them. (See below.)
  - 3.** In the case of a vacated ASC position or any unfilled ASC positions and if there are no nominations, the ASC body area chair, in consensus with the ASC body, may appoint someone until the position can be filled through the normal election process or when a special election can be held.

#### **v. Administrative Positions:** Duties and qualifications will be read (GLS). Terms of service will be for 1 year for each position and 2 years RCM's.

##### **A. Chair** (pg. 48 GLS)

- 1.** Clean time requirement is 2 years.
- 2.** Create an agenda for the next ASC to be sent out with the Facilitator's monthly report prior to next ASC.
- 3.** Follows Guide to Local Services and Area Guidelines.
- 4.** Uses caution when expressing personal opinions during discussions at the ASC. They should maintain neutrality except to express their experience within the topic offering both pros and cons and encouraging open discussion.
- 5.** Communicates regularly with ASC body with general reminders, reports due, ASC announcements and general administrative direction.

##### **B. Vice Chair / Co-Chair** (pg. 48 GLS)

- 1.** Clean time requirement is 2 years.
- 2.** Contact each subcommittee chair on a monthly basis.
- 3.** Follows Guide to Local Services.
- 4.** Uses caution when expressing personal opinions during discussions at the ASC. They should maintain neutrality except to express their

experience within the topic offering both pros and cons and encouraging open discussion.

5. Vice Chair will be responsible for new GSR orientation to take place 15 minutes prior
6. Accurately records changes to Area Guidelines/Policy as approved by the ASC body within 5 days.
7. Provides update as needed to the HCANA web servant.
8. Provides a review copy by email when a revision is necessary.

**c. Secretary** (*Pg. 48 GLS*)

1. Clean time requirement is 1 year.
2. Send out a well-written set of minutes including written proposals and their consensus results within 14 days of the previous ASC.
3. Provides a review copy by email when a revision is necessary.

**d. Treasurer** (*See Financial Policy*)

1. Clean time requirement is 2 years. Treasurers should also have a means of personal support.
2. Treasurer or designated representative will follow the Financial Policy.
3. Treasurer or designated representative to attend all Area functions.
4. Treasury Money Handling Procedures for cash and Square Credit Card Reader use at HCANA events, refer to Addendum A.

**e. Vice-Treasurer** (*See Financial Policy*)

1. Clean time requirement is 2 years. Vice-Treasurer should also have a means of personal support.
2. Term is for 1 year as Vice Treasurer and automatically nominated for treasurer the following year.
3. Assist the treasurer in following the Financial Policy.
4. Will be responsible for treasurer's duties when the treasurer is absent at the ASC

**f. Regional Committee Members (RCM's)** (*Pg. 50 GLS*)

1. Clean time requirement is 2 years.
2. One RCM will be elected each year to stagger the terms.
3. The RCM II automatically moves into the RCM I position if there are no objections from the group consensus of the ASC.
4. RCM II is an understudy of RCM I and shares the responsibilities of the RCM I.
5. Attends all Regional Service Committee meetings and Regional Assemblies and if missed one with an unexcused absence may be grounds for dismissal.
6. Should have a good working knowledge of the 12 Concepts of Service as well as the 12 Traditions.
7. Shall maintain communications between Region and NAWS and keep the ASC informed of these communications.
8. RCM shall provide groups, subcommittees, and the ASC with any information requested as well as new information that pertains to members of the ASC or NA as a whole.

9. Maintain contact with the groups and visits a group's group conscience at request of a group.
10. Conduct CAR workshops when requested by the groups.
11. Must attend Regional CAR workshop.
12. Must provide an emailed copy of most recent RSC minutes to all members of the ASC. A printed copy may be made available on request by an ASC member who does not have email or a computer.
13. If the ASC chair and vice-chair are both absent at the ASC, the RCM I will facilitate the ASC meeting. If the RCM I should also be absent, then RCM II would facilitate.
14. The area chair or vice chair may represent our area at region if one or more RCMs were unable to attend or if the positions have not been otherwise filled or the chair may appoint an acting RCM.

**G. Web Servant/Web Servant Alternate & Phone Line**

1. Clean time requirement is 2 years.
2. Also needs a working knowledge of Public Information Guidelines and NAWS web site guidelines.
3. Updates will be posted on the web site within 3 days of receiving the update.
4. ASC must approve any major changes to the web site.
5. Only the web servant, alternate and hosting vendor will have access to the web site and passwords. Anytime the web servant or alternate are replaced or resigned, the passwords will be changed.
6. Website will follow PR Guidelines and NAWS web site guidelines.
7. Any NA Group, NA Area, NA Region, or NAWS will be allowed to have their workshops, functions, or conventions posted on the "Events" page of the web site. Each home group may request a page for their group. Absolutely no individual's personal announcements or events will be posted on the website.
8. Individuals first name and last initial with clean date may be posted.
9. Maintains ASC email and phone contact sheet and updates the email forwarder on the website server. Distributes a copy to all trusted servants by email upon request.
10. Maintains online meeting schedule.
11. Acts as administrator responsible to phone line service.
12. Keeps an updated list of all phone line volunteers.
13. Stays informed and follows the NAWS approved Phone Line Guidelines.

**H. Public Relations (PR) Chair 1.**

1. Clean time requirement is 2 years.
2. Attend the ASC.
3. Maintains contact with Regional PR Chair.
4. Stay informed and follow the NAWS approved PR Guidelines.
5. Maintains updates to online meeting schedules and maintains printed schedules for distributions at each monthly ASC.

**I. Hospitals and Institutions (H&I) Chair**

1. Clean time requirement is 2 years.
2. Attends ASC.
3. Maintains contact with regional H & I Chair.
4. Follows NAWS approved guidelines for H&I.
5. Maintains contact with H & I panel coordinators.
6. Maintains an updated list of H&I locations and TDCJ approved members.
7. Maintains adequate H&I Literature for distribution as needed.

**J. Activities Chair**

1. Clean time requirement is 2 years.
2. Coordinates 4 area wide functions per year.
3. Immediately after any Area function, Activities Chair is to give any monies to Treasurer or designated member of administrative committee to be counted and receipt to be signed by both parties.
4. Follows Financial Policy (VIII), Section D of these Guidelines.
5. Follows Guide to Local Services.

**VI. Resignation or Removal of trusted servants will be without exception:**

- a. Misappropriation of NA funds is defined as using ASC funds other than for the intended purpose or limited itemized accounting of NA funds.
- b. Missing 3 consecutive ASC meetings.
- c. Relapse
- d. Commission and conviction of a felony during term.

## *Financial Policy*

### **I. Bank Account:**

- I.** All checks will require two authorized signatures.
- II.** Authorized signers of the bank account names will be updated within 7 days of seating incoming chairs. The authorized signers will be Area Chair, Area Vice Chair, Treasurer and Vice Treasurer.
- III.** Funds from Activities for HCANA will be counted and receipt verified by two ASC members and funds sent by check from group account or money order within 5 days to the treasurer. The members first and last names must be recorded in area minutes at election time for banking purposes.

### **II. Treasurer Reports**

- I.** The Treasurer will submit a written report to each ASC. The report will be a detailed accounting of all income and expenses.
  - i.** Amount of last ASC group donations.
  - ii.** Year-to-date group donation totals.
  - iii.** Reconciliation of Bank Statement.
  - iv.** Copy of bank statement with account number blocked out.
  - v.** Copies of all treasurer's receipts.
  - vi.** Ledger accounting

Detailed end of the year report to be given at December ASC to include year to date expenses and income.

### **III. Audits**

- I.** The Treasurer will make available at each monthly ASC meeting the previous bank statements and treasurer's book for inspection by any area trusted servant or member of Narcotics Anonymous.
- II.** The Treasurer, upon request of the area body, will make available all of the financial records for review and audit.
- III.** There will be an annual audit before each February ASC reported on or before February ASC or when there is a change of treasurers. The audit will be attended by at least the ASC Chair, Treasurer and RCM.
- IV.** The incoming treasurer will verify that the cash in the bank and any money on hand matches the amount shown on the outgoing treasurer's report.
- V.** Any discrepancy is to be reported to the HCANA body immediately

### **IV. Committee Appropriations**

- I.** Each subcommittee is to spend money as needed to fulfill its purpose, as budgeted and approved by Area.
- II.** The subcommittee chair is directly accountable to the ASC for all expenditures.
- III.** All receipts, along with a written record showing name, position, and reason for all expenditures shall be turned over to the treasurer at the following ASC.
  - i.** The treasurer will not release any more funds until all receipts and previous funds are accounted for.

### **v. Prudent Reserve**

- I. There will be a \$400 prudent reserve and current ASC operating expenses of \$400 kept in the bank by the treasurer.
  - II. Funds exceeding that \$800 will be donated as follows: 50% to TBRNA and 50% to WSC.
  - III. Operating expenses may be adjusted as needed to accommodate functions or as general costs increase.
- vi. **Area Budget**
- I. The budget will include \$100 per person for single day RSC and for RCM's, H & I, and PR. Travel Budget will be increased as needed.
    - i. The travel expenses are limited to meals, gasoline, toll fees and lodging for that individual.
    - ii. In order for a subcommittee chair to be funded for the RSC, at the regional level there must be an active corresponding Regional subcommittee and the chair must attend the RSC.
  - II. The budget will also include \$65 for a new group package of NA literature and or NA related supplies.
  - III. The budget will include money for meeting schedules, phone bill, website, bank, and facility rental charges and a PO Box.
  - IV. The ASC will maintain a annual budget of \$7,400.00 for committee needs. This budget is not to act as a limit of expenditure.
  - V. Prudent reserve will be replaced as soon as possible, if used.

### ***Money Handling Procedures***

- All HCANA Trusted Servants overseeing financial transactions will have a minimum of 2 years clean.
- The HCANA Treasurer, Vice treasurer or former treasure/vice treasurer will be responsible for training for the procedure for money handling and Square Card Reader usage for all HCANA Event/ functions.
- The HCANA Treasurer will be responsible for checking the Square Card Readers out and in. The HCANA Treasurer will keep the Square Card Readers with all other HCANA Treasury Records.
- The following HCANA committee members may oversee cash and or Square at any HCANA event/ function: Chair, Vice-Chair, Treasurer, Vice Treasurer, H&I Chair, Activities Chair, RCM 1 and RCM2.
- All cash will be deposited to RBFCU within two business days after any HCANA event/ function.

### ***Social Media Policy***

These policies are created to preserve everyone's right to personal anonymity:

1. Hill Country Area Facebook page will be the designated social media platform it will be used as a community resource for addicts and non-addicts alike.
2. Only Narcotics Anonymous approved literature will be posted to the page.
3. The page will not allow rating, nor have any public affiliation. It does not have the capabilities of sending friend requests. The only requests that can be attached to this page are like requests.
4. The page will have a disclaimer stating we are not affiliated with Facebook and that not all people who like this page are part of our fellowship.
5. This page is not attached to any one person, the profile created to facilitate the Facebook page has it@hillcountryna.org as the administrator. The profile used to create this page cannot have friends, this is to hold to a single point of accountability. Administrative access will be given to Vice Chair, IT Chair, Previous IT Chair, and PR Chair
6. Creating events on social media by subcommittees is prohibited.
7. The Web Servant chair is responsible for the presentation, updates and upkeep of the Facebook page.

### *Editors' Notes and Revision Dates*

This page reserved for approved changes after revision is made.

The composer of this document strongly suggests that a standard formatting (Times New Roman 12) be used for all HCANA documents. This document was prepared using Open Office software and has been saved as an ODT Writer File. Documents in Open Office can be imported and exported in almost any format, including a PDF export.

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